

1

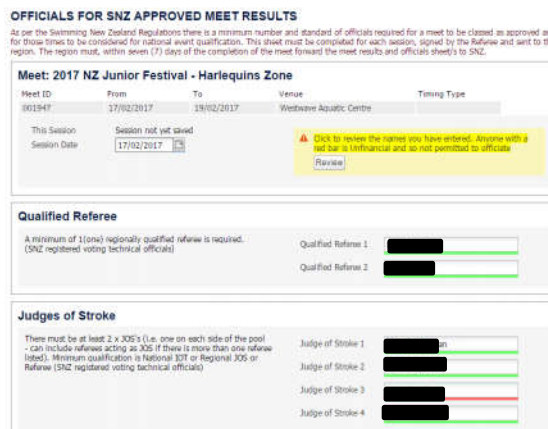
In your meet set up, select the officials tab and create a 'New Session'



The screenshot shows a web interface for a meet setup. At the top, there is a header with 'Meet', 'From', 'To', and 'Venue' fields. Below this is a navigation menu with tabs: 'Meet Manager', 'Competitors', 'Fees', 'Web display', 'Competitive Events', 'Notes', 'Open To', 'Owned By', 'T and C's', 'Documents', 'Reports', and 'Officials'. The 'Officials' tab is circled in red. Below the navigation menu, there are three informational messages. At the bottom of the page, there are three buttons: 'Cancel', 'New Session', and 'Create PDF'. The 'New Session' button is circled in red.

2

Fill in all the necessary fields for your officials and timekeepers. Once all fields have been filled in press 'Review' to check that the officials are financial. If they are unfinancial a red line will appear and you will need to make sure they become financial before submitting any documentation.



The screenshot shows a form titled 'OFFICIALS FOR SNZ APPROVED MEET RESULTS'. It contains a table for 'Meet: 2017 NZ Junior Festival - Harlequins Zone' with columns for 'Meet ID', 'From', 'To', 'Venue', and 'Timing Type'. Below the table, there is a 'This Session' section with a 'Session Date' field. A yellow warning box says 'Click to review the names you have entered. Anyone with a red bar is unfinancial and so not permitted to officiate'. Below this are sections for 'Qualified Referee' and 'Judges of Stroke', each with input fields for names and status.

Once all fields are filled save your session.

3

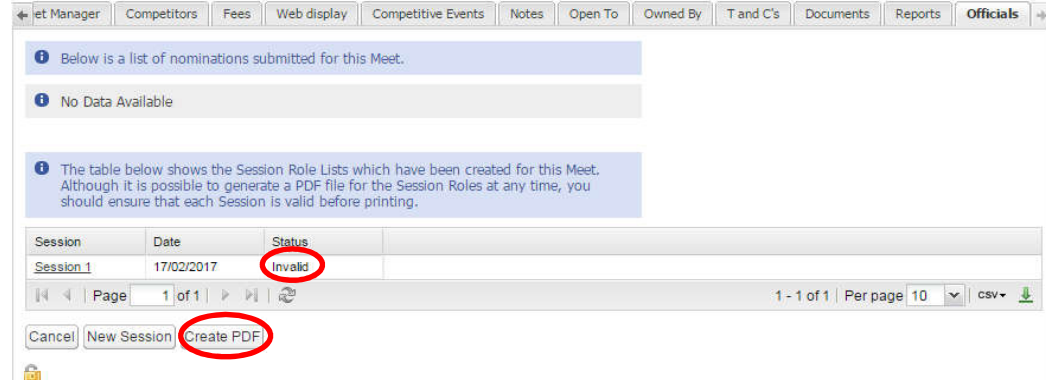
You can continue adding new sessions as required. Sessions Must be added in chronological order and you will need to adjust dates of sessions as required.



The screenshot shows the same web interface as in step 1, but with the 'Officials' tab selected. Below the navigation menu, there is a table with columns 'Session', 'Date', and 'Status'. The first row shows 'Session 1' with date '17/02/2017' and status 'Invalid'. Below the table, there is a 'Page' indicator circled in red, showing '1 - 1 of 1 | Per page 10'. At the bottom, there are three buttons: 'Cancel', 'New Session', and 'Create PDF'.

4

Once you have created the number of sessions you require for the meet. You will need to click the 'Create PDF' button. Your session status will only appear valid once all technical officials are financial.



Below is a list of nominations submitted for this Meet.

No Data Available

The table below shows the Session Role Lists which have been created for this Meet. Although it is possible to generate a PDF file for the Session Roles at any time, you should ensure that each Session is valid before printing.

| Session | Date | Status |
|-----------|------------|---------|
| Session 1 | 17/02/2017 | Invalid |

Page 1 of 1 | Per page 10 | csv

Buttons: Cancel, New Session, **Create PDF**

5

When your PDF is created, most fields will be completed. You will need to get the Referee and Meet Directors signatures before submitting the documents to SNZ.

OFFICIALS FOR SNZ APPROVED MEET RESULTS

As per the Swimming New Zealand Regulations there is a minimum number and standard of officials required for a meet to be classed as approved and for those times to be considered for national event qualification. This sheet must be completed for each session, signed by the Referee and sent to their region. The region must, within seven (7) days of the completion of the meet forward the meet results and officials sheets to SNZ.

| Minimum Meet Requirements | | Name |
|--|--|--|
| Qualified referee A minimum of 1 (one) regionally qualified referee is required. (SNZ registered voting technical officials) | | 1. [Redacted] |
| Judges of Stroke There must be at least 2 x JOS's (i.e. one on each side of the pool - can include referees acting as JOS if there is more than one referee listed). Minimum qualification is National IOT or Regional JOS or Referee (SNZ registered voting technical officials) | | 1. [Redacted] 2. [Redacted] 3. [Redacted] 4. [Redacted] |
| Starter Regionally Qualified (SNZ registered voting technical officials) | | 1. [Redacted] 2. [Redacted] |
| Chief IOT (Where Applicable) | | [Redacted] |
| Inspectors of Turns (minimum of 1 regionally qualified IOT for every 3 (three) lanes at both ends of pool) | | Lane Start End Turn End 0. [Redacted] 1. [Redacted] 2. [Redacted] 3. [Redacted] 4. [Redacted] 5. [Redacted] 6. [Redacted] 7. [Redacted] 8. [Redacted] 9. [Redacted] |
| 6 lanes = 4 qualified IOTs 8 lanes = 6 qualified IOTs 10 lane = 8 qualified IOTs (SNZ registered voting technical officials) | | |
| ADD Operator | | 1. [Redacted] |
| Chief Timekeeper | | 1. [Redacted] |
| Timekeepers (3 per lane for manual meets and 1 per lane when electronic timing is being used. <i>Note that for New Zealand Records electronic timing must be used.</i>) | | L0a L0b L0c L1a L1b L1c L2a L2b L2c L3a L3b L3c L4a L4b L4c L4d L5a L5b L5c L5d L5e L5f L5g L5h L5i L5j L5k L5l L5m L5n L5o L5p L5q L5r L5s L5t L5u L5v L5w L5x L5y L5z |
| Meet: | 2017 NZ Junior Festival - Harlequins Zone [Meet ID: 001947] | |
| Session: | 1 (of 1) | |
| Venue: | Westwave Aquatic Centre | |
| Timing Equipment: | | |
| Date: | 17/02/2017 | |
| Referee Name: | [Redacted] | |
| Referee's Signature: | [Redacted] | |
| Meet Director Signature: | [Redacted] | |

This form must be signed by the Meet Referee and where applicable the Meet Director confirming all conditions on page two of this

