



NZCAF

2026/27 COMPETITION INFORMATION AND GUIDELINES

Applies to all NZCAF Sanctioned Competitions, including;
The National Schools Aerobics Competitions (NSAC)

Published February 2026

Changes from previous revisions are highlighted

PART 1 – GENERAL INFORMATION	3
1.1 New Zealand Competitive Aerobics Federation (NZCAF)	3
1.1.1 Mission Statement	3
1.2 Event Organisers	3
1.3 Event Dates and Venues	3
PART 2 – COMPETITION INFORMATION	4
2.1 Qualifying Regions	4
2.1.1 Regional Competitions	4
2.1.2 Competing outside your region	4
2.2 Rounds of Competition	4
2.2.1 Regional Finals	4
2.2.2 Announcement of results and finalists	4
2.3 Qualifying for National Events	5
2.3.1 Reconsideration of Selection	5
2.3.2 Qualifying out of region	5
2.4 Competition Order	5
2.4.1 Performance Times	5
2.4.2 Requests for changes	6
Part 3 - Entry Protocols	7
3.1 Membership to NZCAF	7
3.2 Affiliation and Representation	7
3.2.1 Club affiliation	7
3.2.2 School Requirements	7
3.2.3 Club requirements	7
3.3 Code of Conduct	8
3.3.1 Sportsmanship and inclusion	8
3.3.2 The NZCAF Code of Conduct	8
3.5 Entry requirements	9
3.5.1 Entry forms	9
3.5.2 Cut off dates	9
3.5.2 Late entry	9
3.5.3 Late submissions (Music, skills lists, waivers and profile forms)	10
3.5.4 Submission changes (Music and skills lists)	10
3.5.4 Late payments	10
3.5.5 No pay no play	10
3.6 Withdrawals	10
3.6.1 Refunds	10
3.7 Team changes or substitutions	10
3.7.1 Regional Events	10
3.7.2 National Events	10
PART 4 – COMPETITION REQUIREMENTS	12
4.1 Performance Music	12
4.2 FRFs (Skills Lists)	12
4.3 Entering and Leaving the Stage	12
4.3.1 Performance Time	12
4.4 False Start / Interruption	13
4.5 Medical Attention	13
4.6 Sponsors Logos	13

PART 1 – GENERAL INFORMATION

These guidelines are designed to assist you when entering a NZCAF sanctioned competition. These Guidelines supersede any other NZCAF Rules and Guidelines.

If at any time you are not sure about anything, please contact any of the event organisers or committee members listed on the NZCAF Website (<http://www.nzcaf.org.nz>). Your query will be directed to the relevant person for answering and if appropriate a written response provided.

1.1 New Zealand Competitive Aerobics Federation (NZCAF)

The National School Aerobic Championships (NSAC) is sanctioned by the New Zealand Competitive Aerobic Federation and judged under the NZCAF Technical Regulations.

1.1.1 Mission Statement

As the national governing body for sports aerobics NZCAF is dedicated to the development, promotion and regulation of activities in sports aerobics. This is achieved by promoting fair and equitable rules and procedures while fostering the growth of sports aerobics as a tool for encouraging active lifestyles. NZCAF's focus is on engaging people at all levels, using aerobics to develop fitness, confidence, and a lifelong love of movement. Through inclusive and accessible programs, we aim to integrate aerobics into schools, empowering young people to embrace physical activity in a fun and supportive environment.

A copy of the NZCAF Constitution can be viewed at the NZCAF website <http://www.nzcaf.com>

1.2 Event Organisers

Each event organiser is appointed by the NZCAF Executive committee, and must adhere to the rules and guidance of the executive.

Event organisers are financially separate from NZCAF.

1.3 Event Dates and Venues

An event calendar for the year's events will be made available at the beginning of term 1, and published on the NZCAF website <http://www.nzcaf.com>.

Competition venues are chosen based on several factors; availability, stage size, capacity, and cost.

The established NSAC season falls from July/August through September. Dates are set by considering availability of suitable venues, officials and event organisers.

PART 2 – COMPETITION INFORMATION

2.1 Qualifying Regions

Southland	Queenstown lakes district, Gore south
Otago	Gore north to Timaru
Christchurch	Timaru north
Wellington	New Plymouth south, including Central North Island
Eastern	Hastings north to Rotorua, including Taupo
Auckland	Tauranga & Waikato north

If you are unsure about which region to enter under, please contact the current NZCAF President. Contact details are available on the NZCAF website (<http://www.nzcaf.org.nz>).

2.1.1 Regional Competitions

Regional Competitions take place in Wellington, Christchurch, Otago and Southland.

Where a regional competition is not held in their qualifying region, competitors must apply to the NZCAF Technical Committee to determine which competition they should attend.

2.1.2 Competing outside your region

If you need to compete outside your region, you must contact the NZCAF Technical Committee for approval. The NZCAF Technical Committee will notify the regional organiser.

Competitors from outside of the region are not able to win a Regional title.

2.2 Rounds of Competition

The number of rounds of competition held will be decided by the Regional Head Judge when preparing the event timetable.

Example rounds of competition:

- Preliminary (Elimination round) * all competitors/teams
- Heats: remaining competitors/teams
- Finals: top 5 competitors/teams

Note

2.2.1 Regional Finals

Where a heats round has been held, a maximum of 5 in each category will go forward to the final of the regional event. The Regional Head Judge may elect to take more, and there are exemptions where competitors/teams are competing outside their region – see section '2.1 Qualifying Regions'.

Note: In FISAF categories 6 routines will go forward to the Finals round.

2.2.2 Announcement of results and finalists

Between rounds of competition in an event, the names of those moving forward to the next round will be released.

No rankings or scores are released between rounds.

Rankings will be released to the NZCAF website after the conclusion of the event for Heats and Finals rounds only. Due to operational reasons this may take up to 10 working days.

From 2026

- Judges' scores will not be published for NZCAF Novice and Open categories.
- Rankings will not be released for any Preliminary rounds if held.

2.3 Qualifying for National Events

To be eligible to compete at the National event, you will have placed as follows, in the final of your regional event:

- 1-5 competitors/teams in your category: top 3 to compete at National event
- 6-9 competitors/teams in your category: top 4 to compete at National event
- 10+ competitors/teams in your category: top 5 to compete at National event

The numbers stated above are the minimum that will be allowed to go to the National event. The Regional Head Judge has the ability to allow more to go through to the National event if the ability level is deemed appropriate.

Qualification for National Events is tied to the competitor/team who competed at the qualification event.

In the event that a competitor/team moves schools or clubs, they are still qualified to attend the National Event.

Where a competitor or part of a team moves schools, or leaves school, between qualification event and National Event, the competitor(s) must contact the NZCAF Technical Committee prior to the event to confirm their qualification status.

2.3.1 Reconsideration of Selection

Where an athlete is not selected to attend the National event, a request for reconsideration may be lodged with the National Head Judge.

This must be lodged in writing (to the National Head Judge) and received no later than 1 week following the Regional event. The National Head Judge's decision is final once made, and no further correspondence will be entered into.

2.3.2 Qualifying out of region

Coaches must complete an 'Out of region qualification application form', found on the NZCAF website, no later than one week before entries close for the local competition, or the competition they wish to qualify at - whichever is earlier.

Applications received after this time will only be considered where there are unforeseen or extraordinary circumstances.

Individual competitors or teams who have been successful in the above application process will be considered for qualification by the event judging panels.

Qualification will be determined by comparing the achieved scores to those who have qualified in the corresponding category from the local regional competition.

If successful, the athlete / team will be informed at the conclusion of the local regional competition.

2.4 Competition Order

The order will be randomly drawn by the event organiser and you will be given the order prior to the competition. Finals order may be shuffled depending on the tabulation system used by the organiser.

2.4.1 Performance Times

The timetable run order will be arranged to allow the time between competitors routines and rounds of competition. This is to ensure safety, but also efficient event management and operations.

The amount of time allowed will depend on the size of competition, and what allowances can be made to benefit the majority of competitors.

When entering multiple categories, competitors and coaches must be aware that this may limit the time between routines.

2.4.2 Requests for changes

In general, requests for changes to performance order of competitors or categories will not be considered.

Event Organisers may accommodate requests in extenuating circumstances, but this is at the discretion of the Event Organiser and Event Head Judge. Requests must be received in writing no less than two weeks prior to the event.

Part 3 - Entry Protocols

3.1 Membership to NZCAF

Competitors wishing to enter NSAC events must be current financial members of the New Zealand Competitive Aerobics Federation.

Coaches who train competitors entering into NSAC events must also be current financial members of the New Zealand Competitive Aerobics Federation.

3.2 Affiliation and Representation

Competitors entering into Novice and Open categories at NSAC events

- must currently be attending a New Zealand school
- represent their school, and do so at the discretion of the school's leadership team.
- may be affiliated with independent clubs

3.2.1 Club affiliation

Clubs who enter competitors into NSAC events are not affiliated to NZCAF as an organisation, and are financially and operationally independent. Clubs and their coaches must not represent the club as belonging to, representatives of, or officials of NSAC or NZCAF.

3.2.2 School Requirements

All schools whose students compete at NSAC events must be registered with NZCAF by completing the stipulated registration forms.

School registration requires a registered contact who is a current employee of the school. Note: This is required even if the school does not directly manage registrations. This contact may be used by NZCAF event organisers or committee members to escalate any concerns or queries relating to a competitors entries or conduct.

School based coaches and managers are required to be financial members of the New Zealand Competitive Aerobics Federation. Where the individual is a registered teacher, the membership fee will be waived.

3.2.3 Club requirements

Clubs wishing to enter competitors must

- be registered with NZCAF by completing the stipulated registration forms.
- have notified the school of any student affiliated to their club, who they intend to enter into NSAC events.

Club based coaches and managers are required to be financial members of the New Zealand Competitive Aerobics Federation.

Clubs may not prevent a competitor from participating in an NSAC event. For example if a competitor leaves their club, or wishes to enter an NSAC event independently.

Schools may choose to stipulate specific policies or processes which students at clubs, and/or clubs training their students, must adhere to. This arrangement is independent of NZCAF, however NZCAF Event organisers and committees will support and follow the guidance and direction of schools in relation to these policies and processes when necessary.

3.3 Code of Conduct

All individuals participating in NSAC events and activities agree to abide by the NZCAF code of conduct. This includes, but is not limited to competitors, coaches, teachers in charge, clubs, their staff and supporters.

NZCAF officials and administrators have absolute discretion regarding the implementation, regulation and enforcement of the code of conduct.

A breach of the code of conduct may result in entry for an individual or group being removed, and/or restrictions placed on the individual or group's ability to attend NZCAF events.

3.3.1 Sportsmanship and inclusion

The Code of Conduct serves as a foundational guide; however, it cannot detail every potential situation.

Athletes, coaches, supporters, and administrators are required to behave in a manner that upholds sportsmanship, and promotes inclusion. This extends to all forms of communication and conduct, encompassing in-person behaviour, written correspondence, social media activity, and group agreements like club/school policies and contracts.

Any actions by an athlete, coach, school, or club representative that is deemed by NZCAF to negatively affect an individual or restrict participation will be deemed a violation of this code. Such a violation may lead to the individual or group being barred from future involvement in NZCAF activities.

3.3.2 The NZCAF Code of Conduct

Be a positive role model for the sport and athletes

- Ensure all those attending the event have a positive experience.

Maintain a high standard of integrity

- Operate within the rules of the sport and in the spirit of fair play, while encouraging your athletes to do the same.
- Be honest throughout the course of the competition, including in all dealings with coaches and competition officials

Respect the outcomes of competition

- Treat the decisions of officials with respect and courtesy, raising any questions or protests through the official channels after the conclusion of the event.
- Show humility and sportsmanship.
- Coaches should actively discourage unsportsmanlike behaviour by any participant, including athletes, coaches, parents and other spectators. Schools and clubs are responsible for the conduct of their athletes, parents/carers of athletes, coaches, and supporters.

Be professional

In all interactions with others;

- Display high standards in your language and manner, showing courtesy, respect, honesty, dignity and professionalism to all involved within the sphere of sport – this includes athletes, coaches, officials, administrators, parents and spectators.
- Care for and treat with respect, all an equipment and facilities used during the course of the competition

Respect the rights, dignity and worth of every individual

- Treat everyone equally regardless of sex, disability, ethnic origin or religion. Respect the talent, development stage and goals of each athlete in order to reach their full potential.

Protect athletes safety

- Contribute to a safe sporting environment, and a culture that is accepting and respectful of individual differences and free from all forms of harassment.
- Place the welfare and safety of the athletes above all else, and display empathy and act with care towards all athletes who may be sick or injured.
- Any physical contact with athletes should be appropriate to the situation and necessary for the athlete's skill development.
- Be alert to any forms of abuse directed towards athletes and/or event attendees, and raise it to the attention of event officials immediately.

Safety, in the context of this code of conduct, includes physical and emotional safety and wellbeing, which may be affected by actions conducted in a physical sense as well as through written and electronic means (including social media).

Support a safe, well managed event

- Work with administrators and officials to support a safe, managed, and successful event.
- Follow the directions of officials and administrators, taking action immediately when asked to do so by any officials or administrators.

3.5 Entry requirements

3.5.1 Entry forms

All entries to NSAC must be made through the official entry forms. These will be made available on the NZCAF website during term 1 of the NZ school year.

It is the requirement of the individual submitting the entry form to check that the entry and competitor(s) meet the relevant category requirements e.g. competitor age/year group, or team size.

Entries found to be incorrect may be adjusted by the Event Organiser or Head Judge at any time, including during the event.

3.5.2 Cut off dates

Each event will operate cut off dates for entries, music, skill lists, waivers and payments.

For example;

- Payments are due 14 days after entry is submitted
- Entries close 4 weeks prior to the event
- Submissions (Music, skills lists, waivers and profile forms) close 3 weeks prior to the event

Note, the timing may be adjusted due to operational requirements for a specific event.

These dates will be published on the NZCAF website.

3.5.2 Late entry

Late entries will only be accepted if the event has capacity, and organisational requirements allow. Late entries are accepted at the discretion of the event organiser.

Where a late registration is accepted;

- A late fee of \$5 per competitor, per entry, will be applied for all registrations received after the published cut off date.
- Payment will be due within 2 days of registration.

3.5.3 Late submissions (Music, skills lists, waivers and profile forms)

A late fee of \$5 per item will be charged for submissions (Music or skills list) which are not received by the specified cut off date.

3.5.4 Submission changes (Music and skills lists)

Submitted music or skills lists may be changed by contacting the event organiser up until 7 days prior to the event.

A change fee of \$5 per item may be applied. This is at the discretion of the event organiser.

3.5.4 Late payments

A 10% late fee will be applied when payment is not received by the events specified cut off date.

3.5.5 No pay no play

All payments, and applicable late fees, must be received prior to the event taking place.

Failure to do so may result in competitors being unable to participate. This is at the discretion of the Event Organiser.

3.6 Withdrawals

Withdrawals after entries have closed will not be refunded, and any outstanding fees will still be payable.

Compassionate consideration will be given to withdrawals due to illness. A medical certificate may be requested.

3.6.1 Refunds

Any Refunds will be processed within 10 working days after the conclusion of the event.

3.7 Team changes or substitutions

NOTE: This section applies to Teams categories only.

3.7.1 Regional Events

For circumstances beyond control of the competitor(s), changes or substitutions to team/crew entries may be made up to twenty-four (24) hours prior to the heats round. Such circumstances must be submitted in writing and approved by the Regional Head Judge.

Teams may reduce their numbers without making a submission as long as they still meet the minimum requirements for the category.

Example: A team of 3 enters a category which has a requirement of 2-4 members. One athlete gets sick the night before the competition and can not compete. The team can still compete with 2 competitors, and is not required to make a submission.

3.7.2 National Events

Where a team has qualified for the national competition, changes or substitutions to entries must be approved by the National Head Judge.

You can change up to 50% of a team/crew.

Examples

- A team of two can not substitute or drop any team members.
- A team of four can substitute or drop one team member.
- A team of four can not substitute or drop two or more team members.
- A team of three can substitute one team member, remaining a team of three.
- A team of three can drop one team member, becoming a team of two.

The size of the team/crew can not be increased between regionals and nationals.

Requests must be submitted in writing and approved prior to the cut off for entries.

PART 4 – COMPETITION REQUIREMENTS

4.1 Performance Music

- All competitors/teams must bring a digital copy (e.g. on USB stick or iPod) to the competition in case of theft, loss or damage.
- The responsibility rests solely with the coach and the competitor/team to verify the length of their music meets the performance time requirements of their category, prior to the competition.
- Music may not be changed between rounds of a competition (e.g. heats and finals). The track submitted during entry is the track which will be played by the event technician, and coaches are responsible for ensuring the correct track is uploaded.
- Music containing bad language will not be accepted.

Failure to meet these requirements and/or the requirements of the category will result in the judging panel penalising the routine.

- A minor error would result in the Artistic Judge dropping the routine 1 ranking.

Examples of minor errors:

- Track length is +/- 5 seconds from the category requirements
- Music contains bad language.

- A major error would result in the competitor/team not being allowed to progress to the final round.

Examples of major errors:

- Track length is +/- 6 seconds from the category requirements

The application of these penalties are at the discretion of the event Head Judge and the Head Judges decision is final.

4.2 FRFs (Skills Lists)

The responsibility rests solely with the coach and the competitor/team to verify the submitted FRF meets the Technical Regulations for the category.

FRFs may not be changed between rounds of a competition (e.g. heats and finals). The file submitted during entry is the file which judges will use when judging the routine., and coaches are responsible for ensuring the correct file is uploaded.

From 2026

- Skills Lists (FRFs) are required for all NZCAF Open categories.

FRFs must be submitted to Event Organisers using the relevant events online forms. Two formats are required; both FRF. Format & PDF. Format.

4.3 Entering and Leaving the Stage

After a competitor/team is introduced, they are to enter the performance area and promptly assume their starting position. The competitors/teams may briefly greet or acknowledge the audience prior to assuming their starting position and thank or acknowledge the audience before promptly exiting.

Competitors and coaches may only access the performance area with the explicit permission of the event organiser.

4.3.1 Performance Time

Competitors/teams must

- be in the correct warm up, backstage, side stage or other holding spaces as directed by the Event Organiser.

- exit any warm up, backstage, side stage or other holding spaces as directed by the Event Organiser.
- be ready to perform at the published and/or communicated times for their category/routine.

A timetable showing indicative times will be published ahead of the event, however due to operational reasons an event may run late or early. The Event Organiser will communicate any changes, but it is the responsibility of competitors and their coaches to stay up to date with the events progress to ensure.

4.4 False Start / Interruption

A false start is defined as:

1. A technical problem preventing commencement of a performance after the athlete/s have entered the stage
2. A technical problem preventing continuation of a performance once it has started

A false start/interruption is when the circumstances causing it are not within the competitors/teams control. This would include, but is not limited to, damage to the facility, failure of equipment or foreign objects on the stage. The decision as to whether the false start/interruption will be acceptable will be at the sole discretion of the Head Judge.

If it is deemed to be a false start/interruption then the competitors/teams will have the option of performing immediately or at the end of the category.

A routine that is not started, interrupted and not completed, due to the fault of the crew/athlete, is not considered as a false start/interruption. This would include but is not limited to; leaving the performance area before the routine is completed, falling down from a pair or team starting position. If not a false start/interruption, the competitors/teams will be disqualified.

4.5 Medical Attention

A medical professional or official will be on-site in the event of injury or illness. It is the responsibility of the athlete, coach or team administrator to report an athlete's injury or illness to the event organiser(s).

If at any time prior to or during competition an athlete is ill, injured, or his/her physical condition is at risk by competing, he/she may be declared ineligible to compete or disqualified from competing further. The competition organiser(s) reserves the right to withdraw any competitors/teams who appear to have such serious injury or medical condition.

Any medical condition which may put the competitors/teams or others at risk, must be brought to the attention of the event organiser as soon as possible.

The Head Judge reserves the right to request the submission of a physician's written authorisation for an athlete to compete.

The Head Judge reserves the right to limit a competitors/teams performance if they deem that a medical condition is present that poses a risk to the safety of the competitors/teams or others.

Medical apparatus such as casts or plastic or metal joint braces must not be worn during competition.

4.6 Sponsors Logos

Competition outfits may have one space for sponsors name or logo, which must be no bigger than 10cm by 10cm.

Waiver and Release Form

All competitors MUST submit a waiver in order to compete in NSAC Events.

One waiver will cover all events within the current competition year.

NZCAF and its Event Organisers acknowledge that the presence of signed waivers does not remove or transfer our legal obligation to discharge all duties of care we owe, including the duty to ensure that risks to health and safety are eliminated or minimised, so far as is reasonably practicable.

..... (Year) New Zealand Schools Aerobics Competition Series 'the Event'

which includes

- Kick Start Advanced
- Kick Start Novice
- NZCAF Regional Competitions
- NZCAF National Championships

I declare that:

1. I consent to becoming a member of the New Zealand Competitive Aerobics Federation, which is incorporated under the Incorporated Societies Act 2022.
2. My accepted entry into the Event will not be transferred to another entrant.
3. In the event of any 'act of God' conditions causing a cancellation of the Event, I agree that my total entry fee is not transferable or refundable.
4. I am in an appropriate physical condition to participate in the Event, given the known parameters of the Event (such as the length, time, physical demands and environmental context).
5. I have taken medical advice on any pre-existing medical conditions, and confirm that it is medically safe for me to participate in the Event.
6. I acknowledge that there are risks involved in the Event. I fully realise the dangers of participating in the Event, and fully assume the risks associated with my participation and my wellbeing and safety during and after the Event. I understand and acknowledge that the Event organisers (including all officials and event volunteers) provide no warranties, regarding my wellbeing and safety.
7. I understand and agree that situations may arise during the Event, which may be beyond the immediate control of the Event organisers (including all officials and event volunteers).
8. I will participate in the Event, in a manner that does not endanger either me or others.
9. I agree that to the extent permissible by law, the Event organisers (including all officials and event volunteers), the sponsors and other parties associated with the Event, have no liability to me whatsoever for any direct or indirect loss, (including, but not limited to injury or death) sustained by me during or in any way related to my participation in the Event.
10. I authorise the use of my name, voice, picture and information on this entry form in any broadcast, telecast, promotion, advertising, and in any other way, without payment to me or any other form of compensation.
11. I agree to comply with the rules, and regulations pertaining to the Event.
12. I agree to follow all reasonable safety instructions provided to me by the Event organisers, (including all officials and event volunteers) before, during and after the Event.
13. I consent to receiving medical treatment in the event of illness or injuries suffered during or immediately after the Event.

Name:.....

Signed:..... Date

(Signature of caregiver if individual is aged under 18)

Caregiver name (if applicable) :.....

How to use the FRF Software

FRFs must be completed in the FRF program available at <http://www.polarcz.com/frf/>

Note ; The software is updated each year. Ensure you have downloaded the latest version.

After downloading the FRF set up file, launch and run FRF.exe. This will install the software required.

Once this has completed, launch 'REGFisaf.exe'

Step 1. Fill in header

This is the information about the entry

You **must** complete

- Country
- Club
 - Enter School name, a forward slash ('/') then Club name. E.g. 'Avondale College / Aeronauts'
- Team
 - For teams; Enter the team's name e.g. 'Leaping Lizards. If not using a team name, list the competitors first names e.g. 'Anna, Bella and Cara'
 - For individuals, enter their full name.
- Coach name
- Email
- Choreographer

You are not required to enter a phone number.

If the athlete / team is self coached and/or choreographed, please enter their names in the fields provided.

Step 2 - Enter competitor names

Enter the first name, surname, and year of birth for each competitor. Age will automatically calculate - Note, this is the age they will turn this year.

Select 'Athlete' for each competitor.

Step 3 - Select class and category

Once you have entered all competitors for this entry

Click 'NZ' to select the NZ categories. The categories which fit the ages of your individual/team will be displayed.

Select the category.

Step 4 - music

Enter BPM

Do not complete any other fields in section

Step 5. Enter in athletes skills in boxes provided

Use green arrow/red lines to mark where your Quarters are 30 secs, 1 min, 1 min 30 secs.

Click on the arrow and drag it.

7. Save FRF in FRF.Format

Select File - Save as.

FRF is the default file type.

8. Save FRF in PDF. Format

Select Print > Technical elements for judge

Select Print Setup. Under printer - select 'Microsoft Print to PDF' and select OK

Select Print. You will see a 'Save as' dialog. Enter a name for the file and click save.