

Junior **LC**
Long Course

Championships

8 lane 50m outdoor pool

Aquatic Centre Tarewa Rd ROTORUA

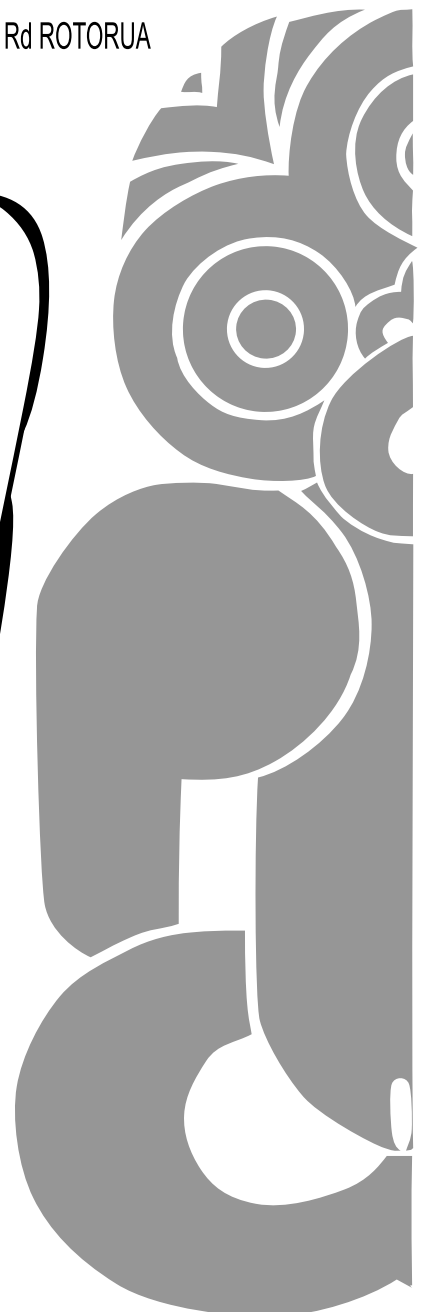
Saturday 4th & 5th December

Bible 10

meet information

session times

		warm-up	start
<i>Saturday</i>	1	8.00 am	9.00 am
<i>Saturday</i>	2	4.15 pm	5.00 pm
<i>Sunday</i>	3	8.00 am	9.00 am



SWIMMING BOP
Junior Long Course Swimming Championships 2008

50m Outdoor Pool – Aquatic Centre ROTORUA

Saturday 4th & 5th December 2010

Welcome all swimmers, officials, team managers and supporters of Swimming BOP to the Regional Junior Long Course Championships for 2007/2008. The enclosed information will help your participation and ensure the smooth running of these championships.

GENERAL INFORMATION

Meet Director : Mr Chris Groothoff
ph (07) 3087228

Carnival Secretary : Mary-ann Roling
ph (07) 347 0709
roling @xtra.co.nz

During the Meet : Mary-ann Roling - 027 4816 848
or Bronwen Radford - 027 6688 966

Conditions of entry and Session Times

- see the attached copy of the Meet Flyer outlining meet conditions
- Details are also available on the Swimming BOP website : www.swimmingbop.org.nz

Saturday 4 th December	Saturday 4 th December	Sunday 5 th December
Session 1 <i>Morning</i>	Session 2 <i>Afternoon</i>	Session 3 <i>Morning</i>
warm-up : 8.00am start : *9.00am	warm-up : 4.15pm start : 5.00pm	warm-up : 8.00am start : 9.00am

- Pool will be cleared at **8.45am Saturday** to allow for the Official opening of the BOP Junior Long Course Championships
- Pool to be cleared at **4.20pm** on Saturday and **8.50am** on Sunday to ensure sessions start on time

Qualifying Times

- To swim at this meet all swimmers *must* have met the required qualifying times in **all** events entered
- Qualifying times are listed on the Meet Flyer and are posted on the Swimming BOP website also
- Where swimmers do **not** swim to their qualifying times *and* if there is **no** valid reason they may be called upon to prove that they can swim to that time or a fine of **\$25** may be imposed

Pool Entry

- Is via the **Side Gate** near the Clubrooms – **not** the Main entrance (see Pool Layout)
- Will be **free** for Competitors, Officials, Team Managers and Team Coaches
- **Spectators will be charged \$1.00 per day – please pay at the Side Gate**

note

- **If persons attending the BOP Junior Long Course Championships wish to use any of the Aquatic Centre attractions, then normal charges will apply and must be paid at the main entrance**

Programmes

- Will be available for sale at the **Side Entry Gate**
- **ENTIRE** programme - **\$10.00**
- **DAILY** programmes - **\$5.00 per day**

Rules of the Meet

- The BOP Junior Long Course Championships are conducted under FINA Rules **with local meet conditions taking precedence**
- Over-the-top starts will apply
- **note** : Should weather conditions be intolerable prior to the start of **any** session, the Meet organisers reserve the right to shift the meet indoors to the 25m pool

Withdrawals

Withdrawals are the same as Scratchings - i.e. where a swimmer for whatever reason decides not to take part in a race. Withdrawals will be accepted in accordance with **SNZ Regulation 3**

- Withdrawals from **Timed Finals** must be advised to Control at least **30 minutes before** the **start** of Session.
FAILURE TO NOTIFY WITHDRAWALS WITHIN THE SPECIFIED TIMES WILL RESULT IN THE SWIMMER BEING LIABLE TO A **\$50.00** FINE
- **Swimming New Zealand** Scratching Forms are to be used
- Please ensure that your Team Manager has plenty of these

The Meet Director shall determine the acceptability on all matters where medical reasons or hardship are claimed.

note : A Medical Certificate will be required for Refunds on withdrawal and **must** be handed into control **before** the conclusion of the meet

Protests

- These must be lodged under SNZ Rule 3 on the Swimming New Zealand **Protest Form** (*copy attached*)
- Protests can **only** be lodged by the duly appointed Team Manager on the appropriate form accompanied by the correct fee of **\$50.00**
- **note** : Swimming BOP Team Managers **must** be **registered** members of Swimming BOP

Officials

- Where appointed officials become unavailable, the Meet Director is to be notified as soon as possible
- Swimming BOP shall endeavour to obtain the necessary number of officials *however* the number on poolside may be more or less than that stated by Swimming New Zealand depending on availability of officials on the day
- We welcome any assistance from *visiting* officials
- All care will be taken to ensure rules are adhered to but Swimming BOP will **not** be held responsible for any errors should any records be taken

Timekeepers

- **All Clubs** – One(1) Official per four(4) Club swimmers, for the **duration** of **each** Session

Control

- **Only** Team Managers are permitted to approach Control – **NO exceptions**

Team Managers

- A Team Managers meeting will be held at **8.30 am Saturday 5th December 2010** in the Clubrooms *prior* to the start of **Session One**
- It is **strongly** recommended that your Club be represented. Team Managers are responsible for ensuring that information from this and subsequent meetings is passed to the relevant members/swimmers within the Club
- Team boxes are located on the balcony of the Clubrooms and entry to this area is **restricted** to Team Managers **only**
- Please direct **all** enquiries to the **Meet Director** – **DO NOT** disturb Control staff

Opening Ceremony

- Will take place *prior* to the start of **Session One** – Saturday Morning
- **Warm-up** will *finish* at **8.45am** to be immediately followed by the Opening Ceremony
- The National Anthem will be sung and the Swimmers Oath declared

Opening Ceremony (continued)

- Two (2) representatives from each Club will take part in a march-past, with other Team members remaining near their tent site. It is suggested some care be taken to ensure that swimmers taking part in the march-past are correctly attired in their Club Uniform

Marshalling

- The Marshalling area is at the **start end** (lane 8 side) of the pool (see Pool Layout)
- Swimmers are to report to the Marshall **FIVE(5)** races *prior* to their **event, or** when called by the Announcer
- **Any** swimmer who fails to report on time will be deemed to have *withdrawn*
- Swimmers **must remain** in the Marshalling Area under the control of the Marshall, *until* told to move forward to the blocks
- Should a swimmer absent him/herself from the designated Marshalling area **without** permission, they will be **liable** to disqualification by the Referee prior to the start of the race. ***This is a Meet Rule***

Timed Finals and 12 and under 'Open' Timed Finals

- **All** events will be swum as separate male & female timed finals, seeded on time and swum slowest to fastest. for the following age groups : 9 & Under , 10 , 11 , 12 and Open(12/U)
- The 400m Freestyle (events 71 & 72 – session 3) will be swum as separate male & female timed finals with placings for **each** age group declared on times
- The 400m IM (events 1 & 2 – session 1) and 200m Butterfly (events 89 & 90 – session 3) will be swum as separate male & female timed finals. They are 12/U (Open) timed finals, age group placings are **not** declared

Events

- Events will be swum as per programme however the Organising Committee reserve the right to **combine** events where necessary

Electronic Timing

- will be used for this Meet

Results

- will be **emailed** to **all Clubs** & posted on the following websites :
Swimming BOP - www.swimmingbop.org.nz
Swiminfo' - www.swiminfo.co.nz/index2.asp

Medal Presentations

- There will be Medal Presentations
- Finalist Ribbons will be labelled and *placed* in the Team boxes for collection by Team Managers **only**.
- Medals are awarded for 1st 2nd & 3rd place-getters with Ribbons for 4th to 8th place, Male and Female, in the stated Age groups.
- Victory Ceremonies will be timetabled in the order of events and the Victory Ceremony timetable is attached.
- A musical fanfare will be used to indicate the Victory Ceremony.
- Substitutes may be used if swimmers are in other races or in marshalling, however they must be of the same gender as the swimmer due to receive the medal.
- Victory ceremonies will take place immediately after the following event. (*see attached example*).
- Immediately after finishing their race and before warming down the top 3 swimmers should dry down, get their t-shirt or tracksuit jacket and go to the presentation area. The announcer will endeavour to call swimmers where possible.
- We will endeavour to run the victory ceremonies as timetabled. If for any reason there is a delay in the results being available, the victory ceremony for that event will take place as soon as possible.
- Dress standard for victory ceremonies : Club t-shirt, jaket or sweatshirt, **no** caps or goggles, **no** towles to be wrapped around the waist.

TEAM MANAGERS AND COACHES ARE TO ENSURE SWIMMERS ARE FAMILIAR WITH THIS PROTOCOL AND TIMETABLE. (copy attached)

SPECIAL ANNOUNCEMENT

Awards :

- Swimming Bay of Plenty will be awarding a **trophy** for the most outstanding individual performance at these Championships. This award shall be based upon comparison with the current world long course record at the time of the performance (FINA POINTS)
- **Towels** will also be awarded for each stroke (combined FINA Points of 50m,100m,200,400m) to the stroke champions of the meet.
- **Any** swimmer at this meet is eligible for the above awards.

FINA POINTS SCORING :

- Allows comparisons of results among different events.
- Assigns point values to swimming performances, more points for world class performances and fewer points for slower performances.
- Point values are assigned every four years after the Olympic Games. The charts have one set of points for Short Course and another for Long Course, separated for men and women.
- The points are calculated using a cubic curve.
- The tools for the FINA Point Scoring are available on the FINA Website.

Time-trials

- There will be **NO** time-trials permitted during the operation of the Championships.

Tent Sites

- The Rotorua District Council has agreed to allow tents to be erected on the grassed area as allocated to each Club (*see Pool Layout*)
- The **Council, Aquatic Centre & Swimming BOP** take **no** responsibility for tents *or* any equipment left in them
- For the Junior Long Course Championships, tents may be erected from **Saturday morning , 4th December**

Housekeeping Duties (BOP Clubs)

- Please ensure that :
 - sufficient and competent people are appointed for each duty
 - they are correctly briefed and are made available for the duration required
 - **your Club is a good participant in these duties, none of which are onerous, but each of which is vital to the success of the Championships**

note

- **Gate Entry & Raffle** sellers to report to the entry gate *half an hour* before the start of the *warm-up* period
- **Marshalls** please report to the marshalling area *half an hour* before the session start time.
- **Control Assistant** is the recorder from the nominated Club.
- duties are as follows :

BOP CLUBS – House-keeping

Saturday - 4 th December	Session 1	Session 2
warm-up :	8.00am	4.15pm
start :	9.00am	5.00pm
<ul style="list-style-type: none"> • Set-up Electronic Gear • T/K Chairs & Swimmers Boxes 	Swim Rotorua	Swim Rotorua
<ul style="list-style-type: none"> • Opening Ceremony* 	<i>starts at 8.45am</i>	-
<ul style="list-style-type: none"> • Catering 	Swim Rotorua	Swim Rotorua
<ul style="list-style-type: none"> • Control Assistant (1) 	Otumoetai	Whakatane
<ul style="list-style-type: none"> • Marshalling (2) <i>report half hour before the session start time</i> 	Swim Rotorua	Greerton
<ul style="list-style-type: none"> • Gate Entry (1) <i>report to entry gate half hour</i> • Raffles (1) <i>before the start of warm-up</i> 	Taupo	Taupo
<ul style="list-style-type: none"> • Photocopying ; Ribbons ; Medals 	Swim Committee	Swim Committee
<ul style="list-style-type: none"> • Dismantle gear and clean-up 	All Clubs	All Clubs

Sunday - 5 th December	Session 3
warm-up :	8.00am
start :	9.00am
<ul style="list-style-type: none"> • Set-up Electronic Gear • T/K Chairs & Swimmers Boxes 	Swim Rotorua
<ul style="list-style-type: none"> • Catering 	Swim Rotorua
<ul style="list-style-type: none"> • Control Assistant (1) 	Mt Maunganui
<ul style="list-style-type: none"> • Marshalling (2) <i>report half hour before the session start time</i> 	Swim Rotorua
<ul style="list-style-type: none"> • Gate Entry (1) <i>report to entry gate half hour</i> • Raffles (1) <i>before the start of warm-up</i> 	Papamoa
<ul style="list-style-type: none"> • Photocopying ; Ribbons ; Medals 	Swim Committee
<ul style="list-style-type: none"> • Dismantle gear and clean-up 	All Clubs

EMERGENCY & SAFETY PROCEDURES :

- Under the Occupational Health & Safety Act (OSH) it is necessary for us to advise you of the hazards that may affect you whilst at the Swimming BOP Junior Long Course Swimming Championships.

Notified Hazards :

- Floor surfaces are slippery when wet. *No* running.
- Stadium concrete & wooden seating are slippery when wet.
- Caution around electronic cords (Starting & Timing equipment)

In General :

- *Familiarize* yourself with the pool layout, exits and equipment.
- *Ensure* children **don't** run around out of control.
- *Do advise* of dangers or problems that you may observe. *Don't* leave it up to others.

In an emergency :

- Tell the *nearest* Aquatic Centre's member or Swim Official who shall advise the Referee.
- First Aid Kits are located at the Aquatic Centre's **Main Entrance**.
- If you contact Emergency Services the address directions are :
 " 50m Outdoor Pool, Aquatic Centre, Tarewa Road, Rotorua"
- Aquatic Centre Staff are trained in First Aid & CPR.

For evacuation :

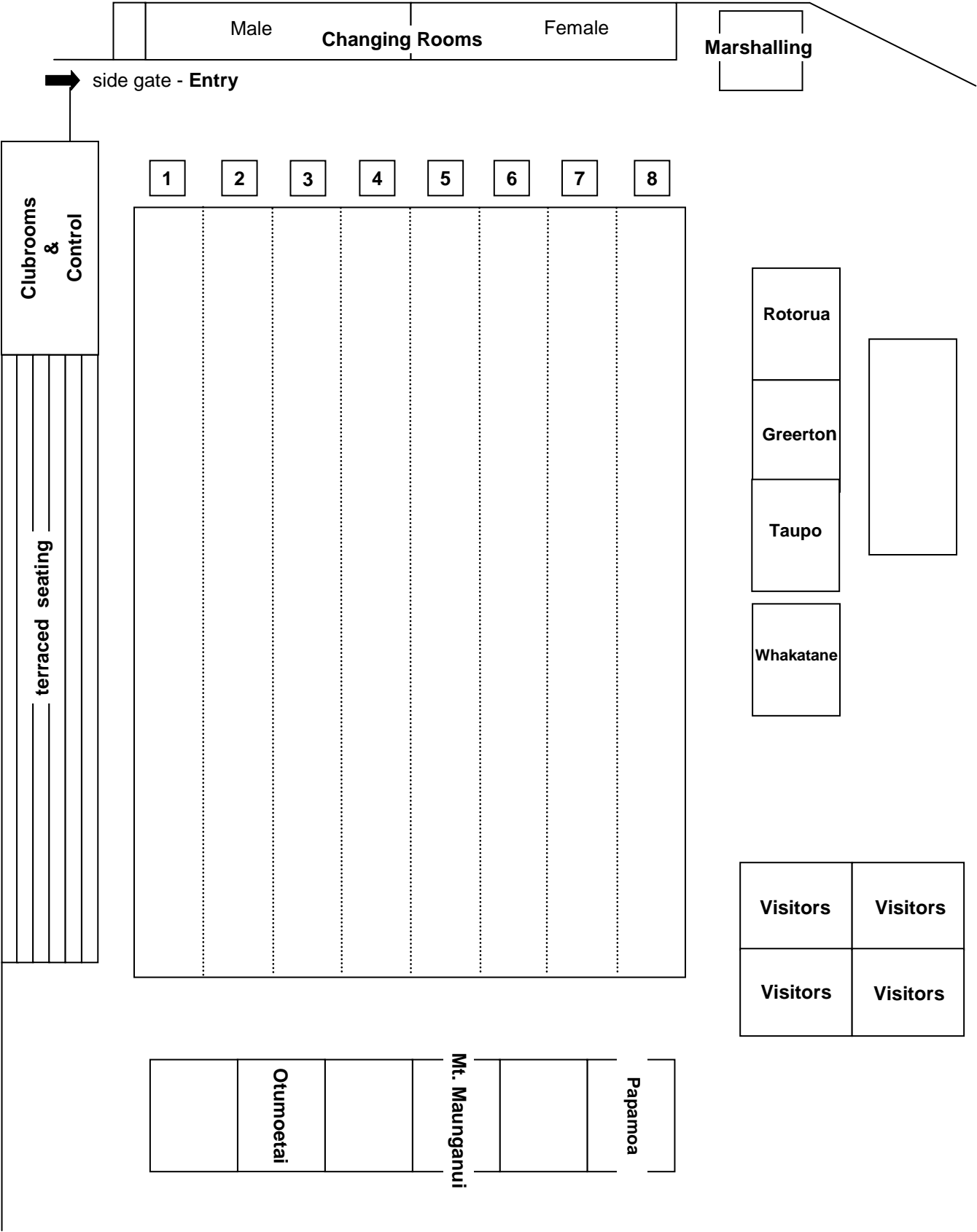
- **Stay Calm**
- Three(3) loud blasts on the whistle by the Referee shall clear the pool.
- *Leave* the pool complex as directed by Aquatic Centre Staff.
- *Assemble* in the Car Park area **in front** of the Main entrance.
- *Assist* Team Managers and Officials to evacuate the swimmers safely.
- *Conduct* a roll call to account for all persons (Children and Adults) in **your** Club.
- *Notify* the relevant emergency Services as required.

During the Meet

- Please take care to ensure the health and safety of yourself and others
- Have particular care for those under your direct control

Have a safe and enjoyable BOP Junior Long Course Championships

Pool Layout & Tent Sites



Male Changing Rooms Female

Marshalling

side gate - Entry

Clubrooms & Control

1 2 3 4 5 6 7 8

terraced seating

Rotorua
Greerton
Taupo
Whakatane

Visitors	Visitors
Visitors	Visitors

Papamoia
Mt. Maunganui
Otumoetai

Victory Ceremony Protocol

Team Managers and Coaches are to ensure swimmers are familiar with this protocol

A musical fanfare will be used to indicate the Victory Ceremony.

Dress standard for victory ceremonies

- Club t-shirt, jacket or sweatshirt
- *No* caps or goggles
- *No* towels to be wrapped around the waist

Victory Ceremonies – *Individual events*

- Substitutes must be used if swimmers are in other races or in marshalling, however they must be of the same gender as the swimmer due to be receiving the medal.
- Victory ceremonies will take place immediately after the following event - e.g. :

Session 1

Event 1 (swum)

Event 2 (swum)...

Victory ceremony Event 1

Event 3 (swum)...

Victory ceremony Event 2

Event 4 (swum)...

Victory ceremony Event 3

Event 5 (swum)...

Victory ceremony Event 4

.... so on

- **Immediately** after finishing their race and before warming down the top 3 swimmers should dry down, get their t-shirt or tracksuit jacket and go to the presentation area.
- They must advise the presentation official they are present.
- We will endeavour to inform the swimmers of their requirement to the Victory Area but ask for the Team Managers/Coaches co-operation.
- If any events in numerical order are combined then the Victory ceremonies for those events will be held straight after each other.
- Please be aware that should visitors be in the top 3 then the regional 4th swimmer or thereafter may be required at Presentation area.
- We will endeavour to run the victory ceremonies as timetabled.
- If for any reason there is a delay in the results being available, the presentation for that event will take place as soon as possible. The victory ceremony will continue as timetabled.

Victory Ceremonies – *Relay Events*

- 4 representatives of the relay team must be present for the relay Teams to receive their medals.
- Victory ceremonies for Relay Events will take place **10 minutes** before the start of the following session.
- Relay swimmers in the top 3 teams must go to the presentation area at **4.45pm Saturday** and **7.45am Sunday**.
- They must advise the presentation official they are present.