

Nationals 2024

NEW ZEALAND
ARTISTIC SWIMMING
CHAMPIONSHIPS
HAMILTON

Bulletin 2 - August 2024



Key Information leading up to NATIONALS!

With less than 2 months to go until Nationals, we have put together this bulletin with all the key information for clubs. Please ensure you are aware of key dates on when specific information is required to be sent in. You can view all previous bulletins [HERE](#).

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Mark Your Calendar



Overview of things to complete

Please ensure you lock these dates into your calendar. Full information is found in the bulletin.

Please complete by 15 AUGUST

Contact details for coaches and managers - [FILL OUT THIS FORM](#)

Service Awards Nominations Close [THIS FORM](#)

Check Entries by 15 August

Please complete by 30 August - 1 SEPTEMBER

Merchandise Orders completed and paid for 30 August

School Entry Form Completed one per school [w ASNZ 2024 Nationals Schools Entry Form.docx](#)

Volunteer Form Completed [THIS FORM](#)

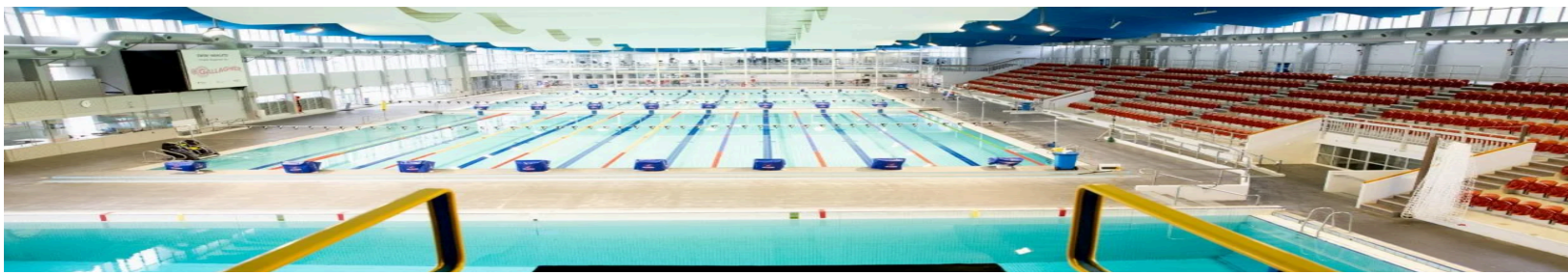
All Music Submitted into Google Drive - including a list of music practice order [THIS FORM](#)

Please complete by 9- 15 SEPTEMBER

Entry Payments to be made by 09 September

Coach Cards for all routines MUST be submitted by [12 September](#). There will be no changes after this date.

Code of Conduct and Health and Safety documentation completed for athletes, officials, teams, and judges by 15 September [FILL OUT THIS FORM](#)



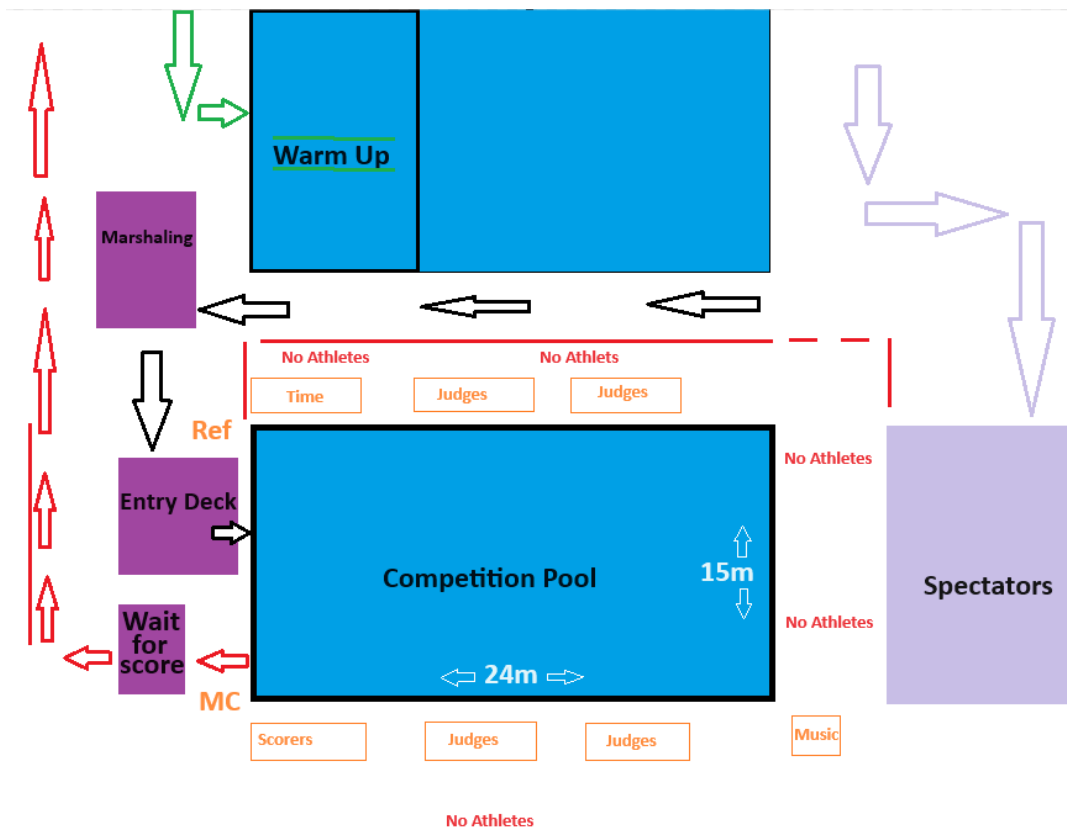
Pool Venue - Waterworld Hamilton

Address: Garnett Avenue, Forrest Lake, Hamilton 3200

Phone: 07 849 2232

Website: <https://www.hamiltonpools.co.nz/facilities/waterworld/>

Pool Set Up; The competition pool is 24 x 15 metres.



Figures Layout

Will be confirm at the Team Managers Meeting - Saturday 28 September in the afternoon

Warm-Up Lanes

There will be 3 warm-up lanes in the 25-metre pool (Marshalling end) for competitors to warm up during the competition.

Gelling Area

There is no facility at the pool to accommodate gelling. It is advised that gelling is undertaken before you arrive at the pool.

There will be a small table outside the toilets, to the right of the entrance, which will be available but only recommended for touch-ups.

Stretching

With limited space at the pool, stretching can be conducted in the space behind the spectators' stands that runs the length of the pool. Alternatively, there is plenty of outdoor space that can be accessed via the doors by the baby pool if the weather is warm.

Entry to the Pool

The entrance for athletes, judges, and officials is around the back of the complex. If you follow the road round on the right-hand side of the complex you will find the entrance which takes you directly to the dive pool.

Spectators should enter the complex through the public entrance.

Café

An on-site cafe is at the swimming complex which provides refreshments and lunch options.

Car Parking

Waterworld has two car parks, both of which are accessed from Garnett Avenue. The main car park is in front of the complex and the second, a smaller car park, is opposite the complex. There is also off-road parking available on the street around Waterworld. **Please do not park at the rear of the complex as this is strictly reserved for staff only.**

Pool Photography and Video Policy: Waterworld does not have a formal video policy. Please only take photos/video recordings of swimmers within your club.



Accommodation

Thank you for booking your accommodation by the deadline.

If you are still looking for rooms, there are still some places in the boarding houses below.

Boys High School: Argyle House

Address: Argyle Street, Hamilton East

Girls High School: Sonninghill

Address: Marama Street, Hamilton

Athletes, coaches, and managers will be staying at Girls High - this is an exclusive booking.

Officials and Judges will be staying at Boys High School.

Police Vetting

Please ensure all your Team Managers and adults who are staying with athletes in all Accommodation facilities are Police Vetted. And a reminder that all your Coaches should also have been police vetted. Click on the following link to access how you can get Police Vetts <https://www.police.govt.nz/about-us/publication/police-vetting-forms>

Medical Centre

The nearest Medical Centre to Waterworld is Tui Medical Te Rapa Urgent Care. This clinic offers both GP services (Monday to Friday 8 am to 5 pm) and Urgent Care (open every day 24/7).

Address: 26 Bryant Road, Te Rapa **Phone:** (07) 849 4181.

REGISTRATION

Registration

Thank you, everyone, for your club registrations - we currently have 172 entries. We welcome international teams from China and Australia.

Yvonne, the ASNZ Administrator will email clubs a confirmation of the athlete's entry list soon. We will be using each **Club's entry form** to set up the start-up lists for the Scoring System - not the competition programme.

Contact details for coaches and managers - [FILL OUT THIS FORM](#) by 15 August.

Please enter key personnel information (Name and contact details of Team Manager/s, and Coaches) to ensure we can communicate effectively to the right people. Please note communication at the competition will be predominantly through WhatsApp.

Schools Competition - Registration Requirements

The Intermediate (Years 7-8) and Secondary School (Years 9-10) (Years 11-13) competitions will not be run separately- rather routine scores will be taken from their entries in other areas. Duets and Teams can be formed with another school on the agreement of both schools.

Competition Events Include:

Years 7-8	Free Solo	Free Duet	Team		
Years 9-10	Tech Solo	Free Solo	Tech Duet	Free Duet	Team
Years 11-13	Tech Solo	Free Solo	Tech Duet	Free Duet	Team

Athletes need approval from their respective schools to compete in the school's competition. Please copy the following 'Schools Entry' form. Have it signed by the School Principal or Head of Sports, and return it by **1 September 2024**. [W ASNZ 2024 Nationals Schools Entry Form.docx](#)

There will be an additional \$10 charge for each entry.

Completed entry forms please email them to Debbie Dickson at dbbedickson@gmail.com

PROGRAMME

DRAFT Programme Overview- subject to change

We are still fine-tuning the programme based on entries, and we hope to confirm by mid-August

Friday 27 September	Setting up the Pool - Sound System, Deck Area		
	Morning	Afternoon	Late Afternoon
Saturday 28 September	Music Practice commences at 9 am	Judges' meeting commences at noon Music Practice Manager Meeting 3 pm	Figures competition
Sunday 29 September	Pool Open 9 am Judges' Meeting Figures	Opening Ceremony Combos (incl Dolphins) Tech routines	Balance of Tech routines Prizegiving - Figures and Dolphins
Monday 30 September	Judges' Meeting Teams	Solos Service Awards	Solos Prizegiving - Combo and Tech events
Tuesday 1 October	Judges' Meeting Duets	Duets Acrobatics Dubai Koru Display Relay	Prizegiving - Teams, Solos, Duets and Acrobatics
Wednesday 2 October	New Zealand National Squad Trials. This will run from 9am to around 4 pm. Times will be confirmed once we have confirmation of numbers trialing for squads.		

- **Music Practice** - Teams will need to arrive in Hamilton as early as possible on Saturday morning to enable everyone to have their music practice. Tauranga will be scheduled first as the host club - with the Auckland Clubs scheduled immediately after. Other Clubs will be scheduled depending on arrival.
- **Music Practice time will be based on one swim-through only of each routine.**

- **Scoring announcements** - The preliminary score will be read out following the routine and once scores are in. Please note the score readout will not be the final score, as it will not include Figures' scores or any penalties that may be applied.
- **Prizegiving** - will be held at the pool daily - assuming everything runs smoothly with the Scoring System. Some flexibility may be needed!
- **Flights out** - Teams should arrange to fly out as late as possible on the 1 October to ensure they are here for prizegiving.
- **Trials** - Any athletes who are trialing for Squads should schedule their return flights after 5 pm to allow time for trials to finish. Suggest these could be flexi time in case we finish early. Clubs will be responsible for any trial athletes, judges, and coaches' accommodation on the night before trials. Remember, all Clubs trialing will be required to bring a minimum of 1 judge, and if you have more than 6 triallists two judges, and if more than 12 triallists three judges.

Competition Rules

NZ Nationals will be conducted under the rules of World Aquatics and Artistic Swimming NZ.

[World Aquatics Rules](#)

2024 ASNZ Competition Rules

- Please note - there will be new Quad rules announced following Junior Worlds in August. Any changes introduced then WILL NOT be applied to NZ competitions until 2025
- The same rules will apply that we ran North and South Islands in i.e. including the new Apnea and Factors as per the World Aquatics Memo of March 1st, and the AQUA Difficulty Guide - v4.2 March 5, 2024 (R-T Limit L5-9 ALL events)-2.pdf
- Factoring for Dolphins - will apply based on the Youth Combination Factoring

Further information is posted on [ASNZ Website](#)

Scratchings

Once entries are closed, no further changes can be made to the entry form.

Any scratchings must be submitted via [THIS FORM](#)

NO scratchings will be accepted via email, phone, or in person.

Yvonne will communicate scratchings to the Scorer, Referee, TC Lead, and Debbie Dickson.

Figures Draw

Figures Draws will be emailed to Coaches and Judges 72 hours before the competition **as** per the World Aquatics requirements

This will be at noon on Wednesday 25 September.

The Meet Referee will make the draw. This will be emailed and sent out by Yvonne to all Team Managers and will be posted on the ASNZ Facebook page.

Entry Fees

Entry fees apply to all swimmers, including any reserves named for Solo, Duet, Team, and Combination / Acrobatic events.

- **Event fee:** \$145 per competitor. This includes photos and tech support.
- **Figures:** \$25 per entry
(if an athlete enters figures in two age groups they will need to pay twice)
- **Routines:** \$35 per swimmer per event (solo, duet, teams, combo, acrobatics)
- **Schools:** \$10 entry

Entry invoices will be sent to Clubs by mid-August. **Payment is to be made by 09 September.**

Account details:

Tauranga Artistic Swimming

03 0374 0242 6020 02

Westpac

Girven Road, Mount Maunganui 3116

Swift: WPACNZ2W

Any late payments will incur a NZD 100 penalty fee. This will be enforced – no exceptions (sorry and please don't ask for this to be waived)

Code of Conduct

Code of Conduct - Team Managers please share with all athletes, officials, and team members attending - this needs to be completed **by 15 September** via the Google Form [FILL OUT THIS FORM](#)

Nationals Cups and Trophies

ASNZ Nationals Trophies

Clubs, please ensure all ASNZ trophies have been collected from 2023 winners.



Please make sure they are engraved and cleaned.

If not, you will be asked to clean them, and we will invoice you for the engraving. Please bring them to the Managers' Meeting on Saturday 28th September. Here is the list of trophies and award winners to assist clubs.

[W National Trophies Recipients.docx](#)



Service Award Nominations

Nominations can be made via [THIS FORM](#) until **15 August**.

JUDGE

Judging and Technical Controllers

Referee: Kira Van Os

Lead Technical Controller: Luciana Garica

Lead Judge: Jo Burns

Judges' Panel Allocation: Sue Van Os

Assistant Referee Michaela Belworthy

Assistant Technical Controller: Tori Hohaia

Assistant Judge: Michelle Anderson

- **Each NZ Club** entering swimmers at the National Championships must send one Judge/Technical Controller for every 6 swimmers entered in the competition. We expect within the 1:6 ratio at least
 - One experienced judge (who has been judging at least 2 Nationals Events) within the club quota.
 - One experienced Technical Controller who has been the TC at least one event and has completed the NZ TC training. For example: *If you have 7 swimmers, you would be required to provide 2 judges and so on - note we are not rounding down!*
- **If you don't have a Technical Controller/ or enough Judges in your Club**, please contact Sue Van Os at judging@artisticswimmingnz.org.nz and she will connect you with Judges and TC from the Te Pangu Club. The cost of flights and accommodation for Judges/ TCs will need to be paid for by the Club.
If you have more Judges than your ratio who wish to come, please include their names too, as other Clubs who don't have enough Judges may choose to fund them to meet their club judging ratio commitment.
- **Judges must be fully committed to judging at the event, including all Judge Education Forums and feedback sessions.** Note: A Club can provide two judges if they wish to share their allocations across the event (but this will be counted for 1 judge in total for the Club's judge commitment) and **must be approved by ASNZ before registering your judges.** Both Judges must also be available for all Judge Education/Forums and debriefs.
- **Coaches cannot judge unless prior approval has been granted by ASNZ. Approval will be made on a case-by-case basis and at the full discretion of ASNZ.** However, coaches may be included in Figures judging panels if they are not judging their club athletes. Judges must be 18 years of age at the commencement of the competition.

- **Athletes** who are swimming in two or fewer events can be counted as a half judge in the 1-6 ratio. Athletes who are swimming in more than two events can shadow judge.
- **International teams** would be required to bring Judges and technical controllers based on the New Zealand Club ratio of 1:6. If you would prefer to use a NZ judge to meet this commitment, please contact Sue and she would be happy to connect you to someone - though there is likely to be a cost involved to get them to Hamilton e.g. flights and accommodation (but this will still be much cheaper than flying them from overseas!).

Panel Confirmation will be made by 15 September

Judges, please join this WhatsApp group for all competition communication.

<https://chat.whatsapp.com/IIISaijBQhRNCgPVW76J9ij>

If you have any questions about officials please contact Sue Van Os
judging@artisticswimmingnz.org.nz (ASNZ Judging Coordinator/ Board Member).

Judging and TC Pre-Competition Training

Judges will be expected to attend pre-competition online sessions. Dates will be confirmed ASAP

Technical Controllers

All TCs are expected to join 2 x 1 hs online sessions in the lead-up to Nationals. Dates will be confirmed ASAP.



We need as many volunteers as possible to make sure this event runs effectively. Volunteers will be put in areas for a block period, i.e. Morning Blocks/Afternoon Blocks and Later Afternoon.

To help share the load across all participating clubs we have assigned clubs focus areas to oversee, this also assists with training and quick handover during the event. We ask clubs to please register volunteers using [THIS FORM](#) by **1 September**.

We plan to have the volunteer roster out to everyone the week before Nationals.

Volunteer Roles: There are a variety of roles in the competition that we require people to support. It is a great way to meet Synchro members and you also to get a front-row seat. Roles include:

Figures Competition

- **Marshalls** - We require many marshalls to assist with taking athletes around and making sure they are in competition order. - 4 Marshalls
- **Callers** - 4 Callers reading out the figures scores
- **Scorers** - Scorers for figures - recording scores on the computer system and paper- we need 8 people
- **Videographers** - filming figures using an iPad (we need 4 people)

Figures Competition CLUB ALLOCATION	Saturday - Late Afternoon	Sunday - First Up In the Morning	Sunday - Mid Morning
Marshalls x 4	Central/ Waitemata		
Callers x 4	Canterbury/ Phoenix/ Selwyn		
Scorers x 8	Auckland Mermaids/ North Harbour		
Videographers x 4	Wellington/ + members from all clubs		

Competition Volunteers

- **Marshalling** Athletes- This role is to tick off athletes for upcoming events and make sure swimmers are in programme order. (2 People)
- **Timekeeping** - Timing of routines (You will be poolside) we need 3 timekeepers for each event
- **Music** - we need 2- 3 people to support during the competition
- **Announcer** - we need 2 people to support during each day
- **Videographers** - filming routines (we need 3 people - TC Table/ Synchronisation Table, and Routine)

Competition Club Allocation	
Marshalls x2 each block	North Harbour, Central, Waitemata
Timekeeping x3 each block	Wellington, Canterbury, Wakatipu, Central, Auckland Mermaids
Music x 2-3 for the whole Event	Tauranga Artistic Swimming Debbie will support the music person in the setup of files. Music person/s will require their laptop
Tech Support	Tauranga and Yvonne ASNZ
Videographer x 3	Auckland Mermaids, Selwyn, Waitemata, Central
Announcer x2-3 for the whole Event	Debbie - ASNZ +
Competition Operational Aspects	Debbie - ASNZ + Tauranga

COACHING

Below is important information and a timeline of requirements.

Coach Cards

- Coaches **MUST USE the ISS system to complete their Coach Cards. Please do not edit in Excel**
- This system will do all of the calculations for you and is quite simple to set up.
- Coaches will need to use a WINDOWS operating system to download and run the ISS coaching card programme - Windows 10 or 11 is the norm.
- Please when you are completing the Coach Card EACH TIME go into the ISS website and download the latest coaching card software. The software is updated all the time. If you send us a coach card that has been created on an old version, it may not work.

We will set up a Club Google Folder for each club to drop in their Coach Cards. Yvonne will be sending each club folder in August

- **Coach Cards** for all routines MUST be submitted by **12 September - there will be no changes after this date.**
- **Late Coaching Cards** - Clubs will be charged an automatic \$50 penalty if this deadline is missed. Entering all the data into the system takes many volunteer hours. The volunteers have set aside time to work on this based on the set dates.
- If coaching cards have not been set up correctly and the Chief Scorer is required to go back to clubs more than 2 times a \$50 penalty charge will be applied to clubs. Please ensure coaching cards are checked and all information is entered.
- **Coach Card Request Change Due to Medical Need** - A request in writing can be made to the Meet Referee (Kira van Os) and Lead Technical Controller (Luciana Garcia) up to 24 hours before the athlete's event. The request for a change to the Coach Card must be accompanied by a medical certificate for the person who is sick/injured and cannot perform the programme set with the Coach Card. The Meet Referee and Lead Technical Controller will consider the request for a change to the card and will get back to the coach within 12 hours of the swimmers/team event, and will work with the coach on the process to update the Coach Card if approved.

Music

REMINDER: please check the new rules - [CLICK HERE](#)

Music Allowance for all routines

- 5 seconds less or plus the allotted time of the routine
- Walk-ons for all routines
- 20 seconds for SOLOS and Duets events
- 30 seconds for Technical or Free Mixed Duets, Technical and Free Teams, Free Combination, and Acrobatic Routines

All music will be required to be sent in by 1 September.

It is highly recommended that you do not wait until the last minute to send this through in case any issues are encountered. Again, an automatic \$50 fine will be payable if this deadline is missed.

Music Format is to be MP3

Each piece of music is to be named as follows:

Club- Age Group- Event- Athletes Name (first initial and surname)

EXAMPLE: Wellington Synchro, 12 & Under, Solo, S Smith

To submit your team's music please click on the link to your club folder below:

- | | | |
|--|--|---|
| Auckland Mermaids | North Harbour Artistic S... | Central Artistic Swimming |
| Waitemata Artistic Swimming | Tauranga Artistic Swim... | Wellington Artistic Swim... |
| Canterbury Artistic Swimming | Selwyn Artistic Swimming | Phoenix Synchro |
| Wakatipu Artistic Swimming | Golden Fish / Eastern Sir... | Aquagold Artistic Swim... |
| China- Canna | | |

Club Music Practice Order

Music Practice Order - We ask coaches to please complete [THIS FORM](#) by **1 September** We ask coaches to indicate please on their music list if the routine starts on the deck or in the water. This assists the music people, referees, and timekeepers.

Please note for music practice - there will only be 1 swim through for each routine

Merchandise

We are excited to announce that the merchandise for Nationals 2024 is now [available online!](#)

Orders must be in and fully paid by 30th August. Some products have limited supply so get in quick.

Parents order directly rather than through their clubs, so please send these details out to your parents asap. Items will be delivered to Club managers at the manager's meeting on Saturday 28th September. Queries about merc to nznationals2024@gmail.com



[2024 Nationals Merchandise](#)

Merchandise competition

In collaboration with Willow Collective, we have an exciting opportunity for athletes to design a limited-edition piece of artistic swimming jewellery, for Nationals 2024. Details can be found on the [ASNZ Facebook page](#).

CALENDAR OF EVENTS



August 2024

Contact details for coaches and managers - [FILL OUT THIS FORM](#) by 15 August

Service Awards Nominations Close [THIS FORM](#) by 15 August

Check Entries by 15 August

Merchandise Orders completed and paid for by 30 August

September 2024

School Entry Form Completed one per school [w ASNZ 2024 Nationals Schools Entry Form.docx](#) by 1 September

Volunteer Form Completed [THIS FORM](#) by **1 September**

All Music Submitted into Google Drive - including a list of music practice order [THIS FORM](#) by **1 September**

Entry Payments are to be made by **09 September**

Coach Cards for all routines MUST be submitted by [12 September](#). There will be no changes after this date.

Judges Panel confirmation made by 15 September

Volunteer roster confirmation by 15 September

Code of Conduct and Health and Safety documentation completed for athletes, officials, teams, and judges [FILL OUT THIS FORM](#) by **12 September**

Figures Draw will be at noon on **Wednesday 25 September**.

Contact Us

Meet the Team

We are here to support clubs - if you have any questions do not hesitate to contact one of us

Siobhan O Sullivan - Meet Manager nationalsnzas@gmail.com

Siobhan is overseeing accommodation, pool needs, volunteers, and overall meet management

Debbie Dickson - ASNZ Events Lead - dbbedickson@gmail.com

Debbie will be coordinating the programme, music, coaching cards and overseeing the competition

Yvonne Petri - ASNZ Administrator - admin@artisticswimmingnz.org.nz

Yvonne will be coordinating entries, sending out invoices, and ICT support for the meet

Sue Van Os - Coordinator of Judges and TCs - sue.van.os@gmail.com

Sue will be coordinating the Judging/ TC programme and pre-competition judges' workshops