



ATHLETE HANDBOOK

June 2023

TABLE OF CONTENTS - PLEASE CLICK ON LINKS

[TABLE OF CONTENTS - CLICK ON LINKS](#)

[CANTERBURY ARTISTIC SWIMMING \(CAS\)](#)

[Mission Statement](#)

[Values and Focus](#)

[Parent Participation](#)

[Parent Liaison](#)

[Meet Our Coaches](#)

[Volunteer Committee - Elected 2021 AGM](#)

[Structure](#)

[Registration and Training](#)

[Registration and Contact Details](#)

[Training Venues](#)

[Beginner Training Level](#)

[Swimming Drills](#)

[Strength and Flexibility Training](#)

[Land Drilling](#)

[Figures Practice](#)

[Routine Practice](#)

[Kiwistars Programme](#)

[Competitive Pathways](#)

[Preparation for Competitions](#)

[Training Timetable](#)

[Fees](#)

[Club Uniform](#)

[Parent Coach Meetings](#)

[ASNZ Development/High Performance Pathways](#)

[The Competition Calendar](#)

[Regional and National Competitions](#)

[2022 competition dates](#)

[Competition Team Information](#)

[Acceptance of Policies and Procedures](#)

[Photography Permission](#)

[Drop Off/Pick Up](#)
[Training Cancellation](#)
[Parents/Caregivers at Training](#)
[Mobile Phones](#)
[Nutrition](#)
[Health and safety](#)
[Police vetting](#)
[Private Lessons](#)
[Club Fundraising](#)
[Personal Fundraising](#)
[Sponsorship](#)
[Internet and Electronic Communications](#)
[CAS Code of Conduct](#)
[Breach of the Code of Conduct](#)
[Conflict](#)

[Incidents and Complaints](#)

[Protocol for Dispute resolution:](#)
[The Appeal Process](#)
[Consequences](#)
[Doping](#)

CANTERBURY ARTISTIC SWIMMING (CAS)

Welcome to Canterbury Artistic Swimming. CAS is a not-for-profit organisation run by a voluntary committee of parents, volunteer and contracted coaches. This handbook is intended to give athletes and their parents/caregivers all the information they need to provide a basic understanding of the rules, regulations, policies and procedures that apply to CAS and artistic swimming in New Zealand.

The information contained in this handbook replaces any previous handbooks or other documentation. Information in this handbook is subject to change, therefore, if there is any discrepancy, the most recent CAS Committee decision documented in meeting minutes will take precedence.

Our website is: <http://artisticswimchristchurch.co.nz/>
Facebook page: <https://www.facebook.com/CanterburyArtisticSwim>
Instagram page: https://www.instagram.com/canterbury_artistic_swimming/
Our gmail address is: canterburyartisticswimming@gmail.com
Friendly Manager update: <https://smallstrokes.friendlymanager.com/login>

Artistic Swimming New Zealand (ASNZ): <https://synchroswimnz.org.nz/>

Mission Statement

To share our passion for artistic swimming with our community while building and promoting the long term sustainability of artistic swimming in the Canterbury region.

Values and Focus

Canterbury Artistic Swimming supports activities that promote a fun, inclusive and safe environment for participants and encourage a lifelong commitment to a healthy and active lifestyle. It is expected that the committee, coaches, athletes and parents/caregivers focus on promoting enjoyment, the development of fundamental artistic swimming skills and good sportsmanship. Where an athlete seeks to excel at artistic swimming, CAS will support them through performance pathways guided by ASNZ.

Parent Participation

Canterbury Artistic Swimming is a not-for-profit organisation. As a club we try to reduce costs to members through fundraising for equipment and competitions - further information is contained in the fundraising section of this handbook. All other costs are invoiced to parents. As athletes progress beyond beginner levels, the club has an expectation that parents and athletes will assist in some way. There are a number of roles such as learning to become a judge or coach, helping with fundraising, assisting with displays and competitions, organising social events or being part of the committee.

Meet Our Coaches

Coach - Mini-dolphins/Dolphins

Jo Biddle
02102676651



Coach - 12 & Under/Youth

Kaitlyn Allison
0273477578



Coach - Aquanauts/Masters

Nellie Manning
0272297976



Trainee Coach - Daniella Baird



Trainee Coach - Alex Macfarlane



Coach - Volunteer

Kylie Mcewen
0221575540



Trainee Coach - Catriona Smart



Volunteer Committee - Elected 2022 AGM

Chairperson: Toby Betteridge Mobile: 0210 331 494 canterburyartisticswimming@gmail.com	Treasurer: Beth Taggart Mobile: 021 265 0773 canterburyartisticswimming@gmail.com
Vice Chairperson:	Secretary: Kylie McEwen Mobile: 022 157 5540 canterburyartisticswimming@gmail.com
Committee Member: Bridget Macfarlane Mobile: 021 756 675	Committee Member: Yinghua Jiang Mobile: 0212 985 171
Grants/Fundraising Coordinator: Wendy Baird Mobile: 022 033 6816	Health and Safety: Wendy Baird

The CAS committee will also co-opt club members from time to time to manage projects.

Structure

Canterbury Artistic Swimming (formerly Small Strokes Synchro) is completing the transition process to an incorporated society governed by a constitution. All documents are currently in draft form awaiting ratification at the next Annual General Meeting (AGM) - Date to be confirmed. At each AGM, the committee will present an Annual Report including Financials and a Plan for the following year.

CAS is affiliated to the national body, Artistic Swimming New Zealand (ASNZ). ASNZ's role is to foster and grow New Zealand Artistic Swimming clubs, provide a development plan for high performance athletes, develop coaches and judges, and ensure competitions are run professionally.

Artistic Swimming 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. www.fina.org/discipline/artistic-swimming.

Registration and Training

Registration and Contact Details

All new members are required to complete a registration enrolment form following attendance at their first lesson - there are two free trial lessons provided for each new member.

It is essential that each athlete has a nominated parent/caregiver as their designated primary contact and that these details are current. The designated primary contact is the person that will be contacted in an emergency and unless otherwise specified all correspondence will be forwarded to this contact. Each year, all returning members will be invited to update their details. If there are any changes to details throughout the year it is important that you contact the Secretary to advise of changes or complete changes yourself by logging in to your Friendly Manager Account.

Friendly Manager is the club software used for all invoices, training schedules, attendance and contact details, the link is available above. Upon completion of membership registration, a password will be provided for you to access this site.

Once an athlete reaches the age of 18 years, they may decide to take over their own communication. We will be guided by the athlete on this.

Training Venues

All training is at formally monitored lifeguarded pools.

Selwyn Aquatic Centre	71 Broadlands Drive Rolleston
Jellie Park Pool	295 Ilam Road Burnside
Graham Condon Pool	3 Sisson Drive Papanui
QEII Pool -Taioara	193 Travis Road New Brighton
Parakiore - Metro	26 St Asaph Street, City Centre - opening 2025

On occasion, training sessions may need to be moved to an alternative pool. CAS will inform parents as soon as reasonably possible. Looking to the future, CAS has applied for space at Parakiore Recreation and Sport Centre which is expected to open in 2025.

<https://ccc.govt.nz/rec-and-sport/projects/parakiore>

Please notify your coach directly (short notice) and canterburyartisticswimming@gmail.com (planned absences) if you are unable to attend training. Messenger groups are set up with each team's parents to enable direct communication with coaches and other parents.

Beginner Level

CAS has a 'Swim to Sync' programme to develop swimming skills with an artistic swimming focus of learning basic positions and skills. This class is often combined with our 'Mini-dolphin' level. A trainee coach is in the water to support coaches.

Mini-dolphins are not expected to compete but will be encouraged to participate in team routines as well as basic figures. As their skills develop, athletes progress through to the 'Dolphin' team by achieving 'Kiwistar' level skills. As confidence and skill level grows there is also the opportunity to compete at Regional Competition level and potentially New Zealand Nationals. Coaches will discuss the plan for each athlete at the beginning of the competition year with the athlete and their parent/caregiver.

New in 2023, we have 'CAS Masters', a fun, low impact way to learn Synchro for those over 20 years of age. In this class we have a focus on learning basic skills, swim fitness and building a routine and even potentially to compete with this routine one day!

Swimming Drills

Artistic swimming routines require very good cardiovascular fitness. Much of the conditioning for artistic swimming involves speed-swimming drills. This includes laps of freestyle, butterfly, backstroke and breaststroke. Swimming drills above and under the water are included in every session to increase strength, endurance, and speed through the water. It is important that beginners are able to swim 25 metres and have a good level of confidence in deep water. For those entering the 'Swim to Sync' level, swim technique, distance, confidence and diving all come with time and are not essential to enter this level.

Strength and Flexibility Training

Poolside workouts consist of stretching and conditioning exercises to ensure athletes attain optimal fitness. Effective stretching and warm up prevents injury and increases flexibility which plays an important part in many of the positions and movements that artistic swimming demands. It is important for athletes to develop good hip, shoulder and back flexibility to achieve many artistic swimming positions. Athletes are encouraged to stretch as much as possible in their own time, particularly in the splits position. When you're watching TV it is a great time to stretch or sit in splits.

Land Drilling

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

Figures Practice

A figure is a continuous combination of basic body positions and transitions. These form the basis of all movements in artistic swimming. Athletes compete individually in up to four different figures in the Figures competition.

Each athlete's individual figure score at Dolphin level contributes to 50% of their team's overall score. There are a range of figures that athletes have to learn depending on their level. Figures are performed at the beginning of a competition. All athletes wear black togs and white caps in the Figures competition and present their figures to panels of judges. Athletes are not to wear any jewellery or nail polish.



Routine Practice

Artistic swimmers perform choreographed routines to music and practicing these is a major part of competitive level training. Routines can be performed solo, duet, team (4-10 members in the same age group (all athletes swim virtually the whole routine synchronised) or combo routines (as few as 4 or up to 10 athletes together and within the routine there may be solos and duets).

Routines are the highlight of the artistic swimming competition. The athletes wear makeup, special team swimwear and have their hair gelled to complete their presentation.

Kiwistars Programme

Canterbury Artistic Swimming runs the ASNZ Kiwistars programme. Star levels go from level 1 to 10. Athletes wishing to compete at Regional competitions must have a minimum of Kiwistar Level 2 (Dolphins) and a minimum of Kiwistar Level 3 (Dolphins) for National Competitions. Athletes will receive a coloured star for each level achieved. Below is a table denoting which star Level is required to compete at each competition level. Kiwistars guidelines are available through this link also:



<https://synchroswimnz.org.nz/kiwistars>

Kiwistars levels for Competition

10 & Under	KiwiStar 4
12 & Under	KiwiStar 4
13-14-15	KiwiStar 6
Junior	KiwiStar 8
Senior	KiwiStar 10
Open	KiwiStar 6
Dolphin	KiwiStar 3
Aquanauts	KiwiStar 4
Aquarinas	KiwiStar 5
AquaCombo	KiwiStar 4

Competitive Pathways

There are two Competitive pathways for artistic swimming athletes in New Zealand. Coaches will review and discuss the plan for the following competition year following Nationals Competition with the athlete and their parent/caregiver.

<p><u>Competitive Level One - FINA Rules</u></p> <p>Levels are determined by the age the athlete is at December 31st in the year of competition.</p> <ul style="list-style-type: none"> ● 10 & Under ● 12 & Under ● 13-14-15 Years/Youth ● Junior (15-18 Years) ● Senior (15 years and over) ● Open (Open to all ages) 	<p><u>Competitive Level Two - ASNZ rules</u></p> <ul style="list-style-type: none"> ● Dolphins ● Aquanauts - Figures are based on 12 & Under Figures ● Aquarinas - Figures are based on 13-14-15 Figures/Youth ● Aquacombo ● Schools Combo - All athletes entered must be from the same school
--	---



Mini-Dolphins
 Beginners to the club, learning Basic Technique and Swim Drills as well as progressing through to Stars 1-3

Dolphins
 Learn Basic Synchro Figures and Routine. Compete in Dolphin Figures and Dolphin Combination at South Islands and Nationals
 REQUIRES STAR 3

10 and Under Age Group (ASNZ LEVEL 1)
 Learns the 8 required FINA 12 and under Figures but Competes with Peers under the age of 12. Competes only in Solo or Duet. There is NO TEAM EVENT.
 REQUIRES STAR 4

12 and Under Age Group (ASNZ LEVEL 1)
 Learns the 8 required FINA 12 and under Figures but Competes with Peers between the age of 11-12. Chance to Compete in Team or selected by coach to swim in a Duet or Solo Event
 REQUIRES STAR 4

13-14-15 Age Group (ASNZ LEVEL 1)
 Learns the 8 required FINA 13-14-15 Figures with a chance to compete in a Team or selected by coach to swim in a Duet or Solo Event
 REQUIRES STAR 6

Junior Age Group (ASNZ LEVEL 1)
 For Ages 16 – 18. Compete in stand-alone sessions of Technical and Free Teams, Duets or Solos. All Athletes are encouraged to swim a Tech Routine to work on FINA required Elements
 REQUIRES STAR 8

Senior Age Group (ASNZ LEVEL 1)
 For Ages 18+. Compete in stand-alone sessions of Technical and Free Teams, Duets or Solos. All Athletes are encouraged to swim a Tech Routine to work on FINA required Elements
 REQUIRES STAR 10

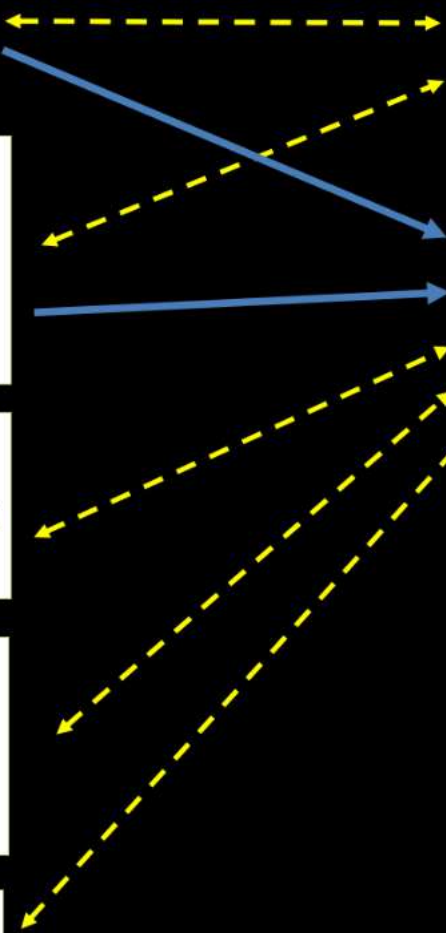
Aquanauts (ASNZ LEVEL 2)
 Learns 4 12 and Under Figures. Competes in Aquacombo, Solo or Duet. Must not have been a NZ rep in the Past.
 REQUIRES STAR 4

Aquarina (ASNZ LEVEL 2)
 Learns 4 13-14-15 Figures. Competes in Aquacombo, Solo or Duet. May have been a NZ rep in the past.
 REQUIRES STAR 5

OPEN COMBINATION TEAM OR OPEN FREE TEAM
 This section is open to all ages and both ASNZ Level 1 and ASNZ Level 2 (Except Mini-Dolphins and Dolphins). However a swimmer cant compete in both Aquacombo and Open Combo. Teams have a maximum of 8 swimmers, whereas the Open Combo can have 10. Figures are not counted towards score.

Competitive

Recreational



Preparation for Competitions

Terms one and two are focused on completing Kiwistars and learning routines for the South Island Championships. Term three is focused on perfecting these routines for the National Championships. Term four is a little more relaxed with athletes learning new skills ready for the following year. Athletes who are eligible work towards ASNZ Development Squad trials in Term four.

Dress-rehearsal displays may be held when pool space allows prior to competitions. Parents/caregivers and families may be invited to come and watch. There may also be an informal Christmas display held at the end of the year.

Practice Figure Competitions and Kiwistars Assessments will be held during the year. These are performed in front of a panel of judges (who are also in training) to get athletes used to the competition environment. Scores are awarded to the athlete but this is for their own and their coaches reference.

Training Timetable

Artistic swimming is a year-round sport with the training timetable varying each term, depending on the length of the term, pool space and coach availability as well as the number of athletes in each group. Training timetables will be advised before the new term begins.

You can find your athlete's training schedule on the Friendly Manager website and on the Facebook messenger chat for their team group. We try to preserve school holidays for family time for athletes and coaches. If a competition falls within school holidays, parents/caregivers are encouraged to schedule their family holidays around the Artistic Swimming competition calendar. The club endeavours to publicise dates of competitions as soon as they are known.

Fees

For new athletes, the first two lessons are free including pool entry. When the athlete becomes a member of CAS, full payment for the balance of the lessons for that term from the lesson following registration is invoiced. Pool admission is included in the club fees.

Please let the Secretary know if you have a current Christchurch City Council pool membership - you may be eligible for a reduction in fees as you have already paid entry fees for CCC pools. CAS Masters cover their own admission fees on arrival at the pool.

<https://www.ccc.govt.nz/rec-and-sport/rec-and-sport-centres/memberships-and-fees/memberships/>

For all athletes, term fees will be invoiced via 'Friendly Manager' and will be due three weeks after the invoice date. Term fees may vary depending on the term length and pool availability.

Affiliation registration with ASNZ (Artistic Swimming New Zealand) is compulsory for all athletes and is paid annually in April by the club on each athlete's behalf. The club does not invoice for these affiliation fees separately, they form part of the regular term fees.

Athletes withdrawing from CAS and transferring to another ASNZ affiliated Club will be invoiced by CAS for the incurred affiliation fee. As per ASNZ policy, athletes must clear all debt in their Origin Club before they are allowed to transfer.

Any queries about fees or payments please contact canterburyartisticswimming@gmail.com and your details will be forwarded to the Treasurer. All membership fees must be paid on time and athletes will not be able to start training the following term if they have fees outstanding from the previous term. CAS reserves the right to charge interest at 1.5% per month on outstanding fees.

Please note that any absences due to sickness, holidays or temporary reductions in training hours do not attract a refund. The only exception to this is if an athlete has been unable to attend training for more than three consecutive weeks and has a medical certificate.

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

- Competition entry fees.
- Competition travel and accommodation costs for the athlete.
- Athletes also cover a share of the Coach/Manager/Judge costs for that particular competition. We try to offset these costs with fundraising and grant applications.
- Club uniform and competition swimwear - please see the uniforms section.
- A non-refundable deposit of \$500 will be invoiced at the beginning of term two for athletes who will be competing for CAS that calendar year.
\$150 of this deposit will be allocated to the cost of the South Island competition.
\$350 will be allocated to the cost of the Nationals competition.
- Final invoices for the balance of costs for South Island and National competitions will be issued once all costs are finalised.

Bank account details: *Canterbury Artistic Swimming 06-0851-0147756-01*

CAS trains all year during the school terms. Optional school holiday training or camps may be arranged and will be invoiced to members. For those that choose to participate, the full school holiday fee is payable even if they are unable to attend all sessions.

Club Uniform



Beginner athletes will need black goggles, a swimming cap, a water bottle and a nose clip - you will be able to borrow a nose clip for your trial lessons but are required to purchase these from lesson three. A yoga mat for stretching is also recommended.

If you need to buy new swimwear when you join CAS, it is recommended that you buy black goggles, a nose clip, a white swimming cap and plain black togs as this is what athletes will need later for formal competitions. Orders will be taken in Term Two of each year.

CAS athletes are encouraged to wear their CAS club swimwear, swim caps and uniform items to training and any other time they would like to. Wearing our uniform with pride helps identify us as a team, advertises CAS and promotes a sense of team unity.

Uniform	
	<p>Unisex Club Polo Shirt Compulsory for competitive Athletes</p> <p>\$35.00</p>
	<p>Unisex Club Hooded Jacket Compulsory for competitive athletes</p> <p>\$60.00</p>

	<p>Unisex Hoodie (Optional Item)</p> <p>\$50.00 – Plain Hoodie \$60.00 – Personalised</p>
	<p>Female Club Togs Compulsory for competitive athletes</p> <p>\$63.00 - \$73.00 Dependent on style</p>
	<p>Male Club Togs Compulsory for competitive athletes.</p> <p>\$ 45.00</p>
	<p>Team Swim Cap Compulsory for all athletes First cap is free on joining the team</p> <p>\$10.00</p>
	<p>Nose-Clips \$5.00 Plastic beginners \$10.00 Pink/Metal Competitive</p>

	<p>Plain Black Togs Compulsory for all competitive athletes.</p> <p>\$35.00 - \$73.00 Dependent on style</p>
	<p>White Swim Cap Long Hair caps available also Compulsory for competitive athletes</p> <p>\$10.00</p>

Orders will be called for in Term Two once competitive teams are finalised.

Parent Coach Meetings

Coaches will meet with each athlete and parent/caregiver at the beginning of the competition year to discuss progress, goals and options and agree on a plan for that athlete. It's important to involve parents/caregivers and the athlete so that there is full understanding of training commitments for the year ahead.

At any other time, if you need to meet with a coach for longer than a few minutes please arrange this separately with them so that training sessions are not interrupted for the rest of the team. If there is an issue with any athlete, their coach will arrange a time with their parent/caregiver and a committee member to discuss this.

ASNZ Development/High Performance Pathways

Athletes with the potential to represent New Zealand are selected by ASNZ to take part in Development/Performance Squads. Selection for International competitions is made from these squads.



There are three New Zealand Squads:

- Pikopiko Development Squad (11-15 years)
- Koru Performance Squad (15-19 years)
- Aqua Fern High Performance Squad (open age)

Trials are held each year in October/November/December and if the athlete is selected they will be a squad member for the following year. CAS Coaches will identify athletes who have the ability to achieve the trial criteria - if your athlete is interested in trialling please discuss with their coach. Athletes are required to swim at a Regional competition and Nationals to be eligible for squad trials. Further information can be found via the link below.

<https://synchroswimnz.org.nz/development-squads-and-nz-teams/trials-and-selection-information>

CAS has had recent success with some of our athletes and coaches achieving selection to New Zealand Squads and competing internationally:

- 2023 Koru Squad - Amelia McConnachie
- 2023 PikoPiko Squad - Tillie Hawkins
- 2022 Aquafern Squad - Daisy Sellier, Hannah Shatford competed at FINA World Championships in Budapest, Hungary in June
- 2021 International and Junior Youth Open team virtual competition - Alessandra Ward (Team Captain), Daisy Sellier and Hannah Shatford. This team placed 3rd overall in both the Free Team and Free Combination Events.
- 2021 Koru Team members - Daisy Sellier, Hannah Shatford, Alessandra Ward
- 2021 Piko Piko Squad members - Yana Chernova, Amelia McConnachie, Chantelle Symons (Assistant Coach), Anne Maree Ward (Squad Manager)



The Competition Calendar



Regional and National Competitions

There are three artistic swimming competitions a year in New Zealand. These are run according to FINA and ASNZ rules.

- South Island Championships - Usually at the beginning of Term 2 holidays
- North Island Championships - For those athletes registered with North Island clubs
- New Zealand National Championships - Usually at the beginning of Term 3 holidays

2023 competition dates

ASNZ South Island Championships	Not viable to run in 2023 - A separate Club Figures competition is planned for 25th June 2023
ASNZ National Artistic Swimming Championships	West Wave Pool and Leisure Centre Auckland 22nd-26th september 2023

Competitions are open to Dolphin level athletes and above. Entries are registered by CAS and the events that each athlete can enter are determined by the Coaching team. All CAS athletes are encouraged to work towards the goal of competing at South Islands and the Nationals events. There is also a school competition held within the events, please let your coach know if you would like to represent your school as eligibility criteria may apply.

At competition level, athletes may compete individually in the figure competition in front of a panel of judges. They may also compete in a variety of routines - solo, duet or team/combo in front of panels of judges located around the pool. Judges use a 10-point scoring system and follow the 'FINA Artistic 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.

Routines are choreographed to music and judging is based on:

Artistic Impression - Choreography, Music Interpretation, Presentation

Execution - Synchronisation and Technical Merit
Difficulty - The Difficulty of the routine

Athletes competing in routines wear beautiful, specially designed swimwear and headpieces. Make up can be worn for routines and gel is applied to their hair. There are extra costs involved for the purchase of these items and you will receive an invoice. Athletes can not wear jewellery or nail polish during competitions.



Competition Team Information

In preparation for competitions, the CAS committee will make decisions regarding travel and accommodation. A Team Manager will be appointed to coordinate the team preparations and travel with the team if required. Permission slips, code of conduct forms, packing lists and general information will be provided to parents/caregivers. Please make sure that you read these carefully and respond to canterburyartisticswimming@gmail.com if you have any queries. The Team Manager will be the first point of contact for parents/caregivers. For Nationals, athletes are expected to travel and stay as a team. For the South Islands, this will vary depending on the location of the event. All costs incurred on an athlete's behalf at National or Regional Competition are the responsibility of the parent/caregiver upon signing the athlete permission slip.

Judges

CAS has a small team of Judges that represent us at National and South Island Competitions. If you would like to find out more about judging, contact Wendy Baird 0220336816.

Club Awards

These are awarded at the end of year prizegiving. Trophies are returned in Term Two of the following year for engraving. All trophies must be returned to the Secretary at the beginning of Term Four.



- Joan Billing Cup - Highest Dolphin Score at Nationals
Zahra Baird 2022
- CAS Aquanaut Trophy - Highest Score at Nationals
Daniella Baird 2022
- CAS Aquarina Trophy - Highest Score at Nationals
Catriona Smart 2022
- CAS 13/14/15 Trophy - Highest Score at Nationals
Amelia McConnochie 2022
- CAS Red Fern Award - Highest Scoring Duet at National or International Level
Alessandra Ward and Hannah Shatford 2021
- CAS Black Fern Award - Highest Scoring Solo at National or International Level
Hannah Shatford 2021



- The Spirit of Synchro Award/Small Family Spirit Award - awarded on behalf of Lauren Small and her family for the athlete who shows the most caring attitude towards other club members during the year.

Nominations from club families are invited in Term Four.
Tillie Hawkins was the recipient for 2022

Certificates are awarded for the most improved athlete/s in each level.

Kiwistar awards are presented poolside to athletes.

General Information

Acceptance of Policies and Procedures

Enrolment of your athlete with CAS is considered to be your acceptance of CAS policies and procedures as documented in this Athlete Handbook. Our reference document is the Club Constitution which is in draft form currently awaiting ratification at the AGM.

Photography Permission

Upon registration, permission will be requested for photographs or videos to be taken during practice sessions, competitions or club-related outings to be used in CAS publicity material, newsletters, social media, website and in newspapers. Please advise CAS upon enrolment if you do not wish your athletes' images to be used in this way.

Drop Off/Pick Up

Parents are not required to stay at the pool during lesson times. CAS expects parents to wait until the coach arrives before leaving athletes in their care. Prompt pick up at the end of a training session is also appreciated. Any athletes left on their own (being dropped off early or being picked up late) are the parents' responsibility. Supervision outside of training hours is the parent's/caregiver's responsibility unless mutually agreed upon by prior arrangement.

Attendance Register

CAS coaches keep an attendance register and will follow up any unexplained absences. We ask that all athletes arrive early/on time for lessons, and that they notify their coach as soon as possible if they are going to be absent. If there is a planned absence please notify your coach and the club secretary via canterburyartisticswimming@gmail.com as soon as possible so that decisions can be made to avoid disruption to training for the team. You will be invited to the Facebook Messenger Team Chat for your child's group - great for last minute questions and communications e.g. running late.

Artistic swimming is a team sport, therefore it is important that an athlete commits to attending all training sessions. Absences and late arrivals will affect the entire team. If an athlete has an attendance rate of less than 90%, they may be asked to step down from the team, or move to another level where the absence may be less of an issue. A meeting will be arranged between the Coach, athlete, parent/caregiver and a committee member to discuss this.

Aside from when they are unwell, we expect athletes to work around their other commitments to ensure that they attend all training sessions. Prolonged absence, advised or unadvised, may result in the athlete's position on the team being reviewed to provide consistency to training. Please note, that even if an athlete is unable to get in the water due to an injury, it is worthwhile for them to attend for land drill, stretching if able and to keep up with the team programme. Please discuss this with your coach.

Training Cancellation

Regular training may be cancelled for short periods following competition events to allow athletes to recover fully. Pool closures and unforeseen circumstances may also occur. In this situation, parents will be notified via email and/or text and where circumstances require, by phone, or the Facebook Messenger team chat.

If a coach needs to cancel a session, they will notify the other coaches and a relief coach may be arranged. Please note, Short Notice of Pool Cancellations from Selwyn or Christchurch Councils may occur - CAS will attempt to notify athletes as soon as this information is passed to us. In the unlikely event we have been unable to advise athletes, they are advised to wait for their coach at the pool until officially notified training has been

cancelled due to pool closure. If appropriate the coaches will complete outdoor training in flexibility and land drills.

Parents/Caregivers at Training

Parents/caregivers are welcome to sit in the stands to watch lessons but we do ask that you do not approach the coaches during lessons or communicate with athletes. The coaches' priority during training is to focus on the athletes and any distraction from this is a potential safety issue. Please talk to the coach before or after the lesson. If you would like to make a specific time to speak in depth to the coach this can be arranged by emailing canterburyartisticswimming@gmail.com Committee members are often poolside and are also available to assist you.

Please do not interrupt coaches when they are wearing the yellow reflective vests - they will be focussed 100% on an individual athlete in the water.

Mobile Phones

Athletes are asked not to check their phones or other electronic devices during training sessions. If you do need to contact your athlete during training, please leave them a message. They can get back to you during their training session breaks. Alternatively, if it is urgent - send a message to the Coach who will check their phone occasionally during training sessions.

Nutrition

Nutrition is an important aspect of an athlete's training. Good 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. Please make sure your athletes have had appropriate food before training to fuel them, and for those athletes training more than 3 hours - they should be eating protein immediately after training to help muscle recovery. Please always bring a full water bottle to training.

Periods

What to do is always an important question for athletes and parents/caregivers. The best thing to do is plan ahead, talk to your daughter and be prepared for when things happen. Having a small kit with some pain relief, tampons or pads in it in their swim bag is a good idea for those unexpected days. Our coaches have been athletes and are very understanding as their teammates.

Some athletes are most comfortable poolside land drilling and learning from their coaches and may not feel like getting in the water but still come to training. Some athletes have practiced and feel comfortable using tampons or menstrual cups. Others wear specially

made period swimwear that look like regular swimwear or swimsuit bottoms but have a hidden lining to absorb and protect against leakage.

<https://www.rubylove.com/period-swimwear>

<https://www.modibodi.com/collections/swim>

We keep an emergency kit in the Team suitcase for those unexpected moments but our coaches will contact you also.

Health and safety

A Health and Safety Policy is in place. Please contact the secretary if you would like further information. <https://synchroswimnz.org.nz/asnz-policies-and-procedures>

Artistic swimming can be a contact sport - heads occasionally connect with elbows, legs, feet or other heads - particularly when athletes are involved with lifts. If an athlete has a significant impact injury during training - the coach will contact the parent/caregiver immediately. If there are any suspicions of concussion, you will be advised to take them to a doctor and medical clearance will be required prior to their return to training.

ASNZ has a Concussion Policy that has been approved by ACC that CAS adheres to <https://www.accsportsmart.co.nz/concussion/>

A basic first aid kit is available poolside in the Team suitcase.

Covid-19

It is CAS' highest priority to provide a safe and healthy environment for all athletes and we have developed a 'Covid-19 Training Scenario Plan', so we are all aware of how CAS plans to manage a range of situations specific to Covid-19. As the National situation is changing constantly, the recommendation is for all CAS athletes and parents to ultimately be guided by the Ministry of Health Covid-19 guidelines available on: <https://covid19.govt.nz/>

Attendance records will be kept by coaches. It is of utmost importance that if a CAS athlete, coach, volunteer, parent or committee member have any of the following symptoms then they should not attend training:

COVID-19 SYMPTOMS

- A new or worsening cough
- Sneezing and runny nose
- A fever
- Temporary loss of smell or altered sense of taste
- Sore throat
- Shortness of breath

Less common symptoms may include:

- Diarrhoea
- Headache
- Muscle pain or body aches
- Nausea
- Vomiting
- Malaise - a general feeling of discomfort, illness or unease
- Chest pain
- Abdominal pain
- Joint pain
- Confusion or irritability

These less common symptoms almost always occur with one or more of the common symptoms. These symptoms do not necessarily mean you have Covid-19. The symptoms are like other illnesses that are much more common, such as colds and flu.

If you have any of these symptoms, contact your doctor or Healthline on 0800 358 5453.

SCENARIO A

AN ATHLETE OR COACH HAS TESTED POSITIVE FOR COVID-19

Plan:

- If you have a test result pending - do not attend training until you have returned a negative result
- If you test positive for covid-19 please notify your coach **and** CAS by email canterburyartisticswimming@gmail.com
- All covid-19 positive athletes/coaches are required to complete the self-isolation period advised by the Ministry of Health, prior to returning to training <https://covid19.govt.nz/>
- Training will continue as normal for all other athletes.
- All athletes in the team are asked to monitor for symptoms and get tested
- CAS will endeavor to arrange an alternative person to manage the training session in the absence of a coach due to covid-19
- All CAS athletes and parents will be notified when there is a Covid-19 positive case within our club and are advised to monitor for symptoms as no contact tracing is required

SCENARIO B

AN ATHLETE OR COACH HAS BEEN IDENTIFIED AS A HOUSEHOLD CLOSE CONTACT

Plan:

- If a member of your Household tests positive for Covid-19 please advise your coach **and** canterburyartisticswimming@gmail.com by email.
- The Athlete or Coach who is a close contact should not attend training and will need to return a negative RAT test and/or complete the self-isolation period before returning to training. If the Athlete or Coach tests positive, a further isolation

period from the day of confirmed infection will be required before returning to training as advised by the Ministry of Health <https://covid19.govt.nz/>

- CAS will endeavor to arrange an alternative person to manage the training session in the absence of the coach due to covid-19
- A courtesy email will be sent to Team members

Police vetting

We take the protection of our athletes very seriously. All Coaches, Judges, Committee Members and Team Managers are vetted as recommended by Sport New Zealand.

Private Lessons

Our coaches are contracted to CAS and as part of their contracts they are not able to give private lessons to individual athletes. Please do not request private lessons 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 CAS Committee.

Club Fundraising

CAS is funded by a mixture of member fees, fundraising profits and grants. The fundraising target for the 2022 year is: \$3,000 To achieve this, CAS will organise fundraisers that all athletes are expected to participate in. These may include quiz nights, sausage sizzles or even officiating at community events.



Personal Fundraising

If you want to run your own personal fundraising outside of the club, you must ensure you make it very clear the fundraiser is for *your* athlete, **not** Canterbury Artistic Swimming. You/your athlete are not to wear the club uniform at your own personal fundraising activities, as you are not representing the club.

Please inform the Grants/Fundraising coordinator canterburyartisticswimming@gmail.com if you are intending to run a personal fundraiser so that CAS is aware of what is happening in the community relating to the club.

Sponsorship

As with personal fundraising, if you are intending to secure personal sponsorship for your athlete, you must ensure you make it very clear this is for *your* athlete only, **not** the club. Personal sponsors' logos may not be used on CAS uniforms/items.

CAS is always willing to look at sponsorship opportunities for the club as a whole and where all parties are very clear of their expectations and commitment. Please refer to the club Chairperson.

Internet and Electronic Communications

CAS will fully uphold its commitment to ensure 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.

CAS 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 community, locally and internationally. However, it is not an appropriate tool for issuing formal complaints.

Club members (athletes/parents/caregivers/coaches/judges/committee) are advised not to use social media or any other media channel to speak negatively about the club. Any concerns or complaints are to be directed formally in writing to the CAS Committee via canterburyartisticswimming@gmail.com

CAS members are entitled to have a personal opinion and express that on social media in private conversations. However, any posts that cause harm to any party inside or outside the artistic swimming community will not be tolerated. In the event of this arising, the CAS dispute resolution process will be followed - please see Incident and Dispute Resolution Policy.

The use of mobile phones and other electronic devices by athletes is prohibited during CAS training times and restricted during CAS trips away (including but not restricted to training camps, competitions or similar).

- All athletes' cell phones, electronic gaming devices, laptops and other electronic communication devices will be held by the Team Manager for the duration of the trip.
- External communication with athletes will be through the Team Manager. Team Manager's contact details will be provided to parents/caregivers before the trip.
- At the discretion of the Coach/Team Manager, athletes may have access to their devices for limited periods when they are not required to partake in other activities.

- Exceptions to these restrictions will be evaluated on a case by case basis by the CAS Coach and Team Manager.

CAS Code of Conduct

CAS 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.

CAS members, parents/caregivers and officials are expected to 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 other considerations.
- We speak to each other in polite and respectful tones and use pleasant language.
- Athletes do as requested by coaches.
- Athletes train at 100% of their ability at all sessions
- We abide by the policies of CAS outlined in this Handbook
- CAS is guided by the ASNZ code of conduct.
<https://synchronswimnz.org.nz/asnz-policies-and-procedure>
- CAS athletes are also guided by the 'Three A's'
https://docs.google.com/document/d/1t81y42OzbJhu0KWCr4eVSWz-8_6a35ZjQpxYxigeyTA/edit?usp=drive_web

An athlete is entitled to make public comment or communication with the media in relation to their own personal performance in training or competition during the term of this agreement, as long as it complies with the principles mentioned in the CAS Code of Conduct, but may not make or endorse any public statement having, or designed to have a negative effect on Canterbury Artistic Swimming, any member or associate of the club, or the wider artistic swimming community.

Athletes, coaches and officials must comply with the communications / media policy of ASNZ while at competitions or during ASNZ Squad training periods.

The spokesperson on any matters concerning the CAS team (or individuals who form part of this team) participating at any event is the Team Manager (although he or she may delegate responsibility for this to any other official of the team).

Breach of the Code of Conduct

In the event of any breach of the policies outlined in this Handbook, the Canterbury Artistic Swimming Dispute Resolution Policy (and appeal process if necessary) should be followed.

Conflict

Conflict is natural in any organisation where diverse passions and cultures come together. Disagreements can relate to substantive issues such as the goals or the allocation of resources or can arise at an individual level in the form of disputes or complaints.

Note there is a material difference between a 'complaint', an 'incident' and a 'dispute'. For the purposes of CAS, the definitions are as follows:

Incident	an individual occurrence or event.
Complaint	an expression of discontent/regret/pain/resentment - related to incident
Dispute	a debate, involves controversy or a difference of opinion.

An incident or complaint can develop into a dispute if it is not handled quickly, fairly and professionally. Regardless of the nature or the magnitude of the conflict, CAS aims to address all complaints, incidents and disputes transparently, fairly and as quickly as possible to avoid escalation. If these can not be resolved, external support may be sought.

Disagreement, if entered into with an open-mind where members listen to each other can:

- Promote discussion around different views and present alternatives
- Enhance awareness around the perceptions of others
- Assist in identifying issues that could arise
- Initiate change for better club operations and relationships.

Incidents and Complaints

If a member has an incident or complaint to address regarding Canterbury Artistic Swimming, the member shall attempt in the first instance to resolve this by the following process:

1. Notifying the Chairperson person and submitting a complaint formally in writing to the CAS Secretary via canterburyartisticswimming@gmail.com
2. The CAS secretary will notify the CAS Committee of the complaint
3. If a committee meeting is imminent the Secretary will inform the complainant of the timeline for feedback.
4. The issue will be discussed at a committee meeting and recorded in the minutes.
5. If there is a simple solution, this can be agreed via email and corrective action taken.
6. Importantly, the person making the original complaint needs to be kept informed of the corrective action being taken to resolve the issue.
7. Complaints need to be dealt with in a confidential manner.
8. If a complaint is not resolved to the satisfaction of all parties, then the protocol for dispute resolution will be followed.

Protocol for Dispute Resolution:

In all disputes, an impartial Chair should be elected to lead the discussion (this may not necessarily be the Chair of the CAS Committee). In dispute situations, the Committee and Coach/es discuss the situation to achieve a 'Club' decision.

1. Disputes with athletes, coaches or parents (when related to artistic swimming) should in the first instance be notified by email so all committee members/other relevant parties can be informed of the dispute *simultaneously*.
2. All dispute discussions should include the entire committee and Coach/es where relevant, or may be resolved by a sub-committee if deemed appropriate by the whole committee.
3. The Secretary will arrange a meeting at the earliest mutually convenient time between the member and CAS. Each party may nominate two other members to join them for this meeting.
4. In the event the dispute involves members of the committee, they (just as any other party involved) should have the opportunity to express their opinions and discussions but not be involved in the decision vote.
5. A special meeting should be held as soon as possible to discuss the situation around the dispute with the committee members and the Coaches involved present.
6. A Chairperson for this discussion will be appointed at this meeting. Note, if the CAS Chairperson cannot be impartial, or is unable to lead discussions impartially, a replacement Chairperson for the meeting is required to stand in.
7. The first remit is to remind members of the ground rules for discussion, e.g. listening to others, not interrupting others, 'focus on the problem, not people', not to repeat points over and over, no raising of voices, respecting others.
8. Reference must be made to the CAS constitution (awaiting ratification in 2022) and the CAS Code of Conduct.
9. At this meeting, the facts/evidence should be presented *in their entirety*. If there is information missing, a decision must be deferred until complete information has been gathered.
10. All persons involved in the dispute should be given the opportunity to reflect on their position. Why, where, how, when (from all points of view) should be clearly explained. Parents/caregivers and athletes as appropriate should be involved in this process.
11. During discussion of the issue, ask that all parties be clear on the following:
 - a. What is/are the real issues/underlying causes?
 - b. What are the mitigating factors?
 - c. Are there any aspects that they agree on?
 - d. What are the likely consequences of different solutions? (e.g. impact on the athletes's team)
 - e. Decide how and by when the group proposes to reach a resolution.

12. The Chairperson will open for discussion with an intermittent summary statement to clarify the main points from each side, including any suggestions for resolution for the various parties involved (note there may be various resolutions required).
13. If a decision cannot be made in the first meeting, or further information is required, the meeting should be adjourned and a follow-up time arranged. The athlete/coach/parent/caregivers involved in the dispute may be asked to remain away from the pool during this time. This time frame should be as short as possible to minimise disruption amongst the team.
14. When the Sub committee working on the dispute is ready to resolve the issue, the Chair of the discussion should 'put up a Motion' and call for a vote.
15. The Sub-committee and Club should Vote on the motion/s.
16. The Chairperson shall 'Declare the decision and call for solidarity'. 'The Club has decided...'
17. Empathy from all parties is required to ensure that the wellbeing and confidentiality of the athlete is the priority in all disputes. Discussion around the behaviour expected by all parties is required and is guided by the Chairperson.
18. If a successful resolution of the dispute and/or complaint is not reached, the secretary will arrange for mediation between the member and CAS with an independent mediator at a mutually convenient time.

The Appeal Process

Should any parties not be satisfied with the decision reached, they are entitled to appeal. In the first instance, ASNZ may be approached for an independent assessment of the dispute. All the facts and information already gathered should be made available to them before they are asked to comment.

If the parties are still not satisfied, the matter can be referred to the New Zealand Sports Tribunal. If there are any costs involved with this review, they must be discussed prior to review with all parties.

Consequences

Depending on the severity of the dispute, a number of consequences may be delivered (to various members involved in the dispute, as is deemed relevant by the committee/coaches) as part of the resolution. Any or all of the following may be considered, and in some cases multiples of these options may be employed. From most to least severe, a number of consequences are listed below.

1. In the case of legal issues, the New Zealand Police must be notified. ASNZ will also be notified of the incident as soon as possible.
2. The athlete/coach/official/parent/caregiver may be banned or expelled from Canterbury Artistic Swimming.
3. The athlete may be removed from a Team/solo or duet event at an upcoming competition.

4. The athlete/coach/official/parent/caregiver may be asked to remain away from training for a period of time (to be determined by the committee) as a temporary suspension. Fees are still payable during this period.
5. The athlete/coach/official/parent/caregiver may be asked to formally (verbal and written) apologise to the person/people to whom they caused offence.
6. A combination of any of the above - or other more appropriate solutions.

The consequences are not delivered at the sole discretion of one party but agreed following the collective debate through the dispute resolution process. Improper complaints may be dealt with as misdemeanors themselves.

Doping

CAS has adopted the ASNZ Anti-Doping Rules

<https://synchroswimnz.org.nz/anti-doping-rules>

<https://www.drugfreesport.org.nz/>