



SWIMMER HANDBOOK



Table of Content

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 / Synchro Pathways	5
2.4. Training Timetable	6
2.5. Term Fees	6
2.6. Club Uniform	7
3. How Synchro Training Works	7
3.1. Synchro training sessions	7
Swimming Drills	7
Strength and Flexibility Training	8
Land Drilling	8
Figures Practice	8
Routine Practice	8
3.2. SSNZ Star Programme	8
3.3. SSNZ 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
	Swimmers	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
	Synchro Competition Glossary	17

Purpose of Handbook

This handbook is written for swimmers and parents to help them gain an understanding about the rules, regulations, policies and processes that apply to North Harbour Synchronised Swimming Club (NHS) and the general information of the sport of synchro.

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?

NHS is a long established not-for-profit organisation providing synchro training to boys and girls of all ages. The club has been operating at Auckland Council Glenfield Pool for over 30 years and is run by a volunteer committee of parents.

The Committee is made up of parent volunteers who manage the club operations including appointing the lead 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.

Our coaching team is led by an experienced senior coach. They are responsible for the training programme and swimmer development.

Our Purpose

- Create a supportive and encouraging environment for our swimmers to win
- Develop strong sportsmanship
- Set clear goals and achieve them.

Our Vision

- To become the most successful synchronised swimming club in NZ with motivated swimmers and committed families.

Our values

- Respect
- Team Work
- Fun

1.1. Structure

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

Synchro is governed by the rules of FINA - the International Swimming Federation recognised by the International Olympic Committee for administering international competitions in aquatics. New Zealand is a member of FINA and is grouped with the Oceania Swimming Association (comprising 13 countries). See www.fina.org/discipline/artistic-swimming.

Please note: FINA now refers to the sport of Synchronised Swimming as Artistic Swimming. At this time, New Zealand, like many countries, is primarily continuing to refer to the sport as Synchronised Swimming. This may change with time.

1.2. Parent Participation

NHS is a not-for-profit organisation and relies on fundraising to cover some of the main operating costs primarily for coaching. The club's activities are therefore reliant on support from our club families. As swimmers progress beyond the beginner level, the club has an expectation that parents will assist in some way. There are a number of roles such as learning to become a judge, helping with fundraising, assisting with internal and external competitions (i.e. team managers, event organisers, hair/makeup), organising social events or being part of the Committee.

1.3. Communication

The club's main communication channel is club email. Though some information or announcements are published on the club Facebook page, Facebook remains as a secondary channel.

- General enquiry - infonhsynchro@gmail.com
- Financial/Treasurer - nhsynchromoney@gmail.com
- Committee related matters - nhsynchro@gmail.com
- Club website - <https://northharboursynchro.co.nz>
- Club Facebook Page - <https://www.facebook.com/northharboursynchro/>

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

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

2.2. Training Venues

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

On occasion, training sessions may need to 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. Class Groupings / Synchro Pathways

When a swimmer joins NHS, they will typically commence as a Beginner - learning the basic skills of synchro 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 FINA Age Group rules
 - 12 & Under
 - 13-14-15
 - Junior (15-19)
 - Open (15 and over)

Please note the age groups above are determined by the age a swimmer turns that year i.e. regardless of the date born, if a swimmer turns 12 that year, they are in the 12 & Under team.

- Competitive Level 2 - follows the Synchro Swim NZ rules
 - Aquanauts - typically younger swimmers with figures based on 12 & Under Figures
 - Aquarinas - typically older swimmers with figures based on 13-14-15 Figures

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

Swimmers sometimes move between the two competitive levels as they learn new skills e.g. a swimmer leaving 12 & Under may initially move into Aquarina where they learn the 13-14-15 figures and routine skills, before moving back into Competitive Level 1 and the 13-14-15 age group the following year.

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

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

Swimmers 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 or to make up for lost pool time.

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 swimmers should refer to.

Group	Training time per week	When?
Beginners	1 hour	Saturday mornings
Dolphins	3-4 hours	One weekday evening, Saturday mornings
Aquanauts	5 hours	One weekday evening, Saturday mornings
Aquarinas	5 hours	One weekday evening, Saturday mornings
12 & Under	6-7 hours	Wed & Fri evenings, Saturday mornings
13/14/15	10-12 hours	Mon, Wed & Fri evenings, Saturday mornings
Junior	12 hours	Mon, Wed & Fri evenings, Saturday mornings
Open	15+ hours	Mon, Wed & Fri evenings, Saturday mornings

2.5. Term Fees

For new swimmers, the first two lessons are for trialing and are free. If the swimmer decides to join the club after trialing, the fees will be calculated for the remainder of the term.

For all current swimmers, term fees are due in two weeks 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:

- Synchro Swim New Zealand affiliation fees (subject to change):
 - \$6 for beginners and for any other non-competitive swimmers
 - \$32 for those competing only at North Islands
 - \$63 for those competing at Nationals and North Islands
- Competition registration and entry fees - depending on level/number of routines
- Competition travel and accommodation costs for the swimmer 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 grants 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 a swimmer has been unable to attend training for more than three weeks, and has a medical certificate.

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 instalments.

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 swimmers 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 swimmers will need later for formal competitions.

As swimmers 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 [Friendly Manager](#) portal.

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

3. How Synchro Training Works

3.1. Synchro training sessions

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

Synchro training sessions involve the following:

Swimming Drills

As a 3-minute synchronised swimming routine requires extreme cardiovascular fitness, much of the conditioning for synchronised 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 swimmer attains optimal fitness. This encompasses many types of core exercises to develop a tighter, stronger swimmer. Proper stretching prevents injury and increases flexibility which plays an important part in many of the positions and movements that synchronised swimming demands. Many positions are not possible without good hip, shoulder and back flexibility. Swimmers 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 synchronised swimming training for routines. Land drilling includes determining counts, setting patterns, clarifying positions, and practising movements out of the pool. Swimmers are often required to land drill independently, outside of normal practice time. Your swimmer'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' (FINA Synchronised Swimming Manual). Figures form part of competitions and scores contribute to 50% of a team's overall score so this is an essential part of a swimmers' training. There are a range of Figures that swimmers must learn depending on their class group. At a competition, the Figures are performed at the beginning, where all swimmers wear black togs and white caps and present their Figures to panels of judges.

Routine Practice

Synchronised swimmers perform routines to music and practice of these is a large part of synchro training. Routines can be solo, duet/trio, team (4-8 members in the same age group where all swimmers swim virtually the whole routine synchronised) or combo routines (8-10 members across varying age groups - where sometimes there will be solos and duets doing something different to the rest of the team).

3.2. SSNZ Star Programme

NHS Club runs the SSNZ [Star Programme](#). The stars denote the level and standards that swimmers have attained. All swimmers 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 jackets at competitions. New Figures are taught as swimmers progress through the Star levels.

To compete in formal competitions, swimmers 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
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. SSNZ Development/High Performance Pathways

Swimmers with potential to represent New Zealand can be selected by SSNZ 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 (11-15 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 swimmers who have the ability to achieve the trial criteria. Or a swimmer could let the coach know if interested in trialing. Swimmers are required to swim at North Islands and Nationals to be eligible for the squads. The trial criteria can be found on the [SSNZ website](#).

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

4. Competitions

4.1. North Island and National Competitions

There are two significant synchronised swimming competitions a year in New Zealand which operate according to FINA and SSNZ rules.

- North Island Championships - typically in the Term 2 holidays or just before
- 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 swimmers 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 swimmers to work towards competing in both of these. Attending these can involve travel and these costs are the responsibility of the swimmer.

Entries are registered by the club, not individuals. The swimmers can compete in a variety of routines: a solo, a duet/trio or a team/combo routine which are determined by the coaching team. Figures competition compulsory when all swimmers must participate 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

Swimmers 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 at a fee. Competitors are not to wear jewellery, make-up or nail varnish during competitions.

Swimmers 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).

Swimmers 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 FINA synchronised swimming 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 swimmers 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 swimmers preparing for a fun solo competition or Christmas display.

We hold figures competitions during each term to provide learning feedback and create competition experience. We also hold a full 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 swimmer registration, travel and accommodation bookings, and communications. Several Team Managers (or team mums) are also appointed to manage the teams during the competition duration.

4.4. Further competitions

Swimmers 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 swimmer/parent interests, costs and coach availability, etc.

5. General Information - Club Policies & Rules

5.1. Acceptance of club policies and procedures

Swimmer 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, competitions, or club-related outings to be used in NHS Club publicity material, newsletters, social media, website and in newspapers.

If members have questions regarding the usage of image, 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 swimmers in their care and picks them up at the time the lesson ends. Swimmers left on their own (being dropped off early or being picked up late) are the parents' responsibility and the club cannot take responsibility for them. Any supervision outside of training hours cannot be guaranteed unless mutually agreed by prior arrangement.

5.4. Attendance Register

Our coaches keep a register to keep track of attendance and follow up any unexplained absences. We ask that all swimmers arrive early or on time for lessons, and that they contact the coach as soon as possible if they are going to be absent. Coaches will distribute their contact details to the swimmers for this.

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

If a swimmer 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 swimmers to work around their other commitments to ensure they attend all training sessions. Prolonged absence, advised or unadvised, may result in the swimmers' position on the team being reviewed to provide more consistency for others to train. Please note, that even if a swimmer is unable to get in the water due to an injury/illness, it can also be worth them coming along for land drill etc.

Parents are encouraged to schedule family holidays around the synchro 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 swimmers to recover fully, or due to pool closures or unforeseen circumstances. If this occurs, parents will be notified via email and/or text and where circumstances require, by phone, or the Facebook page.

5.6. Code of Conduct

NHS 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, swimmers, 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
- Swimmers do as the coach requests
- Swimmers train at 100% of their ability at all sessions
- We abide by the rules and policies contained in this Handbook

Swimmers

- Swimmers respect Coaches who give their time to train and help them. They listen, arrive on time, ready to swim/land 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 - swimmers should not run to and from the toilet disrupting training
- If swimmers are running late/not able to make training they are to text the coach
- Swimmers 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.
- Swimmers are expected to be inclusive and respectful of their fellow teammates and other swimmers in the Club.
- Swimmers 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 ready 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 lead coach, the team's parents and arrange cover or cancel the session with as much advance notice as possible.
- Coaches will treat all swimmers equitably and respectfully. Whilst it's natural to connect with some swimmers personally, training sessions will remain professional, impartial and favouritism is not acceptable.
- Coaches may be provided opportunities to grow their technical synchro knowledge (e.g. FINA clinics) but also personal skill development to support personal side of training (behaviour management/dealing with parents etc). Coaches are encouraged to take all opportunities to grow - demonstrating the growth mindset that is expected of swimmers.
- Coaches need to be aware of what they post on their social media profiles on accounts where young, highly impressionable swimmers follow them.
- If a Coach has an issue with swimmer behaviour they should speak to the swimmer 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 swimmers, they should model the behaviour they would expect of the swimmers 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 swimmer/team out of their comfort zone
- Coaches are expected to be aware of [health and safety](#) considerations and discussing any issues/concerns proactively with parents.

Parents

- to model the behaviour they would expect from their children by treating the Coach with respect - she is there to help and support your child/children
- 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 lead coach and/or follow the club dispute resolution process published on the club website
- Offer your help and support to the Committee.
- Offer constructive feedback or suggestions to the Committee for continuous improvement

Behaviour Management

- If a swimmer 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 lead 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 swimmer and parent.
- If poor behaviour continues after parents have been alerted, a swimmer may be scratched from a routine/competition or ultimately in extreme cases, excluded from the club.
- Swimmers and coaches are to be treated fairly with the same consequences equally applied according to the nature of the offence/crime (see [NHS Dispute Resolution Policy](#))

Lead by Example – Applies to All!

- Everyone is responsible for creating a positive, fun, safe environment in the club but senior swimmers and Coaches especially, are expected to model the behaviour expected in the club.
- Treat others as you would like to be treated.
- If a swimmer 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 swimmers 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 2 short formal reporting sessions (Term 1 to set goals for the year, and Term 3 to focus attention on specifics for Nationals) where swimmers and parents can meet the coach. This may include a discussion around specific issues/opportunities for the swimmer's continued development, and for high performance swimmers a longer term plan may be discussed.
- If a swimmer 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 lead coach.
- If a parent is concerned about anything, they can contact to the lead coach and request for a face to face meeting.
- Parents can email the Committee account nhsynchro@gmail.com at any stage to provide feedback, raise an issue or complain. 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, NHS Dispute resolution policy (and appeal process if necessary) should be followed.

5.7. Nutrition

Nutrition is an important aspect of a synchronised swimmers 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. Swimmers need to have appropriate food before training. It is recommended that the swimmers who train for more than 3 hours eat protein immediately after training to help muscle recovery.

5.8. Health and Safety

At NHS 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 a swimmer has any health, learning or behaviour issues to make sure the swimmer will get the most out of their synchronised swimming training.

5.9. Concussion

Synchronised swimming can be a contact sport - with heads occasionally connecting with elbows, legs, feet, or other heads - particularly when swimmers are involved with lifts. SSNZ has a Concussion Policy that has been approved by ACC which we have adopted. If a swimmer has a significant impact injury during training - our Coaches will contact the parent immediately. If there are any suspicions of a concussion, we will ask you to take her to a doctor and we will require a medical clearance on her to 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 swimmers very seriously. All coaches and Team Managers are police vetted as recommended by Sport New Zealand.

5.11. Private Lessons

Our coaches are contracted to NHS Club as part of their contracts they are not able to give private lessons to individual swimmers 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.

5.12. Personal Fundraising and Sponsorship

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

If a swimmer 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 a swimmer 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 NHS 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 SSNZ code of conduct for New Zealand competitors relating to media issues.

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

Swimmers, 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 synchro community will not be tolerated. In the event of this arising NHS Club dispute resolution process will be followed.

5.14. Doping

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

Synchro 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 swimmers' 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 FINA.
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 swimmers 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.
Scorers	The people who write the judges scores manually, and check against the slips the judges send to the score table. These are taken from the judges to the score table by the Runners.
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!
FINA	The World governing body for all Aquatic Sports.
FINA Handbook	The official publication of FINA – Rules for all the Aquatic Sports – could be described as a bible!
FINA TSSC	The Technical Synchronised Swimming Committee of FINA – 15 people from around the World. Each Aquatic discipline has a similar Technical Committee.
Federation	The organisation in each country which is the member to FINA. In New Zealand this is Aquatics NZ. SSNZ is a member of Aquatics NZ, as are the other aquatic disciplines. Each discipline is totally autonomous.
SSNZ	Synchro Swim New Zealand (Inc) the NSO – National Sports Organisation. The governing body for the sport in New Zealand.