



30 December 2011

Memo: Club Secretaries/ Race Secretaries  
Subject: Swim Wellington – SWIPE Card entry instructions  
Wellington Regional Aquatic Centre

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Swimming Wellington has reached an agreement with the Regional Aquatic Centre for SWIPE Card entry for swimmers and Officials who have entered meets at the centre. This SWIPE Card is only valid for meets scheduled in the Swim Wellington Calendar and is activated for participants and Officials of a particular meet.

The cost of the cards has been covered by both Swimming Wellington and Swim T3 for this financial year. **If a card is lost and requires replacement, then a charge of \$10 will be charged to the Club on behalf of the swimmer or official.**

#### **How it works for Swimmers**

- Swimmer enters meet
- Entry list of swimmers is forwarded to staff who activate the card
- Swimmers enter the pool and swipe their card at the barriers
- At the end of the meet the card is once again deactivated
- Swimmers who have not entered the meet will not be permitted to enter with their card
- Swimmers who have a current, and have paid for WCC Pool Membership card, have not been issued with Swim Wellington SWIPE card
- Swimmer upgrades and new competitive swimmers – a list of these should be sent with the registration returns and cards will be issued accordingly
- Visiting clubs will continue to be issued with temporary meet passes

Swimming Wellington, Pelorus House, 93 Hutt Road, Seaview ,  
P O Box 38 245, Wellington Mail Centre, 5012 P: 04 5600 381 F: 04 5600 400 M: 027 502 1854  
[Operations@swimwn.co.nz](mailto:Operations@swimwn.co.nz) - [www.swimwn.co.nz](http://www.swimwn.co.nz)

### **How it works for Officials**

- Copy of the Officials list will be forwarded to WRAC for activation
- Officials will sign in at the door and use the pass to go through the barriers
- At the end of the meet the passes are deactivated
- Officials who are NOT officiating will not gain entry

At the end of the meet Swimming Wellington is charged for number of swimmers, officials and Team Managers going through the turn styles. Please ensure the rules are followed. Please copy this memo to all users so they are aware of the rules of use.

Regards



**Henrietta**  
**Operations Manager**