



ATHLETE HANDBOOK



Table of Contents

Purpose of Handbook	3
1. Who are we?	3
Our Purpose	3
Our Vision	3
Our values	3
1.1. Structure	4
1.2. Parent Participation	4
1.3. Communication	4
2. Registration, training timetable, fees & uniforms	4
2.1. Registration & Contact Details	4
2.2. Training Venues	5
2.3. Class Groupings / Artistic Swimming Pathways	5
2.4. Training Timetable	6
2.5. Term Fees	6
2.6. Club Uniform	7
3. How Club Training Works	7
3.1. Training sessions	7
Swimming Drills	7
Strength and Flexibility Training	8
Land Drilling	8
Figures Practice	8
Routine Practice	8
3.2. ASNZ Star Programme	8
3.3. ASNZ Development/High Performance Pathways	9
4. Competitions	9
4.1. North Island and National Competitions	9
4.2. Preparing for Competitions and Displays	10
4.3. Competition Logistics	11
4.4. Further competitions	11
5. General Information - Club Policies & Rules	11
5.1. Acceptance of club policies and procedures	11
5.2. Photography permission	11
5.3. Drop off/pick up	11
5.4. Attendance Register	12
5.5. Training Cancellation	12
5.6. Code of Conduct	12
Athletes	13
Coaches	13
Parents	13
Behaviour Management	14
Lead by Example – Applies to All!	14
Feedback / creating health communication	14

Breach of the Code of Conduct	14
5.7. Nutrition	15
5.8. Health and Safety	15
5.9. Concussion	15
5.10. Police Vetting	15
5.11. Private Lessons	15
5.12. Personal Fundraising and Sponsorship	15
5.13. Internet and Electronic Communications Policy	16
5.14. Doping	16
Artistic Swimming Competition Glossary	17

Purpose of Handbook

This handbook is for the club members to gain an understanding about the rules, regulations, policies and processes that apply to North Harbour Artistic Swimming Club (NHAS) and the general information of the sport of artistic swimming.

Information in this handbook is subject to change. If there are any discrepancies between the decisions made by the Committee or coaches and the policies/procedures defined in the handbook, the most recent Committee/coach decision will take precedence.

The handbook is reviewed and updated over time. The most up-to-date version is published on the [club website](#).

1. Who are we?

NHAS is a long established not-for-profit organisation providing artistic swimming training to people of all ages. The club has been operating at Auckland Council Glenfield Leisure and Pools for over 30 years.

The club is managed by a committee of volunteer parents who manage the club operations including appointing the head coach and setting the club strategies. The Committee is also responsible for the administration including membership, club finance and event coordination. The Committee co-opts other club members to help manage various projects whenever possible.

The club coaching team is responsible for the training programme and athlete development. It consists of a Head Coach and a team of coaches.

Our Purpose

- Create a supportive and encouraging environment for our athletes to succeed
- Foster sportsmanship, teamwork, and friendship
- Set clear goals and achieve them

Our Vision

- Be the most successful synchronised/artistic swimming club in NZ by offering diverse pathways tailored to the individual aspirations of our athletes

Our values

- Respect
- Team Work
- Fun

1.1. Structure

NHAS is an incorporated society governed by a constitution and is affiliated to the national artistic swimming governing body, [Artistic Swim New Zealand](#) (ASNZ). Registration with ASNZ is compulsory for all athletes - affiliation fees are typically collected in Term 1 by the club, which are then paid on to ASNZ.

Artistic swimming is governed by the rules of [World Aquatics](#) - the International Swimming Federation recognised by the International Olympic Committee for administering international competitions in aquatics. New Zealand is a member of World Aquatics and is grouped with the Oceania Swimming Association (comprising 13 countries).

1.2. Parent Participation

NHAS is a not-for-profit organisation and relies on 100% parent volunteers for the day to day running of the club. As athletes progress beyond the beginner level, the club has an expectation that parents will assist in

the areas of judging, fundraising, organising competitions, organising social events or being part of the Committee.

1.3. Communication

The club's official communication channels are the club emails.

- General enquiry - infonhsynchro@gmail.com
- Financial/Treasurer - nhsynchromoney@gmail.com
- Training related - nhsynchroheadcoach@gmail.com

Though some information or announcements are published on the club Facebook or Instagram page, they remain as a secondary channel.

- Club website - <https://northharboursynchro.co.nz>
- Club Facebook Page - <https://www.facebook.com/northharboursynchro/>
- Club Instagram Page- <https://www.instagram.com/northharboursynchro/>

The club uses WhatsApp for informal team communications. All parents are required to use WhatsApp and join the group chat for their team. The coaches may use the chat to confirm training time or members can post a chat or a question to the team coach or to other team members.

2. Registration, training timetable, fees & uniforms

2.1. Registration & Contact Details

All club members are required to register in the club membership system [Friendly Manager](#) and are provided for their individual login to the system.

Each athlete must have a minimum of one nominated parent/guardian for club communications. Once an athlete reaches the age of 18 or above, they may decide to take over their own communication.

It is important that the club has contact details current, including emergency contact details.

2.2. Training Venues

Training is based at Glenfield Leisure and Pools, 73-77 Bentley Ave, Glenfield, Auckland. Athletes are to report to the pool reception staff and let in by them.

On occasion, training sessions may be moved to an alternate pool or venue due to maintenance needs at Glenfield, such as the Millennium Aquatic Centre in Mairangi Bay. The club will let parents know as soon as possible of any foreseeable venue changes.

2.3. Teams / Artistic Swimming Pathways

When an athlete joins NHAS, they will typically commence as a Beginner - learning the basic skills of artistic swimming and swimming team routines at displays. From there, they will move onto a team based on the coaches assessment on skill level, age and team fit.

- Competitive Level 1 - follows the World Aquatics Age Group rules
 - 12 & Under
 - Youth (13-14-15)
 - Junior (15-19)
 - Open (15 and over)

- Competitive Level 2 - follows the ASNZ rules
 - Dolphins- typically the first step in competing with figures based on the basic skills
 - Aquanauts - typically younger athletes with figures based on 12 & Under Figures
 - Aquarinas - typically older athletes with figures based on Youth (13-14-15) Figures

Note: the age groups are determined by the age an athlete turns that year i.e. regardless of the date born, if an athlete is 12 that year, they are in the 12 & Under team.

Dolphins, Aquanauts and Aquarinas compete at North Islands and Nationals, though they typically do not train as many times a week as athletes in Competitive Level 1.

Athletes sometimes move between the two competitive levels as they learn new skills

Athletes will typically remain in one group for a year or more depending on their age, with the coach's decision made for the following year's group in consultation with athletes and their parents after Nationals.

All competitive athletes have an opportunity to enter the North Island and National Competitions. Participation at these competitions usually depends on how many athletes we have, ability level, and the location of the competitions.

Athletes can also choose not to participate in competitions and remain in a group called Recreational group.

2.4. Training Timetable

The training time is set for during school terms. There is no training during school holidays or public holidays. However there might be extra training during the holiday period for special purposes like preparing for a competition.

The timetable below provides general guidance of the regular training sessions. However it can vary from term to term. The most recent timetable is in Friendly Manager and that is what the athletes should refer to.

Group	Training time per week	When?Subject to change
Beginners	1.5 hour	Saturday mornings
Dolphins	4-5 hours	One weekday evening, Saturday mornings
Aquanauts	4-5 hours	One weekday evening, Saturday mornings
Aquarinas	4-5 hours	One weekday evening, Saturday mornings
12 & Under	6-7 hours	Two weekday evenings, Saturday mornings
Youth (13/14/15)	12 hours	Three weekday evenings, Saturday mornings
Junior	12+ hours	Three weekday evenings, Saturday mornings
Open	12+ hours	Three weekday evenings, Saturday mornings

2.5. Term Fees

For new athletes, the first lesson is for trialing and is free. If the athlete decides to join the club after trialing, the fees will be calculated for the remainder of the term.

Competitive team term fees will be applied in full upon registering with the club unless the athlete joins after week 5. Term fees will be reduced by 50% after week 5.

Athletes in the Beginner group will be charged full term fees unless they are being credited for the free trial or late start to the term due to the trial. Any reduction will be based on the number of sessions that will be attended.

For all current athletes, term fees are due in one week of receiving the invoice. An invoice will be sent out via email, though all members are able to see the fee information in their [Friendly Manger](#) portal.

As well as term fees, there are additional costs such as:

- Artistic Swimming New Zealand affiliation fees
- Competition registration and entry fees - depending on level/number of routines
- Competition travel and accommodation costs for the athlete as well as their share of Coach/Manager/Judge costs for that particular competition.
(Please note: we try and offset these competition costs as much as possible by applying for grant funding and via fundraising.)
- Club uniform and competition togs – please see relevant information later in the Handbook.

Any absences, holidays or temporary reductions in hours do not attract a refund. The only exception is if an athlete has been unable to attend training for more than three weeks, and has a medical certificate.

If you decide to leave the club prior to the end of term the refund policy is as follows:

- 50% refund of term fees if athlete leaves before or during Week 5
- no refund if athlete leaves after Week 5

Please note, fees are calculated and collected per term regardless whether a term is full 10 weeks, longer or shorter. This is to remove the ambiguity that some terms could be shorter or longer than others.

The club Treasurer informs parents of anticipated costs as far in advance as possible. The Treasurer is also available for any queries about fees or payments, or to arrange paying in installments.

All members must ensure their fees are paid on time to ensure the Club remains financially viable. The club bank details are in the invoices.

2.6. Club Uniform

All athletes including new beginners need goggles, a swimming cap, a water bottle and a nose clip. A large towel or mat for stretching is optional. If buying new, the club recommends that parents buy black goggles and plain black togs as these are what the athletes will need later for formal competitions.

As athletes progress through the club and begin to compete in competitions, they will require a club uniform. Please refer to the [club website](#) for full details. Several items including nose clips can be purchased via the [Friendly Manager](#) portal.

The club will advise the athletes in advance when uniform items need to be purchased before competitions. Please email infonhsynchro@gmail.com for all uniform queries.

3. How Club Training Works

3.1. Training sessions

An ideal starting age is around the age of 7, but any age is welcome and encouraged to start. The first year of artistic swimming training focuses on learning and mastering the fundamental skills and elements that form the basis of synchronised/artistic swimming. As athletes gain artistic swimming skills and move up, their swim times are extended and new training days are added.

The training sessions involve the following:

Swimming Drills

As a 3-minute artistic swimming routine requires extreme cardiovascular fitness, much of the conditioning for artistic swimming involves speed-swimming drills, including laps of freestyle, butterfly, backstroke and breaststroke. Swimming drills both above and under the water are included in every session to increase strength, endurance, and speed through the water.

Strength and Flexibility Training

Land workouts with stretching and conditioning exercises ensure the athlete attains optimal fitness. This encompasses many types of core exercises to develop a tighter, stronger athlete. Proper stretching prevents injury and increases flexibility which plays an important part in many of the positions and movements that artistic swimming demands. Many positions are not possible without good hip, shoulder and back flexibility. athletes are encouraged to stretch as much as possible in their own time - when you're watching TV is a great time to stretch!

Land Drilling

Land drilling is an essential component of artistic swimming training for routines. Land drilling includes determining counts, setting patterns, clarifying positions, and practising movements out of the pool. Athletes are often required to land drill independently, outside of normal practice time. Your athlete's coach will provide music in order to land drill at home.

Figures Practice

A figure is a continuous combination of basic body positions and transitions. Figures form part of competitions and scores contribute to 50% of a team's overall score so this is an essential part of an athlete's training. There are a range of Figures that athletes must learn depending on their class group. At a competition, the Figures are performed at the beginning, where all athletes wear black togs and white caps and present their Figures to panels of judges.

Routine Practice

Artistic swimming athletes perform routines to music and practice of these is a large part of the training. Routines can be solo, duet, team (4-8 members in the same age group) or combo routines (8-10 members across varying age groups).

3.2. ASNZ Kiwi Star Programme

All club athletes are tested according to the ASNZ Kiwi [Star Programme](#) rules. The stars denote the level and standards that athletes have attained. All athletes start at Star 1 and can progress to Star 10. They are awarded a coloured star once they have passed each level and can pin these to their backpacks at competitions. New Figures are taught as athletes progress through the Star levels.

To compete in formal competitions, athletes must achieve the following stars:

Dolphin Figures/Combo	Star 3
Aquanaut Figures/Routine	Star 4
Aquarinas Figures/Routine	Star 5
12 & under - Figures - Solo - Duet - Team	Star 4 Star 6 Star 5 Star 4
Youth (13/14/15) - Figures - Solo - Duet - Team	Star 6 Star 8 Star 7 Star 6
Junior - Figures - Solo - Duet - Team	Star 7 Star 9 Star 8 Star 7
Senior - Solo (Free & Tech) - Duet (Free & Tech) - Team (Free & Tech)	Star 10 Star 10 Star 8
Open Free Combination Open Technical Team	Star 6 Star 6

3.3. ASNZ Development/High Performance Pathways

Athletes with potential to represent New Zealand can be selected by ASNZ to take part in Development/Performance Squads. From these squads, Teams/Solos/Duets are selected to compete in international competitions.

There are three New Zealand Squads:

- Pikopiko Development Squad (13-15 years)
- Koru Performance Squad (15-19 years)
- Aquaferns High Performance Squad (open age)

Entry to these squads is by trials conducted in October/November/December each year for the following year. Coaches will identify athletes who have the ability to achieve the trial criteria. Or an athlete could let the coach know if interested in trialing. Athletes are required to swim at North Islands and Nationals to be eligible for the squads. The trial criteria can be found on the [ASNZ website](#).

NHAS Club has had several athletes in recent years achieve selection to NZ Squads and compete internationally. NHAS club coaches have also been selected as NZ coaches.

4. Competitions

4.1. North Island and National Competitions

There are two significant artistic swimming competitions a year in New Zealand which operate according to World Aquatics and ASNZ rules.

- North Island Championships - typically in Term 2
- NZ National Championships - typically held in the Term 3 holidays

There is also a Schools competition that is part of each of these competitions which allows some athletes to represent their schools (with the top three placegetters in the North Island and South Island Schools' competitions qualifying for the National Schools Competition).

The North Islands and Nationals are open to Dolphins and above, and it is usually the aim of all the athletes to work towards competing in both of these. Attending these can involve travel and these costs are the responsibility of the athlete.

Entries are registered by the club, not individuals. The athletes can compete in a variety of routines: a solo, a duet or a team/combo routine which are determined by the coaching team. Figures competition is compulsory and the scores are part of the calculation for the final routine placements.

The routines are performed to music and are judged on:

- Technical merit - execution and synchronisation
- Artistic impression - choreography, musical interpretation and presentation
- Difficulty - appropriate to each age group

Athletes wear specially designed beautiful togs and headpieces for competition routines. Costumes could be hired from the club's library of costumes or purchased new by competitors. Competitors are not to wear jewelry, make-up or nail varnish during competitions.

Athletes also complete 2 to 4 different figures as part of formal competitions - two compulsory which are selected and notified in advance, and the other two officially drawn and notified 48 hours ahead of the competition (Note: Dolphins, Aquanauts and Aquarinas Figures are all known in advance).

Athletes are required to wear plain black togs, white caps and goggles for the Figures competition. Figure scores are then carried over to be combined with routine scores to give a final result for each routine - they make up 50% of the final result. The only exceptions to this are the Schools competition and the Open Free Combination Team (no Figures included).

Judges use a 10-point scoring system and follow the World Aquatics manual for judges, coaches and referees. The highest and lowest scores within each panel of judges are discarded and the remaining scores averaged out.

4.2. Preparing for Competitions and Displays

Terms 1 and 2 are focused on learning routines for the North Island Championships and then the focus of Term 3 is on perfecting these routines for Nationals. Term 4 is when the athletes are regrouped and the training will be focused on learning new routines for the following year. Term 4 is also a relatively relaxed term with all athletes preparing for a fun solo competition or Christmas display.

The club holds figures competitions during each term to provide learning feedback and create competition experience. The club also holds a dress-rehearsal about a week before the national competition.

4.3. Competition Logistics

Early in the year, the Committee makes the decisions about travel and accommodation requirements for each competition of the year. A club Meet Manager is appointed to coordinate the preparations for the entire club. The main tasks include athlete registration, travel and accommodation bookings for athletes and

coaches, and communications. Several Team Managers (or team mums) are also appointed to manage the teams during the competition duration.

4.4. Further competitions

Athletes who achieve well in the New Zealand competitions can go on to represent the club in overseas open championships, to represent New Zealand at Oceanias, or the pinnacle events - Junior World Championships, World Championships or the Olympic Games.

The overseas open championships are by invitation. The club makes the decision on attending them based on the factors including athlete/parent interests, costs and coach availability, etc.

5. General Information - Club Policies & Rules

5.1. Acceptance of club policies and procedures

Athlete enrolment is considered as the acceptance of our club and fee policies as documented in this Handbook. Our reference document is the Club Constitution which can be accessed via the Club website.

5.2. Photography permission

When registering with the club, members grant permission for photographs or videos to be taken during:

- practice sessions for training purposes.
- competitions or club-related outings for historical purposes

At registration members can decline photographs or videos of their athlete being used in NHAS Club publicity material, newsletters, social media, website and in newspapers.

If members have questions regarding the usage of images, please contact the Committee to discuss.

5.3. Drop off/pick up

Parents are not required to stay at the pool during lesson times. The club does ask that parents wait until the coach arrives before leaving athletes in their care and picks them up at the time the lesson ends. Athletes left on their own (being dropped off early or being picked up late) are the parents' responsibility and the club does not take responsibility for them. Any supervision outside of training hours cannot be guaranteed.

5.4. Attendance Register

The club coaches record attendance and follow up any unexplained absences. The athletes should arrive early or on time for lessons, and we expect members to contact the coach using the What's App team chat as soon as possible if they are going to be absent.

Artistic swimming is a team sport, therefore it is important that an athlete commits to attending all training sessions. Absences and late arrivals affect the entire team.

If an athlete has an attendance rate of less than 90%, they run the risk of being asked to step down from the team or move down to a lower level where the absence may be less of an issue.

Aside from when they are unwell, we expect athletes to work around their other commitments to ensure they attend all training sessions. Prolonged absence, advised or unadvised, may result in the athletes' position on the team being reviewed to provide more consistency for others to train. Please note, that even if an athlete is unable to get in the water due to an injury, it is worth it for them coming along for land drills or learning routines from the poolside.

Parents are encouraged to schedule family holidays around the competition calendar. The club endeavours to publicise dates of competitions as soon as they are known. Parents need to inform the team coach as soon as possible of any planned absences so they can evaluate the impact on the timetable and make decisions to organise practice with the least amount of disruption for the other members of the team.

5.5. Training Cancellation

Training may be cancelled by the club following competitions to allow athletes to recover fully, or due to pool closures or unforeseen circumstances. If this occurs, parents will be notified via email and/or WhatsApp and where circumstances require, by phone.

5.6. Code of Conduct

NHAS is committed to providing a sporting environment in which all individuals are treated with respect. We support equal opportunity and prohibit all forms of harassment and discrimination.

Coaches, athletes, officials, volunteers, and parents of the club will conduct themselves at all times in a manner consistent with the ideals and values of our club and the sport:

- We treat all persons with respect and courtesy and have proper regard for their dignity, rights, and obligations
- We place the safety and welfare of children above all other considerations
- We speak to each other in polite and respectful tones and use pleasant language
- Athletes do as the coach requests
- Athletes train at 100% of their ability at all sessions
- We abide by the rules and policies contained in this Handbook

Athletes

- Athletes respect Coaches who give their time to train and help them. They listen, arrive on time, ready to train and follow instructions. The pool is a loud and challenging environment, and Coaches need full attention
- Short breaks will be given through training by the coach - athletes should not run to and from the toilet disrupting training
- If athletes are running late/not able to make training they are to text the coach
- Athletes are not to leave land or water training without a discussion with the coach. Whilst in training, the Coach is ultimately responsible for their wellbeing and safety.
- A willingness to develop and grow is expected about their own training and their team environment
- Athletes are expected to be inclusive and respectful of their fellow teammates and other athletes in the Club
- Athletes are responsible for their own [health and safety](#) in and out the water, and will take appropriate measures to keep their team-mates safe (and cared for) too

Coaches

- Coaches arrive on time for training, with a prepared programme and other than to record routines/figures, are not using their phones during training times
- If coaches are unable to make a session they advise the head coach, the team's parents and arrange cover or cancel the session with as much advance notice as possible
- Coaches must treat all athletes equitably and respectfully. Whilst it's natural to connect with some athletes personally, training sessions will remain professional, impartial and favouritism is not acceptable.
- Coaches need to be aware of what they post on their social media profiles on accounts where young, highly impressionable athletes follow them

- If a Coach has an issue with athlete behaviour they should speak to the athlete in the first instance and escalate it to the head coach when support is required. This builds respect.
- If a Coach is swimming a routine with athletes, they should model the behaviour they would expect of the athletes were she the coach of that routine
- The coach will to the best of her ability, provide a programme/s that cater to all levels of ability in her team to ensure the content is engaging (and safe) whilst pushing the athlete/team out of their comfort zone
- Coaches are expected to be aware of [health and safety](#) considerations and discuss any issues/concerns proactively with parents.

Parents

- To model the behaviour they would expect from their children by treating the Coach with respect
- To support the Club by encouraging their child to follow the club's behaviour expectations (see above)
- Do not interrupt the coach for a long discussion during training. Make an appointment before or after the training if a lengthy discussion is needed.
- Discuss with the head coach and/or follow the club dispute resolution process
- Offer to help and support to the Committee

Behaviour Management

- If an athlete is not listening or being disruptive, they are warned once then could be ordered by the coach to do push ups/laps/other to refocus their energy
- If the team dynamic is not working to correct behaviour, the head coach may be called in to support the team coach
- If poor behaviour continues, the caregiver/parent is alerted by text and a meeting held if required. Clear consequences of continued behaviour issues will be communicated to both athlete and parent.
- If poor behaviour continues after parents have been alerted, an athlete may be scratched from a routine/competition or ultimately in extreme cases, excluded from the club.
- Athletes and coaches are to be treated fairly with the same consequences equally applied according to the nature of the offence/crime (see [NHAS Dispute Resolution Policy](#))

Lead by Example – Applies to All!

- Everyone is responsible for creating a positive, fun, safe environment in the club, but senior athletes and Coaches especially are expected to model the behaviour expected in the club
- Treat others as you would like to be treated
- If an athlete is struggling, the Coach and team should try to understand why, and think of ideas to SUPPORT, not criticise them. We all have a part to play in creating a helpful, supportive atmosphere
- Negative comments to other athletes in person or [on social media](#) will not be tolerated. If there are specific concerns or disputes the club dispute resolution process should be followed, or discussions should begin with your Coach/parent.

Feedback / creating health communication

- The Coaches will provide feedback throughout the year on progress
- If an athlete has an issue or concern with a coach/coaching practice, they can discuss their concerns by speaking to their parent/caregiver and or request to speak to the head coach.
- If a parent is concerned about anything, they can contact the head coach and request for a face to face meeting
- Parents can email the Committee account nhsynchro@gmail.com at any stage to provide feedback or raise an issue. The club will follow the appropriate published process to deal with this communication

Breach of the Code of Conduct

In the event of any breach of the terms and conditions of this Agreement, NHAS Dispute resolution policy (and appeal process if necessary) should be followed.

5.7. Nutrition

Nutrition is an important aspect of the athlete training. Proper nutrition is important not only while competing, but throughout the season in order to build a strong and healthy body. Because of this, the club requests that no junk food be brought to training or competitions. Athletes need to have appropriate food before training. It is recommended that the athletes who train for more than 3 hours eat protein immediately after training to help muscle recovery.

5.8. Health and Safety

At NHAS we take health and safety very seriously and have a Health and Safety Policy in place (please see our website for details). We ask all parents/caregivers to let us know if an athlete has any health, learning or behaviour issues to make sure the athlete will get the most out of their artistic swimming training.

5.9. Concussion

Artistic swimming can be a contact sport - with heads occasionally connecting with elbows, legs, feet, or other heads - particularly when athletes are involved with lifts. ASNZ has a Concussion Policy that has been approved by ACC which we have adopted. If an athlete has a significant impact injury during training - the coaches will contact the parent immediately. If there are any suspicions of a concussion, we will ask the athlete to go see a doctor and we will require a medical clearance on the return to training - through a managed programme guided by a physio and/or GP. Please see our website for details of this policy.

5.10. Police Vetting

We take the protection of our athletes very seriously. All coaches and Team Managers who travel overnight with the team are police vetted as recommended by Sport New Zealand.

5.11. Private Lessons

Our coaches are contracted to the NHAS Club. As part of their contracts they are not able to give private lessons to individual athletes without the permission from the Committee. Please do not request private lessons directly from them. From time to time, due to constraints in training time, pool time or for other special reasons, coaches may choose to coach individuals or duets in single or small groups. This will be for a particular reason and will have been cleared with the Committee.

Private lessons are designed for athletes who want to work on specific techniques outside the regular training time to improve their overall artistic swimming skills. The lessons are one to one (one coach with one athlete) or one to two (one coach with two athletes) as a maximum.

Procedure

- Athlete sends request to Head Coach at nhsynchroheadcoach@gmail.com
- Head Coach review and discuss the request with Committee
- Head Coach informs athlete when/where the lesson/s will take place
- Club Treasurer invoices athlete
- Athlete makes payment prior to the lesson/s

Rates

- Club Members - one hour, \$40 per person for one to one lesson, or \$30 per person for one to two lesson, plus any associated pool hire fees

- Non Club Members - one hour, \$60 per person for one to one lesson, or \$50 per person for one to two lesson, plus any associated pool hire fees

Note

- pool hire fees can vary depending on availability and location
- NHAS reserves the right to refuse individuals the opportunity for private lessons
- Private lessons are subject to coach and pool booking availability and should not interfere or overlap with the club scheduled training times
- Private lessons are available for skill improvement only, not development of a synchro/artistic swimming routine for non club members

5.12. Personal Fundraising and Sponsorship

The club organises fundraising for special purposes where the profits are used to offset competition fees for all athletes or used to purchase new club equipment etc.

If an athlete wants to run their own personal fundraising, they must inform the Committee and make it very clear the fundraiser is for the individual, not the Club. No club uniform to be worn and no club branded materials to be used at personal fundraising activities.

If an athlete intends to secure personal sponsorship, again, they must make it very clear it is for the individual, not the club. The personal sponsors' logos may not be used on club uniforms/items.

5.13. Internet and Electronic Communications Policy

This policy is formulated for NHAS Club to fully uphold its commitment that all members respect the rights, dignity and worth of others, and to refrain from all forms of abuse, harassment or discrimination. This policy governs the use of electronic communication, social media, and the use of other electronic devices and is in line with the ASNZ code of conduct for New Zealand competitors relating to media issues.

NHAS recognises that internet and social media use is a normal and everyday part of life, and a powerful and important communication tool between the artistic swimming communities, locally and internationally. However, it is not an appropriate tool for issuing formal complaints. Complaints should be dealt with via the NHAS Club dispute procedures.

Athletes, parents, and coaches are entitled to have a personal opinion and express that on social media in private groups but posts that cause harm to any party inside or outside the artistic swimming community will not be tolerated. In the event of this arising NHAS Club dispute resolution process will be followed.

5.14. Doping

NHAS has adopted the Artistic Swim New Zealand Anti-Doping Policy as found on their website.

Artistic Swimming Competition Glossary

Referee	The person who has complete control of the competition – the Boss, the buck stops there.
Judges	The trained, skilled people who give scores for the athletes' performances.
Panels	The groupings of the judges who judge the sessions.
Sessions	The parts of the competition which make up an event – e.g. for Senior Duet - Technical and Free Routines, for 13 – 14 – 15 Solo - Figures and Free Routines.
Technical Routines	In Senior or Open Competition, must contain the Required Technical Elements prescribed by World Aquatics.
Chief Recorder	The person in charge of the Start Lists and Results – works on a computer programme which calculates the results. There are at least 13 steps in the results calculations.
Start Lists	The order the athletes compete.
Draws - Order of Appearance	The athletes / entries are assigned an entry number, and these are drawn randomly to decide the start (swim) orders in Figures and Routines.
Draws - Figures Groups	The draw to decide the Optional Group of Figures which will be used in the competition.
Figures Sessions	The athletes swim 4 Figures each, individually, wearing black suits and white caps and are given a score by each judge for each Figure.
Figures Competition Results	The results of the Figures session, calculated on the computer programme, which counts for 50% of the final result of the event.
Splits	The divisions of the swim start order in a Figures competition. Also a basic position in Figures descriptions.
Timekeepers	The people who time the parts of a routine with stopwatches – the walk on (30 seconds), the deckwork (10 seconds) and the overall time – varies according to the levels.
Deck Marshall or Clerk of Course	The person who makes sure the competitors enter the water in the correct order.
Announcer	Pretty obvious!
ASNZ	Artistic Swim New Zealand (Inc) the NSO – National Sports Organisation. The governing body for the sport in New Zealand.