



# **SYNCHRONIZED SWIMMING**

## **2014-2015 HANDBOOK**

### **INFORMATION ABOUT UANA**

[http://www.uana-aquatics.org/Home.jsp?\\_tabid\\_ =0&team=uana](http://www.uana-aquatics.org/Home.jsp?_tabid_ =0&team=uana)

### **2011-2015 UANA EXECUTIVE COMMITTEE**

**UANA President** Coaracy Nunes Filho (Zone 1)

**UANA Secretary/Treasurer** Fernando Canales (Zone 3)

**Vice President** William Shaw (Zone 4), Liaison to the UANA Technical Water Polo Committee

**Vice President** Errol Clarke (Zone 2), Liaison to the UANA Technical Swimming Committee

Brian JOHNSON (CAN), Liaison to the UANA Technical Synchronized Swimming Committee

Steve MCFARLAND (USA), Liaison the UANA Technical Diving Committee

Ismael GONZALEZ (GUA), Liaison to the UANA Technical Open Water Swimming Committee

Luis LEIVA PEREZ (CHI), Liaison to the UANA Technical Masters Committee

**Immediate Past President:**

Eldon GODFREY, CAN

**Special Assistant to the UANA President:**

Giovana MOREIRA, BRA

**UANA International Relations Officer:**

Dr. Margo MOUNTJOY, CAN

**UANA Media Officer:**

Gregory EGGERT, USA

## **2011-2015 UANA TECHNICAL SYNCHRONIZED SWIMMING COMMITTEE (TSSC)**

**Chair** Rose CODY (PUR)

[rosecodypagan@gmail.com](mailto:rosecodypagan@gmail.com)

**Secretary** Heather ARCHER (CAN)

[acts1@telus.net](mailto:acts1@telus.net)

Ana Maria LOBO (BRA), Member – Judges Sub Committee

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Victoria MONTEDONICO (URU), Member-Coaches Sub Committee

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Patricia Norma VILA (MEX), Member-Judges Sub committee

[npvila@yahoo.com](mailto:npvila@yahoo.com)

Barbara MCNAMEE (USA), Leader-Judges Sub Committee

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Charlotte DAVIS (USA), Member-Coaches Sub Committee

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Leslie SPROULE (CAN), Leader- Coaches Sub Committee

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**Athlete Member:** Laura Montes (PUR)

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**Executive Committee Liaison** Brian JOHNSON (CAN)

[bjohnson@assurica.com](mailto:bjohnson@assurica.com)

DRAFT

### **UANA TSSC Terms of Reference:**

- \* appointed to a 4 year term by the UANA Executive following the UANA Congress held in conjunction with each Pan American Games
- \* Chairperson and Secretary are designated by the UANA Executive
- \* The Liaison from the UANA Executive is appointed by the UANA Executive
- \* The UANA Executive Liaison, Chairperson and Secretary form the UANA TSSC Commission
- \* Positions internal to the Committee are appointed by the Chairperson
- \* Athlete's Representative is selected from the Chairperson's country of residence
- \* Current internal positions include a Coaches Sub Committee – leader and members and a Judges Sub Committee – leader and members
- \* The TSSC conducts its business through email, phone and face to face meetings reporting on its work annually to the UANA Executive and every four years to the UANA Congress
- \* The TSSC is committed to producing all key documents in both English and Spanish and to using the UANA web site as a key communication tool

**Coaches Sub Committee:** provides a voice on coaching matters to the TSSC; maintains a UANA Synchro Coaches database for communications, supports coaches development and training at our competitions producing detailed notes of such training that are distributed directly to coaches in the database and posted to the UANA website SY page.

**Judges Sub Committee:** provides a voice on judging matters to the TSSC; maintains a UANA Judges List and Evaluation database. These tools support the judge selection process for major competitions. Judges training is a feature at some of our competitions.

### **ANNUAL UANA PAN SYNCHRONIZED SWIMMING CHAMPIONSHIP:**

This annual competition began in 2005 with the goal of increasing competition opportunities in the Americas to further athlete and sport development and participation at the FINA level. We envisioned a competition rotation of Junior, Age Group, Senior (Pan American Games) and Age Group over each 4 year cycle. In 2011 we adopted an expanded competition format including full event opportunities for Age Group and Junior athletes and a Senior Duet event with this championship to be annual even in Pan American Games years. Expanding to include all Senior events is under consideration for the future.

The UANA TSSC, with the support of the UANA Executive, posts a call for bids to host this annual competition. It is our hope that it will rotate through each UANA Zone over a 4 year period. All bids are reviewed with recommendations from the TSSC going forward to the UANA Executive who make the final decision and award the contract.

## JUDGES

## POLICIES AND PROCEDURES

### UANA SYNCHRONIZED SWIMMING JUDGES LIST

1. Each UANA member federation may nominate a maximum of seven (7) judges to the G (General) category of the UANA Synchronized Swimming Judges List. Judges who have been named to the G category of the FINA Synchronized Swimming Judges List must be included within the seven (7). All nominations and List Confirmations (See Form attached) are to be submitted to the UANA Judges Sub-Committee no later than November 1<sup>st</sup> of the year prior to the nomination being in effect.
2. A Nomination Form (see attached) detailing each judge's experience and qualifications must accompany the nominations and must include the nominee's date of birth. Nominated judges should have:
  - a. Completed a minimum of a UANA Judges Training Course.
  - b. Have judged a minimum of three (3) National Championships in their Federation.
3. UANA List policies:
  - a. Each judge shall be categorized as "G", "B" or "A".
  - b. The UANA Technical Synchronized Swimming Committee (TSSC) is the only body, which may promote a judge to a "B" or "A" Category with each certification subject to ratification by the UANA Executive and the judge's home federation. Promotion requires a simple majority vote of the TSSC.
  - c. When a judge is promoted from "G" to "B", the respective federation may name a new judge to the "G" category.
  - d. FINA List judges are automatically included on the UANA Synchronized Swimming Judges List. The FINA List designations will carry to the UANA List.
4. Judges shall remain on the UANA Judges' List until the end of the year in which they reach the age of 65, unless the sponsoring member federation request that the name be withdrawn. If a withdrawal results in a vacancy for that federation in the "G" category, the federation has the right to submit a new candidate. Each October of every year UANA will send out to every federation a letter and the necessary forms to nominate or confirm their judges to the UANA Synchronized Swimming List.
5. Each Federation is responsible for completing these tasks in order for their judges to stay on the UANA List of Synchronized Swimming Judges. All promotions will be based upon Evaluations as received.

The UANA Synchronized Swimming Judges' List will be published on the UANA web pages in the Judges Tab

## **UANA PANAM COMPETITONS & PAN AMERICAN GAMES: SELECTION OF JUDGES GUIDELINES**

**The Commission approves all judge selections, in consultation with the UANA TSSC Judges Sub Committee Leader. In the case of the Pan American Games, the Commission recommends judge selections to the UANA Executive who hold the right of final approval.**

**Our priority, where the selection of judges from a pool of nominees is required, will be to provide the athletes with a team of fair and competent judges to evaluate their performances.**

1. All judges considered for selection must be officially nominated by their Federation.
2. Where a nominated judge does not hold the required FINA and/or UANA Judges rating set out in the competition bulletins, the Commission will first consider those judges with the required rating for the judging positions available.
3. Every effort will be made to balance Zone representation within the selection of judges for a competition.
4. Where available, FINA/UANA Judges Evaluation records will be used as part of the review and selection of nominees.
5. Unfavourable scores for Bias on a Judge's FINA/UANA Evaluation record will be a deterrent to acceptance of a nomination.

## **UANA PANAM COMPETITIONS: PANEL ASSIGNMENT GUIDELINES FOR JUDGES**

**The Commission approves all panel assignments and substitutions, in consultation with the FINA/UANA Observer and the UANA TSSC Judges Sub Committee Leader.**

1. No judge will be assigned to a panel who has not been nominated by their Federation

2. Where a nominated judge does not hold the required FINA and/or UANA Judges rating set out in the competition bulletins, usage of that judge will be at the discretion of the Commission
  
3. For Preliminaries
  - a. every effort will be made to balance Zone representation
  - b. every effort will be made to balance panel assignments by Judges ratings
  - c. where 2 judges are present from the same federation, they will be assigned to different panels
  - d. judges from the same federation will not be seated beside one another wherever possible
  - e. every effort will be made to give assigned judges a sufficient number of assignments to allow a FINA and or UANA evaluation
  - f. every effort will be made to give assigned judges a variety of assignments to enhance the FINA and or UANA evaluation
  - g. feedback from the FINA/UANA Evaluator will be used in panel assignments as the competition progresses
  - h. a judge may be asked to practice judge where evaluations are deemed unsatisfactory for one or more events
  
4. For Finals:
  - a. Feedback from the FINA/ UANA Evaluator will be a key variable used in panel assignments especially regarding Bias
  - b. Guidelines detailed in 3. above will be followed wherever possible
  
5. Practice Judges:
  - a. Practice judges nominated by their Federations will have 1<sup>st</sup> priority for practice judging opportunities
  - b. Nominated judges in excess of the panel needs on an event may avail themselves of practice judge opportunities where:
    - i. The competition schedule does not allow them sufficient opportunities to judge to receive a valid FINA/UANA evaluation; this could be due to a large number of judges in attendance and/or event cancellations
    - ii. The FINA/UANA Observer has indicated they must practice judge before being assigned/reassigned to panels
  - c. Practice Judges are expected to follow the conduct guidelines for all judges including being in uniform, being on time, sitting in on pre event discussions and

post event discussions and not discussing performances and marks during an event and/or between preliminaries and finals

6. No judge will be assigned to a panel who has not been nominated by their Federation
7. Where a nominated judge does not hold the required FINA and/or UANA Judges rating set out in the competition bulletins, usage of that judge will be at the discretion of the Commission
8. For Preliminaries
  - i. every effort will be made to balance Zone representation
  - j. every effort will be made to balance panel assignments by Judges ratings
  - k. where 2 judges are present from the same federation, they will be assigned to different panels
  - l. judges from the same federation will not be seated beside one another wherever possible
  - m. every effort will be made to give assigned judges a sufficient number of assignments to allow a FINA and or UANA evaluation
  - n. every effort will be made to give assigned judges a variety of assignments to enhance the FINA and or UANA evaluation
  - o. feedback from the FINA/UANA Evaluator will be used in panel assignments as the competition progresses
  - p. a judge may be asked to practice judge where evaluations are deemed unsatisfactory for one or more events
9. For Finals:
  - a. Feedback from the FINA/ UANA Evaluator will be a key variable used in panel assignments especially regarding Bias
  - b. Guidelines detailed in 3. above will be followed wherever possible
10. Practice Judges:
  - d. Practice judges nominated by their Federations will have 1<sup>st</sup> priority for practice judging opportunities
  - e. Nominated judges in excess of the panel needs on an event may avail themselves of practice judge opportunities where:

- iii. The competition schedule does not allow them sufficient opportunities to judge to receive a valid FINA/UANA evaluation; this could be due to a large number of judges in attendance and/or event cancellations
- iv. The FINA/UANA Observer has indicated they must practice judge before being assigned/reassigned to panels
- f. Practice Judges are expected to follow the conduct guidelines for all judges including being in uniform, being on time, sitting in on pre event discussions and post event discussions and not discussing performances and marks during an event and/or between preliminaries and finals

#### **FINA EVALUATION:**

A FINA Evaluator will be requested annually to attend our championships and asked to submit the judge evaluations to the UANA Judges database as well as FINA.

UANA judges who are FINA approved Evaluators are accepted as UANA Evaluators as well.

#### **JUDGES DRESS:**

Judges shall wear white – pants/capris/long shorts, white shirts and white shoes unless directed otherwise. All clothing should be devoid of federation identification.

Where the competition host provides a uniform or parts thereof, judges will comply with the uniform protocol of the host.

#### **CONFLICT OF INTEREST:**

Judges must disclose any conflict of interest on the UANA Pan American Championships Judges Form and on request regarding other competitions under UANA TSSC management.

#### **AVAILABILITY:**

Judges nominated and accepted to judge at competitions under UANA TSSC management are expected to be fully available – in attendance at the Judges Meeting pre competition, and for all events of the competition

#### **UANA JUDGES LIST:**

This list is maintained by the UANA TSSC. Member federations are invited annually to send updates to the list which is then published on the UANA website SY Page.

#### **UANA JUDGES EVALUATION DATABASE:**



This database is strictly **for internal use only** and is **not to be shared** by any member of the UANA TSSC who has access to it. It is maintained with the cooperation of federations and judges who submit their evaluations to the database for our records.

## **KEY RULES**

**Citizenship:** all athletes must hold citizenship for the country they are competing for.

**FINA GR 2.5** When a competitor or competition official represents his/her country in a competition, he/she shall be a citizen, whether by birth or naturalisation, of the nation he/she represents, provided that a naturalised citizen shall have lived in that country for at least one year prior to that competition. Competitors, who have more than one nationality according to the laws of the respective nations must chose one "Sport Nationality" and be affiliated to one Member only

**Passport copies:** a photocopy of the passport of every athletes passport entering the UANA Pan American Championships must be presented to the Chief Referee at or before the Technical Meeting. Athletes from the host federation may present a photocopy of alternate identification for athletes who do not have passports.

GENERAL	As per FINA
COMPETITIONS	As per FINA
ELIGIBILITY CITIZENSHIP SWIMMING UP	As per FINA  12 & Under – must swim in their own age category
SESSIONS	<b>UANA Pan American Championships:</b> <ul style="list-style-type: none"> <li>➤ Figures – 12 and under, 13-15, Junior</li> <li>➤ Technical Routines - Duet only</li> <li>➤ Free Routines</li> <li>➤ Free Combination – less than 8 athletes is allowed</li> </ul>
PROGRAM	<b>UANA Pan American Championships:</b> <ul style="list-style-type: none"> <li>➤ Age Group -Figures, Free Routine Solos, Duets and Teams</li> <li>➤ Senior- Free Routine Duet, Technical Routine Duet. Medals awarded for each event</li> <li>➤ Free Combination: Open, athletes must be 13 years old or older</li> </ul>
ENTRIES PER EVENT  PER AGE GROUP  SENIOR DUET	<b>UANA Pan American Championships:</b> <ul style="list-style-type: none"> <li>➤ Each federation is entitled to enter 2 Solos, 2 Duets and 2 Teams in each age group category</li> <li>➤ Federations are limited to 10 athletes in each age group category</li> <li>➤ Each federation is entitled to enter 2 Duets in</li> </ul>

<p>AFFILIATION</p> <p>OTHER</p> <p>COACHES JUDGES</p>	<p>each event of the Senior category; the athletes may be different for each event</p> <ul style="list-style-type: none"> <li>➤ These entries may be national team athletes, club athletes or a combination of the 2</li> <li>➤ All federation entries must be submitted at one time on the forms provided and by the deadline set by the organizers – late entries will not be accepted</li> <li>➤ Reserves are allowed</li> <li>➤ The UANA TSSC will consider federation requests to increase the number of athletes in a category on a case by case basis in consultation with the organizers</li> <li>➤ Where additional athletes are permitted, they may only swim as pre swimmers or swim as honorary athletes in the figures competition</li> <li>➤ Coaches</li> <li>➤ Judges – every federation entering the championships <b>must bring a minimum of 1 judge</b></li> <li>➤ Each federation <b>may bring a maximum of 3 judges</b></li> <li>➤ Practice Judges – a <b>maximum of 2</b> will be accepted from each federation</li> </ul>
<p>PRELIMINARIES &amp; FINALS</p>	<p><b>UANA Pan American Championships:</b></p> <ul style="list-style-type: none"> <li>➤ There will be preliminaries and finals in the age group Solo and Duet events</li> <li>➤ Free routine Team and Free Combination will be final events</li> <li>➤ Only the top placing Solo and Duet from each federation will move forward to the final of that event</li> </ul>
<p>FIGURE SESSIONS</p>	<p><b>UANA Pan American Championships:</b></p> <ul style="list-style-type: none"> <li>➤ The order of appearance may be done by computer by the Chief Recorder under the supervision of 2 members of the UANA TSSC</li> </ul>
<p>FIGURE PANELS</p>	<p><b>UANA Pan American Championships:</b></p> <ul style="list-style-type: none"> <li>➤ Judges scores may be recorded on paper chits, flashed or sent electronically</li> <li>➤ Where judges scores are sent electronically, the judge will maintain a paper record of all scores submitted</li> <li>➤ UANA TSSC reserves the right to adjust panel sizes when there are insufficient judges</li> </ul>
<p>JUDGEMENT OF FIGURES</p>	<p>As per FINA</p>
<p>PENALTIES IN FIGURE SESSION</p>	<p>As per FINA</p>

CALCULATION FOF THE FIGURE RESULT	As per FINA
ROUTINE SESSIONS	<b>UANA Pan American Championships:</b> The order of appearance may be done by computer
TIME LIMITS	As per FINA
MUSIC ACCOMPANIMENTS	As per FINA
ROUTINE PANELS	<b>UANA Pan American Championships:</b> ➤ TSSC reserves the right to adjust panel sizes
JUDGMENT OF ROUTINES	As per FINA
DEDUCTIONS AND PENALITES IN ROUTINES	
CALCULATION OF THE ROUTINE RESULTS	
FINAL RESULT	
OFFICIALS AND DUTIES	
REFEREE	
OTHER OFFICIALS	
DUTIES OF THE ORGANIZERS	
AGE GROUP RULES	<p><b>FINA SSAG 5:</b> Competitors 12 and under may not swim out of their age group for routine sessions because of the time limitation</p> <p><b>UANA Pan American Championships:</b></p> <ul style="list-style-type: none"> <li>➤ An athlete 13-15 years of age may swim up one age category to Junior to compete in a Duet or Team</li> <li>➤ Any athlete swimming up must swim the figures of that category in addition to their own age group figures</li> <li>➤ An athlete swimming up in Duet and Team cannot also swim these evetns in their own age category</li> <li>➤ All Junior Duets must have 1 athlete of Junior age</li> <li>➤ All Junior Teams must be comprised of a minimum of 50% of athletes of Junior age</li> <li>➤ Junior athletes may swim up to Senior</li> </ul>

## UANA PAN AMERICAN SYNCHRO CHAMPIONSHIPS RESULTS PROTOCOL

### FIGURES

### **Competitors will be known by competitor number only**

1. No Electronic Scoring available:

Figures scores are recorded on paper by each judge, collected periodically by a runner and submitted to the Chief Recorder or designate for input into the scoring program

Alternatively judges may use scorecards; the referee will read the scores to the scorers (minimum of 3) who will record them and submit them to the Chief Recorder or designate for input into the scoring program

2. Electronic Scoring available:

Judges will mark their score on paper prior to entering and submitting it electronically. The score paper will be collected periodically by a runner and submitted to the Chief Recorder or designate

*All results are unofficial until approved by the Chief Referee.*

Once approved Results are posted at the pool (usually in 2-3 locations) and posted to the UANA Website – SY page. Once this has occurred the results may be circulated electronically to the host federation/club website(s), the media, participating federations, etc.

### **ROUTINES**

#### **Competitors will be known by competitor number only until they have swam.**

A competitor's scores will always be announced following the next competitor

The Assistant Referee will direct the competitor to the designated area to receive the score.

The Announce will announce the competitor(s) by name and federation, then read the routine score

1. No Electronic Scoring available:

Judges will record their score for the competitor on paper which will be collected by a runner and submitted to the Chief Recorder or designate for input into the scoring program

2. Electronic Scoring available:

Judges will mark their score on paper prior to entering and submitting it electronically. The score paper will be collected after each competitor by a runner and submitted to the Chief Recorder or designate

*All Results are unofficial until approved by the Chief Referee.*

Once approved Results are posted at the pool (usually in 2-3 locations) and posted to the UANA Website – SY page. Once this has occurred the results may be circulated electronically to the host federation/club website(s), the media, participating federations, etc.

Approved event results by panel and with Figures scores added where applicable shall be released event by event. *Detailed event results containing the individual judge's scores will be released at the end of the Championships.*

## **UANA PAN AMERICAN SYNCHRO CHAMPIONSHIPS AWARDS PROTOCOL**

All participants – athletes, coaches, judges, team leaders and head of delegations receive a personalized UANA Certificate of Participation

1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place winners of the Figures, Solo, Duet, Team and Free Combination events receive a medals

Medals are also awarded to listed alternates/reserves

The High Point Trophy is awarded to the federation in each category with the highest score

The Overall High Point Trophy is awarded to the Federation with the highest score across all categories

The high point trophies calculation is as per FINA

UANA provides the certificate template; the host federation/club personalizes and prints them

The host federation/club provides the medals and trophies

Medal ceremonies are scheduled within the program; they may be for one or more categories at a time

Athletes are to wear their federation/club jacket and footwear at a minimum

The medals are presented in reverse order – 3<sup>rd</sup>, 2<sup>nd</sup> then 1<sup>st</sup>

The National Anthem of the winner will be played

The TSSC will confer with the host federation/club on who will present the medals to the athletes

Where former Olympians are present at the championships, they can be asked to present medals in conjunction with a TSSC member and/or another nominee of the host federation/club.

Where Olympians are presenters, the announcer should be provided with a brief Olympic biography (year, location of the Olympics, country represented, event(s), and results.

Athletes will pose for photos after the National Anthem of the winner is played.