



UANA TASC
COMPETITION MANAGEMENT GUIDE
2015-2019

**UANA ARTISTIC SWIMMING TECHNICAL COMMITTEE
2015-2019**

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UANA TASC 2015-2019

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1.0 COMPETITION ORGANIZATION

1.1 Chief Referee/Assistant Referee

Chief Referee will be appointed by the UANA Commission from the TASC and will arrive 1 day ahead of the rest of the TASC

1.1.1 Chief Referee for Figures and Routines may be different people.

1.1.2 Assignment of Assistant Referees will be done by the UANA Commission from the TASC. Assistant Referees may be assigned other on and off deck positions as well as be supplemented by volunteers from the organizing committee.

1.2 Competition Events

The competition shall consist of:

Figure competition for 12&Under Fina, 13-15 Fina

Solo competition for 12&Under Fina, 13-15 Fina and Junior Fina

Duet competition for 12&Under Fina, 13-15 Fina and Junior Fina

Team competition for 12&Under Fina, 13-15 Fina and Junior Fina

Technical and Free routine competition for Junior & Senior Solo, Duet and Team

Mixed Duets competition for 12&Under Fina, 13-15 Fina, Junior and Senior Fina

Free Routine Combination for athletes 13 and older only

1.3 Swimming up a category

Where an athlete swims up in Duet and Team they cannot also swim those events in their own age category as per Fina Rule 6.1.3.

Where an athlete swims up but also competes in their own category the athlete must compete in the Figures event for both categories if applicable

1.3.1 12&Under - Swimming up is not allowed as per Fina rule ASAG 5

1.3.2 Except for 12 & Under, athletes may swim up one age category only.

They must swim figures of both categories if competing in other events in their own age category. They will be honorary status in standings of the swim up category. If swimming up in duet, the duet must have one member of the correct age and a team must have 50% of their members of the correct age.

Where an athlete swims up in Duet or Team they cannot also swim those events in their own category.

1.3.3 A Junior eligible age athlete may compete in both Junior Free and Senior Technical events.

1.4 Pre-swimmers

Every effort will be made to provide pre-swimmers for Figures and Preliminary Routine events. If there are insufficient competition entries, pre-swimmers may also be assigned for the Final events.

Pre-swimmers typically are provided by the Host federation. However federations participating in the Championship may offer athletes as pre-swimmers to the Organizing Committee

1.4.1 The Host organization will provide 2-4 pre-swimmers for Figures (ideally 2 pre-swimmers per panel). May be done using I-pad technology

1.5 Coach/Judge Debriefing

Comments shared on Figures and Routines will be general in nature and speak only to the strengths and weaknesses noted in an age group. Coaches are welcome to seek specific comments on their athletes from the judges once the athletes participation in an event is complete. The notes compiled for the Coach/Judge debriefings will be posted to the UANA Website. They will be available in both English and Spanish.

1.6 Presentation of Competitors, Federations and Coaches

Competitors Figures: Shall be announced by Competitor number only

Competitors Routines: Shall be announced by Competitor number & name

Federation/Clubs/Coaches: As the competitors swim off they will be announced by name, federation/club. Their coach's name will also be announced. Reserves will also be announced

Presentation of Scores: Usually will follow the next competitor; competitors return to the designated location for the score announcement

1.7 Competition Schedule

Set by the UANA TASC in consultation with the Organizing Committee. Schedule adjustments may occur in consultation with the Chief Referee, the TASC and the Organizing Committee. Where live streaming of routines is part of the competition, on the day of competition starting events earlier is not desirable. Where sufficient notice of changes to the event times can be given, events can be started earlier. The TASC recognizes there can be extenuating circumstances that necessitate schedule changes and reserves the right to make them as needed

1.8 Management of the Technical Meeting

1.8.1 The Technical Meeting is managed by the TASC Commission in cooperation with the Organizing Committee.

Power Point: PowerPoint developed in consultation with the Organizing Committee and the TASC. Chief Referee contribute primarily to this

Presenters: Chief Referees, Chief Recorder and Organizing Committee chairperson are the primary presenters

Attendees: This meeting is only open to the designated Head of Delegation and Team Leader of each registered federation. TASC members and Organizing Committee members also attend

1.8.2 Passport Check

Original passports are required for all athletes, except the Host federation athletes, at registration/ or passport check. Host federation athletes may present copies of their passports for verification or Birth Certificates. The responsibility of checking passports may be delegated to the Organizing Committee volunteers during registration.

1.9 Accreditation of Athletes, Coaches, Judges, Head of Delegations & Team Leaders

Requests for additional Accreditations: Requests from federations to accredit additional people may be received by the Organizing Committee. Decisions on issuing additional accreditations are made by the TASC in consultation with the Organizing committee. There must be valid reasons for issuing additional accreditations; our goal is to have a secure orderly competition environment that is accessed only by those who need to be there.

Picture Accreditation: This is not a requirement of the TASC

1.9.1 Extra Coaching Staff:

Requests from Federations to bring coaches in addition to the 4 allowed in the Summons will be considered. If accepted, however these additional coaches will be observers only. It is the goal of the UANA TASC to encourage coaching development but not allow an unfair advantage to any one Federation or overload the Organizing Committee with additional people.

2.0 COMPETITION ENTRIES

2.1 Number of Swimmers per Category per Federation

Each participating Federation or Club is allowed to send a maximum of twenty-four (24) athletes and four coaches, for EACH of the age groups, 12 and Under, 13-15, Junior, and Senior.

2.2 Entries

National Teams, Provincial/Regional Teams and clubs may enter. The entry of each category is the decision of each Federation. Federations may fill their entry in each category with athletes from a variety of teams if they wish. The entry must not exceed the 2 entries per event per federation and the athletes entered must fit in the athlete quota for each category.

2.1.1 Entry forms will only be accepted from the Federation for all entries from their country. Entry forms submitted by clubs will not be accepted

2.1.2 The Organizing committee will verify the entries of each Federation by email in advance of the competition.

2.3 Number of Entries per Event

Entering more than 2 solos, duets or teams per federation per category will be decided on a request by request basis by the UANA TASC. One entry per event per Federation shall advance to finals

2.4 Entering Figures

12 athletes per Team per Federation may enter each figure event. Any athletes over 10 from a Team may swim as pre-swimmers or exhibition.

2.5 Number & Age of Swimmers - Free Combination

8-10 swimmers are required in the Free Combination.

This is an Open category event and the competitors must be at least 13 years of age. Each Federation may enter two (2) routines in the Free Combination event. This event will compete as a Finals event; there is no preliminary event.

2.6 Head of Delegation and Team Leader

Head of Delegation and Team Leader will be appointed by the federation to represent all entries from the federation. May be 1 person but no more than 2. This role is responsible for communication between the TASC, Organizing Committee and members of the delegation.

2.7 Payment of Entry Fees

Entry fees are required to be submitted from each Federation for all athletes entered. Individual payments from clubs, etc. within a federation will not be accepted

2.2.1 Outstanding Entry Fees - The UANA TASC reserves the right to remove competitors from the Figures and or Routine events they are entered in if their entry fees have not been received by the Organizing Committee.

2.8 Late Entries

Consideration of entries received after the Final Entries registration deadline is the decision of the Organizing Committee, in consultation with the TASC Chair.

2.9 Number of Swimmers per Team

Teams of less than 8 swimmers will be assessed a .5 deduction per swimmer less than 8 as per FINA rules.

3.0 Draws and Results

3.1 Draws 3.1.1 Routines & Figures: Shall be done at the Technical Meeting as a physical draw wherever possible.

The draws will be released within the time period specified for draws by FINA. No more than 72 hours in advance of the Figures event.

3.1.2 Routines: Order of Performance Draws where done manually. The draws will be done at the Technical Meeting by the Chief Referee.

3.1.3 Conduct of Routine Draws: Draws will be done manually on site at the competition by the Chief Referee

3.1.4 Final Draws: All Final draws will be done manually and conducted by the Chief Referee as per FINA rules.

3.1.5 Eligibility for Finals: The top placing entry per federation moves forward to Finals.

3.1.6 Draw for Optional Figures: To be done on site by the Chief Referee or other UANA TASC delegate prior to the start of the official practice time. The draws will be released within the time period specified for draws by FINA.

3.2 Results

3.2.1 Figure Events : Results Summary and Detailed Results are released at the conclusion of the Figures Competition on signature of the Chief Referee

3.2.2 Routine Events run as finals only: Results Summary and Detailed Results are available for release at the conclusion of the Routine Event on signature of the Chief Referee

3.2.3 Events with Preliminaries: Results Summary only is available for release at the end of the event on signature of the Chief Referee

3.2.4 Events with Finals: Results Summary and Detailed Results are available for release at the conclusion of the Routine Event on signature of the Chief Referee

3.2.5 Timeline on release of Results Summaries and Detailed Results: The UANA TASC and Chief Recorder will endeavour to release/post Results daily

3.2.6 Routine Results Announcements/Display Minimum standards:

For Preliminary events: Competitors score for each panel, Routine score.

For Final events: Competitors score for each panel, Routine score, Figures Score, Championship Score

4.0 Judging Information

4.1 Judges

Minimum Requirement: 1 per federation entering the competition

Maximum: 4 per federation entering the competition

Judges from federations without entries: Judges from non-participating Federations are welcome and will be allowed to judge in the competition, with the understanding that priority for selection for a judging assignment will be given to the judges whose Federations are entered in the competition.

Practice Judges: A maximum of 2 per federation are allowed.

Conflict of Interest: All judges for the competition must declare any Conflicts of Interest they have on the registration form and at the Judges Meeting.

Where possible judges with a Conflict of Interest in an age group and/ or an event will not be placed on those panels. The TASC reserves the right to use judges with Conflicts of Interest where there is an insufficient number of judges

Routines - Per FINA rule AS 16.1 , three (3) panels of five (5) judges must officiate in all routine events.

Figures - Per FINA rule AS 9.1, when qualified judges are available in sufficient numbers, 1, 2, or 4 panels of 6 or 7 judges may officiate during Figure competition.

4.2 Management of the Judges Meeting

The Judges Meeting is conducted by the TASC Commission in consultation with the Organizing Committee, as needed.

Power Point: PowerPoint developed in consultation with the Organizing Committee and the TASC. Chief Referees contribute primarily to this

Presenters: Commission and Organizing Committee chairperson are the primary presenters. Judges Sub Committee Leader and members may be involved as well

Attendees: This meeting is only open to the registered judges/practice judges. TASC members attend; Organizing Committee members and volunteers may also attend.

4.3 Judges Scoring

4.3.1 Figures:

Flash cards, paper and electronic scoring are all acceptable methods for judges to provide their scores

Scoring Papers: Judges must be provided with

scoring papers to record their official score (submitted to Chief Recorder)

Electronic Scoring: Where electronic scoring is used, judges must also record their score on a master scoring sheet; this is back up to the electronic score submitted

4.3.2 Routines:

Flash Cards: For pre-swimmers only to be read by the announcer

Scoring Papers (Chits): To be collected by a runner after each competitor completes the routine

Electronic Scoring: Where electronic scoring is used, judges must also record their score on a scoring paper (chit) to be collected after each competitor completes their routine

5.0 PRACTICE AND COMPETITION ETIQUETTE

5.1 ATHLETES: General Behavior Guidelines

- A. Mutual respect is shown among athletes
- B. Cooperate with officials during practice and events
- C. Stay clear of music and scoring tables during events
- D. Display good sportsmanship, dress appropriately, and behave appropriately
- E. Be respectful of other hotel guests (quiet in late hours, land drilling spots, etc.)
- F. Be on time for scheduled transportation to and from the hotel
- G. Pick up all garbage (wrappers, papers, water bottles, etc.) upon departing pool
- H. Remove all jewelry during figure and routine competition. Wear appropriate makeup during competition.

During Music Practice

- A. No banging, tapping or underwater noises while others are practicing or competing.
- B. Clear the pool as soon as their practice time is over (this applies to both music and figure warm-up practices)

During Open Practice (no music)

- A. When there is open pool spacing for an event, only those athletes in that event will be allowed in the competition pool.
- B. Are allowed to utilize empty pool space between events.

During Figure Competition

- A. Check in with the clerk of course.
- B. Once figure competition has begun, there will be no additional figure training in the practice pool for that age group.

During Routine Competition

- A. Are to observe the competition from the assigned designated area while not competing. No loud noise makers, screaming or anything that may interfere with competing athletes or judges' ability to hear the music is allowed.
- B. If space is available, practice is allowed in the practice pool provided it is not disruptive to the competing athletes. No banging, tapping or underwater noises are permitted.
- C. Team Reserves are not allowed to participate in walk-ons. They may stand with their coaches when their team is competing
- D. Are to assemble 5 minutes prior to the scheduled "Parade of Athletes"
- E. Are to bring their accreditation when they report to the Clerk of Course 2 routines prior to competing
- F. Strictly observe the facility's gel station protocol
- G. Observe designated walk-on and swim-off spots and designated standing area for receiving scores

Award Ceremony:

Athletes are to be on time for the award ceremony and dressed appropriately in track suites (jackets, at minimum) and footwear.

5.2 COACHES:

General Behavior Guidelines

- A. Mutual respect is shown among coaches
- B. Attend all scheduled or announced Coaches meetings
- C. Cooperate with officials during practice and events
- D. Stay clear of music and scoring tables during events
- E. Follow guidelines for practice provided in the information package and at coaches meetings
- F. Exemplify behaviour they wish their athletes to adopt - they display sportsmanship, dress appropriately, and behave appropriately
- G. Conduct land drills away from competition poolside
- H. Accept responsibility for their athletes' behaviour
- I. Ensure that athlete's make up is appropriate and jewelry is removed for all competitions and suits have been checked by Referee if questionable.

During Music Practice

- A. Have the right to forbid other clubs/Federations to be in the competition pool during their scheduled music time.
- B. May grant permission to other clubs/Federations to practice figures along the sides of the pool during their scheduled music time. No banging, tapping or underwater noises.
- C. Have athletes clear the pool as soon as their practice time is over (this applies to both music and figure warm-up practices)

- D. No banging tapping or underwater noises are allowed during another club/Federation's music time or during competition.

During Open Practice (no music)

- A. When there is open pool spacing for an event, only those athletes in that event will be allowed in the competition pool.
- B. Are allowed to utilize empty pool space between events.

During Figure Competition

- A. Will observe the "no coaches on deck policy".
- B. Once figure competition has begun there will be no additional figure training in the practice pool for that age group.

During Routine Competition

- A. Observe the designated spot where they may stand in order to communicate with the music person directly and watch their athletes compete during routine competition.
- B. If space is available, practice is allowed in the practice pool provided it is not disruptive to the competing athletes. No banging, tapping or underwater noises are permitted.
- C. Observe the designated spot to video routines.
- D. Observe the 2 coach maximum on deck while their athletes are competing in routine competition
- E. Ensure that their athletes report to the Clerk of Course 2 routines prior to competing
- F. For Finals, coaches ensure athletes assemble at the starting end of the pool 5 minutes prior to the scheduled "Parade of Athletes" in order of draw.
- G. Ensure music has been handed in on time

Award Ceremony:

Coaches ensure that their athletes are on time for awards and are dressed appropriately in track suites (jackets, at a minimum) and footwear.

6.0 UANA SAFETY AND UNEXPECTED SITUATION PROTOCOL

6.1 Safety of all competitors, coaches and officials is the #1 concern at all times.

- a. The host meet manager must ensure that all safety standards are adhered to. These safety standards include but are not limited to:
 - i. Evacuation procedure in case of a fire or emergency situation.
 - ii. Power Outages
 - iii. Weather situations (lightening, snow blizzard, flood)
 - b. UANA will follow the facility criteria for all such situations. The UANA TASC should be aware and briefed on these criteria in case of emergency.
 - c. Information regarding safety standards and procedures should be included in the Team Leader meeting, upon arrival.
 - d. Lifeguards should be on deck at all practices and competitions. Lifeguards should be notified to watch carefully during team and combination warm ups and competitions for acrobatic/highlight landings to ensure all athletes are safe.
- Fairness for all competitors will be followed in case of unexpected situations.

6.2 The UANA TASC will follow the principle of fairness to all competitors when making decisions when unexpected situations arise. These situations may include but not limited to:

a) Music system failure:

Host will ensure that there is a backup sound system available at all times.

b) Weather or other situations causing a delay / postponement of events: UANA will follow the facility's weather protocol and return to competition only when safe for all competitors. This may be a weather situation, contaminated water, chlorine leak or emergency situation that requires an evacuation.

c) Situation causing the event to be cancelled

UANA TASC will determine a protocol for a situation where an event has already started and something happens.

If less than 25% of the draw has competed, then re-start the whole event.

If more than 25% of the draw has competed and the delay in event is less than 2 hours then continue.

UANA TASC will determine a protocol for when an event has not yet started. The UANA TASC will call a team leader meeting to inform all Federations of a situation. In addition to this, there will be a notice put on UANA web site and competition host web site to communicate to parents/spectators. Officials, coaches and team leaders will be notified in person (preferably or by e-mail notice). In case of extreme delay the UANA TASC may decide to make a preliminary event a final event.

d) Pool water contamination or quality of water unacceptable

The meet manager will be the liaison between the facility and the UANA TASC in all unexpected safety or other concerns. The recommendation is to follow the facility protocol.

Hygienic Standards that are not Acceptable

In a case where the standards of the toilet facilities or safe drinking water are in question, the UANA TASC will immediately contact the meet manager to discuss. It is the meet manager's responsibility to ensure that facilities/hotel standards are acceptable on a universal level and that concerns are addressed immediately to ensure a good quality competition and environment for all Federations

e) Chlorine leak in facility causing facility to close until safe to return.

f) Fire or dangerous situation where it becomes impossible to continue in that facility. Each Host Federation should have a back up plan for a facility in case of emergency facility closure.

g) Transportation issue that may cause some/all athletes to miss their event. The UANA TASC will have a meeting to discuss any unexpected situation that is not facility related. Decisions will be communicated and distributed to all Team Leaders and Judges immediately.

7.0 GENERAL COMPETITION & MEETING SCHEDULE

7.1 GENERAL INFORMATION:

1. When possible, the pool will open 20 minutes prior to the first training or warm-up session for poolside stretching and activation.
2. Each morning, there will be 30 minutes of open pool for lap warm-up.
3. Allow 30 minute figure warm-up in competition pool for each age group.
4. Allow 15 minute warm-up in competition pool prior to routine competition.
5. Allow 10 minutes to clear the pool following figure and routine warm-up prior to competition.
6. If competition is running late due to circumstances beyond the control of meet management, the TASC may decide to swim prelim events as finals.
7. Major schedule changes must be posted at the pool, to the website and circulated by email to the Team Leaders and Judges the day prior to competition. These changes must be cleared with meet management.
8. All Senior events, all Mixed Duet events and Free Combination events are Final Events. All other events will have Preliminary and Final Events.
9. One Solo, one Duet and one Team from each Federation in each category will qualify for participation in the Final events. Per Fina AS 13.7. Final events shall have no more than twelve participants. If there is a Federation(s) not represented in the Final event, the highest scoring (combined routine and figure score) of these Federations will be the pre-swimmer for the Final event. If all Federations are represented in Finals, then the highest combined scoring "routine and figure score", not advancing to finals, will be the pre-swimmer for the Final Event.
10. There will be a parade of Finalists before each event. To save time in the schedule, parades may be combined for multiple events held back to back.

7.2 EVENT SCHEDULE SAMPLE:

PRE-COMP DAY 1: Arrival of the TASC

PRE-COMP DAY 2: Arrival of Delegations

TASC Commission, Chief Referee and Chief Scorer meet with OC

Figure Draw

TASC meeting (evening)

PRE-COMP DAY 3: TASC General Business Meetings

Official Music Practice

Technical Meeting/Draws

Judges Meeting

COMP DAY 1: **FIGURE COMPETITION & TEAM PRELIMINARIES**

13-15 FIGURE COMPETITION

12&UNDER FIGURE COMPETITION

12 & UNDER TEAM PRELIMS

13 - 15 TEAM PRELIMS

JUNIOR TEAM PRELIMS

COMP DAY 2: SOLO AND DUET PRELIMINARIES & SR. TECH AND MIXED DUET TECH FINALS

12 & UNDER SOLO PRELIMS

13-15 SOLO PRELIMS

JUNIOR SOLO PRELIMS

12 & UNDER DUET PRELIMS

13-15 DUET PRELIMS

JUNIOR DUET PRELIMS

SR. TECH DUET FINALS

SR. MIXED DUET TECH FINALS

AWARDS FOR SR. TECH AND MIXED DUET TECH FINALS

COMP DAY 3: SR. TEAM TECH FINALS, DUET FINALS, MIXED DUET FINALS, 12 & UNDER, 13-15 & SR. TECH SOLO FINALS, & FREE COMBINATION FINALS

SR. TEAM TECH FINALS

12 & UNDER DUET FINALS

12 & UNDER MIXED DUET FINALS

13 - 15 DUET FINALS

13 - 15 MIXED DUET FINALS

JUNIOR DUET FINALS

JUNIOR MIXED DUET FINALS

SENIOR DUET FREE FINALS

SENIOR MIXED DUET FREE FINALS

AWARDS FOR DUETS & SR. TEAM TECH FINALS

MUSIC PRACTICE FOR COMBO DURING LUNCH BREAK

12 & UNDER SOLO FINALS

13-15 SOLO FINALS

SR. TECH SOLO FINALS

AWARDS FOR SOLO FINALS

FREE COMBINATION FINALS

AWARDS FOR FREE COMBINATION FINALS

COMP DAY 4: JUNIOR SOLO & SR. SOLO FREE FINALS, & ALL TEAM FINALS

JUNIOR SOLO FINALS

SENIOR FREE SOLO FINALS

12 & UNDER TEAM FINALS

13-15 TEAM FINALS

JUNIOR TEAM FINALS

SENIOR TEAM FREE FINALS

COACH AND JUDGE DEBRIEF

CLOSING PARTY

8.0 PRACTICE ORGANIZATION

******When possible, the pool will open 20 minutes prior to the first training or warm-up session for poolside stretching and activation.

8.1 FIGURE PRACTICE:

1. During Music Training: Figure practice permitted in warm-up pool. May be permitted on the sides of competition pool during another Federation's music practice if permission is granted by the practicing Federation.
2. Figure warm-up on Competition day for each age group:
 - a. 30 minute lap warm-up prior to assigned figure warm-up time
 - b. 20-30 minute figure warm-up in competition pool prior to competition
 - c. Once figure competition has begun for a particular age group, there will be no further figure practice for those competitors. Age groups competing later in the day may be permitted to practice figures in the warm-up pool, if athletes remain quiet and do not disturb the competition.
 - d. Allow 10 to 15 minutes to clear the pool prior to figure competition
3. Host organization will provide 2 figure markers for the designated panels during figure warm-up prior to competition. One will be placed in the middle of the panel and one from the end to ensure proper athlete line up.

8.2 ROUTINE PRACTICE:

1. Music practice, Day One: The overall schedule should be determined based on the following considerations:
 - a. Facility space
 - b. Total number of hours available for music practice time
 - c. Number and type of routines entered by each Federation
2. Ensure that the designated line/marker to begin the timing of walk-ons is identified or in place for routine practice.
3. In general, allow more music time for teams, then duets and then solos.

4. On competition day, allow 30 minutes of lap swimming prior to the first event in the morning. If there is a separate practice pool, lap swimming for subsequent events should be done there. Routine practice without music is allowable in the separate practice pool if there is no disruption to judges or competing athletes (no banging, tapping or underwater beeping or noise of any kind).
5. For official warm-up prior to competition, allow 15 minutes of open pool spacing in the competition pool to be shared by all competitors for that event/age group.
6. For Team warm-ups: Teams will be assigned 3-4 spaces in the pool and on a signal from an official (whistle) rotate every 5 minutes to occupy each of the spaces. This will allow each team time in deep water for lifts, and to perform walk-ons, deck work and dive-ins.
7. If time permits on Free Combination competition day, allow each Free Combination routine music time run through in order of draw.

9.0 UANA PAN AMERICAN SYNCHRO CHAMPIONSHIPS AWARDS and CEREMONIES PROTOCOL

- 9.0.1 All participants - athletes, coaches, judges, team leaders and head of delegations receive a personalized UANA Certificate of Participation.
- 9.0.2 1st, 2nd and 3rd place winners of the Figures and all Final Events receive a medal. Only one entry per Federation in every event except Figures is eligible for a medal. The Senior Technical and Free routine competitions are separate events.
- 9.0.3 Medals are also awarded to listed reserves.
- 9.0.4 The High Point Trophy is awarded to the federation in each category (12 & Under, 13-15, Junior and Senior) with the highest score.
- 9.0.5 The Overall High Point Trophy is awarded to the Federation with the highest score across all categories including all Senior and Mixed Duet events.
- 9.0.6 The High Point Trophies calculation is as per FINA GR 9.8.5. In addition, the Mixed Duet point values will be the same as the Duet point values. The High Point Trophies will be presented at the Closing Ceremonies or Closing party.
- 9.0.7 UANA provides the certificate template; the host federation/club personalizes and prints them.
- 9.0.8 The host federation/club provides the medals and trophies.
- 9.0.9 Medal ceremonies are scheduled within the program; they may be for one or more categories at a time.
- 9.0.10 Athletes are to wear their federation/club jacket and footwear at a minimum
- 9.0.11 The medals are presented in reverse order - 3rd, 2nd then 1st.
- 9.0.12 The National Anthem of the winner will be played.

- 9.0.13 The TASC will confer with the host federation/club on who will present the medals to the athletes.
- 9.0.14 Where former Olympians are present at the championships, they can be asked to present medals in conjunction with a TASC member and/or another nominee of the host federation/club.
- 9.0.15 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.
- 9.0.16 Athletes will pose for photos after the National Anthem of the winner is played.

9.1 The UANA Pan American Synchronized Swimming Championships Athletes and Judges Oath:

Athletes: “ In the name of all the competitors I promise that we shall take part in these UANA Pan American Synchronized Swimming Championships, respecting and abiding by the rules which govern them, committing ourselves to a sport without doping and without drugs, in the true spirit of sportsmanship, for the glory of sport and the honour of our teams. ”

Judges: “ In the name of all the judges and officials, I promise that we shall officiate in these UANA Pan American Synchronized Swimming Championships, with complete impartiality, respecting and abiding by the rules which govern them in the true spirit of sportsmanship. ”

Appendix 1 SAMPLE SCHEDULE AND SCRIPT FOR ANNOUNCERS (English Version)

Introduction

This guide is designed to help announcers working at the UANA Artistic Swimming Championship and those planning championships.

All announcements should be in both UANA official languages (Spanish and English). Timings should be adjusted to allow for duration of parades and award presentations.

8:00am-8:30am Open pool lap swimming
Judges panel review for solos
12 & under Solo Preliminary Warmup

8:30am-8:45am

8:30am *Swimmers and Coaches. There will now commence in the main competition pool, an open 15 minute warmup WITHOUT MUSIC for all 12 & under Solo Competitors. Warm up will end in 15 minutes*

8:40am *The warm-up will end in 5 minutes.*

8:45am *Swimmers and coaches, the warm-up is over. Please clear the pool and those taking part in the preliminaries of the 12 & under solo, please go to the marshalling area. Officials please go to the marshalling area.*

Opening of the Session

8:45am Anthem music plays

8:45am *Good morning Ladies and Gentlemen and welcome to San Juan 2016 UANA Pan Am Artistic Swimming Championships. This morning's competition is the preliminary rounds of the Solo Competition for all ages beginning with the 12 & Under age group.*

8:46am *Ladies and Gentlemen please welcome the officials for this morning. Music Plays and Officials march in.*

The Commission members are:

Technical Artistic Swimming Committee Chairperson;

- Technical Artistic Swimming Committee Secretary,*

and

- UANA Executive Committee Member and Artistic Swimming Liaison,*

FINA Evaluator:

The Chief Referee this morning is [name]

The Assistant Referee is [name]

The Execution judges are:

- Judge number one [name]*
- Judge number two [name]*
- Judge number three [name]*
- Judge number four [name]*
- Judge number five [name]*

The Artistic Impression/Impression judges are:

- *Judge number one [name]*
- *Judge number two [name]*
- *Judge number three [name]*
- *Judge number four [name]*
- *Judge number five [name]*

The Difficulty judges are:

- *Judge number one [name]*
- *Judge number two [name]*
- *Judge number three [name]*
- *Judge number four [name]*
- *Judge number five [name]*

12 & under Solo Preliminary Competition

8:50am-10:00am

8:50am *Announce the start of the Competition by name. Announce the pre-swimmers for this event by number.*

Swimmer(s) take up their positions on the stage

On the Referee's whistle the music starts and the pre-swimmer routine is performed. At the end of the routine the end of the routine the swimmer leaves the water

Announce the pre-swimmers name, club/federation and coach as they swim off

8:53am *Call for the judges scores to be flashed on signal from the Referee. Announce the panel (i.e. Execution, read the scores, then do the same for each of the other 2 panels*

8:55am ***The Official Competition***

9:00am *Referee signals that all is ready to start*

9:00am *Competitor number 1*

9:04am *Scores for Competitor number 1 will be announced following Competitor number 2.*

9:05am *Competitor number 2 swims, announce their name(s), club/federation and coach as they swim off*

9:09am *The unofficial scores for Competitor number 1 are:
for Execution [give score]*

for Artistic Impression/Impression [give score]

for Difficulty/Elements [give score]

The unofficial Routine score is [give score to be carried forward into the next round]. Please remember all scores are UNOFFICIAL.

9:10 am *Competitor number 3, etc....*

After giving the score for the last routine

9:55am *That concludes the 12 & Under Solo Preliminaries; the unofficial results are now displayed on the scoreboard. The final is on [day] at [time]. Thank you judges, you may leave your seats.*

13-15 Solo Preliminary Warmup

10:00am-10:15am

10:00am Swimmers and Coaches. There will now commence in the main competition pool, an open 15 minute warm-up **WITHOUT MUSIC** for all 12 & under Solo Competitors. Warm-up will end in 15 minutes

10:10am The warm-up will end in 5 minutes.

10:15 Swimmers and coaches, the warm-up is over. Please clear the pool and those taking part in the preliminaries of the 13-15solo, please go to the marshalling area. Officials please return to your posts.

13 - 15 Solo Preliminary Competition

10:20-11:50 AM

10:20 Ladies and Gentlemen, welcome to the 13 - 15 Solo event.

10:21 Pre-swimmer number 1

Swimmer(s) take up their positions on the stage

On the Referee's whistle the music starts and the pre-swimmer routine is performed.

At the end of the routine the end of the routine the swimmer leaves the water

Announce the pre-swimmers name, club/federation and coach as they swim off

10:25 Call for the judges scores to be flashed on signal from the Referee. Announce the panel (i.e. Execution, read the scores, then do the same for each of the other 2 panels

The Official Competition

10:30 Referee signals that all is ready to start

10:30 Competitor number 1.

10:34 Marks for Competitor number 1 will be announced following Competitor number 2.

10:35 Competitor number 2.

10:39 The unofficial scores for Competitor number 1 are:

for Execution, [give score]

Artistic Impression/Impression [give score]

for Difficulty/Elements [give score]

The unofficial Routine score is [give score to be carried forward into the next round].

Please remember all scores are UNOFFICIAL.

10:40 Competitor number 3 etc....

After giving the score for the last routine

11:45 That concludes the 13-15 Solo Preliminaries ;the unofficial results are now displayed on the scoreboard. The final is on [day] at [time].

11:55am-12:10 noon Junior solo warm up (no music 15 minutes)

12:15- 1:45 PM Junior Solo competition

Closure of Session

13:45 That concludes the Solo Preliminaries; the unofficial results are now displayed on the scoreboard. The final is on [day] at [time]
Please join us in thanking the officials for their work this morning as they leave the poolside.

Thank you for joining us this morning Ladies and Gentlemen; we hope that you've enjoyed it. The next session of the synchronized swimming competition is this afternoon/tomorrow at [time]

There will be a managers meeting and the draw for Solo finals at 14:00 (2:00 P.M.)

Anthem plays

2:00pm-3:00pm Lunch Break

Team competition (PRELIMINARIES) all age groups.

2:30pm-3:00 pm Lap swimming

3:00pm-3:30pm 12 & under open team practice (30 minutes - no music)

Judges panel review for teams

3:35pm-4:15pm 12 & under team competition

4:20pm-4:50pm 13-15 open team practice (30 minutes - no music) and
judge break

4:55pm-5:45pm 13-15 team competition

5:45pm-6:15pm Junior team warm-up (30 minutes - no music) and judge break

6:20pm-7:05pm Junior team competition

7:20pm DRAW FOR TEAM FINALS

FINALS SCRIPT

Pre-swimmers and competitors take part in a Parade of Athletes; to be announced by name, club/federation

Competition Begins: pre-swimmers and competitors announced by Competitor number and their name

Swim off: recognized by Competitor number, name, club/federation and coach

Score Announcement:

