



New Zealand Artistic Swimming Virtual Competition

2021 Bulletin 2

All things To do with Filming



Programme Schedule

Filming Proposed Dates	<p>Will be done in clubs in front of experienced videographers, within the following windows:</p> <ul style="list-style-type: none"> ● Filming of Figures: <ul style="list-style-type: none"> ○ Out of Auckland clubs – by 7th November ○ Auckland clubs – by 14th November ● Filming of Routines: <ul style="list-style-type: none"> ○ Out of Auckland clubs – by 14th November ○ Auckland clubs – by 21st November
Judging Weekends	<p>Judging will occur over the following weekends – with all results kept 100% confidential until the livestream. Timetable to be confirmed over those weekends</p> <ul style="list-style-type: none"> ● 20th/21st November - Figures ● 27th/28th November - Routines
Streaming of the Competition	<p>The competition will be Livestreamed on the following weekend (when NCEA is almost over). Clubs are asked to host events in their own town so athletes can watch the competition, see the scores and receive their medals. Timetable to be confirmed.</p> <ul style="list-style-type: none"> ● 11th/12th December 2021

Key Information in Filming Routines and Figures

1 – Choosing your Videographer and Planning your Timetable

Videographer	<p>Your videographer should be either professional or technically savvy individual with proven ability to run a video camera, able to drop music onto the routine video (better quality than recording the atmospheric pool sound) and be accomplished at uploading all files on Google Drive and Dropbox.</p>
Back-up Videos in case of change in Alert Levels	<p>As soon as you are back at the pool we suggest that you record all your athletes' swims and save them as a back-up competition video in case we move alert levels.</p> <p><i>You do not need to get a videographer for this. We suggest you use an ipad or a high quality camera for this recording.</i></p> <p>This will make sure that if the worst happens you are still able to submit something for the competition.</p>
Confirm Filming Timetable and Contact with ASNZ by 25 October	<p><i>Please send your filming timetable for both figures and routines to Karen by 25 October. At the same time, please also confirm the name of the person who will be responsible for uploading files.</i></p> <p>This may be the videographer, or it may be a person in your Club. We need to know the name of this person so we can send the upload links to them for Figures.</p> <p>If you have any questions please email Karen to work through.</p>
Submitting a Test Video of a Routine and a Figure	<p>We strongly recommend you submit a Test video from your Videographer for Routine and Figures - we have suggested this is done by 16th October, but an extension will be made for Auckland clubs to the end of October if required. This way you can check both that the quality of the video is satisfactory and that you understand the <u>process and time involved in uploading.</u> These should be labelled with your Club Name, whether it's a Routine or Figure, and say TEST - so we know to delete it. Please submit this to the same places detailed below - somewhere different for Routine and Figures.</p>

Verifying Routines and Figures

To verify that the routine has been only filmed once, there should be either a senior judge, independent judge or an ASNZ Board member present at filming to sign this off.

Figures to be performed in front of two Club judges - who identify if an incorrect figure is performed for Dolphins/Aqua athletes who get a second chance to present figure.

Both figures videos to be uploaded so the Figures Referee can review this decision.

2 - Filming Guidelines - **ROUTINES**

Filming Routines

A full video of each routine must be filmed, without interruption, using filming guidelines below.

- The video must be non-edited (continuous).
- Please film:
 - The walk-on
 - Routine
 - Athletes getting out of the pool (please encourage them to do this quickly)
 - 10 seconds of athletes on the deck at the end looking at the camera and waving

During the swim-off, getting out of the pool and waving - the commentator will be talking about the routine, who the coach is, the interesting facts you've given about the routine, and reading the scores.

Please hold up a name card prior to filming each routine which includes:

- Category, followed by club name, followed by swimmers' name/s for solos and duets e.g. 12 & Under Duet, Te Pungu, Lucy Lawless and Sue Edwards
- Teams do not require swimmers' names.

Video Resolution and Format

All videos must be captured at a resolution of 1080p HD, at 30 frames per second (fps).

- No I pads - to be used
- Please note that, while it may appear that filming in a higher resolution might produce a better video, our streaming platforms will not be able to stream at higher resolutions, as

	<p>such videos are simply less well-suited to streaming and may end up looking pixelated and choppy to judges when streamed.</p> <ul style="list-style-type: none"> ● Acceptable file formats are .mp4, .mpv and .mkv.
Position for Filming	<p>The person in charge of capturing the video should be at the edge of the pool, exactly in the middle (at 12.5m for 25 m pools), and not move during the routine.</p> <ul style="list-style-type: none"> ● Camera should be held at head level - ideally on a tripod. ● For consistency and whenever possible, please film with the starting platform to your right. ● Videos must be filmed in landscape (horizontal/wide) mode. ● All athletes should always be fully visible during the entire routine - this is particularly important with lifts, and important your videographer understands the height and location of your lifts.
Sound	<ul style="list-style-type: none"> ● <u>PREFERRED OPTION</u>: Ideally your routine music audio track should be added to your video in post-production. This provides a much clearer and cleaner outcome - in this case, the original sound track from the video MUST be removed, and the club is taking full responsibility for any gap in synchronization it may create if not done correctly. ● <u>OPTION 2</u>: If the preferred option is not manageable, please make sure the sound is fed directly into the camera from your sound system to eliminate exterior noises. ● <u>OPTION 3</u>: Least preferred, is to make sure the speakers are close enough to the camera to ensure the music will be clearly heard on video. ● If you are using Options 2 and 3, please make sure there is no talking, yelling or cheering during the routine or on the walk-on - though cheering is allowed when the athletes are swimming off or posing on stage at the end.
Environment	<ul style="list-style-type: none"> ● Whenever possible within the context of venue-specific COVID-restrictions, and in the spirit of trying to make all routines look as good as possible, the pool deck should be free of any removable objects such as training equipment, bags, towels, etc. ● Please try and minimise people walking on the deck in the background.

	<ul style="list-style-type: none"> ● We imagine it's likely you will be sharing pools when filming routines - in an ideal world there would be minimal distraction in the background from other people swimming etc, but if you cannot avoid this please don't worry. ● Please make sure all COVID-related safety restrictions of the pool are respected at all times. ● In pools where there is glare on the water caused by exterior light, consideration should be given to the timing of filming to minimize the glare.
Editing	<p>Videos may NOT be edited and must be one full uninterrupted video from start to finish.</p> <p>Any video found to have been edited will be disqualified without possibility of resubmitting.</p>
Examples of well-filmed routines	<p>Please follow the links below to see examples of filming for the Canadian Nationals.</p> <p>Solos: ISS Archived Videos (integratedsports.net)</p> <p>Duets: ISS Archived Videos (integratedsports.net)</p> <p>Combo: ISS Archived Videos (integratedsports.net)</p> <p>Please note, in some of the Canadian routines - swimmers are swimming far apart, which was their Covid requirements at the time. This is not required in NZ under Level 2.</p>
What happens if there is a filming technical issue	<p>If a technical issue happens during filming, for example a lift goes out of the screen, you will be permitted to swim the routine again. Both videos need to be submitted as evidence for why it was swum twice.</p>
Verification	<p>To verify that the routine has been only filmed once, there should be either a senior judge/independent judge or an ASNZ Board member present at filming to sign this off.</p>

3 - Filming Guidelines - **FIGURES**

Filming Figures	<ul style="list-style-type: none"> ● A full video of each figure must be filmed separately, without interruption, using filming guidelines below. ● The video must be non-edited (continuous), start at least 3 seconds before the figure starts and end at least 3 seconds after the figure stops.
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	<ul style="list-style-type: none"> ● Please do not record the swim-on but start the filming from either the back layout or front layout position prior to the start of the figure. ● Please hold up a name card prior to filming each figure included on the name card: <ul style="list-style-type: none"> ● Figure Name, followed by club name, followed by swimmers name
Video Resolution and Format	<p>All videos must be captured at a resolution of 1080p HD, at 30 frames per second (fps).</p> <ul style="list-style-type: none"> ● No Ipads - to be used ● Please note that, while it may appear that filming in a higher resolution might produce a better video, our streaming platforms will not be able to stream at higher resolutions, as such videos are simply less well-suited to streaming and may end up looking pixelated and choppy to judges when streamed. ● Accepted file formats are .mp4, .mpv and .mkv.
Position for Filming	<ul style="list-style-type: none"> ● The person in charge of capturing the video should stand approximately one metre away from the edge of the pool (take a large step back), directly in front of the red Figure Marker, which should remain visible at all times. If you don't have a red Figure Marker please provide something on the pool deck e.g. small cone, or pool edge marker. ● Camera should be held at head level, close to the body, and not be moved during the whole figure (except when necessary to make sure the athlete remains visible). Alternatively, it could be on a tripod. Imagine the position is for a judge in the second row of a figures panel. ● Videos must be filmed in landscape (horizontal/wide) mode.
Sound	<p>Please try to minimize all noises during filming of figures.</p>
Environment	<ul style="list-style-type: none"> ● The pool deck should be free of any removable objects such as training equip- ment, bags, towels, etc.. ● For Figures, because you are looking down on the athlete doing the Figure it should be easier to avoid getting anything in the background. Please try and minimise people walking on the deck in the background.

	<ul style="list-style-type: none"> ● We imagine it's likely you will be sharing pools when filming figures - in an ideal world there would be minimal distraction in the background from other people swimming etc, but if you cannot avoid this please don't worry. ● Please make sure all COVID-related safety restrictions of the pool are respected at all times. ● In pools where there is glare on the water caused by exterior light, consideration should be given to the timing of filming to minimize the glare.
Examples of well-filmed Figures	<p>Please follow the links below to see examples of filming for the Canadian Nationals. Competitor 1 and 3 are good examples of Figures filming - Figure 2 has too much going on in the background.</p> <p>ISS Archived Videos (integratedsports.net)</p>
What happens if an athlete does the wrong Figure	<p>There should be an experienced Judge supervising all the filming of Figures. Particularly with Dolphins, Aquanauts and Aquarinas where athletes get a second chance if they do the wrong Figure. In this situation, please submit both Figures so the Panel Referee can decide if the first figure is usable or not.</p> <p>As per FINA rules there is no second chance for 12 & Under or 13/14/15 Figures.</p>
Editing	<p>Videos may NOT be edited and must be one full uninterrupted video from start to finish. Any video found to have been edited will be disqualified without possibility of resubmitting.</p>

4. Submitting Videos

Deadline	<p>Because of the amount of work needed to prepare the videos for the competition, the established deadline for video submission is as follows:</p> <ul style="list-style-type: none"> ● Filming of Figures: <ul style="list-style-type: none"> ○ Out of Auckland clubs - Submissions in by midnight 7th November ○ Auckland clubs - by midnight 14th November ● Filming of Routines: <ul style="list-style-type: none"> ○ Out of Auckland clubs - by midnight 14th November
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	<p>○ Auckland clubs – by midnight 21st November</p> <p>These cut off dates will NOT be pushed back, except when special exceptions have been granted on a regional basis due to Covid implications.</p> <p>This deadline doesn't not apply to the time uploads start, but to the time the video is received, so please make sure to give yourself ample time to upload.</p>
<p>Where to Submit Routine Videos</p>	<p>Routine videos will be submitted to ISS – the Canadian company that is running the Virtual Judging for Routines.</p> <p>Please find the link to upload your files to</p> <p>https://driveuploader.com/upload/N0QBKtrkvy/</p> <ul style="list-style-type: none"> • Once you have uploaded a file, ISS will confirm they have received it by email • Please note as it takes some time for videos to upload. It is recommended that the person uploading should have access to a fibre broadband connection if possible (or a lot of patience). • Please consider running some tests ahead of time to figure out how much time will be needed to upload your Figures.. If you add the mentioned TEST in your file label, we will know to throw it away. • You don't have to do all your uploads at once – please consider doing them daily as your videos are ready to be sent in. Videos can be sent in as early as you want.
<p>Labelling Video Files for Routines</p>	<p>Videos must be labeled as per criteria below</p> <p>Solos: 12&USolo_WestCoastSynchro_Jane_Doe</p> <p>Duets: 13-15Duet_TePungu_Jane&Becky</p> <p>Team: JuniorFreeTeam_MaloroughSynchro</p> <p>If you are submitting two teams in the same category please name A or B or Red or Blue to distinguish which is which. I.e.</p>

	<p>Team A_JuniorFreeTeam_MalboroughSynchro</p> <p>Team B_JuniorFreeTeam_MalboroughSynchro</p>
<p>Where to Submit Figures Videos</p>	<p>Figures will be submitted to ASNZ - we will be running Figures Panels over Zoom.</p> <p>Please email admin@artisticswimmingnz.org.nz with the name and email address of the person who will be responsible for uploading the videos. A file request link for dropbox will be sent to that email address which will allow access to upload the files.</p> <p>Please note as it takes some time for videos to upload, it is recommended that the person uploading should have access to a fibre broadband connection if possible (or a lot of patience).</p> <ul style="list-style-type: none"> • Please consider running some tests ahead of time to figure out how much time will be needed to upload your Figures.. If you add the mentioned TEST in your file label, we will know to throw it away. • You don't have to do all your uploads at once - please consider doing them daily as your videos are ready to be sent in. Videos can be sent in as early as you want.
<p>Labelling Video Files for Figures</p>	<p>Videos must be labeled as per criteria below for figures</p> <p>12&UFigure_Barracuda_WestCoastSynchro_Jane_Doe</p> <p>DolphinFigure_Sailboat_TePungu_Sue_Edwards</p>
<p>Questions/Support</p>	<p>If you have any questions about uploading, please ask Karen at ASNZ. admin@artisticswimmingnz.org.nz or 021 843 860. She should be able to help - but please try to have sorted as many things out as you can in advance.</p>