



SWIMMING HAWKE'S BAY POVERTY BAY INCORPORATED RULES

Updated – July 2021

Swimming Hawke's Bay Poverty Bay Incorporated is bound by the HBPB Swimming Regional Constitution, and SNZ Constitution, Regulations and FINA Rules. Following are additional Swimming Hawke's Bay Poverty Bay Rules, Regulations and Procedures. Some of these must also be read in conjunction with HBPB Swimming Policies.

1. ALTERATION OF RULES AND REGULATIONS

The Board of HBPB Swimming has the right to alter the HBPB Swimming Rules. Member Clubs will be consulted and/or notified with regards to any alteration to Rules and Regulations.

2. COLOURS

The colours of the region shall be Black, White and Red.

All clubs shall register their club colours with the region, and a register of these colours shall be kept by the Administrator.

3. SMOKING

No smoking shall be permitted

- a. At any event/competition in any area designated for competitors, either prior to or during competitions.
- b. At meetings within the region.

Smoking shall be discouraged in areas viewed by athletes, sponsors, suppliers and the public.

4. ARREARS OF FEES

Any member of an affiliated club who is in arrears with the payment of any subscription or other money owed by him or her to such club or any other club, shall be deemed a defaulter and shall not be permitted to swim in any race under the control of the region or any club affiliated through the region until such monies are paid.

5. CLUBS

All clubs are to hold Annual General Meetings and submit full Financial Accounts to the HBPB Swimming Board via the HBPB Swimming Administrator prior to the Annual General Meeting of HBPB Swimming Incorporated. Failure to do this will result in the club forfeiting voting rights at the Annual General Meeting.

Clubs must notify details of all committee members, including office holders to the HBPB Swimming Administrator immediately after the club's AGM.



6. TRANSFERS

Application for a transfer shall be made via the SNZ database by the club or swimmer concerned. Provided that the swimmer is not financially indebted to the club (financial debt must be to the club, NOT a third- party provider of services - e.g. coaching) the club shall approve the transfer out. Once the club has approved the transfer out, the region will also approve, provided there is no financial debt to the region.

The region will approve the transfer into a club once the incoming club has approved that members transfer.

7. BOARD

HBPB SWIMMING BOARD NOMINATIONS

Nominations from Member Clubs must be given to the HBPB Swimming Administrator no later than 10 days prior to the AGM/GM.

The HBPB Swimming Administrator will circulate these nominations no later than 7 days prior to the AGM/GM

HBPB SWIMMING BOARD DELEGATIONS AND SUB-COMMITTEES

The Board of HBPB Swimming may see fit to appoint a Patron, a Records Recorder, and other Representatives, but do not necessarily need to do so.

The HBPB Swimming Board may delegate authority to sub-committees, as they see fit. These sub-committees are operational sub-committees of the HBPB Swimming Board, and do not have governance powers within the organisation. If these sub-committees are formed, appropriate Terms of Reference will be agreed upon between the HBPB Swimming Board and the sub-committee.

Eastland Swim and Swim Hawke's Bay

The HBPB Swimming Board **may** give delegation of authority to two sub-committees (known as Sub Regions):

- Eastland Swim
- Swim Hawke's Bay

Eastland Swim is defined as incorporating the area North of Napier in the HBPB Region, and Swim Hawke's Bay refers to Napier and South within the HBPB region.

Details around the Rights, Powers, Obligations and Financial responsibilities are detailed in a separate Terms of Reference between these sub-committees and the HBPB Swimming Board.

If in operation, Eastland Swim and Swim Hawkes Bay must hold an Annual Meeting no later than 31 May each year and submit annual accounts to the HBPB Swimming Board via the HBPB Swimming Administrator prior to the HBPB Swimming Annual General Meeting.



8. RECORDS

The HBPB Swimming Region will recognise records only for current Regional (and/or New Zealand National) Championship distances and other events and distances as determined by the Region. The age for establishing a record is age on day of swim.

The Region shall recognise a record establishment only in a pool of a length of 25 metres or longer. Long course records must be broken in a 50m pool and Short course records must be broken in a 25m pool.

A record must be held for 24 hours before it will be recognised. Records which are made then broken at the same meet will not be recognised.

Equalled records shall be recognised, and recorded, and a certificate shall be issued to recognise the performance.

Swimming Hawke's Bay Poverty Bay Incorporated will keep a list of records across the following age groups, **but only recognise records 13 years and over.**

In line with SNZ Policy Records Policy 003, only swims at designated meets will be recognised for records. Times at development meets will not be recognised.

AGE	50FR	100FR	50BK	100BK	50BR	100BR	50FL	100FL	100IM
9/U	X	X	X	X	X	X	X	X	X
10	X	X	X	X	X	X	X	X	X
11	X	X	X	X	X	X	X	X	X
12	X	X	X	X	X	X	X	X	X
13	X	X	X	X	X	X	X	X	X
14	X	X	X	X	X	X	X	X	X
15	X	X	X	X	X	X	X	X	X
16	X	X	X	X	X	X	X	X	X
17	X	X	X	X	X	X	X	X	X
18	X	X	X	X	X	X	X	X	X
19+	x	x	x	x	x	x	x	x	x
OPEN	X	X	X	X	X	X	X	X	X

AGE	200FR	200BK	200BR	200FL	200IM	400FR	400IM	800FR	1500FR
9/U	X	X	X		X				
10	X	X	X	10/U X	X				
11	X	X	X	x	X				
12	X	X	X	X	X	12/U X	12/U X	12/U X	12/U X
13	X	X	X	X	X	X	X	X	X
14	X	X	X	X	X	X	X	X	X
15	X	X	X	X	X	X	X	X	X
16	X	X	X	X	X	X	X	X	X
17	X	X	X	X	X	X	X	X	X
18	X	X	X	X	X	X	X	X	X
19+	X	X	X	X	X	X	X	X	X
OPEN	X	X	X	X	X	X	X	X	X



The HBPB Swimming Board may appoint a Recorder Record Keeper or utilise the HBPB Swimming Administrator, who shall be responsible for determining record swims, checking them for correctness and then submitting them for ratification to the Regional Board. He/she shall also provide a record certificate for every approved record, forwarding to the swimmer concerned.

The HBPB Swimming Administrator will keep an up-to-date list of current records and provide these to the HBPB Swimming Board, and publish recognised records in HBPB Swimming Board minutes, the website, on social media, and in the Annual Report.

9. AWARDS

LIFE, SERVICE HONOURS, SERVICE AND OFFICIAL AWARDS

Nominations for Awards shall be sent by Member Clubs of the region to the HBPB Swimming Administrator on an annual basis, at a timeline determined by the Board.

For Life Membership, Service and Officials Awards, the Board of HBPB Swimming may elect to award any person who in the opinion of the Board has rendered conspicuous service over a long period of time to the region. Awards at a club level are to be recognised by the club, not the region.

A Life Member of the region shall have the right of entry free of charge to all swimming competitions, and meetings held within the region.

SWIMMER AWARDS

Nominations for Swimmer Awards shall be submitted to the HBPB Swimming Administrator on an annual basis, at a timeline determined by the Board. These awards may, but not necessarily, include the Swimmer of the Year, Junior Swimmer of the Year, Open Water Swimmer of the Year and Para Swimmer of the Year, and other awards as the Board see fit.

The award categories and criteria will be determined by the HBPB Swimming Board on an annual basis and communicated to Member Clubs and Members.

10. HBPB SCRATCHING RULE

FOR FINALS

Competitors wishing to withdraw from finals events shall do so in writing through their Team Manager and lodged with the Recorder/Control Room within the following times:

- For finals swum in the same session as heats, within 30 minutes of the written posting of the list of finalists for that particular event.
- For finals to be swum at a later session, within 30 minutes of the written posting of the list of finalists for the last event swum at the heat session.

PENALTY FINALS

- Any competitor not having withdrawn as required and who does not compete in the finals event shall be deemed a late withdrawal, except where there are medical reasons or proved hardship, and shall be debarred from competing in their next individual event.
- When a Club team is a late withdrawal, that Club shall be debarred from competing in the next team event for which that Club has entered.



FOR HEATS

If a swimmer does not turn up for their heat event they are scratched as a No Show.

MEDICAL SCRATCHINGS FOR FINALS

The following applies:

- A medical certificate is necessary.
- For medical reasons, a swimmer can scratch up to 15 minutes before a session starts (not warm up) but must scratch for all that session. If taken ill during a session a swimmer must scratch for the rest of that session.
- The Meet Director shall determine the acceptability on all matters where medical reasons or hardship are claimed.

11. **MEETS**

All interclub competitions, and competitions run by sub-committees, shall be under the control of the Region.

A club, or sub-committee, desiring to conduct a competition shall apply to the HBPB Swimming Board for permission to do so, and the HBPB Board shall grant such application or not as it shall deem fit, and in granting permission, may impose conditions as it shall determine.

Clubs must submit flyers, meet approval documents, results and files to the HBPB Swimming Administrator.

Clubs must adhere to the conditions, as outlined on the flyer.

CHAMPIONSHIP MEETS

HBPB Swimming will be responsible for the control of the regional championships but may delegate to any group as they see fit.

The final approval of the date, events, meet conditions, entry fees and awards will be the responsibility of the Board.

Entries:

Entries shall be lodged in accordance with the requirements as published on the flyer.

All entries for Championships shall be made via the SNZ database.

Withdrawing from an event shall not entitle a competitor to a refund of an entry fee, except in the case where a medical certificate is provided.

Late entries may be accepted as per the requirement on the flyer, subject to the following conditions:

- The entrant shall be charged the nominal late entry fee as published, which will include the standard entry fee for the meet. All late entries will incur a fee.
- The entry fee and the late entry fee will be set by the HBPB Swimming Board.
- All late entries must be submitted within the required late entry time frame. No later entries will be accepted.



Protests:

Protests are possible if the rules and regulations of the competition are not observed, or against the decisions of the referee, however, no protest shall be allowed against decision of fact.

Protests must be submitted in writing to the referee by the authorised team manager with a fee of \$50 within 30 minutes following the formal publishing of results.

All protests shall be considered by the referee. If the referee rejects the protest, they must state the reason for their decisions. If the protest is rejected, the fee will be forfeited to HBPB Swimming. If the protest is upheld the fee will be returned.

As per FINA rules and SNZ guidelines, if the Referee does not accept the protest, the club has the ability to request the Jury of Appeal to consider the protest. At this time the Meet/Technical Director will convene the Jury of Appeal and chair the discussions, advise the Referee and the Club Manager of the outcome of the Jury.

CLUB MEETS

HBPB Swimming will work with clubs to develop an annual calendar and may have to allocate dates to ensure the timing of meets is appropriate and does not impact on regional championships.

The words “Championship” or “Champs” may not be used for inter-club meets. This can only be used for regional championships, or for Club Champs that are specific to that club only.

A club must not hold a club competition when the Region is holding a Regional Championship.

12. CHAMPIONSHIP POINTS

The use of Championship Points at a Regional Championships is at the discretion of the HBPB Swimming Board and will be decided in conjunction with club coaches.

If an age group point system is used, these points will be as follows:

Individual Points:

- 6 Lane Pool – 12, 7, 5, 3, 2, 1
- 7 Lane Pool – 12, 7, 5, 4, 3, 2, 1

Relay Points:

- 6 Lane Pool – 24, 14, 10, 6, 4, 2
- 7 Lane Pool – 24, 14, 10, 8, 6, 4, 2

Other point systems may be used for either individual, or team points, as determined by the HBPB Swimming Board.

13. TROPHIES

A list of regional trophies will be held, along with current recipients, by HBPB Swimming and any delegated organising committee.

The trophies awarded will be determined by the organising committee and the meet conditions. If possible, the trophies will be awarded according to the reason they were initially given, but if meet events differ to this, they will be awarded accordingly.



A full list of trophies follows.

HBPB SWIMMING SUMMER CHAMPIONSHIPS TROPHIES

AGGREGATE CUPS (INDIVIDUAL)

Cooper Memorial Cup - Presented by W Cooper

Awarded to the competitor scoring the most individual points in the 16 or 17 years & over age.

Miles Cup - Presented by Mr and Mrs R.H. Miles in 1938 (Mr Miles was the Region delegate on the Council from 1944/45)

Awarded to the competitor scoring the most individual points in the girls 16 or 17 years & over age.

Meade Cup - Presented by the Meade family

Awarded to the competitor scoring most individual points in the boys 12-13 years age.

Goodall Cup - Presented by Miss Yvonne Goodall

Awarded to the competitor scoring the most individual points in the girls 12-13 years age.

Colin Kirkley Memorial Cup - Presented by Mr & Mrs C Kirkley

Awarded to the competitor scoring the most individual points in the boys 14-15 years age.

Simmonds Memorial Cup - Presented by Miss M Simmonds (1940)

Awarded to the competitor scoring the most individual points in the girls 14-15 years age.

CLUB POINTS CUPS

Presidents Cup - Presented by the Mead family for the premier HBPB club

Championships points added together from senior and junior club cup.

Junior Aggregate Cup - Presented by the Hawkes Bay Poverty Bay Region

Awarded to the Club gaining the most points in the Junior Age group – 13 & under age.

Herald Aggregate Cup - Presented by the proprietors of The Hawkes Bay Herald

Awarded to the Club gaining the most points in the Senior Age Group - 14 & over age.

United Trophy

Awarded to the Club gaining the most titles (gold medals) at the meet.

MEMORIAL CUPS

Brendon Long Memorial Cup - Presented by Mr & Mrs Long in memory of their son, Brendon who died in an accident. *Brendon was a very popular HBPB Swimming swimmer from the Heretaunga Club.*

Awarded to the winner of a separate race for the overall 7 fastest male swimmers from the 50m freestyle finals, regardless of age, at the HBPB Championships.



Compton Memorial Cup - Presented by the Compton family in memory of their daughter Penny who died in an accident. Penny was a young swimmer from the Heretaunga Club.

Awarded to the winner of a separate race for the overall 7 fastest female swimmers from the 50m freestyle finals, regardless of age, at the HBPB Championships.

FASTEST TIME CUPS

Lewis Cup - Presented by Miss Lynette Lewis

Awarded to the fastest time swimmer in the open women's 1500m event.

Johnstone Cup - Presented by Mr J P Johnstone a past president of the HBPB Swimming and also life member

To be awarded to the fastest time swimmer in the open men's 1500m swim.

RELAY CUPS (HBPB CLUBS ONLY)

Swain Memorial Cup Champion Teams Race - Presented by Mrs J.W.C.Swain

Original Purpose – Club teams four male swimmers to swim 100 metres each. Points do not count for Cooper Memorial Cup.

Currently 4 x 100m Open Free relay (Male).

Life Members Cup - Presented by the current Life Members in 1995 - Mr R.Shakespeare, Miss M.Simmonds, Mr J.Johnstone, Mrs B.Meade, Mrs D.Scullin, Mr O.Blewett, Mrs V.Mayo, Mrs P.Sowman

Original Purpose – Club teams four female swimmers to swim 100 metres each. Points do not count for Cooper Memorial Cup.

Currently 4 x 100m Open Free relay (Female).

Kinross-White Cup - Presented by W.Kinross-White

Original Purpose – Club teams six male swimmers to swim one length of the pool regardless of the length of the pool.

Currently – 4 x 50m 15/under Free relay (Male).

Shields Cup - Presented by Annette Shields

Original purpose – Club teams of four women swimmers, 16 and over, 14/15, 12/13 and Under 12. Each swimmer is to swim one length of the pool.

Currently – 4 x 50m 15/under Free relay (Female)

Pufflett Shield - Presented by Mrs Andrew Pufflett

Original purpose – Club teams two boys and two girls, one each under 12 who swim one length each, and one each 12-13 years, who swim one length each of the pool.

Currently – 4 x 50m 12/under Medley relay (Female)



Chas. M. Simmonds Memorial Shield - Presented in memory of Mr Chas Simmonds, by Miss Simmonds in 1940

Original purpose – Club teams four girls and four boys 13 years and under who swim one length each Medley relay.

Currently – 4 x 50m 12/under Medley relay (Male)

Twisleton Cup - Presented by Mr & Mrs R.H.Twisleton

Original purpose – Club teams four males and four female who swim one length each as a Medley Relay.

Currently – 4 x 100m Open Medley relay (Female)

Martin Swim Cup – Presented by the Martin Family

4 x 100m Open Medley relay (Male)

Killarney Heights Trophy No 1 - Presented by the Killarney Heights Club, Sydney

Original purpose – Club teams two girls, two boys, 10/under each swim 1 length freestyle

Currently – 4 x 50m 12/under Free relay (Male)

Killarney Heights Trophy No 2 - Presented by the Killarney Heights Club, Sydney

Original purpose – Club teams six females, each swim 1 length freestyle.

Currently – 4 x 50m 12/under Free relay (Female)

United Swim Trophy

4 x 50m 10/under Free (Female)

United Swim Trophy

4 x 50m 10/under Free relay (Male)

Eastland Swim Cup

4 x 50m 10/under Medley relay (Female)

Eastland Swim Cup

4 x 50m 10/under Medley relay (Male)

Seymour Cups - Presented to the Region in 1967 by the family of the Seymour brothers who won these trophies early in the Region's history.

District Relay - Hastings Napier and Gisborne. Teams to consist of one swimmer from each age group who swim one length each freestyle. One competition is for boys and the other for girls. The teams being selected by the HBPB Swimming Selectors at the Championships.

If one area (Napier/Hastings/Gisborne) does not have a swimmer in an age group then a swimmer may be swum up, and the team will still be a recognised team.



HBPB WINTER CHAMPIONSHIPS TROPHIES

RELAY CUPS (HBPB CLUBS ONLY)

Robson Trophy - Presented by Mr N.Robson

Original purpose – Club teams four boys, 13/under, each swim 50m Medley

Currently – 4 x 50 12/under Medley relay (Male)

Sowman Trophy - Presented by Jack and Pat Sowman

Original purpose – Club teams four girls, 13/under, each swim 50m Medley

Currently – 4 x 50 12/under Medley relay (Female)

Robson Shield - Presented by Mr N.Robson

Original purpose -Club teams four boys, open, each swim 100m. Medley

Currently – 4 x 50m 15/under Medley relay (Male)

Robson Cup - Presented by Mr N.Robson

Original purpose - Club teams of four girls, open, each swim 100m. Medley.

Currently – 4 x 50m 15/under Medley relay (Female)

Mayo Cup -Presented by Valda Mayo in 1997

Original purpose - Club teams of four, each swim Free (Male)

Currently – 4 x 50m open Free relay (Male)

Doreen S' Cup - Presented by Doreen Scullin in 1997

Original purpose - Club teams of four,each swim Free (Female)

Currently – 4 x 50m open Free relay (Female)

Bone Family Cup – Presented by the Bone Family

Original purpose - Club teams of four. Medley (Female)

Currently – 4 x 50m open Medley relay (Female)

Bert Cotterill Family Cup – Presented by Cotterill Family

Original purpose - Club teams of four. Medley (Male)

Currently – 4 x 50m open Medley relay (Male)

Swim Hawkes Bay Cup - Presented by Swim Hawkes Bay in 2000

Original Purpose – Club teams of four, 13 /under each swim 50m Free (Male)

Currently - 4 x 50m 12/under Free relay. (Male)

Swim Hawkes Bay Cup - Presented by Swim Hawkes Bay in 2000

Original Purpose – Club teams of four, 13 /under each swim 50m Free (Female)

Currently - 4 x 50m 12/under Free relay. (Female)



HBPB Swimming Cup - Presented by HBPB Swimming in 2000

Original purpose - Club teams of four, each swim 100m Free. (Male)

Currently – 4 x 50m 15/under Free (Male)

HBPB Swimming Cup - Presented by HBPB Swimming in 2000

Original purpose - Club teams of four, each swim 100m Free. (Female)

Currently – 4 x 50m 15/under Free (Female)

Combined Clubs Trophy - Presented by HBPB Swimming

Original purpose - Club teams of four, each swim Free. (Male)

Currently – 4 x 50 10/under Free (Male)

Combined Clubs Trophy - Presented by HBPB Swimming

Original purpose - Club teams of four, each swim Free. (Female)

Currently – 4 x 50 10/under Free (Female)

Combined Clubs Trophy - Presented by HBPB Swimming

Original purpose - Club teams of four, each swim Medley. (Male)

Currently – 4 x 50 10/under Medley (Male)

Combined Clubs Trophy - Presented by HBPB Swimming

Original purpose - Club teams of four, each swim Medley. (Female)

Currently – 4 x 50 10/under Medley (Female)

CLUB POINTS CUPS

Hunter Aggregate Trophy

Original Purpose – Club Points – Junior Aggregate – 13 and under

Currently - Club points – Junior Aggregate - 12 and under

Helen Twisleton Trophy

Original Purpose – Club Points – Senior Aggregate - 14 and over

Currently - Club points – Senior Aggregate - 13 and over

Hutchinson Memorial Trophy - Presented by Brian Hutchinson

Top Club

FASTEST TIMES CUPS

Heretaunga Cup - Presented by the Heretaunga Swimming Club in 2000

Awarded to the swimmer for the fastest swim on the FINA points table.

John Beaumont Cup - Presented by John Beaumont

Fastest Male and Female – 2 x 50m Relay - HBPB Winter Championships



OTHER TROPHIES

Henry Williams Championship Cup - Napier/Hastings District.

To be run as decided by the Board from time to time.

Ngaire Bone Cup – Presented by K Bone in memory of Ngaire Bone

To be awarded for a purpose as decided by the Board.

SWIMMER OF THE YEAR TROPHIES

Swimmer of the Year

Top FINA point swim, open age.

Junior Swimmer of the Year

Top FINA point swim, 14 years and under at time of swim.

Open Water Swimmer of the Year

Top Open Water swimmer, as decided by the Board, or selection committee.

Para Swimmer of the Year

Top Para swimmer, as decided by the Board, or selection committee.