**POLICY AND**

**PROCEDURE MANUAL**



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# A1

## Policy: NZ Record Payments

Objective: Setting the criteria for Payments for NZ Records

**NZ Records**

A New Zealand Record broken at any meet with electronic timing will attract a $50.00 performance payment.

Swimmers must be residing permanently in the Manawatu area to receive Swimming Manawatu New Zealand Record performance payments.

# A2

## Policy: National Fixture Team Manager Reimbursements

Objective: To establish a process of appointing a Team Manager for National Fixtures and payment of their expenses

Procedures

1. Nominations for the appointment of National Fixture Team Managers will be called via the Secretaries Newsletter three months out from the date of the fixture. The application form will be made available on the SM website.

2. The appointed Team Manager will be advised of their successful nomination in writing, and receive a copy of the Team Managers Duties, Agreement Form, Expense Claim Form.

3. The appointed Team Manager must sign the Team Manager Agreement Form and return it to the Swimming Manawatu Administrator within 7 days to signify that they have read and understood the conditions of the Team Managers Agreement, Duties and the total amount of expenses that can be claimed. Failure to return the signed agreement within the specified time may result in the Team Managers position being re-appointed.

4. The SM Selectors will supply the Team Manager with:-

- A list of swims by swimmer

- A list of swimmers by event

- Current list Manawatu records

- Details of Regional relay teams

- Details of Club relay teams

- SNZ Meet information

### Swimming Manawatu Team Manager Duties *National Championships*

The Team Manager is responsible for the team whilst team members are at the pool.

Prior to departure the Team Manager should ensure they are supplied with:

*A list of swimmers and their events*

*A current list of Swimming Manawatu records*

*SNZ Meet information*

*Warm up procedure*

*Seating Plan*

*Victory Ceremony Protocol*

*Rule books with information on scratching and protest rules.*

*A list of Club Team Managers and Coaches*

*Swimming Manawatu Banner*

*Representative ribbons (as required), caps and tracksuit jackets*

*Relay team members as entered by the SM Selectors*

*Protest forms and $50 Protest Fee*

The Team Manager must attend any Team Managers Meetings held and shall:

*collect passes and programmes for team members as required*

*check the programme for correct entries*

*check the programme for correct names and spellings etc and advise corrections*

*hand in any scratchings known*

*ensure they are aware of any information specific to the meet*

*identify when and how the results are being circulated*

Responsibilities:

* Meet with Club Team Managers to ensure they are aware of any information specific to the meet.
* Arrange for the required number of team members to be present for the march past in the opening ceremony.
* Be responsible for ensuring that seating allocations are adhered to.
* Advise the team members of the requirements regarding the wearing of SM tracksuit jackets, shirts and caps and ensure that team members sit together at all times and support each other.
* Remain at the pool until the final team members’ results are posted. (In case of disqualifications).
* Disqualifications should be collected promptly to provide an opportunity for protest
* Ensure that scratchings or withdrawals from finals are done in accordance with the meet conditions.

Relay Teams - the Swimming Manawatu Selectors will provide the Team Manager with a list of swimmers who have been entered in the relay events. These swimmers may be changed in consultation with Club Team Managers and Coaches.

Should a swimmer’s withdrawal from a relay team at a National Meet result in that team having to be scratched, then the swimmer withdrawing shall be liable for the whole entry fee. In cases of exceptional circumstances Swimming Manawatu reserves the right not to charge.

Any protest must be lodged in writing within 30 minutes and be accompanied by a $50.00 fee. Consultation with the Coach regarding the protest should be undertaken.

The Club of the swimmer will be invoiced any protest fee should the protest not be successful.

Upon return from the meet the Team Manager is required to:

*Return tracksuits to Swimming Manawatu*

*Forward a written report to the Swimming Manawatu Administrator to be tabled at the next Management Meeting*

*This should contain the following:*

*Comment of team performance including*

*Medals won*

*Manawatu Records broken*

*Finalists*

*Make up of relay teams*

*Comment on the conduct of the meet - length of program etc*

*a list of any disqualification's and the reasons*

*list of any scratchings and the reasons*

*comment on team spirit and conduct*

*did the team sit together and give encouragement to others etc*

*the names of Manawatu officials at the meet*

*any other comment or information you would like known*

Besides being provided with the Team Managers Kit make sure that any other items that you feel are necessary are made available.

### Swimming Manawatu Team Manager Duties

### *Selected meets*

The Team Manager is responsible for the team whilst team members are at the pool.

Prior to departure the Team Manager should ensure they are supplied with:

*A list of swimmers and their events*

*A current list of Swimming Manawatu records*

*Rule books with information on scratching and protest rules.*

*Swimming Manawatu Banner*

*Representative ribbons (if applicable) and caps if not previously issued*

*Swimming Manawatu Selectors list of swimmers entered in the relays*

*Protest forms and $50 protest fee*

On arrival at the pool the Team Manager must:

*check the programme for correct entries*

*hand in any scratchings*

*ensure they are aware of any information specific to the meet*

*identify when and how the results are being circulated*

A Management representative will arrange for the printing of the team shirts through Screen Print Services. The Management representative will also be responsible for obtaining sizes from the swimmers.

If there are any changes to events that swimmers are entered into, the affected swimmers are to be advised immediately of any changes by the Team Manager. The Team Manager is required to remain at the pool until the final team members’ results are posted. (In case of disqualifications).

Relay Teams. The SM Selectors will provide the Team Manager with a list of swimmers who are entered in the relay events. This list will also include personal best times as appropriate.

Any protest must be lodged in writing within 30 minutes and be accompanied by a $50.00 fee.

Upon return from the meet the Team Manager is required to:

*Forward a written report to the Swimming Manawatu Administrator be tabled at the next Management Meeting*

*This should contain the following:*

*Comment of team performance including*

*Manawatu Records broken*

*Make up of relay teams*

*Comment on the conduct of the meet - length of program etc*

*a list of any disqualification's and the reasons*

*list of any scratchings and the reasons*

*comment on team spirit and conduct*

*did the team sit together and give encouragement to others etc*

*any other comment or information you would like known*

Besides being provided with the Team Managers Kit make sure that any other items that you feel are necessary are made available.

# A3

## Policy: Swimming Manawatu Selectors

Objective: To clarify the Selectors Role

Explanation

1.The Selection panel consists of 2 members both of whom are elected at the Annual General Meeting of SM.

2. Once Swimming New Zealand have published the required information the Swimming Manawatu Selectors shall forward to the Webmaster during the first week of each month the latest qualifiers for National Fixtures. The Selectors will assume that all swimmers attending National Fixtures will be available for selection for Swimming Manawatu relays unless otherwise informed by the swimmers Club Race Secretary.

3. The Selectors shall ensure that the entries for all swimmers attending National Fixtures agree with the clubs advices. All entry times are to be authenticated prior to the entries being made to SNZ.

4. The Selectors will enter relay teams, including swimmers names for all National Meets. Entries will be made after considering the Swimming Manawatu times database and will be based on the availability of swimmers. The Selectors shall provide the Swimming Manawatu Team Manager appointed to the fixture with all information relevant to the meet.

5. The Selectors shall collate the information to enable the Regional Administrator to:

Send information letters to the swimmers

Notify schools of swimmers attending national fixtures

6. The Swimming Manawatu Selectors will select members of the 6 Regions Fixture and Fairbrother Cup teams in line with Swimming Manawatu selection criteria. Availability of swimmers is to be confirmed with Club Race Secretaries. The Swimming Manawatu Selectors will advise each swimmers entered events once the team has been confirmed.

7. The Selectors shall comply with the requests and instructions of Swimming New Zealand when entering swimmers for National Fixtures.

Notwithstanding the above, the Selectors may delegate to the Regional Team Manager of any Manawatu representative team, the authority to change, in any way, the Swimming Manawatu Relay Teams. All changes are to be made in consultation with any Swimming Manawatu coaches in attendance and after consideration of performances produced at the meet.

# A4

## Policy: Management Committee / Sub-Committee Meetings

Objective: To clarify attendance at these meetings

Explanation

1. Management Committee Meetings are closed. Invitations to attend Management Meetings may only be extended by the Chairperson of Management.

2. Sub-committee meetings are open meetings. Any registered member of Swimming Manawatu is welcome to attend any of the following sub-committee meetings:

Swimming Committee

Finance Committee

Sponsorship & Marketing Committee

Strategic Planning & Policy Committee

Meeting details for the above committees can be obtained from the Swimming Manawatu Administrator.

# A5

## Policy: Recognition of Sponsors

Objective: To ensure Swimming Manawatu Sponsors are appropriately recognised

**Procedures:**

1. Appropriate recognition and profile shall be given to Swimming Manawatu sponsors whenever possible.

2. Sponsors should be acknowledged on programmes and any other promotional and printed material.

3. Swimming Manawatu will abide by any agreement or understanding offered to any sponsor.

# A6

## Policy: Brand Protection

**Objective: To ensure the correct visual use of the Swimming Manawatu Brand**

1. Swimming New Zealand and Swimming Manawatu shall at all times retain the right to use the Swimming Manawatu Brand within the agreed guidelines.

2. Swimming New Zealand and Swimming Manawatu shall at all times retain the right to Veto any use of the Swimming Manawatu Brand.

3. The Swimming Manawatu Management Team will make the final decision on any matter relating to the Swimming Manawatu Brand.

4. The Swimming Manawatu Management Team will consider all applications for the use of the Brand. Applicants must have read the SNZ Regional Guidelines document before making any application.

5. Following approval in principal to use the Swimming Manawatu Brand a proof must be produced and submitted to either the Swimming Manawatu Administrator or Chairperson. Written permission to proceed will be given.

7. The Swimming Manawatu Brand may be reproduced with or without the Shield and consideration should be given to both options.

8. The Swimming Manawatu logos must be reproduced either in full colour, black and white or one colour reproduction. The only colours which may be used are white, Black and pantone 369c Green

9. The Swimming Manawatu Brand must be displayed prominently and may not be distorted, stretched or in any way have the importance of the Brand detracted from.

# A7

## Policy: Complaint / Grievance

**Objective: To ensure the correct procedure for dealing with any Complaint / Grievance**

Swimming Manawatu Inc (SM) is committed to focusing on the needs of its members and to honour the rights of all its members and all those it has dealings with.

A complaint shall be defined by a Swimming Manawatu Member expressing verbal or written concern over the behaviour, language or dealings of another Swimming Manawatu Member, Official, Club or Coach.

Whenever possible complaints/grievance's will be resolved directly between the parties involved first; where this is not possible, the complaint will be referred to the Disciplinary Committee who will investigate and if necessary, act as a mediator between the parties.

All complaints will be dealt with seriously, promptly and in a manner that is fair to all, respecting the confidentiality of those involved.

If the complaint/grievance is about a member of the Disciplinary Committee then that Member shall vacate their seat until such time as the matter is resolved.

**Procedure**

1. The complaint may be verbal or written;

If the complaint is deemed to be of a serious nature, encouragement will be given to put the complaint in writing.

2. **Verbal complaints** must be made to a SM Management Member, contact details can be found on the SM Website. The complaint will be taken down in writing. The complainant will be asked if they wish to sign the statement taken by the Management Member. If the Complainant is unable or does not wish to sign then the Management member will sign and date the statement.

3. Once the Management Member has the verbal complaint in writing, he/she will notify the SM President or Chairman of the complaint. The President or Chairman shall immediately schedule a meeting of the SM Disciplinary Committee.

4. **Written complaints** can be by letter or made on the SM Complaints form (attached). Written complaints can be emailed or posted to the Swimming Manawatu Administrator, noted as being “Confidential”

5. When the SM Administrator receives the complaint they shall immediately notify the SM President and Chairman who shall immediately schedule a meeting of the SM Disciplinary committee who shall begin the process of investigating the complaint/grievance.

**The Disciplinary Committee shall:**

1. Offer an interview to both parties with the invitation extended to include a support person/s.

2. As part of this interview all attempts will be made to resolve the complaint by mediation.

3. Once the investigation is complete and matters resolved, the Disciplinary Committee will produce a confidential report which shall be held in the Complaint Register maintained by the Regional Administrator.

4. The Disciplinary Committee's report will include any recommendations required and an agreed action plan to resolve the situation.

5. All complaints lodged in the Swimming Manawatu Complaints Register will remain confidential.

**Forms:** [**Complaint and Grievance form**](#_Complaint_and_Grievance)

# C1

## Policy: Carnival Flyers

Objective: To establish a process for the distribution of Carnival Flyers

Procedures

1. Ensure that a copy of the flyer is emailed to the Swimming Manawatu Administrator and the Webmaster for inclusion on the Swimming Manawatu website.

2. Swimming Manawatu flyers will be distributed to relevant clubs and regions via email and posted on the SM website as well as the Swiminfo website.

# C2

## Policy: Carnival Entries

Objective: To clarify the procedures that Club Race Secretaries need to follow when entering swimmers into carnivals

Procedures for Carnivals entries for fixtures outside the Manawatu Region

(i.e. any swim meet hosted by a club not affiliated to Swimming Manawatu).

1. A list of swimmers competing at the meet must be emailed to the Swimming Manawatu Registrar.

2. The Swimming Manawatu Registrar will check the list of swimmers names against the clubs current list of registered swimmers.

3. The Swimming Manawatu Registrar shall advise the Selectors of all swimmers who are swimming out of the region.

4. In the event of the Swimming Manawatu Registrar finding an irregularity they will ensure that the swimmer is either registered promptly (preferable option) or removed from the carnival. There is a risk of the entire carnival results being nullified should an unregistered swimmer compete.

Procedures for Manawatu Fixtures

This includes Swimming Manawatu run events (Winter League, Winter Champs, Summer Opens and Age Group Champs) as well as all local club carnivals.

1. When submitting entries via email to the carnival organiser (either club race secretary or SM race secretary) the following needs to be attached:

* Commlink file
* Entry report – printed by swimmer. In the event that your club has a large number of entries it might be helpful for the organiser to also receive an Entry Report – printed by event
* Entry Fees report

2. The SM Registrar needs to be sent the names of the swimmers attending the Carnival and should be included in the email to the event organiser.

# C3

## Policy: Carnival Results

Objective: To establish a process to ensure that Swimming Manawatu receives a copy of all carnival results that SM swimmers have competed at

To establish a procedure to ensure results from fixtures held in Manawatu comply with the SNZ National database policy.

Procedures

1. Swimming Manawatu needs all meet results in their database. Any club who has swimmers competing at any local or any out of Region fixture must ensure that a copy of the meet results are supplied to Swimming Manawatu Selectors and Records Officer. These meet results should be *forwarded via* email as a *commlink* file.

The Selectors need all results in their database to ensure swimmers have the best opportunity for selection into Swimming Manawatu Representative teams and Swimming Manawatu Relay teams at National fixtures.

2. Following any fixture using electronic timing, a *Word document* of the meet results including split times must be *forwarded* as this is the only way split times can be checked for records and/or qualifying times.

3. It will be Swimming Manawatu’s responsibility to forward all Club *carnival* results (which *meet* the criteria set by Swimming New Zealand) to the SNZ database within 5 days of *receipt.*

4. The Pool Deck Officials Form should be forwarded to the Swimming Manawatu Technical Convenor *within 3 days of the* completion *of the meet*.

5. All time slips should be retained for a period of 12 months.

6. For any fixture where manual times are recorded the Records Officer will request copies of the original lane slip to be provided. This is to verify that the correct number of watches were on the swimmers and that the computer operator has correctly recorded the time.

# C4

## Policy: Representative Team Uniforms

Objective: To clarify the procedure for the issuing and wearing of Swimming Manawatu Team Uniforms

Explanation

Uniform

1. Swimming Manawatu jackets will be supplied at the following fixtures:

NZ Juniors

National Age Groups

Division II

Opens

NZ Spring

Short Course Age Groups

Short Course Opens

2. Team members will be issued with a Swimming Manawatu jacket which may be worn in the march past of teams at the opening ceremony and on the medal dais.

3. Swimming Manawatu caps will be issued for all National Fixtures and Representative meets (6 Regional Fixture/Fairbrother Cup), where club permission has been given to swimmers to wear these. All regional relay team members will be issued with a cap.

4. Unless a swimming club has been granted written exemption from Swimming Manawatu to wear their own club uniform, swimmers are required to wear the SM team uniform on the pool deck and Swimming Manawatu cap when competing.

Shirts

1. Swimming Manawatu representative shirts may be issued for all National Fixtures and Representative Meets. Shirts will not be issued to swimmers who have been directed by their clubs to wear their club uniform on the pool deck. Swimmers are requested to wear dark coloured shorts or pants with the SM shirt and jacket.

# C5

## Policy: Duty Club Responsibilities

Objective: To clarify Duty Club responsibilities at Swimming Manawatu Fixtures

Procedure

1. If sharing the duty with another club discuss the roster with them prior to the day.

2. Number of people required:

1x Marshal

1x Announcer

2x Programme / Raffle Ticket sellers

2x Drinks people

1x Runner

1x Office helper

3. Programme / Raffle Ticket sellers and Office Helper should arrive at least 30 minutes prior to the beginning of warm-up and report to the Race Secretary.

4. Remainder of Duty Club Helpers should arrive at the beginning of warm-up.

5. Officials coffee / tea / milk / juice / biscuits etc will be provided by Swimming Manawatu as well as disposable cups and tea towels. Water and juice are to be served on the pool deck to officials and also to computer operators etc throughout the meet. Guidelines are provided for the preparation of refreshments for the officials break.

6. Ensure that the kitchen area is clean and tidy at the conclusion of the meet / session.

# C6

## Policy: Competing Overseas

**Objective: To confirm the requirements for competing overseas**

**Individuals and Club Teams**

1. Individuals and club teams must receive written approval from SNZ to compete internationally.

2. All names of swimmers, team manager, coaches and other officials must be provided on the SNZ application form prior to departure.

**Members’ Responsibility**

1. All members whether competing as an individual or part of a club team will act in a manner which complies with the Swimming Manawatu Code of Behaviour and the Swimming New Zealand Code of Conduct.

**Results**

1. Results must be sent to the Swimming Manawatu Selectors on a regular basis.

**Records**

1. Swimmers have 28 days from the actual swim to submit an application for a Swimming Manawatu record.

2. If the swimmer is going to be out of New Zealand for longer than 28 days – any application (including all relevant details and paperwork) is to be submitted within 7 days of the swimmers return

# C7

## Policy: National Fixture Entries

Objective: To clarify the procedures to be followed by Club Race Secretaries when submitting entries for National fixtures

To simplify entries the HVY file compiled by the Swimming New Zealand and available on the SNZ website should be downloaded when available.

Procedures

1. The closing date with Swimming Manawatu will be approximately 2 weeks prior to the closing date with the Swimming New Zealand Events Co-ordinator.

2. Entries MUST be with the Manawatu Selectors at the appointed Closing Date for Manawatu. ALL additional swimmers and changes after this time MUST be via e-mail or word document (i.e. no CL files)

When submitting entries to the Swimming Manawatu Selectors via email the following must be included:

* Commlink file
* Entry report – printed by swimmer. In the event that your club has a large number of entries it might be helpful to also send an Entry Report – printed by event
* Entry Fees report
* Club Relay entries must include event details and swimmers names.
* Club Team Manager and Coach contact details
* Availability of Club swimmers for Regional relay events
* Swimmers address and school information

# C8

## Policy: National Fixture Protocols

Objective: To clarify the protocols to follow should any fines / fees be imposed on Swimming Manawatu at National Fixtures

**Fines at National Fixtures**

Any fine/s imposed on Swimming Manawatu by Swimming New Zealand for any swimmer indiscretion at a national fixture will be invoiced to the swimmers club.

**Protest Fees at National Fixtures**

Any protest costs will be invoiced to the swimmers club.

**Regional Relay Teams**

Should a swimmer’s withdrawal from a relay team at a national fixture result in the team having to be scratched then the swimmer/s withdrawing shall be liable for the whole entry fee.

Any fees imposed on Swimming Manawatu by Swimming New Zealand as a result of a late relay withdrawal will be invoiced to the club of the swimmer or swimmers withdrawing.

# C9

## Policy: Minimum Carnival Entries

Objective: To clarify the minimum number of entries in a carnival for Swimming Manawatu Officials to be allocated

**Carnival Entries**

Where the minimum of 70 swimmers are not entered in a club carnival - the host club is to advise the Swimming Manawatu Administrator who will stand down the appointed officials for this meet.

The club may however approach these officials to ask if they wish to continue to officiate.

# C10

## Policy: Club Carnival Dates

Objective: To ensure that the integrity of the Swimming Manawatu calendar is maintained.

Applications for Club carnival dates will be requested for a full calendar year and be required to be submitted by Clubs to Swimming Manawatu by the end of June of the preceding year. Swimming Manawatu will remind Clubs of this closing date.

Any Club which wishes to hold a carnival after the calendar has been published will be required to:

Make a written application to the governing body of Swimming Manawatu which comprises:-

* A flyer for the requested meet which includes the venue, date and time together with a list of events and meet conditions.
* A proposal which includes the rationale as to why the meet is required and the benefit that the meet offers to Swimming Manawatu swimmers that is not being provided by other scheduled meets.

A successful application will incur a late carnival application fee which will be determined by Swimming Manawatu on an annual basis.

**NOTE**

Should a Club wish to change their allocated carnival date the same process will apply.

# M1

## Policy: Club Registrations

Objective: To establish a process and timeline for Registration of Club Swimmers/Personnel

**Every person who has paid a fee to be a member of a club must be registered with Swimming New Zealand through their Regional Association**

Procedures

1 Every member joining a Club is required to complete the SNZ Membership form

2 The SNZ Membership form must be received by Swimming Manawatu within 14 days of the member joining

3 Clubs must forward to the Swimming Manawatu Registrar electronic membership files by the following dates:

31st January

31st March

31st August

2. Membership records are to be in the following format:

Surname

All First Names

Date of Birth

Address

Telephone / Mobile Number

Email Address

Registration Status “C” – Competitive

“N” – Non Competitive

“O” – Official

“H” – Coach

“A” – Administrator

3. Invoices for Club Registrations will be payable to Swimming Manawatu by the following dates:

1st September

1st February

1st June

**SWIMMING NEW ZEALAND CONSTITUTION RULES REGARDING CLUBS AND FEES AS FOLLOWS**:

**Rule 7 Clubs**

**7.6**

A club that knowingly arranges its affairs such that it fails to pay SNZ of income, fees or levies as they fall due, will be liable for disaffiliation or suspension. During any period of suspension of any club, swimmers who remain members of that club will be ineligible to compete in events conducted under the rules of SNZ.

**Rule 9 Fees**

**9.8**

If any club fails to pay membership fees collected from members to its regional association, or any regional association shall fail to pay SNZ of any SNZ members fees forwarded to it by any club, the Board may suspend the club or regional association until such fees are paid and/or impose any penalty as determined by the council for such non-payment.

# M2

## Policy: Club Registration / Enrolment Forms

**Objective: To Clarify the Information that should be provided and obtained on a Club Registration / Enrolment form**

**Explanation:**

Club Registration / Enrolment Forms must be signed and completed for every club member each season. In addition the Swimming New Zealand Membership Form must be completed the first time a members registers with a club.

Information that must be collected on a registration / enrolment form is as follows:

* Member name (in full)
* Address and phone number
* Email (if available)
* Date of birth (day, month & year)
* Type of registration (e.g. competitive swimmer or official etc)
* Signature and date

Information that Clubs must provide on registration / enrolment forms is as follows:

* Club fees
* Privacy Act declaration

The following information could also be provided and / or obtained:

* Safety Act declaration (e.g. The club cannot be held responsible for the safety of children at the pool)
* Request parents / guardians indicate how they may be able to assist with the running of the club – e.g. learn to become a timekeeper, recording times on club nights, phoning club members about club activities etc

**Forms:** [**Registration and Enrolment form**](#_REGISTRATION_/_ENROLMENT)

[**SNZ Application for Membership**](#_SNZ_Membership_Form)

# M3

## Policy: Club Transfers

Objective: To clarify the procedure for the transfer of Club Members to another Swimming Club

Procedure

1. Any member of a Club wishing to transfer to another club (either local or in another Region) must complete an Application for Swimming Club Transfer form. Note: Any member wishing to transfer must complete a transfer form.

2. The transfer form must be signed by the person wishing to make the transfer (or their caregiver) and passed to their present Club Secretary/Treasurer for their signature. The form is then be forwarded onto SM for signing. This form will only be signed by the Swimming Manawatu Administrator if the member making the application has no outstanding fees/debts to the Club or Swimming Manawatu.

3. Once the form has been completed by Swimming Manawatu, copies will be sent to the Club the swimmer wishes to transfer from and to the club they are wishing to transfer to. If applicable a copy will be forwarded to the Administrator of the Region the swimmer is transferring to. A copy will also be forwarded to the SM Registrar.

4. Any swimmer transferring for a second time within a three month period is required to stand down for 60 days and during that period may either swim for the club they are transferring from or as unattached.

**Forms:** [**Application for Swimming Club Transfer form**](#_APPLICATION_FOR_SWIMMING)

# R1

## Policy: Record Attempts

Objective: To clarify the procedure for Swimming Manawatu (SM) supplying Officials for Record Attempts as per SM Rule 38.4

Procedures

1. Any swimmer wishing to make a record attempt will need to apply to Swimming Manawatu (via their club) for the appropriate Officials to be appointed. Officials appointed by Swimming Manawatu must hold a Regional or National Qualification.

2. Swimming Manawatu will recognise records set at privately arranged meets so long as the required Officials have been on the pool deck. These regionally qualified Officials are as follows:

Referee

Starter

Inspector of Turns at each end of the pool

Three Timekeepers per lane

3. Any record application forwarded to Swimming Manawatu must be accompanied by supporting documentation advising of the pool deck Officials.

**Forms:** [**Club Night Technical Officials**](#_Technical_Officials_Form)

[**Time Trial Technical Officials**](#_Technical_Officials_Form_1)

# R2

## Policy: Swimming Manawatu Records

Objective: To preserve the integrity of Swimming Manawatu (SM) Records and to formalise application requirements

1. Swimmers have 28 days from date of the actual swim to submit an application for a Swimming Manawatu record. The only exception is for times swum overseas, if the swimmer is going to be out of New Zealand for longer than 28 days – these applications (including all relevant details and paperwork) are to be submitted within 7 days of the swimmers return.
2. For meets at pools, or events not known to Swimming Manawatu, a copy of the pool survey certificate and a list of the technical officials will be required.
3. The best time on the day will be the one recognised.
4. Except where electronic timing is used, three separate manual watches shall be recorded. All three timekeepers to hold the minimum of a regional qualification.
5. Meets run with Electronic timing - National Meets

The Swimming Manawatu appointed Team Manager will provide the Swimming Manawatu Records Officer with a completed Record Application form together with a copy of the relevant race result. The Referee and Chief Timekeeper signatures are *not* required. The Swimming Manawatu Records Officer shall verify the results.

1. Meets run with Electronic timing – other

The swimmer shall be responsible for providing the Swimming Manawatu Records Officer with a completed Record Application form together with a copy of the relevant race result. The Referee and Chief Timekeeper’s signatures are *not* required. The Swimming Manawatu Records Officer shall verify the results.

1. Records established within Regional Boundaries – manual timing

The swimmer/club shall be responsible for forwarding the completed Record Application form to the Swimming Manawatu Records Officer. A copy of the appropriate lane slip showing three manual times and the final time shall be attached. The Meet Referee and Chief Timekeeper shall sign the Application form.

1. Records established outside Regional Boundaries – manual timing

The swimmer shall be responsible for forwarding the completed Record Application form to the Swimming Manawatu Records Officer. A copy of the appropriate lane slip showing three manual times and the final time shall be attached. The Meet Referee and Chief Timekeeper shall sign the Application form.

1. Where a time trial results in a Manawatu record, a Record Application form together with a completed Official Time Trial form must be submitted.
2. EXCEPTION: In any instance where a Manawatu swimmer becomes the holder of a New Zealand record the ratified time for the event will automatically become a Manawatu Record.

*Note:*

* *The SM Records Officer shall not be responsible for the identification of records*
* *No performance by a swimmer shall be recognised as a Record until ratified*

**Forms:** [**Application for Records**](#_Application_for_Records)

# T1

## Policy: Travel Support for Manawatu Officials attending National Fixtures

Objective: To clarify the Subsidy Amount for Officials Travel Payments

**Travel Payment**

Nationally qualified officials who work at a Swimming Manawatu sanctioned meet on at least 8 occasions during the preceding season will qualify for a travel subsidy to SNZ National Fixtures.

This subsidy will mirror the travel component of the Regional Team Manager reimbursement schedule set annually.

To qualify for payment officials must attend every session of the National Fixture.

# T2

## Policy: Technical Officials Convenors

Objective: To clarify the process of appointing Technical Officials Convenors and the duties that they perform

Explanation

1. Nominations for the positions of Convenors of Timekeepers, Inspector of Turns, Starters and Referees shall be received at the Annual General Meeting of Swimming Manawatu.

2. The four elected Convenors are responsible for undertaking all regional officials’ assessments. Where the elected Convenor is not a nationally qualified referee the other members of the Convenors panel, who are nationally qualified referees, shall undertake the assessments pertaining to that area of responsibility.

3. A Convenor is not confined to their area of responsibility and may undertake any assessment as required.

4. The Convenor shall receive all applications for assessment from the Swimming Manawatu Administrator.  It shall be the Convenors responsibility to arrange a mutually convenient swim meet for assessment, both theory and practical, to take place.

5. Unless there are extraordinary circumstances, assessment is to take place within one month of the application form being received by the Convenor.

6. The Convenors panel shall meet twice annually as required to appoint the key officials for all Swimming Manawatu fixtures, Club Carnivals and any other meets as necessary. The Convenor of Timekeepers shall allocate clubs a number of timekeepers to supply at each Swimming Manawatu fixture.

# T3

## Policy: Technical Officials Assessments

Objective: To establish a process of applying to sit Regional Assessments and National Technical Officials Assessment

Procedures – Regional Assessments

1. All applications for regional assessments must be completed using the assessment application form and forwarded to the Swimming Manawatu Administrator who will forward the form to the appropriate Convenor.

The applicant should have experience at Club level before applying for assessment. Rule book familiarisation is required.

2. Once the Convenor has received the application form it is their responsibility to contact the applicant to arrange a mutually convenient swim meet for the assessment, both theory and practical, to take place.

Unless there are extraordinary circumstances the assessment is to take place within one month of the application form being received by the Convenor.

All assessments must be undertaken at a Swimming Manawatu fixture i.e. club nights are not acceptable.

3. The Convenor will advise Swimming Manawatu in writing of any applicants passing an assessment which will duly be noted in the Management Meeting Minutes. The Officials List will then be updated accordingly.

Procedures – National Assessment

1 Applications for National assessments should be forwarded to the Swimming New Zealand Technical Advisory Committee regional representative who will contact the applicant to arrange assessment.

**Forms: Swimming Manawatu Application to Sit Technical Assessment**

**-** [**Timekeeper**](#_Timekeeper)

**-** [**IOT/Starter/Referee**](#_Inspector_of_Turns)

[**SNZ Application to Sit Technical Assessment**](#_Swimming_New_Zealand)

# Policy Review Dates

|  |  |  |  |
| --- | --- | --- | --- |
| **Administration** | | | |
| **Part** | **No.** | **Title** | **Reviewed Next Review** |
| A | 1 | NZ Record Payments | May 2011 May2013 |
| A | 2 | National Fixture Team Manager Reimbursements | May 2011 May2013 |
| A | 3 | Swimming Manawatu Selectors | May 2011 May2013 |
| A | 4 | Management Committee / Sub-Committee Meetings | May 2011 May2013 |
| A | 5 | Recognition of Sponsors | May 2011 May2013 |
| A | 6 | Brand Protection | May 2011 May2013 |
| A | 7 | Complaint / Grievance | May 2011 May2013 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Competition** | | | |
| C | 1 | Carnival Flyers | May 2011 May2013 |
| C | 2 | Carnival Entries | May 2011 May2013 |
| C | 3 | Carnival Results | May 2011 May2013 |
| C | 4 | Representative Team Uniforms | May 2011 May2013 |
| C | 5 | Duty Club Responsibilities | May 2011 May2013 |
| C | 6 | Competing Overseas | May 2011 May2013 |
| C | 7 | National Fixture Entries | May 2011 May2013 |
| C | 8 | National Fixture Protocols | May 2011 May2013 |
| C | 9 | Minimum Carnival Entries | May 2011 May2013 |
| C | 10 | Club Carnival Dates | March 2013 May 2013 |

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| --- | --- | --- | --- |
| **Membership** | | | |
| M | 1 | Club Registrations | May 2011 May2013 |
| M | 2 | Club Registration / Enrolment Forms | May 2011 May2013 |
| M | 3 | Club Transfers | May 2011 May2013 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Records** | | | |
| R | 1 | Record Attempts | May 2011 May2013 |
| R | 2 | Swimming Manawatu Records | May 2011 May2013 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Technical** | | | |
| T | 1 | Travel Support for Manawatu Officials attending National  Fixtures | May 2011 May2013 |
| T | 2 | Technical Officials Convenors | May 2011 May2013 |
| T | 3 | Technical Officials Assessments  *Attached:*  *Officials Examination Form*  *National Technical Officials Exam Application* | May 2011 May2013 |

|  |  |  |
| --- | --- | --- |
| **Forms** |  | **Updated** |
| Complaint and Grievance Form |  |  |
| Registration/Enrolment Form |  |  |
| SNZ Application for Membership |  |  |
| Application for Swimming Club Transfer |  |  |
| Club Night Technical Officials |  |  |
| Time Trial Technical Officials |  |  |
| Application for Records |  |  |
| National Exam Application Technical Officials |  |  |
| Application to sit technical Assessment |  |  |
|  | – Timekeeper | Jan 2012 |
|  | – IOT / Starter / Referee |  |
|  |  |  |



# **Forms**

Complaint and Grievance Form



Post to: Confidential

Attn: The Administrator

Swimming Manawatu

P.O Box 768

Palmerston North

**Email to:** admin@manswim.org.nz

Subject: Confidential

**Date: Verbal / written**

**Nature of Complaint**

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**Action Taken**

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**Reviewed by:**

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**Recommended Outcomes**

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**Date Resolved:**

**Signed:**

*Club Logo*

REGISTRATION / ENROLMENT FORM

Please complete this form and hand with cheque or cash to a club committee member, your coach or post to:

NB: Cheques should be crossed and made payable to:

**FAMILY NAME: PHONE:**

**ADDRESS:**

**E-MAIL ADDRESS:**

**Please put ticks in appropriate columns - if not sure, ask at registration**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **First Names**  **(both please)** | **Date of Birth (dd/mm/yy)** | **M / F** | **Improver** | **Competitive**  **Swimmer** | **Official / Coach / Administrator** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**CLUB FEES**

1 family member **$00.00** 2 family members **$00.00** 3 family members **$00.00**

**NOTE:** All fees are set at the AGM of the Club and include fees to Swimming Manawatu,  
which provides supervision and competitions, and Swimming New Zealand.

**Privacy Act:** Information from this form will be used to compile a membership list which may be given to the Incorporated Societies, Swimming Manawatu and Swimming New Zealand for registration and administration purposes.

1. I give consent to any information on this form to be disclosed as above.

2. It has been explained to me what registration and administration purposes relate to.

SIGNED: DATE:

**PRIVACY ACT 1993**

The Privacy Act 1993 requires organisations to obtain consent from members to allow personal information on the membership list to be distributed to another organisation. To become a registered member of the *[name of club]* it is necessary to become affiliated to Swimming Manawatu and Swimming New Zealand. Under these rules the Club must forward the registration form to Swimming Manawatu who in return is required to forward a return to Swimming New Zealand.

**The above cannot be done without your consent.**

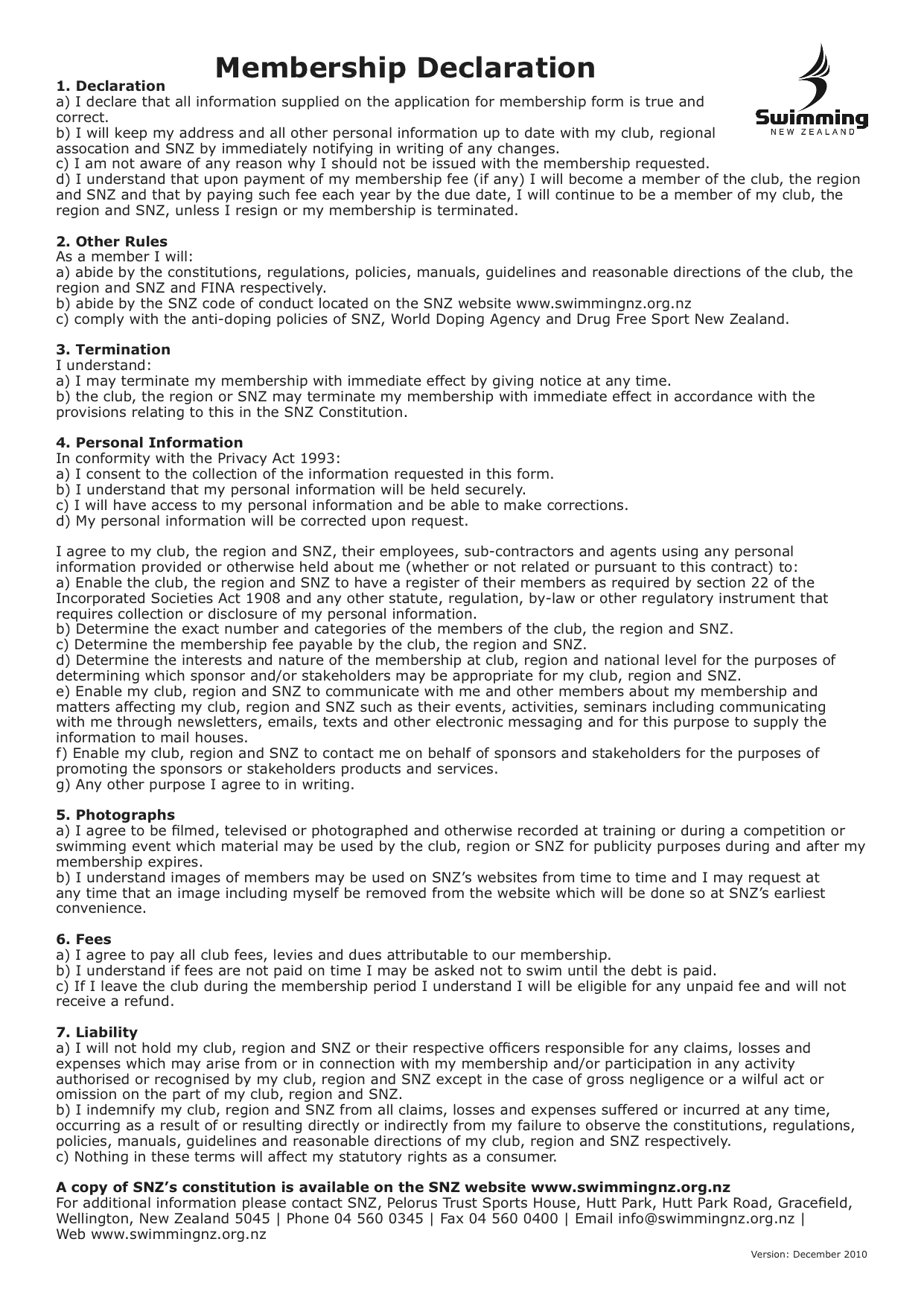
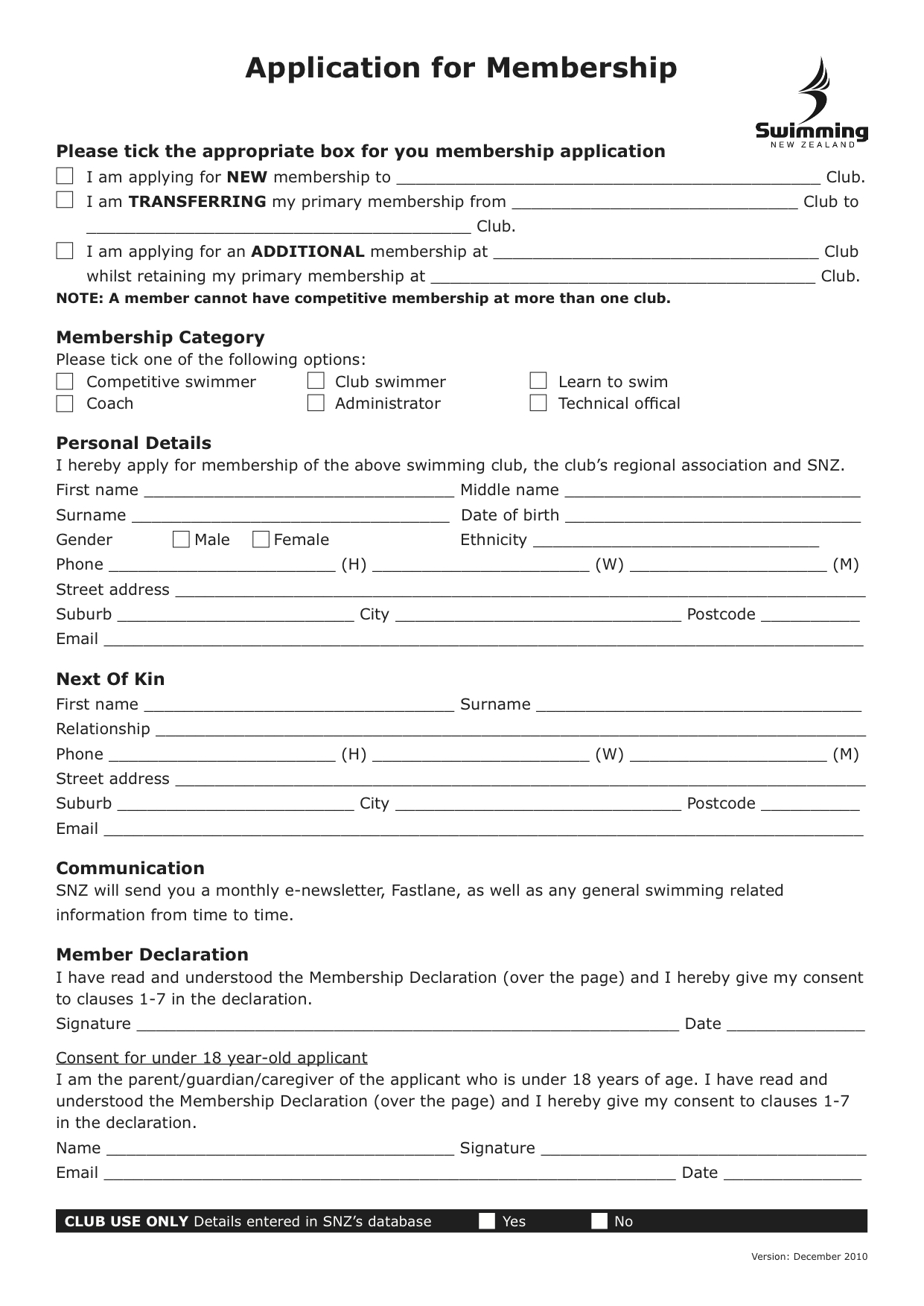
The Club will only forward the required information on the understanding, the data gathered will be used as proof of registration and for administration purposes only within the *[name of club]*, Swimming Manawatu and Swimming New Zealand.

Members are entitled to access to information relating to themselves to verify the accuracy held by the listed organisations in the consent form.

Thanking you for your co-operation.

*[name of club]*

SNZ Membership Form



APPLICATION FOR SWIMMING CLUB TRANSFER



I NZ Registration No:

Wish to transfer from Club to

Club

Signed by Member or Parent

(Date)

Swimmers Top Times Report attached (if applicable)

It is hereby certified that the above applicant is not in debt to our Club/Region

Signed by Secretary or Treasurer

of the Transferring Club

(Date)

Signed by Swimming Manawatu

Administrator or Treasurer

(Date)

The Club accepts the above applicant

Signed

Dated

* Every completed Application for Swimming Club Transfer Form must be forwarded to the Swimming Manawatu Administrator
* Swimming Manawatu may, at its sole discretion, grant or refuse an applicant for transfer
* All approved transfers shall be recorded in the Minutes of Swimming Manawatu
* Transfers must not have any outstanding debts at the time of transferring to a new Region
* Swimmers Top Times Report to be attached for transfers of competitive swimmers
* For competitive swimmers only*,* if a swimmer transfers again within three months there will be a 60 day stand down period before being eligible to represent their new club. During the 60 day period the transferring competitive swimmer may continue to represent the club transferred from or choose to be unattached from any club. The competitive swimmers will remain a member of the regional association of the club they are transferring from during the 60 day period

|  |  |  |
| --- | --- | --- |
| Referee | |  |
| Judge of Stroke | |  |
| Starter |  |  |
| IOT |  |  |
| IOT |  |  |
| IOT |  |  |
| IOT |  |  |
|  |
| *Timekeepers* | |
| Chief |  |  |
| Lane | 1 |  | Lane 4 |  |
|  | 1 |  | 4 |  |
|  | 1 |  | 4 |  |
|  | 2 |  | 5 |  |
|  | 2 |  | 5 |  |
|  | 2 |  | 5 |  |
|  | 3 |  | 6 |  |
|  | 3 |  | 6 |  |
|  | 3 |  | 6 |  |

****CLUB NIGHT****



**Technical Officials Form**

**Requirements**

1 Referee - National / Manawatu qualified referee

1 Judge of Stroke - Manawatu qualified referee / National IOT

1 Starter - National / Manawatu qualified Starter

4 Inspectors of Turns - National / Manawatu qualified IOT

1 Chief Timekeeper - National / Manawatu qualified timekeeper

3 Timekeepers per lane - Manawatu qualified timekeeper or better

**As a National / Manawatu qualified referee I can verify the accuracy of the above list of Technical Officials**

**Signed:** **Name:**

**Date:**



TIME TRIAL

Technical Officials Form

**PLEASE NOTE:**

This form **must** be used for **ALL Time trials**, all details fully completed and verified by the Referee before forwarding to Swimming Manawatu, PO Box 768, Palmerston North

Where a time trial is being conducted for the purposes of attaining a Manawatu record or a qualifying time for a national event the swimmer shall complete the whole distance alone.

|  |  |
| --- | --- |
| **Swimmers Name:** |  |
| **Swimmers Registration No:** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Club:** |  | | | | | |
| **Date** |  | | | | | |
| **Pool Name:** |  | | | | | |
| **Please circle which applies** | | | Short Course | | Long Course | |
| **Distance:** | | | | **Stroke** | | |
| **Times** | | **1.** | | **2.** | | **3.** |
|  | |  | |  | |  |
| **Official Time:** | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **OFFICIALS** | **Names** | | **Signatures** |
| **Starter** |  | |  |
| **I.O.T** |  | |  |
| **I.O.T** |  | |  |
| **Timekeepers** | **Chief** | |  |
|  | **1** | |  |
|  | **2** | |  |
|  | **3** | |  |
| **Referee** |  | |  |
|  |  | |  |
| **Signature of Referee verifying correct information:** | |  | |

Application for Records



On behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age \_\_\_\_\_\_ Gender\_\_\_

A registered swimmer of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Club

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CARNIVAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DISTANCE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STROKE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POOL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ POOL LENGTH: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Note: A lane slip or copy of the print out from the electronic timing results must accompany this application*

CERTIFIED TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Watch 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Watch 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Watch 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certified that the event was conducted in accordance with the rules of SNZ.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Referee) (Chief Timekeeper/ Recorder)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Referee – Print Name) (C/Timekeeper/Recorder – Print Name)*

**SWIMMING MANAWATU RECORDS OFFICER TO COMPLETE**

**RECORD**

Last Date \_\_\_\_\_\_\_\_\_\_\_ Old Time \_\_\_\_\_\_\_\_\_\_\_ New Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certificate

RECORDS OFFICER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



APPLICATION TO SIT TECHNICAL ASSESSMENT

Timekeeper

**Name** **Club**:

**Address**:

**Phone Number:** Email:

**Experience**

Applicants should have experience at Club level before applying for Regional assessment. Rule Book familiarisation is required.

**Experience certified by** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Name

Swimming Manawatu Officials shirts are available to purchase at a cost of $10, which will be invoiced via your Club.

Ladies Men’s

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 8 | 10 | 12 | 14 | 16 | 18 | 20 | 22 | 24 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S | M | L | XL | 2XL | 3XL | 5XL |

**Size required**

**Assessments**

May only take place at Swimming Manawatu Fixtures with Theory to be taken on a one to one basis with the assessor. Candidates will require a clip-board and pen at assessment.

I acknowledge that if I meet the requirements to become a regionally qualified official the following will be expected:

* I will wear a Swimming Manawatu or white top with black or navy bottoms to officiate at Regional Fixtures
* My name and phone number will appear on the Officials list and I accept that I will be required to officiate at Regional Fixtures
* My email address will be held by the Regional Administration to use for communication purposes
* My name and phone number will be included in the officials contact details on the Swimming Manawatu website. (delete this section if permission is denied)

**Signed:**

**Date:**



APPLICATION TO SIT TECHNICAL ASSESSMENT

Inspector of Turns / Starter / Referee

(please delete as necessary)

**Name:** **Club:**

**Address:**

**Phone Number:**  **Email:**

**Experience**

A minimum of 6 training sessions (all to be within a 12 month period) plus Rule Book familiarisation is required prior to assessment.

Training certified by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Convenor

**Assessments**

May only take place at Regional Fixtures with Theory to be taken on a one to one basis with the assessor. Candidates will require a clip-board and pen at assessment.

I acknowledge that if I meet the requirements to become a regionally qualified official the following will be expected:

* I will wear a Swimming Manawatu or white top with black or navy bottoms to officiate at Regional Fixtures
* My name and phone number will appear on the Officials list and I accept that I will be required to officiate at Regional Fixtures
* My email address will be held by the Regional Administration to use for communication purposes
* My name and phone number will be included in the officials contact details on the Swimming Manawatu website. (delete this section if permission is denied)

**Signed**:

**Date:**

Swimming New Zealand Application to Sit Technical Assessment

