

**SSNZ – INFORMATION, POLICIES AND
PROTOCOLS MANUAL**



**SYNCHRO
SWIM
NEW ZEALAND**



INFORMATION, POLICIES AND PROTOCOLS September 2016

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Structure of Synchronised Swimming in NZ



STRUCTURE OF SYNCHRONISED SWIMMING IN NEW ZEALAND

Synchronised Swimming in New Zealand is a National Sports Organisation (NSO). It is governed by the SSNZ Board, an elected body of five people. Board members are elected at the AGM, held in conjunction with the National Championships.

In addition to the Board there are three other groups elected each year:

- Selectors (2)
- Appointments Committee (2)
- Awards Committee (2)

Our structure is simple. Clubs and their members, be they dedicated Synchro Clubs, or a Synchro Group within a Swimming Club, affiliate directly to SSNZ. We do not have a Regional Structure, so clubs have direct communication with SSNZ.

Our affiliation year is January 1st – December 31st. Affiliation fees are set at the AGM for the coming year, and are payable by May 31st, or earlier for athletes competing at any competition prior to May 31st.

SSNZ does not have any full-time paid administration staff, and generally the Board members wear two hats – the first Governance, and then the second, Management.

Synchro is entirely and absolutely separate from Swimming New Zealand, and the other disciplines of Aquatics New Zealand, in governance and management. We are recognised by Sport New Zealand and the NZOC in our own right. We belong to Aquatics New Zealand simply because all FINA disciplines in NZ belong to this. Aquatics NZ is the body that holds the membership of FINA i.e it is the Federation for the New Zealand aquatic sports of Swimming, Diving, Synchronised Swimming, Water Polo, Open Water Swimming and Masters Swimming. SSNZ has one representative on the Aquatics NZ Board.

Our programmes stretch from participation to international representation. Our participants can be involved in schools programmes, recreational programmes, fitness programmes or as competitive swimmers in Age Group, Junior, Senior and Masters levels, or in NZ specific competitive programmes as Dolphins, Aquanauts or Aquarinas. The competition at the National Championships caters for each of these competitive levels.

Presently we have clubs in Auckland (North Harbour, Gara Manzi, Mermaids, Central), Waikato Synchro, Tauranga Synchro, Wellington Synchro, Small Strokes in Christchurch, Alpine Synchro in Queenstown, Aquagold in Dunedin and Phoenix Synchro in Invercargill.

Responsibilities are broadly defined between Clubs and SSNZ as follows:

	SSNZ	Clubs
Strategy and Vision	Set the overall strategy at a national level in areas such as Coach and Judge Development, High Performance and Talent Development etc	Set the overall strategy for their club in their particular geographic area
Liases with or Upward Relationships with	Aquatics NZ FINA – compliance, reporting, technical committee input Sport NZ and High Performance Sport NZ – including funding applications and reporting NZOC – Olympic selection Oceania Swimming Association - membership, event organisation Drug Free Sport NZ – doping reports etc NZ Swimming Trust – annual membership, applications for grants Sports Tribunal – information loop	Regional Sports Trusts SSNZ
Communication with	Clubs – advisory when required Athletes and parents who are in NZ Teams and High Performance Squads All affiliated members to SSNZ National Synchronised Swimming organisations in other countries	All members of their club e.g. athletes, their families, judges, coaches, officials, volunteers Other clubs throughout NZ
Funding, Grants and Sponsorship	Collect affiliation fees from clubs Apply for grants funding for national initiatives Source sponsorship for national initiatives	Collect fees from participants Apply for grants funding for club initiatives Source sponsorship for club initiatives
Athletes	Select athletes to the SSNZ HP Squads From within these squads, select NZ athletes to compete in international events Sanction club competitors in designated international competitions – as club representatives	Select athletes to compete at North Island/South Island or National events Select athletes to compete at designated international competitions as club representatives and ensure SSNZ has sanctioned them
North Islands/ South Islands/ National Championships	Endorse the host clubs for NI/SI and National events	Host the relevant competitions
Coach Development	Establish a Coach Development framework and programme. Deliver relevant coach development training, resources and support	Recruit and encourage new coaches Manage existing coaches Support coach development through SSNZ initiatives and other local coaching courses
Judge Development	Establish a Judge Development framework and programme. Deliver relevant judge development training, resources and support	Recruit and encourage new judges Support judge development through SSNZ initiatives and club/share club activities as appropriate
New initiatives	Work with clubs to test and trial new initiatives to grow the sport	Work with clubs to test and trial new initiatives to grow the sport
Manage their businesses	The national business of synchronised swimming e.g. coach and judge development programmes, HP programmes, publicity/PR, finances etc	The club business e.g. coaching and delivering synchro programmes, recruiting new swimmers, managing publicity/PR, hire coaches, take athletes to national competitions

Key Terms and Abbreviations



KEY TERMS AND ABBREVIATIONS

NSO	National Sports Organisation
NZOC	New Zealand Olympic Committee
NOC	National Olympic Committee
CGF	Commonwealth Games Federation
FINA	Federation Internationale de Natation
IOC	International Olympic Committee
DFSNZ	Drug Free Sport New Zealand
RST	Regional Sports Trust
NZSSSC	NZ Secondary School Sports Council
WC	World Championships
JWC	Junior World Championships
OC	Organising Committee
ONOC	Oceania National Olympic Committees
OSA	Oceania Swimming Association
ORIS	Official Results Information System
NZST	New Zealand Swimming Trust



SSNZ BOARD OPERATION

Scheduling of Meetings:

Board meetings are usually held immediately following the AGM, and throughout the year as necessary – with a minimum of 3 face to face meetings per year. Where it is practicable, communication by telephone, conference call and e-mail is used, as a measure of economy.

Travel and Accommodation Costs:

The cost of travel to Board meetings is paid for with funds from the SSNZ budget. Travel is generally by air, but it is expected that members of the Board obtain the most economical airfare available.

The cost of travel for Board Members to Nationals (and therefore the AGM) is funded on the following basis:

- If Board members are playing an active role in their clubs at Nationals, SSNZ will cover 50% of the funding of travel costs. Accommodation to be met by the club
- If they are not playing an active role in their clubs, but are involved in organizing the Nationals e.g. Chief Recorder, meet managing; referee– their travel costs and accommodation will be met by the Nationals budget.
- If Board members are just coming to Nationals to attend the Board Meeting/AGM and doing nothing else, SSNZ will pay for their travel costs and one night's accommodation

Accommodation costs for meeting attendance are paid for with funds from the SSSNZ budget. This normally does not include meal costs.

Reserves:

SSNZ will hold in reserve sufficient funds to cover our operating expense for at least two years.

Governance vs Management:

The SSNZ Board is responsible for Governance issues, including:

- Policy making e.g. Selection, Doping Control
- Protocols e.g. Athlete, Coaches and Team Manager's agreements, Judges' Protocols

Because we are so small, and several of us wear more than one hat, a lot of times we take off the Governance hat and put on the Management one. To help differentiate these two concepts - Governance can be described as "What" is to be done, and Management can be described as "How" it is done. If we had paid staff, the Board would decide what we wanted done, and the staff would then work out how to do it. An example of how this works in practise:

- Team selection
 - Junior World Championships
 - The Board has an athlete Selection Policy = the "What"
 - The Selectors are then asked by Board to select according to the policy = the "How"
 - The Board determines the roles necessary for Team Support eg Head Coach, Assistant Coach, Manager etc = the "What".
 - The Board calls for applications for the positions, and the Appointments Committee considers the applications and makes recommendations to the Board = the "How"

Understanding Governance and Management is essential to follow the generally accepted modus operandi of all sports.

Communication Trail:

Outlined below are the agreed protocols around the communication trail between SSNZ and other parties:

Topic	Examples	From and To	Comments
National Business	AGM communication, rules updates,	SSNZ to Clubs – usually club Secretary who then forwards to Club members as per their own policy	The reverse should also apply for significant matters
National Squads/Teams	Communication about Camps, Selection Policy,	SSNZ Board, Team Manager or Team Coach direct to individual athletes and parents – copied to clubs and/or club coaches where applicable	Should parents of National Squad or Team members wish to communicate on significant issues the correct line of communication is through the SSNZ Board or Team Manager
Athlete management		When athletes are in NZ teams it is as above. When athletes are operating at a club level, it is the business of the club according to their own club policy.	At a National level, athletes are governed by the Athlete's Agreement

Duties and Responsibilities of Various Committees/Portfolios:

- **Selectors** - In conjunction with the Coach or Coaches of the Team being selected, select swimmers for the Team, using the criteria set for selection for the competition which they will compete at. **NB.** The criteria for selection may have had no input by the selectors, indeed the criteria may have been set by an outside body, particularly for the Olympic Games
- **Awards Committee** - Make recommendations to the AGM according to the Constitution around service awards and life membership
- **Appointments Committee** - Appoint Team Officials from the applications received for the positions. Ensure that relevant contracts are signed.
- **Secretary**
 - Record and distribute minutes of the AGM and Board meetings.
 - Receive any correspondence to the Board, and send out any correspondence as directed by the Board.
 - Notify Clubs of the AGM – date, time, place and venue, 8 weeks before the date of the meeting. At this time, call for remits relating to the Constitution, nominations for Board members, Selectors, Appointments Committee and Awards Committee, call for confirmation of application to host the next National Championships and the next AGM, according to the agreed "roster" for hosting this competition. These papers must be returned to the Secretary 3 weeks before the scheduled date of the AGM.
 - Collate all material for the Annual Report. Produce and distribute the Annual report at least 2 weeks prior to the AGM, together with any Remits that have been presented for the AGM.
 - Maintain an address list of all Board and Committee members, and Club contacts. Circulate this list as appropriate.
 - Call for applications for officials for National Teams.
 - Assist with organisation of National Teams travelling to international competitions.
 - Liaise with Sport New Zealand and other sporting organisations as required.



SSNZ MEMBERSHIP OF OUTSIDE ORGANISATIONS

AQUATICS NZ

Aquatics NZ is the Federation, which holds the FINA Membership. Member organisations are:

- Synchro Swim New Zealand
- Swimming New Zealand
- Diving New Zealand
- New Zealand Water Polo
- NZ Masters Swimming

At the first meeting of the Board of Synchro Swim New Zealand following the AGM, the nominee to the Aquatics NZ Board will be appointed from the elected members of the SSNZ Board for the coming year.

FINA COMMUNICATION

As per above, SSNZ is not directly a part of FINA, but rather the membership is via Aquatics New Zealand – which is the Federation.

The FINA Office communicates with Federations not individuals. Generic communication is to Aquatics NZ. Synchro specific communication is to the SSNZ Chair or Secretary depending on the topic.

OCEANIA SWIMMING ASSOCIATION (OSA)

This is the FINA recognised continental body, one of the five in the World. The other four are Asia (AASF), Africa (CANA), Americas (UANA) and Europe (LEN). See FINA Rules C14.

The OSA Executive has 5 members. The Executive is elected every four years at the time of the Oceania Congress at the Oceania Championships. Aquatics NZ is the member to the OSA. The current OSA Executive is:

- President: Mr. Dennis Miller (FIJ) *FINA Vice President*
- Hon. Secretary: Mr. Ron Clarke (NZ)
- Hon. Treasurer: Ms Liz Wells (PNG)
- Members: Judy Otto (PLW) and Matthew Dunn (AUS) *FINA Bureau Member*

NEW ZEALAND OLYMPIC & COMMONWEALTH GAMES COMMITTEE (NZOC)

Aquatics NZ is the member to the NZOC. Each discipline has communication with the NZOC, but does not have individual memberships.

NZ SWIMMING TRUST

SSNZ is a member of the NZST. The level of membership is defined by the "donation" to the NZST – which is not a regular commitment. Presently we hold Gold Status and have received grants from the NZST regularly over the years. Applications typically close in April each year. Individuals can apply directly but require endorsement from SSNZ. Refer to the NZ Swimming Trust website for more information.



GUIDELINES FOR APPLICATIONS FOR FINA & OLYMPIC SOLIDARITY CLINICS/SCHOOLS/SEMINARS

These Clinics need to be applied for – simply applying is not a guarantee of success

FINA DEVELOPMENT CLINICS

FINA grants two Development Clinics per year per Federation and can be for Judges, Officials or Coaches, or a combination of these. The content should be discussed with the chosen presenter, and tailored to the attendees and Federation needs. Application is through the Oceania Swimming Association, usually the call for requests is made in August or September for the year following.

Funding is for the travel, accommodation and meals for the presenter, who is usually chosen by the host – in our case, Synchro Swim New Zealand. There is also \$500 US towards expenses, such as venue hire, stationery, photocopying, etc. A Clinic must be a minimum of 5 days.

It is important to invite all Oceania Federations, and is a good idea to invite our near neighbours in Asia. Applications do not need a budget, but financial reporting to FINA is required, and this must have **ORIGINAL** receipts.

FINA Clinics are also available in conjunction with the Oceania Championships. These are generally granted as of right, and are discipline specific.

FINA JUDGE'S SCHOOLS

Federations may apply to host FINA Judge's Schools. These are partially funded by FINA. The Judges' Schools are presented by the same 5 people in the World all round the World, using a standard syllabus. They are expressly for FINA List Judges, and those wishing to go to the FINA Judge List. The duration of the Schools is a minimum of 3 1/2 days.

At least one School should be held in NZ early in the FINA Quadrennium i.e. following the 4 yearly General Congress (held at the time of the FINA World Champs). FINA List judges must attend a School to maintain their status.

FINA WORLDWIDE SEMINAR – SYNCHRONISED SWIMMING

Generally this is held late in the year following the FINA General Congress and is for coaches and judges. FINA grants financial support for attendance, usually for one person per Federation with active synchro programmes. It is an opportunity for FINA "A" Judges to take the test to maintain their status.

OLYMPIC SOLIDARITY CLINICS

Applications go to the NZOC. Quite big funding is possible. Applications need a very comprehensive budget, and are not easy to get, and it is not worthwhile for Synchro to apply in an Olympic year. Notification for applications is usually at the time of the NZOC General Assembly and Members' Forum in May, for the following year, with applications usually due in August. Generally at the end of the Olympic quadrennium, applications for Solidarity Clinics are very late in the year of the OG, or very early in the year following.



INTERNATIONAL COMPETITION POLICY

This is a comprehensive overview of likely participation in competitions outside New Zealand.

- Selection of swimmers for all competitions except Commonwealth Games and Olympic Games Teams is solely the business of Synchro Swim New Zealand. We are not answerable to any other body or discipline.
- SSNZ's Selection Policy is reviewed by the Board and published annually which outlines the method of selection to these competitions.
- Participation in FINA Events – World Championships, Junior World Championships, FINA Cups and the FINA Trophy may require some co-operation with other disciplines of Aquatics New Zealand, but this does not extend to selection of athletes, appointment of Team personnel or Judges.
- FINA Cup events are Solo, Duet, Team and Free Combination. Entry is permitted in any or all of the events.
- FINA Trophy is an overall Trophy event. The sessions for this vary from year to year, and are determined by the FINA TSSC. The competition is judged only for Artistic Impression. Conditions of entry also vary from year to year.
- Synchro Swim New Zealand does not select athletes for Olympic Games Teams. Athletes who have met our own selection criteria, and the NZOC criteria, which are negotiated between SSNZ and the NZOC, may be nominated to the NZOC for consideration for inclusion in these Teams. Decisions about selection to Olympic Games Teams are solely the business of the NZOC
- Presently, Olympic Games events are Duet and Team.
- NB – FINA has a General Management System which is now used for all FINA Competitions, and details are entered on line. The photographs needed for this system have very strict requirements which must be met.

JUNIOR WORLD CHAMPIONSHIPS

- These are held every two years, in even numbered years. Age is 15 – 18 as at December 31 in the year of competition.
- Sessions for Solo, Duet and Team are Figures – Junior Figures as per FINA Rules, and Free Routine – times as per FINA Rules.
- Free Combination – Routine components and time as per FINA Rules.
- Team – MUST have 8 swimmers and at least 1 travelling reserve.
- Free Combination – MUST have 10 swimmers and at least 1 travelling reserve.

WORLD CHAMPIONSHIPS

- These are held every two years, in odd numbered years.
- Events are: Solo, Duet, Mixed Duet, Team and Free Combination.
Solo, Duet and Team sessions are Technical and Free Routines – with separate medals for each
- It is possible to have different athletes swimming Technical and Free Routines, but the maximum number of athletes permitted to be entered is 14, if a Federation enters the Mixed Duet event, or 12 if not entered in that event.
- Team – MUST have 8 plus at least 1 travelling reserve.
- Free Combination – MUST have 10 plus at least 1 travelling reserve.
- Free Combination according to FINA Rules.
- Age is 15 or over as at December 31 in the year of the competition

OCEANIA CHAMPIONSHIPS

- These are held every two years, in even numbered years. The Oceania Championships are run under FINA Rules, with some modifications.
- The Oceania Championships are not a FINA Competition.
- Events are: Open Solo and Open Duet, Technical and Free Routines,
 - Junior Solo, Junior Duet and Junior Team, Figures and Free Routine
 - 13 – 14 – 15 Solo, 13 – 14 – 15 Duet, Figures and Free Routine
 - Open Free Combination
- This is the ONLY competition which a Club Team, in Free Combination only, may be considered for selection as New Zealand North or New Zealand South Representatives. Athletes competing in the other events will be known as NZ North or NZ South. This is determined each year when the Selection Policy is published.

OTHER COMPETITIONS

For all these competitions, selection as New Zealand Representatives follow the Selection Criteria and Policies. Club swimmers may compete as CLUB representatives, providing they receive sanction from SSNZ.



SYNCHRO SWIM NEW ZEALAND

ANTI - DOPING POLICY (December 2015)

The Synchro Swim New Zealand anti-doping code shall be the Sports Anti-Doping Rules, as made by Drug Free Sport New Zealand, and as amended from time to time.

For avoidance of doubt this shall replace all existing Doping Policies, rules and regulations of SSNZ.

To the extent of any inconsistencies between the Sports Anti-Doping Rules and any code, policy or regulation of SSNZ, the Sports Anti-Doping Rules shall apply.



AQUAFERN - NATIONAL TEAMS

INTERNATIONAL COMPETITION PROTOCOLS.

General principles

- A Team Manager will be appointed to travel with any National Team.
 - Team arrival at a competition venue will be according to the Official arrival date, unless unanimously agreed by all Team Members. This is critical for Managers and Coaches to attend Technical Meetings.
 - Costs of Team Manager and Team Coach/es travel, accommodation and meals for the competition period will be part of the User Pays component, unless external funding is secured.
 - Any decision to "stay on" after a competition will be collective and unanimous.
- The costs of any group tours, entertainments, or excursions shall be reasonable, and shall generally not exceed \$200, and be planned well before.
- Any athlete wishing to travel with family or friends after a competition will be responsible for any extra costs, and is required to sign a Team Release form.
- The appointed Team Manager will be required to sign the SSNZ Team Manager's Agreement.
 - The Team Coach/es will be required to sign the SSNZ Coach Agreement.

Team Manager Task List

Pre Competition

- Budget, prepared, checked and double checked.
- Payment schedule established and monitored.
- Arrange an emergency money acquisition process – for example, in case of payment of emergency medical care or hospital costs.
- Preliminary and Final Entries lodged.
- Travel bookings made and paid for, tickets received, and distributed as required.
- Accommodation bookings made, deposits paid as required.
- Uniform orders, acquisition and distribution
- Competition swimsuits ready at least a month out, and carried in carry-on luggage.
- Athlete and coach agreements received.
- Athletes' TUEs – Therapeutic Use Exemption – particularly for girls who are on asthma medication, and any other Doping requirements.
- Athletes' medical forms received.
- First Aid kits prepared
- Copies of Passports, Visas, or any other official requirements.
- Lists of phone numbers – mobile, home, hotel etc.
- Special individual dietary requirements requested and noted.
- " Buddy System " planned
- Housekeeping rules for accommodation.
- Behavioural parameters explained.

- Ensure more than adequate supplies of necessary competition stuff – gel, spare noseclips etc.
- List of “ what to take ”, and ensure athlete understanding of amount of luggage, and the “ handle it yourself ” rule.
- Flight arrivals communicated to OC, if domestic transport is being provided – and checked that received.
- Music CDs sent to OC if requested, and CHECKED that they have been received.
- Provision of music – two spare sets of CDs , and another back up – eg computer

Arrival at destination / Competition Time

- Determine procedure for obtaining Accreditations. Once received, ensure ALL Team Members are aware of consequences if these are lost or stolen – accreditation cards to be guarded with their lives !! They are NEVER anywhere but around necks on lanyards, or in the hands of the Team Manager or Coach.
- As soon as possible, meet with coaches to plan training times, confirm transport arrangements, meal arrangements, including special dietary requirements.
- Arrange for distribution of city maps.
- Collect any medications from athletes as appropriate.
- Arrange for safe keeping of passports , and official documents.
- Arrange for safe keeping of athletes’ money, and instructions for use of banks.
- Establish daily dress code.
- Establish a communication system with all Team members.
- Arrange daily Team meetings
- Track budget / spending, and retain all receipts.
- Keep a daily log of any medications administered.
- Attend Technical Meetings – pre-competition and daily before competition.
- Attend Doping Control with any athlete drawn for Dope Testing.
- Ensure NZL judges are included in the information loop.
- Ensure music training time in competition pool is respected – possibly a need to be very assertive.

“Competition Housekeeping” notes/rules for athletes

Please:

- Ensure room numbers and names are known to everyone.
- Any requests for rooming changes must be to the Team Manager.
- Do not leave the accommodation at any time without first checking with your coach and also advising the Team Manager.
- Do not charge anything to your room account, nor use the telephone for outside calls, unless in an emergency.
- Athletes are only to have their own team members in their rooms. No other persons are to be permitted into team members’ rooms.
- Keep all your luggage tidy and together. Keep rooms tidy. Keep dishes washed.
- If you have a mobile phone please give the number to the Team Manager – it is good to share as many numbers between the team as possible to make contact amongst the team available at all times.
- Mobile phones are to be turned off and handed to the Team Manager before lights out each evening.

- No land line telephone calls are to be made from your room (there is usually a charge for this). If you require to use a telephone please advise the Team Manager who will arrange this for you.
- Respect and be inclusive of all team members. Also respect, speak and be friendly towards team members from other countries, and officials, at the pool.
- Hand any medication you require to the Team Manager. Please also ensure that notes are taken by the Team Manager of any use of your medication.
- Certain athletes may be drug tested. If you are approached, advise a Team Manager immediately who will accompany you.
- The Team Manager carries a full first aid kit. If you require anything please ask. If you have an accident or feel unwell – please advise us as soon as possible.
- Do not buy food or drinks without first clearing this with the Team Manager. There is always snack food available if you are hungry – please just ask.
- If you don't understand the schedule or have a question please ask your Coach or the Team Manager to clarify. Please be sure of where and when you are meant to be at all times.
- Adhere to "lights out". Do not leave your room after that time. Please be considerate of other people at the accommodation (the next day may not be your competition swim – but it may be someone else's – make sure they get the best chance they can to perform at their best).
- Adhere to the dress code each day. Dress appropriately in public areas. Make sure you are familiar with dress codes, of acceptable dress of the country you are in, and daily team plans.
- Keep the area where your bags and gear are stored at the pool tidy. Place any rubbish in a bin.
- If you have parents or other supporters at the competition keep contact with them to a minimum.
- Be aware that any deviation from the behaviour requirements will be taken seriously. Any breaches will be disciplined. Do not risk being withdrawn or sent home from the competition. Be aware that matters may be taken further than the Synchronised Swimming Team Manager.



SYNCHRO SWIM NEW ZEALAND

CODE OF CONDUCT & DRESS CODE FOR NATIONAL TEAMS (March, 2016)

- ❑ All swimmers are representing firstly, New Zealand, secondly, Aquatics New Zealand and Synchro Swim New Zealand, and thirdly their Clubs and their families.
- ❑ The Team Manager, Team Coach, or Team Coach/Manager are responsible for the tone of the tour, including Team discipline, morale and unity.
- ❑ At all times, Team clothing will be worn correctly. Generally, Teams will travel in Team uniform as indicated by the Team Manager
- ❑ Non-Team or unofficial clothing shall not be worn with Team uniform, unless otherwise specified by the Team Manager.
- ❑ The use of foul or obscene language or gestures is prohibited in a Team or public environment.
- ❑ During the playing of National Anthems, Team members will stand, with minimal body movement, not talking and without headwear.
- ❑ An exemplary standard or social behaviour will be maintained.



SYNCHRO SWIM NEW ZEALAND

ATHLETE AGREEMENT

BETWEEN **Synchro Swim New Zealand Incorporated (SSNZ)**

AND _____ [Swimmer's Name] ("the swimmer")

For the selection/nomination for a role in a SSNZ Squad or National Representative Team ("squad/team").

1. TERM

This agreement takes effect from _____ . .

2. SSNZ OBLIGATIONS

- 2.1 Establishing clear and fair criteria for the selection of athletes to a National Team/Squad.
- 2.2 Publishing a list of Team/Squad selection criteria, and communicating team selections in writing in a timely way. Selections will be communicated to the swimmer, their Club and Club's Head Coach.
- 2.3 Publishing a list of athletes selected by SSNZ in a timely way.
- 2.4 Communicating in a timely way, the terms of any pre-event monitoring steps which have been established to enable the athlete to compete.

3. SELECTIONS ARE FINAL.

SSNZ and the athlete both acknowledge and agree that all decisions regarding selection are final and binding, except under exceptional and specific circumstances.

4. SWIMMER'S UNDERTAKING

- 4.1 The Swimmer confirms they
 - 4.1.1 Are a New Zealand citizen, hold or have been granted, the right to permanent residence in New Zealand or hold a New Zealand passport. Where the swimmer has dual citizenship, the swimmer confirms New Zealand as their Sport Country in accordance with FINA rules.
 - 4.1.2 Are a current registered member of SSNZ, and shall remain so during the term of this agreement.
 - 4.1.3 Shall adhere to all FINA & SSNZ rules and regulations.

4.1.4 Shall conduct themselves in a sportsman-like manner and respect fellow swimmers, coaches, managers, staff, officials and the achievement of opponents, and not do anything, or omit to do anything which brings SSNZ, the sport of Synchronised Swimming, or the squad or team for which they have been nominated or selected, into disrepute.

4.2 The Swimmer agrees to:

4.2.1 Comply with all SSNZ squad/team membership criteria as directed by SSNZ.

4.2.2 Attend and compete in squad/teams/camps/tours within New Zealand or overseas, for which they have been nominated and/or selected. Swimmers will not be seen to be in breach of this agreement or disadvantaged for non-attendance or non-participation in squad teams/camps/tours, provided sufficient warning of non-participation or non-attendance is given to the SSNZ Board as follows:

- For internal events (regional training camp, local competitions, low-mid profile international competitions) – at least four weeks prior to the event
- For major international events (such as pre-competition training camp, Junior World Championships, FINA World Championships, Olympic Games and other high profile international competitions) – at least eight weeks prior to the event.

4.2.3 In addition, where events require the payment of a deposit, which is non-refundable, SSNZ may require the swimmer to reimburse SSNZ for any loss of funds.

4.2.4 Wear team uniforms as prescribed by SSNZ including swimwear, casual wear and official uniform.

4.2.5 Comply with all travel and accommodation arrangements made or directed of them, by SSNZ.

4.2.6 Comply with training, competition, curfew and behaviour requirements directed by SSNZ, while in camp or on tours.

4.2.7 Comply with SSNZ Coaches and/or Managers instructions while in camp or on tours. If swimmers have discrepancies with Coaches and/or Managers decisions, they will communicate with a SSNZ Board member how will liease in the situation.

4.2.7 Shall not possess, consume, administer or purchase tobacco, alcohol or prohibited substances while on SSNZ camps/tours.

4.2.8 Be entirely responsible for all personal effects and to meet any excess baggage charges levied by any carrier.

4.2.9 Complete and return in a timely manner all administrative forms and documentation requested by SSNZ as being necessary for the efficient organisation of SSNZ squad/team and camps/tours.

5. OBLIGATIONS OF SSNZ

5.1 For the term of this agreement, SSNZ will:

- 5.1.1 Select the teams to represent New Zealand at international events as outlined in the respective Selection Policies and Criteria (including making any changes to selection, if necessary, in accordance with SSNZ's selection criteria);
- 5.1.2 Appoint the Manager and all other SSNZ officials to attend and represent SSNZ at competitions;
- 5.1.3 Obtain relevant information from the swimmer and complete their entry requirements for competitions;
- 5.1.4 Determine and arrange the swimmer's travel to and from the place of permanent resident (i.e. your domicile to competitions); unless otherwise arranged prior to the event.
- 5.1.5 Determine and arrange all accommodation for swimmers at competition venues;
- 5.1.6 Determine and arrange travel insurance and other insurances for swimmers to cover periods of attendance at international competitions, the details of which will be supplied to the swimmer prior to leaving New Zealand for attendance at competitions.

6. MEDICAL & DOPING REQUIREMENTS

- 6.1 The swimmer agrees as a member of a squad/team prior to departure, or during any SSNZ tours/camps to:
 - 6.1.1 Comply with the WADA, IOC, FINA, SSNZ and Drug Free Sport New Zealand anti-doping rules and testing requirements
 - 6.1.2 Complete a Declaration of Drug Use form as required.
 - 6.1.3 Supply a medical certificate to SSNZ outlining all medication prescribed, either prior to, or during SSNZ tours/camps.
 - 6.1.4 Give permission for SSNZ to contact their medical practitioner if further medical information is required. Access to information is required to make sure the swimmer has the ability to travel/compete as a team or squad member.
 - 6.1.5 Advise SSNZ of any injury or illness which may affect performance.
 - 6.1.6 Seek medical advice and accept intervention to treat any injury or illness.

7. SPONSORSHIP AND FUNDING OBLIGATION

SSNZ will seek funding assistance for Tours and Camps where appropriate, and will coordinate all individual funding applications. When funding is not available, costs of participation in International competitions and / or squad camps will be User Pays. Athletes may be required to fund the expenses of the Coach/es and/or Manager of the Team.

- 7.1 Funding may be available to individual athletes. Any such funding shall be at SSNZ's sole discretion.
 - 7.1.1 The swimmer agrees to:

- 7.1.1.1 use all personal grants from SSNZ and/or Sport NZ for synchronised swimming related expenses only.
- 7.1.1.2 provide a report detailing the use of all funds to SSNZ annually by 1st March each year, where required.
- 7.1.1.3 acknowledge that to fund SSNZ, SSNZ has already, and reserves the right to, enter into exclusive commercial agreements for the benefit of SSNZ .
- 7.1.1.4 assist and co-operate with SSNZ and its sponsors, supporters and funders in advertising, promotion and marketing. In these circumstances the swimmers shall bear no personal expense.
- 7.1.1.5 not to enter into any personal agreement (sponsorship, advertisement, merchandising, editorial, endorsement) which suggests an association between SSNZ and the personal sponsor.
- 7.1.1.6 not to enter into any personal sponsorship which may conflict with SSNZ agreements, and not to appear or participate in any advertising promotion, or marketing for businesses which conflict with SSNZ sponsors, supporters or funders.
- 7.1.1.7 not to use the SSNZ name and/or logos in any advertising, promotion or marketing for businesses and/or organisations which conflict with SSNZ's sponsors, supporters or funders without the prior written consent of SSNZ. Such consents shall not be unreasonably withheld.
- 7.1.1.8 not to seek personal sponsorship funding assistance or product from SSNZ sponsors, supporters or funders in addition to that which is received directly through SSNZ.

SSNZ agrees written consent from the SSNZ Board may, at its sole discretion, be given upon specific request by the swimmer , for dispensation of any of the above conditions.

8. MEDIA GUIDELINES

8.1 The swimmer will:

- 8.1.1 be entitled to make public comment or communication with the Media in relation to their own personal performance in training or competition during the term of this agreement, as long as it complies with the sub-clauses of this clause below. Assistance is available from SSNZ for this purpose.
- 8.1.2 not make or endorse any public statement having, or designed to have a negative effect on the interest of fellow team members, SSNZ, the competitions being held or the team (including the officials generally).
- 8.1.3 during the period of any event, not have or make any arrangements, or carry out any such arrangements for:
 - 8.1.3.1 exclusive Media interviews;
 - 8.1.3.2 being or acting as a journalist or in any other Media capacity;

8.1.3.3 offering any public or Media comment or permitting their name to be used in any article or comment in the Media;

8.1.3.4 any interview for payment or other reward, without the prior written consent of the Team Manager.

8.2 The Swimmer agrees and understands that:

8.2.1 the spokesperson on any matters concerning the team participating at any event is the Team Manager or Head of Delegation;

(although he or she may delegate responsibility for this to any other official of the team from time-to-time);

8.2.2 the swimmer does not have to communicate with the Media and cannot be compelled to do so.

9. INDEMNITY

9.1 The swimmer agrees to:

9.1.1 Acknowledge SSNZ shall not be deemed responsible or liable for any injury, illness or other mishap which may be suffered by or to the swimmer or the swimmer's property during the term of the Agreement, unless it arises as a direct result of a deliberate, wrongful or negligent act or omission by SSNZ.

9.1.2 Fully indemnify SSNZ against all actions, suits, proceedings, costs, demands and expenses which may be taken against it arising from any unlawful and/or wrongful, and/or wilful and/or unauthorised behaviour by the swimmer OR any breach of the swimmer's obligations under this Agreement.

9.1.3 Fully indemnify SSNZ against all claims, expenses or costs in the event of, and arising from, the commission by a swimmer of a doping infraction as defined under the WADA, IOC, FINA, Drug Free Sport New Zealand or SSNZ doping rules, or any other disciplinable action committed by the swimmer, including the costs and expenses of any disciplinary process.

10. MISCELLANEOUS

10.1 The Swimmer:

10.1.1 Agrees to be governed by the laws of New Zealand under the jurisdiction of the courts of New Zealand in terms of the provisions of this Agreement.

10.1.2 Shall seek professional independent advice on the understanding and effect of the terms of this Agreement prior to signing it.

10.1.3 Where the swimmer is under the age of 18 years they shall also first obtain their parents' or guardians' consent.

10.1.4 Agrees by signing this agreement the swimmer has read and understood this Agreement and the obligations under it.

10.1.5 Consents to all personal information required by SSNZ, being collected and retained by SSNZ, and used and distributed by SSNZ, to Drug Free Sport New Zealand, FINA, WADA, Sport NZ, the IOC, their authorised agents, and such

other persons as may be necessary, for the administration of the sport of Synchronised Swimming in New Zealand and overseas. The swimmer acknowledges the right to have access to, and correct the information held by SSNZ. . The Swimmer gives this consent under the Privacy Act 1993.

11. RESOLUTION OF TRAINING DIFFICULTIES

11.1 Any difficulties encountered with training relating to what is required of the athlete by the Team coach, personal coach or the athlete shall be communicated to SSNZ according to the following guidelines.

11.1.1 The athlete, with the athlete's coach or legal guardian will be responsible for attempting to resolve any such difficulty by contacting and co-ordinating with the Chairperson of SSNZ.

11.1.2 SSNZ shall be responsible for attempting to resolve the difficulty, and fully documenting steps taken towards such resolution.

11.1.3 If necessary to achieve a resolution which is satisfactory to both the swimmer and SSNZ, any dispute may be referred to the Sports Tribunal of New Zealand

12. BREACH OF AGREEMENT

12.1 The swimmer agrees in the event of any breach by the swimmer of the terms and conditions of this Agreement, any one or more of the following penalties may be imposed by either SSNZ or senior management of a squad/team. The swimmer may be:

12.1.1 The subject of interim suspension from the squad/team or tour/camp while investigations are undertaken to determine whether there has been a breach by the swimmer of the terms of this Agreement.

12.1.2 Suspended from any squad/team or tour/camp.

12.1.3 Withdrawn from any squad/team or tour/camp and sent home immediately.

12.1.4 Precluded from selection/nomination for other squad/teams or tours/camps.

12.1.5 Withdrawn from a squad/team, with all rights and privileges of squad/team membership withdrawn, such as carding and PM Scholarships.

12.1.6 Disciplined by SSNZ by penalty, suspension or expulsion from SSNZ .

12.2 Consistent with the urgency and circumstances of the alleged breach the swimmer will be given the right and opportunity to defend any allegations made in accordance with the principles of procedural fairness and natural justice. The swimmer acknowledges the absolute right of SSNZ or senior management of a squad/team, to impose an interim suspension of the swimmer from a squad/team, tour/camp while investigating a prima facie breach by the swimmer of the terms of this agreement.

12.3 Any determination of an alleged breach of this Agreement and/or any penalty imposed by senior management of a squad/team, may, in the event of disagreement by the swimmer as to a determination, be the subject of a request by the swimmer for review by the Chairperson of SSNZ, or if unavailable a nominee of the SSNZ Board. That

review shall be conducted in a manner solely as the reviewer sees fit and the decision following review shall be final, subject only to the subsequent right of appeal to the Sports Tribunal of New Zealand.

- 12.4 Nothing in this clause shall limit or prescribe procedures in relation to an alleged doping infraction by the swimmer, which shall be solely dealt with, pursuant to the applicable doping regulations.

SIGNED by the swimmer

Parent/Guardian signature

Parent/Guardian name

Address

Relationship

In the presence of:

Swimmer's witness

Witness address

(This signature must be countersigned by the Swimmer's parent/guardian if the Swimmer is under 18 years of age.*

SYNCHRO SWIM NEW ZEALAND by _____



SYNCHRO SWIM NEW ZEALAND

COACH'S AGREEMENT - 2016

I _____ (Coach) being a registered member of _____(Club))and financially affiliated to Synchro Swim New Zealand hereby agree to undertake the role of Coach for Synchro Swim New Zealand , to the _____(competition) under the following terms and conditions.

- 1.1 To work in collaboration and alignment with the Team Manager/s .
- 1.2 To conduct myself in a sportsmanlike manner and respect swimmers, coaches , managers , staff , officials , and the achievement of opponents , and not do anything , or omit to do anything which brings SSNZ, the sport of Synchronised Swimming , the squad or the team in to disrepute.
- 1.3 To abide by Codes of Conduct and Dress Codes as follows:
 - 1.3.1 That the Team Manager or Managers is / are responsible for the tone of the tour, including team discipline, morale and unity.
 - 1.3.2 That the use of foul or obscene language or gestures is prohibited in a Team or public environment.
 - 1.3.3 Exhibit a high standard of social behaviour.
 - 1.3.4 Whilst on tour, will not possess , consume, administer or dispose of by any means any prohibited substances of any kind, according to the rules of SSNZ, Aquatics New Zealand, FINA, WADA, the IOC , the NZOC, and DFSNZ.
 - 1.3.5 Whilst on tour, will not possess , consume , administer, purchase or dispose of by any means , any alcoholic liquor, except in appropriate circumstances, at the discretion of the Team Manager.
 - 1.3.6 To wear team uniforms as prescribed by SSNZ, including casual wear and official uniform.
 - 1.3.7 Will treat all the swimmers equally no matters the Club they are affiliated with.
 - 1.3.8 To ensure communication with all the swimmers is open and clear.
- 1.4 In the event of suffering injury or illness which might affect the role and duties of coach , prior to the assembly of the team , or during the competition, undertake to advise the Team Manager immediately.

Coach	_____	On behalf SSNZ	_____
Date	_____	Date	_____
Signed	_____	Signed	_____



**SYNCHRO SWIM NEW ZEALAND
TEAM MANAGER'S AGREEMENT - 2016**

I _____ (Manager) being a registered member of _____(Club) and financially affiliated to Synchro Swim New Zealand hereby agree to undertake the role of Team Manager for Synchro Swim New Zealand to the _____ (competition) under the following terms and conditions.

- 1.1 To accept the full authority of Synchro Swim New Zealand.
- 1.2 To work in collaboration with the Team Coach/es to ensure decisions and messages are consistent and communication with the team members is open and smooth.
- 1.3 To conduct myself in a sportsmanlike manner, and ensure myself and the team and coaches respect all swimmers, coaches , managers , staff , officials , and the achievement of opponents , and not do anything , or omit to do anything which brings SSNZ, the sport of Synchronised Swimming , the squad or the team in to disrepute.
- 1.4 To ensure myself and the team abide by Codes of Conduct and Dress Codes as follows:
 - 1.4.1 That the Team Manager or Managers is / are responsible for the tone of the tour, including team discipline, morale and unity.
 - 1.4.2 That the use of foul or obscene language or gestures is prohibited in a Team or public environment.
 - 1.4.3 Exhibit a high standard of social behaviour.
 - 1.4.4 Whilst on tour, will not possess , consume, administer or dispose of by any means any prohibited substances of any kind, according to the rules of SSNZ, Aquatics New Zealand, FINA, WADA, the IOC , the NZOC, and DFSNZ.
 - 1.4.5 Whilst on tour, will not possess , consume , administer, purchase or dispose of by any means , any alcoholic liquor, except in appropriate circumstances.
 - 1.4.6 To wear team uniforms as prescribed by SSNZ, including casual wear and official uniform.
- 1.5 To follow the prescribed Synchro Swim New Zealand list of Team Manager tasks as set out in the ***International Competitions Protocol*** contained in this Manual.
- 1.6 In the event of suffering injury or illness which might affect the role and duties of Team Manager , prior to the assembly of the team , or during the competition, undertake to advise Synchro Swim New Zealand immediately.

Manager	_____	On behalf SSNZ	_____
Date	_____	Date	_____
Signed	_____	Signed	_____



International Team – Athlete Release

SYNCHRO SWIM NEW ZEALAND

INTERNATIONAL TEAM – ATHLETE RELEASE.

Athletes wishing to travel home from any competition separately from any International Team must complete this form, which must be signed by a parent, guardian or care-giver prior to leaving New Zealand.

Athletes may be released from the Team after all Team obligations have concluded, or after the final day of the scheduled competition sessions.

Any athletes under the age of 16 may only be released in to the care of a parent, guardian, care-giver, or a sibling who is older than 18.

Once an athlete is released from the Team Management, Synchro Swim New Zealand will not bear any costs which may be incurred by an athlete. Any responsibility for the athlete will cease upon release from the Team Management.

I, _____ (swimmer), as a member of the Synchro Swim New Zealand Team competing in _____ (Competition) wish to be released from the Team on _____ (date) to travel home at a later date.

Following my release, any responsibility of, or obligations to Synchro Swim New Zealand and the Team Management will cease.

Signed _____ Athlete

Signed _____ Parent, Guardian, Care Giver.

Address _____

Telephone _____

Date _____



SYNCHRO SWIM NEW ZEALAND

COMPETITION PROTOCOL FOR PARENTS

- Parents and family who are present at the pool as spectators, are not permitted to be involved with the swimmers on the pool deck at any time.
- Parents and family must not communicate directly with an official if they have a query. Any queries as to results must be communicated to the Team Manager who will take the matter to the Referee or Meet Manager.
- Refrain from negative discussions of the performance and behaviour of all athletes, coaches and officials.
- Feedback from judges is possible, but requests must be **only** from coaches.

COMPETITION PROTOCOL FOR ATHLETES AND COACHES

- All swimmers and coaches are representing their club, their families and Synchro Swim New Zealand.
- The Team Manager, Team Coach, or Team Coach/Manager are responsible for the tone of the team, including discipline, morale and unity.
- At all times, Team clothing will be worn correctly. Generally, Teams will travel in their Team uniform as indicated by the Team Manager.
- Non-Team or unofficial clothing shall not be worn with Team uniform, unless otherwise specified by the Team Manager.
- The use of foul or obscene language or gestures is prohibited in a Team or public environment.
- During opening and closing ceremonies and the playing of National Anthems, Team members will stand, with minimal body movement.
- An exemplary standard of social behaviour will be maintained.
- Feedback from judges is welcomed, but requests must be from coaches.
- If an athlete or coach has a query in relation to the competition they should firstly approach the Team Manager who will address the query to the appropriate person.



SYNCHRO SWIM NEW ZEALAND

NATIONAL JUDGES' PROTOCOLS

Each Club competing at the SSNZ National Championships is required to send one judge for every six swimmers entered in the competition. If a Club does not have enough suitably qualified judges, it may ask someone from another Club, or someone who does not have swimmers entered, to fill a spot. Generally this will involve financial support for travel and accommodation. Clubs competing at the National Championships for the first time are exempt from this requirement.

Clubs are expected to ensure their judges have had judge training, and some competition experience, at Club or Regional level.

At the National Championships those people named by Clubs as their judges must be available to judge any or all of the competition sessions. If judge numbers are low, coaches, who have judging experience, may judge sessions which their own swimmers are not competing in, but may not be included in the Club judge numbers.

Technical Meetings. These are held the day before competition starts, usually on music practice day, and daily prior to competition start. If time permits, de-brief meetings will be held. All judges are expected to attend the Technical Meetings.

Any discussions among judges relating to the competition should only take place after the competition.

Judge / Coach Feedback. It is quite acceptable for coaches to request feedback from the judges. However, any requests should be from coaches, not athletes and definitely not parents. Requests should be done politely and at an appropriate time after an athlete has finished competing – eg 13 – 14 – 15 Duet, after they have swum their Free Routine. Generally there is time at the end of each competition day for this, and also after the final de-brief meeting.

Judge Panels. The panels for all the sessions of the competition are compiled by the Referee before the first Technical Meeting, ideally two weeks or more before. These should be checked with a senior judge from each Club, to minimise conflicts such as mothers judging daughters, coaches judging their own swimmers, possible "double ups". The panels are confirmed at the first Technical Meeting.

Dress Code. SSNZ blue polo shirt, dark navy calf length or long trousers. Jeans are not acceptable. Simple dark navy or black closed toe shoes. Boots, crocs or thongs are not acceptable.



SYNCHRO SWIM NEW ZEALAND

INTERNATIONAL JUDGES' PROTOCOLS

These are guidelines and expectations for New Zealand Judges attending International Competitions.

- ** Judges are regarded as being part of the "Delegation", and generally will be responsible to the Head of Delegation, Senior Judge or Team Manager.
- ** Travel and accommodation arrangements may be made by Synchro Swim New Zealand, but in some cases will be the responsibility of the individual.
- ** Judges may be housed at a separate venue from the Team.
- ** Domestic Transport schedules are generally provided by the Host country, and use of this transport is the responsibility of the individuals.

ACCREDITATION

The first priority on arriving in the host town or city is to receive accreditation (sometimes called 'credentials').

In some case transport will be provided to the Accreditation Centre, sometimes accreditations are provided on arrival, or are available at the hotel.

It is **ABSOLUTELY ESSENTIAL** to have your accreditation with you **AT ALL TIMES**.

DRESS CODE

Usually Judges are issued with Judge Uniforms by the Organising Committee of the competition. Depending on the competition, this may be full uniform – ie trousers, tops, shoes socks and hats, or may be tops only, usually polo shirts.

BUT it is essential that judges take with them appropriate whites – trousers and tops, and closed toe white shoes. Clothing items should be non-transparent, loose fitting and easy to launder. Shorts and short skirts are not acceptable.

Trousers are more practical than skirts, and should be mid calf length or longer. Shoes need to be white, comfortable, and suitable for wearing with a skirt or trousers.

At some competitions judges are issued with tops only, so any "bottom half" should be suitable for wearing with white or coloured tops.

In some cases, New Zealand Judges may be provided with uniform the same as or similar to the Team.

It is wise to always take a light raincoat, hat for sun protection, and something warm to wear while judging, if necessary.

As there is generally some sort of Official Reception, appropriate clothes are necessary. Otherwise, smart casual dress is acceptable.

MEETINGS

Judges, whether "Practice" or "Real" are expected to attend ALL scheduled Judges' Meetings. Usually there are one or two meetings before competition, and on every competition day, a meeting before competition, usually one hour before the start of competition. It is the responsibility of the Judge to ensure they are at the meetings on time, and dressed in accordance with the day's programme.

There are often Judges' Meetings or Clinics after competition, and judges should be aware of this, and ensure they are present.

JUDGE EVALUATIONS.

At some competitions, either FINA or the Host Federation arrange for an Official Evaluator to be present. Judges' Evaluations are undertaken by the appointed evaluator, and the normal practice is that copies of the evaluation sheets are sent to the Judge personally, with a copy to FINA for the data base, and a summary to the Federation.

Practice Judging is generally possible, but applications have to be lodged prior to the competition. In the case of FINA competitions this is 60 days before, and generally less for other competitions.

Practice Judging is not possible at the Olympic Games, and FINA "A" list judges are not permitted to Practice Judge at FINA competitions.

EXPECTATIONS.

Synchro Swim New Zealand acknowledges that while judges attend competitions as from New Zealand, once at the competition any domestic allegiance is put aside, and judges are expected to judge to the best of their ability, without feeling any pressure from the New Zealand Team or administration. Any situation which a judge feels is inappropriate, particularly relating to pressure or expectations from members of other Federations' teams should be made known to the New Zealand Team management, to be dealt with promptly.

GIFTS

As judges often exchange gifts at a competition, it is wise to have a supply of small inexpensive gifts – souvenir pens, fridge magnets etc to avoid embarrassment.

Any exchange of gifts should only be done after the competition.



SYNCHRO SWIM NEW ZEALAND

NZL NOMINATIONS TO THE FINA JUDGE LIST

FINA has 3 levels of International Judge classifications, "A", "B", and "G".

Each Federation is entitled to have 5 people on each level. **NB** IN August 2016 there is likely to be a change to this, to take effect in July 2017. Only the FINA TSSC, subject to FINA Bureau approval, is able to re-classify judges from "G" to "B", or "B" to "A".

To be considered for re-classification, a judge must have FOUR Very Good, Good or Satisfactory evaluations, from a FINA approved evaluator, in a 4 year period.

Subject to places available, SSNZ may nominate people to the "G" list. Nominations are usually lodged with the FINA Office in October or November.

As at November 2016, NZL has one "G" list judge and one "A" list judge.

Nominations to the FINA list shall be the responsibility of the SSNZ Board.

Judges on the FINA List must be registered on the FINA GMS.

To be considered for nomination to the FINA "G" list, NZL judges should fulfil the following requirements :

- Hold a New Zealand passport. (this is a FINA requirement)
- Be nominated by their Club for consideration.
- Have judged at at least 2 National competitions and 2 North or South Island Championships in the previous 2 year period.
- Have judged at two or more International competitions outside New Zealand, been assessed by a FINA Evaluator, and received an acceptable evaluation in at least 2 competitions; ie :- 3, 4 or 5 Overall and 2 or 3 for Bias. (This actually means lack of bias !)
- Have attended an FINA Judges' School and passed the test. (at the moment, this is valid for a 4 year period)
- Have attended any North Island or South Island, and any National Judges' Clinic held in New Zealand in the 2 year period prior to nomination.
- Be 60 years of age or younger (NB- the maximum age for FINA list judges is 65)
- Have the commitment to attend competitions outside New Zealand as a dedicated judge.
- Be aware that SSNZ is not necessarily able to provide financial support for attendance at competitions outside New Zealand.