



COMPETITION INFO PACKAGE

Hosted by

**NATATION
ARTISTIQUE
QUEBEC***

In partnership with

**ONTARIO*
ARTISTIC
SWIMMING**

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01

GENERAL
INFORMATION

Event Dates	Tuesday, July 16, 2024 - Saturday, July 20, 2024
Entry Deadline	Thursday, June 13, 2024
Venue	Centre sportif de Gatineau 850 Bd de la Gappe, Gatineau, Qc, J8T 7T7
Host	Natation Artistique Québec
NAO Contact	Registration & Regulation: Ève Turgeon 12 and Under camp: Marianne Cabana Logistics : Laurence Cayouette
Events	<ul style="list-style-type: none"> • 11-12 - Figures, Solo, Male Solo, Duet, Mixed Duet, Team • Youth - Figures, Solo, Male Solo, Duet, Mixed Duet, Team, Free Combination • Open - Acrobatic Team • Adapted - Figures, Solo, Duet, Team • Junior -Tech Solo, Free Solo, Tech Duet, Free Duet, Tech team, Free team • Mixed Ability - Duet, Team
Rules	This competition will be held under Canada Artistic Swimming Rules.
Byes	Byes are not required for this event. If a selection process takes place for international competitions, only <u>registered provincial teams</u> will be eligible for this selection process.
Scratches	Scratches may be submitted digitally until the start of the competition. To submit a scratch, click here . Once the competition has begun, scratches must be made on deck at the scoring table.
Officials	Each team must submit in the registration form the name of a Level 3 or higher judge, as well as a Technical Controller certified by Canada Artistic Swimming. The officials must be available for the duration of the event. Questions asked in the registration form: <ul style="list-style-type: none"> • Full name • Level of Judge of TC • Arrival date and departure date

	<ul style="list-style-type: none"> • Transportation method • Food restrictions
Coaches	<p>Each province is responsible for the coach's eligibility, certification, and background check (must be done within the last five years).</p> <p>Minimum certification allowed: Introduction to competition - certified</p>
Pool size	<p>Competition Pool: 25m (8 lanes) 2 to 5m deep</p> <p>Warmup Pool: 25m (8 lanes), 1.35m to 5m deep</p>
Coach card submission	<p>All coach cards must be uploaded to Dropbox using your club's Dropbox folder before <u>Thursday, July 11 at 12 pm EST.</u></p> <p>All these coach cards will be imported into the scoring system and considered final, except in the 3 cases below:</p> <ol style="list-style-type: none"> 1. Medical Issue Clubs / provinces / federations who need to change a coach card because of a medical issue that prevents them from performing a routine as per submitted coach card will be allowed to change their coach card up to 2 hours before the start of a session (event blocks will be considered one session). These changes will need to be approved by the event Chief Referee. 2. Changes between Prelims and Final In the event of prelims and finals at SYNC, clubs / provinces / federations will be allowed to change their coach cards between prelims and finals. The coach card has to be submitted no later than 20:00 the night before an event. 3. Last resort desperation move Clubs / provinces / federations who want to change coach cards for reasons other than the 2 above will be allowed to do so no later than 20:00 the night before an event but will need to pay a \$100 fine to do so. <p>New coach cards will always need to be submitted by email to Ève Turgeon in any of these instances. Confirmation of submission will be provided by email reply.</p>
Figure Draws	<p>11-12 athletes will compete two (2) figures at this event. These figures will be comprised of one (1) compulsory figure, and one (1) optional group figure drawn at random.</p>

	<p>Draw for figures will take place on July 11th, 2024.</p> <p>Adapted athletes will compete two (2) figures at this event, comprised of one group drawn at random. One group will be selected for all Adapted levels.</p> <p>Draw for figures will take place on July 11th, 2024.</p> <p>Youth athlete will compete two (2) figures at this event.</p> <ol style="list-style-type: none"> 1. Draw for Group A, B or C will take place on July 11th, 2024. 2. Draw for Group # will take place on July 15th, 2024. <p><i>*All athletes will compete the same 2 figures</i></p> <p><i>**Draw results will be on Sportity</i></p>
<p>Dropbox acces</p>	<p>Following registration, Dropbox folders will be shared with each participating delegation and clubs to submit their coach cards.</p> <p>During the completion of the online registration form, please take time to note the email address to whom we will send the Dropbox fill to.</p>
<p>Gelling</p>	<p>This will be a gelled meet.</p> <p>More information on putting on and taking off gelatin at the pool will follow.</p>
<p>11-12 camp</p>	<p>There will be a camp for 11-12 years old athletes on July 20 and 21.</p> <p>More information is available in the camp info package and on the event page.</p> <p>The cost of the camp is \$350.</p>

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REGISTRATION, FEES & PAYMENT

Entry Deadline	Thursday, June 13, 2024
Entry Submission Information	<p>Clubs, provinces, and federations must complete the following steps to fully register for SYNC 2024:</p> <ol style="list-style-type: none"> 1. Submit you Excel registration booklet (see event page – coming soon). 2. Complete the Online Registration Form wich will provide registration fees (hotel, transportation, etc.) Link coming soon. 3. Submit the total payment to NAQ using the methods below no later than 10 days following registration (June 23, 2024). 4. Each PTSO will be responsible to confirm the registration in good standing of their members attending the event.
Event Entry Fees	<p>Figures \$45.00 per entry</p> <p>Solo \$45.00 per routine</p> <p>Duet \$95.00 per routine</p> <p>Team \$175.00 per routine</p> <p>Combo/Acrobatic routine \$205.00 per routine</p>
Host Hotel	<p>The hotel booking will be made by NAQ and it is included in the fees. PTSO and clubs attending the competition cannot book their hotel room directly with the hotels.</p> <p>Holiday Inn Express & Suites Gatineau Ottawa <i>11 Impasse de la Gare-Talon, Gatineau, J0T 1B0</i></p> <p>Comfort Inn <i>630 boul. la Gappe, Gatineau, J8T 7S8</i></p> <p>Hôtel V <i>585 Boulevard La Gappe, Gatineau, J8T8N7</i></p> <p>Quality Inn & Suite <i>111 rue Bellehumeur, Gatineau, J8T6K5</i></p> <p>Rooms Two double beds room - \$ 225 One double bed & One pull out sofa - \$ 225</p>

<p>Competition Fees</p>	<p>Each athlete will be charged a competition fee of \$105 per day. Each coach or chaperone will be charged a competition fee of \$105 per day from Tuesday July 16th to Saturday July 20th.</p> <p>This competition daily fee includes:</p> <ul style="list-style-type: none"> • Bus transportation to and from the pool in the morning and in the evening • Breakfast (served at the hotel) and dinner (served at the pool) .
<p>Late Entries</p>	<p>Late entries or corrections to incomplete entries will be accepted beyond two weeks prior to the event start date, but will be subject to the following fines:</p> <p>2 weeks (14 days) prior to first event of the competition: \$50.00 per correction (to a maximum of \$500.00 per Club) Fines apply per figure event and/or per routine per event.</p> <p>Within 24 hours of the first event of the competition: \$100.00 per correction (to a maximum of \$500.00 per Club) Fines apply per figure event and/or per routine per event. <i>NAQ has the authority to refuse such a late entry if the number creates an issue on the competition schedule.</i></p>
<p>Entries Capacity</p>	<p>Solos, duets and mixed duets are limited to 2 entries for each age group by PTSO (Provincial federation) or club.</p> <p>If after registration closes, the maximum capacity has not been reached in those events, provinces/federations/clubs may be invited to add additional entries.</p> <p>For any events that are part of the CAS 2024 Selection Process (if process there is), provinces must indicate which entry they are putting forward for selection at time of registration.</p> <p>The maximum capacity for Adapted Ability events is 20 entries. If that capacity is exceeded, provinces/federations/clubs may be asked to limit their entries.</p>
<p>Payment Options</p>	<p>Entry payments must be received by Natation Artistique Québec no later than 10 days following the registration deadline (June 23, 2024)</p> <p>Payments can be received through two methods:</p> <p>1. Electronic Fund Transfers can be sent to finances@natationartistiquequebec.ca</p> <p>Question : Invoice number</p> <p>Answer : Sync2024</p>

	2. Bank transfer <u>Institution 815</u> <u>Transit 30015</u> <u>Folio 2050409</u>
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MUSIC SUBMISSION

Music Submission Deadline	<p>Routine music files must be received one week prior to the start of the competition, by <u>Tuesday, July 02, 2024</u>.</p> <p><u>\$50.00 per late submission of music files</u> will be charged (to a maximum of \$500.00 per Club)</p> <p>Please see Dropbox access section of the document for more information on how to submit music files.</p>
File Format	<p>Digital music will be used at this competition. There must be one digital file for each registered routine in an mp3 format. We strongly suggest that you leave a 2-3 second gap before the start of your music in your audio file.</p> <p>Coaches are asked to review each digital file for quality, timing and completeness before sending the file. Please ensure that volume is consistent throughout all cuts of music.</p>
Dropbox acces	<p>Following registration, Dropbox folders will be shared with each participating delegation and clubs to submit music files.</p> <p>During the completion of the online registration form, please take time to note the email address to whom we will send the Dropbox fill to.</p>
Labelling Conventions	<p>Music files must be labelled with the following information, separated by an underscored with NO blank spaces.</p> <ol style="list-style-type: none"> 1. Age group/Category 2. Event 3. Club/Province/Federation Call Letters 4. Athlete Last Name <p>For duets, use both last names. For teams, please use the first swimmer's last name by alphabetical order.</p> <p>For example: 11-12_Solo_NAQ_Cayouette Junior_TeamTech_NAQ_Turgeon Youth_Duet_NAQ_Dumais-Savard</p>

04 AWARDS

Figure Events	SYNC medals (Gold, Silver & Bronze) will be awarded to the top three figure scores in 11-12, Youth, and Adapted figure event categories.
Routine Events	<p>SYNC medals (Gold, Silver & Bronze) will be awarded to the top three championship scores in 11-12 and Youth.</p> <p>SYNC medals (Gold, Silver & Bronze) will be awarded to the top three routine scores for Junior, Adapted and Mixed Ability event categories.</p>

05 VOLUNTEER INFORMATION

Volunteering	<p>Volunteers will be needed to effectively run multiple aspects of the competition.</p> <p>If you are interested in volunteering for the meet, please contact Logistics: Laurence Cayouette</p>
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06 MÉDIA & COMMUNICATION

Communications	Competition information, registration details, schedules and results will be made available on the NAQ website .
Sportity	<p>Information such as schedule, start lists, etc. will be available on the Sportity application.</p> <p>Here is the password for the event: TBD</p>
Language Policy	All official information and correspondence will be provided in French and English.
Streaming	Please note that this competition will not be recorded or streamed live.
Event Photography	<p>All athletes can be photographed and videotaped during the event. Photos and/or videos may be made public without direct authorization from parents or clubs.</p> <p>A photograph will be working with NAQ for this event as NAQ's official photographer. Photos will be available for viewing and</p>

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ADDITIONAL INFORMATION

	<p>purchasing on the photographers website after the event is over.</p> <p>During events, flash photography is prohibited.</p>
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Accommodation Requests	Accommodation requests may be submitted for Athletes, Coaches, Officials or Volunteers in need of additional support at this competition. To submit a request, click here .
Accessibility Coordinator	The accessibility coordinator for this meet will be Laurence Cayouette
Transportation	Transportation between the hotel and the pool will be provided in the morning and the evening during certain specific periods. To be specified.
Meals	<p>Breakfast and dinner will be provided for participating athletes and coaches/chaperones that pay the competition fees.</p> <p>Lunch will be the responsibility of participating clubs, federations or individuals.</p>
Raffle baskets	There will be no basket to be raffled in this edition of SYNC.
Event tickets	<p>For spectators (ages of 13 and more):</p> <ul style="list-style-type: none"> • Full week of competition :40 \$ • One day: 12 \$ • Saturday (half day): 8 \$