

Edmonton Aurora Synchronized Swim Club Parent Information Handbook

This handbook is designed to guide Aurora families through the sport of synchronized swimming by providing information, guidelines, and club policies.

The items presented in this handbook apply to all levels of swimmers unless otherwise specified. Please note that information in this handbook is subject to change: if there are any discrepancies between executive motions or coaches' decisions and what is stated in the handbook, the most recent executive motion will take precedence.

The Edmonton Aurora Synchronized Swim Club is committed to encouraging and facilitating the pursuit of excellence in the sport of synchronized swimming.

It is the sincere belief of the Edmonton Aurora club that assets such as time management, dedication, hard work, competitiveness, self-confidence, and discipline ought to be fostered in each athlete.

It is also recognized that these qualities will be of great value as "life skills" after the athlete has retired from synchronized swimming.

All Edmonton Aurora club members are asked to support the efforts of one another and recognize that those in positions of leadership or influence have been placed or chosen as a result of their competence in a specific area of discipline.

The Edmonton Aurora Synchronized Swim Club and its membership acknowledge our guiding principles and affirm their desire to work with one another towards achieving both excellence and the betterment of each individual within Synchro Canada and the Edmonton Aurora program.

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1. Edmonton Aurora Synchronized Swim Club

1.1 History of Synchronized Swimming and the Edmonton Aurora Synchronized Swim Club

Synchronized swimming was founded in Canada in the 1920s as a competitive sport. In 1923 a group of Montreal swimmers qualifying for their Royal Lifesaving Society Diploma were required to execute figures demonstrating their aquatic ability. After their examination they decided it would be fun and challenging to organize figure competitions among themselves. The first provincial championship was held in Quebec on February 24, 1924. In 1925 the governing body, the Canadian Amateur Swimming Association, accepted rules for national championships.

Now, many years later, synchronized swimming has extended to every province and is rapidly growing in popularity throughout the world. It made its debut in the 1984 Summer Olympics in Los Angeles. In 1988 Canada won two gold medals at the Olympics and in 1992 one gold and one silver medal. Solo and duet events were dropped and team competition was added for the 1996 Olympic Games, where Canada won the silver medal. The 2000 Olympics in Sydney saw the return of duet competition and Canada won a bronze medal in team competition. Synchro is also part of the World Aquatic Championships, Pan American Games, Pan Pacific Games, and Commonwealth Games. At the most recent Pan Am Games in Winnipeg, Canada won the gold medal, defeating the U.S. team for the first time since the early 1980s. Annual European invitationals and national championships provide competitive opportunities for our more experienced athletes. Recently, Canada won bronze medals in both team and duet competition at Worlds competition in Japan.

In 1954 the Edmonton Aquadettes formed the first synchro club in Edmonton. The Edmonton Aurora Synchronized Swim Club was born in 1981 through the amalgamation of the Kippers and the Aquadettes synchro clubs. Over the years the club has continued to grow and has been at the forefront with many impressive achievements to its credit at all levels of competition. For the first time ever, we had athletes from Edmonton represent us at the 2000 Olympics in Sydney. The club has also worked hard to develop synchronized swimming in Edmonton and the surrounding areas.

1.2 Objectives of the Club

In pursuit of excellence in synchronized swimming:

- To provide well qualified coaches
- To provide competitive training
- To provide pre-competitive introduction
- To secure Edmonton's best training facility
- To emphasize family involvement
- To present excellence in all areas and at all levels of the program

2. The Sport of Synchronized Swimming

2.1 What is synchronized swimming?

Synchronized swimming is not just a sport into itself as it is a hybrid of a variety of different disciplines such as swimming, gymnastics, and ballet. Synchronized swimming involves swimmers performing—in a combination of teams, solos, duets, or "combo" events—aesthetically pleasing and strenuous movements while keeping afloat in and under water. Aside from exceptional breath control, this demanding sport also requires strength, endurance, flexibility, artistry, and split-second timing. The goal is the illusion of effortlessness and grace.

Athletes will learn how to move in the water fusing music and choreography. Training includes both land and water time. Land training, designed to enhance strength and flexibility, includes cardiovascular training and flexibility training. Water training includes lap swimming, Synchro skills (figures) and routine development. All training is skill and age appropriate, in line with the Long Term Athlete Development Program (LTAD) developed by Canadian Sport Centres.

2.2 Categories of Swimmers & Clubs

FUNDamentals: The focus of this level of swimmer is the learning of synchro skills and the promotion for synchronized swimming as a recreational sport. These swimmers may perform in water shows and demonstrations for their family and friends. These swimmers are registered with Synchro Alberta (SA).

Wildrose Stream (LTAD Learn to Train phase): Swimmers in this category are registered SA/CASSA (Canadian Amateur Synchronized Swimming Association) members who compete locally, provincially, and regionally. This level includes tiers 1 to 5. The tiers are ability and developmentally based, and the swimmers are tested to determine their level.

National Stream (LTAD Train to Train and Train to Compete phases): Swimmers in this category are registered SA/CASSA members who compete at local, provincial, divisional, national, and international levels. This stream includes tiers 6 and 7. These tiers are based on both ability and age eligibility. Age categories are 15 & Under and 16 & Over (Tier 6) and Tier 7, 15 & over years of age. All age categories are based on the age of the athlete as of December 31 of the competitive year. These are generally the high performance athletes.

Clubs may choose to participate in one of these categories or all three. The Aurora Synchro program includes all of these levels, and our club is focused on developing excellence in our swimmers throughout our club.

2.3 Figures

Figures, which form the foundation of any routine, are a combination of basic positions joined together by transitional movements. During competition figures are performed in front of a panel of judges who mark the figure out of 10 points. Five marks are given for the design of the figure; the remaining five marks are given for control. Design is broken down into three main categories: body position, transitions, and the distinction between position and transition. Control is broken down into motion, height above water, ease of execution, and extension.

Individual marks for the figures are combined with the scores for the routine to arrive at the overall championship score of a team. Both individual and team performance are thus recognized in the team's score.

2.4 Routines

A routine is performed as a team, combo, duet, or solo. For a team a minimum of four swimmers is required. A combo, as the name implies, is a combination of a solo, duet, and team performances in one routine. Combos are performed usually by eight to 10 swimmers. All routines are choreographed to music by the coach and swimmer(s).

Like figures, routines are marked on a 10-point scale by two panels of judges for both technical merit and artistic impression. The mark for technical merit is broken down into execution, synchronization, and degree of difficulty, with execution weighted the most. Ideally, higher marks are given to a routine where swimmers execute difficult elements that are well performed. Artistic impression consists of choreography, music use, and presentation.

2.5 Team selection

The purpose of team selection is to match swimmers of similar skill level on the same team. Eight members on a team is considered ideal, and the minimum is four; however, registration numbers play a large part in determining team size. For tiers 1 to 5 there are no penalties for teams of fewer than eight swimmers. For tiers 6 and 7 there is a 0.5-point penalty for every swimmer less than eight. For example, a six-member team would receive a 1.0-point penalty on their overall championship score.

Assessment of swimmers according to the team-selection criteria begins at the first scheduled practice. Depending on the registration number of swimmers, tryouts will be held during the first to third weeks. Swimmers are invited to attend the practice schedule of the tier level at which they anticipate competing. All teams will be announced after the third or fourth week of training.

At the national stream level (tiers 6 and 7) team selection will be based on the results of tryouts held in the fall of each year. Athletes will be given the criteria on the first day of tryouts. All athletes tryout together and receive a numerical score for each test. The evaluation will involve testing in the following areas:

1. Flexibility
2. General strength
3. Technical elements
4. Figure skills
5. Routine skills

Athletes are also assessed according to work ethic, attendance, training attitude, and previous results.

Athletes must attend all tests! A missed test may result in a mark of zero. Only in extreme circumstances can an athlete request to reschedule a test with head coach approval. (Note: some tests cannot be rescheduled.)

At the Wildrose stream competitive level (tiers 1 to 5) athletes will swim and train together for two or three weeks to gain strength and basic skills. They will then participate in age appropriate tryouts. Many tests are similar to high-performance tryouts but are of a shorter duration and not as stringent.

Scores are tabulated, all athletes are ranked together, and team selection takes place based on the results. The selection committee includes the head coach, the team coaches, the president and VP human resources. Selection is ability based first, and age is only taken into account when necessary to provide properly balanced teams.

Any decisions regarding alternates is the sole responsibility of the coach and will be based on team selection results and individual and team progress during the course of the season. Team alternates are a valuable and integral part of the sport from the Olympic level on down and should be viewed in a positive manner.

Athletes will be notified at the pool after team selection is completed. On an individual basis athletes may ask to discuss their ranking with the coach; however, individual results remain confidential.

Parents are asked to remain supportive and encouraging during this time period because athletes are sometimes disappointed in their results. Athletes with full confidence in their coach and teammates will achieve the most out of their training.

SOLO/DUET SELECTION

Solos and duets will be announced shortly after team training begins. Selection will be based on the following factors:

1. Ability
2. Number of routines the coach feels the swimmer can handle
3. Height, compatibility, attitude, self motivation, and work habits
4. Tier level

Swimmers are also asked to give input regarding desired routines; however the final decision regarding specific routines and duet pairings is the responsibility of the coach.

Athletes will also be asked for input regarding training times. Again, the final decision is the responsibility of the coach. At the national level athletes can expect to have two coaches as well as two separate training times on different days.

There is a limit of two solos in each age category at the Wildrose stream competitive level (tiers 1 to 5). Depending on the experience level of the tier 1 and 2 swimmers and the coaches discretion, there may be no extra routines at these levels.

2.6 Required equipment

What does a swimmer need?

- Edmonton Aurora club suit and bathing cap for training
- plain black suit and white bathing cap for figures competitions (for routine competitions, see competition guidelines)
- goggles
- nose clip (also called a nose plug) to keep water out of your nose

- water bottle
- club jacket, club shirt, and black pants and shorts (for a complete listing, see the wardrobe list on the website); club wardrobe items (except for club suit) are optional for FUNdamental swimmers
- flip-flops for deck and change room

2.7 **Synchro competitive structure**

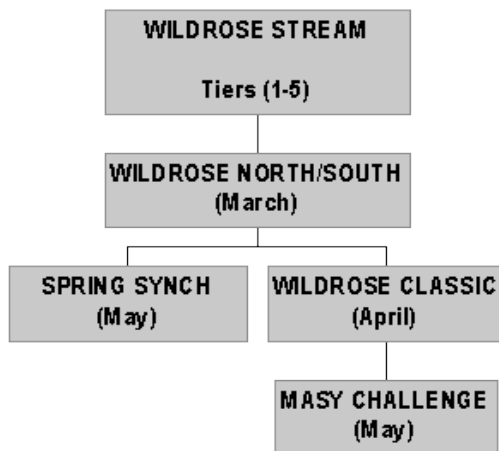
In 2002 Synchro Canada moved toward a skill-based system for synchronized swimming in Canada. In this tier system all athletes will be *star* tested; and then, based on the star level they have achieved, compete within the corresponding tier (1 to 7). Tiers 1 to 5 will compete in the Wildrose stream and tiers 6 and 7 in the national stream.

NOTE: To compete in a sanctioned meet, a swimmer must have passed Star 3 testing. The Edmonton Aurora Club has pre-competitive program (FUNdamentals) for swimmers working toward stars 1, 2, and 3.

In the Wildrose stream (tiers 1 to 5) swimmers must participate in northern trials to advance to the Wildrose Classic.

- The top six routines in each event advance to the Wildrose Classic.
- Every routine entered in the Wildrose Classic advances to the MASY (Manitoba Alberta Saskatchewan Yukon) Challenge.

The Wildrose stream has no age groups. Teams are ranked according to tier level only.



In the national stream (tiers 6 and 7) swimmers must participate in northern trials in order to proceed to provincials.

- A team, solo, duet, or combo qualifying among the top 10 at provincials competes at western divisionals and possibly nationals.
- A team, solo, duet, or combo that does not qualify at provincials competes at the MASY Challenge. Only routines that do not qualify for western divisionals may participate in the MASY Challenge.

The national stream will divide each tier into an open age group and a corresponding international age-group category: tier 6, 15 and under and 16 and over; tier 7, junior (15 to 18) and senior (18+). There is also a select team category, which combines tier 6 and tier 7 athletes of any age. The select team category follows the national stream of competition.



The Edmonton Aurora club traditionally holds a few “in-club” and invitational meets as well. They include all levels of competitive swimmers, and usually there is one held in October (the Kirstin Normand Meet) and in December (the City of Edmonton meet). These meets prepare swimmers for the competitive season ahead.

2.8 Synchro Alberta tier-testing qualifications

In the competitive test program there are two designated tests for participation in each tier level. In order to compete in any tier level, you must complete a part A (figures) and part B (routine) test for each tier. The table below provides an overview of the test structure, along with the passing mark for each tier level.

TIER 1 competitive test (Equivalent to Stars 1 to 4) Pass mark 4.5	
Part A – Figures Back Pike Somersault, Front Pike Somersault, Back Tuck Somersault, Ballet Leg Position	Part B – Routine Pre-choreographed routine
TIER 2 competitive test (Equivalent to Stars 5 and 6) Pass mark 4.5	
Part A – Figures Blossom, Neptunus, Kipnus, Single Ballet Leg	Part B – Routine Pre-choreographed routine
TIER 3 competitive test (Equivalent to Stars 7 and 8) Pass mark 5.0	
Part A – Figures	Part B – Routine

Somersub, Kip, Swordfish, Walkover Front	Pre-choreographed routine
TIER 4 competitive test (Equivalent to Stars 9 and 10) Pass mark 5.0	
Part A – Figures Heron, Porpoise, Flamingo Bent Knee, Subalina	Part B – Routine Pre-choreographed routine
TIER 5 competitive test (Equivalent to Superstars 1 and 2) Pass mark 5.5	
Part A – Figures Walkover Back, Dalecarlia, Vertical Position Spin 360, Ballet Leg Double	Part B – Routine Pre-choreographed routine
TIER 6 competitive test (National Stream) (Equivalent to Superstars 3 and 4) Pass mark 5.5	
Part A – Figures Albatross Spinning 180, Eiffel Walk, Aurora, Vertical Position Continuous Spin	Part B – Routine Pre-choreographed routine
TIER 7 competitive test (National Stream) (Equivalent to Superstars 5 to 7) Pass mark 6.0	
Part A – Figures Minerva, Barracuda Ascending Spin 360, Porpoise Spin 180, Ariana	Part B – Routine Pre-choreographed routine

3. Training

The Edmonton Aurora Synchronized Swim Club bases their training philosophy on a long term athlete development model. LTAD is a training, competition, and recovery program based on biological age (the maturation level of an individual) rather than chronological age. It is athlete centred, coach driven, and administration, sport science, and sponsor supported. Athletes who progress through the LTAD model experience training and competition in programs that consider their biological and training ages in creating periodized plans specific to their developmental needs.

3.1 Land drill

Land drill is essential in synchronized swimming. Land drill includes determining counts, setting patterns, clarifying position presentation, and practising movements out of the pool.

Team land drill will be done after pool time is done at the end of practice; however, swimmers will be also be asked to land drill independently, outside of normal practice time. Parents are asked to encourage their swimmer's compliance with these expectations.

3.2 Flexibility, Core Strength, and Extension (Dryland Training)

A synchronized swimmer's goal in training is not to weigh down the body with heavy, bulky muscles but rather to achieve maximum strength, tone, and flexibility with the least amount of weight. Given this, the swimmer's training program does not involve any high-tech machines; all that is required is the weight of her body for resistance.

In order to be able to glide with fluidity from one movement to another and in order to maintain accurate body positions, these three elements are essential. Proper stretching prevents injury and increases flexibility. Flexibility is extremely important in many of the intricate positions and movements that synchronized swimming demands. Many positions are not possible without good hip, back, and shoulder flexibility. For example, certain sculls require flexibility in the shoulders to be effective, and an extended flat split position will receive much higher scores than one that shows poor flexibility.

Stretching can be done individually and requires as little as 15 minutes per day for maintenance. Stretching for up to 30 minutes per day can bring marked improvement in all areas of flexibility in a short period of time. Swimmers will be expected to participate in stretching at every practice; however, **swimmers are encouraged to stretch as much as possible on their own.** The difference between a swimmer who stretches and one who doesn't is very apparent in the pool. Although proper stretching does not require a solitary, quiet environment, it does demand thoughtful, concentrated effort to prevent injuries.

3.3 Efficient Swimming Skills

Learning the four basic strokes (butterfly, backstroke, breaststroke, and freestyle) are important, as swimming is our main form of aerobic fitness. Throughout the season you will hear the word "workout." Our goal is to improve technique, speed, and "feel" in the water. These drills are designed not only to increase strength and endurance but also to increase the speed with which one can move through the water.

3.4 Techniques for sculling & kicking & performance quality

There are several basic skills and kicks that are the foundation for our sport. These techniques take years of work to become "fine tuned," but much of the training at all levels is devoted to learning to be more efficient at these transitional movements. Efficiency also creates an impression of effortlessness in the water which makes synchro a very beautiful, athletic, and graceful sport. It demands a high level of self-confidence, poise, charisma, and acting skills in order to present a complete performance package.

3.5 Nutrition

WATER! WATER! WATER!

THE MOST IMPORTANT AND MOST OFTEN NEGLECTED NUTRIENT

About 60% of our body is water, and our need for water increases greatly with exercise. Sweat acts as our body's air conditioner and needs to be replaced or our performance is affected. **ATHLETES LOSE MORE CONTESTS THROUGH NOT DRINKING ENOUGH WATER THAN ANY OTHER NUTRITIONAL CAUSE!** Adequate fluid intake before, during, and after exercise is critical in preventing dehydration. Thirst is not the best gauge of your body's water needs.

WHEN?

HOW MUCH?

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2 hours before exercising	2 cups
10-15 minutes before exercising	1 to 2 cups
15-20 minute intervals during exercise	113-1 cup
10-20 minutes after exercising	about 1 cup

REMEMBER ...

- * The best fluid replacement is plain cool water.
- * Drinking lots of fluid is important, even when it is cool outside, but you will need even more when it is hot.

RULES OF THE NUTRITION GAME

1. Have a regular schedule for meals and snacks.
2. Follow the Canada Food Guide and eat from all food groups daily.
3. Increase servings of carbohydrate foods during times of training and competition; e.g., bread, cereals, crackers, rice, pasta, potatoes, muffins.
4. Limit consumption of foods high in fat, sugar, salt and alcohol.
5. Drink plenty of cool water before, during, and after training and competitions.
6. Eat a high carbohydrate snack within 15 minutes after practice to replenish your glycogen; e.g., crackers, bagel, fresh or dried fruit, cereal bar, juice box.
7. Eat pre-event meals that are high in carbohydrates and low in protein, fat, and fibre. Eat meals three to four hours before competing.
8. Avoid eating foods or beverages high in sugar just prior to competing. During activity small amounts of foods or beverages containing sugar can be consumed; e.g., fruit, crackers, diluted fruit juice.

PRE-EVENT EATING

As an athlete, nutrition plays an important role in the health and performance of the swimmer. Follow the guidelines below to help achieve a peak performance.

PURPOSE: The purpose of a pre-event meal is only to prevent hunger. The meal itself has little effect on the energy in your muscles.

EAT FOODS HIGH IN CARBOHYDRATES: Foods that are high in carbohydrates are digested quickly (e.g., pancakes, breads), and this is what you want. Carbohydrates are found in fruits, breads, cereal, grains, and pasta. When choosing high carbohydrate foods make sure they are not high in fat as well (e.g., scones, croissants, cookies). Good carbohydrate choices from milk products are low fat milk, yogurt, milkshakes, which also contain some protein.

KEEP FAT AND PROTEIN INTAKE LOW: Protein and fat are digested slowly. Foods like hamburger and steak (high in protein and fat) and french fries and donuts (high in fat) should be avoided or kept to a minimum in your pre-event meal.

AVOID HIGH FIBRE FOODS: High fibre foods (e.g., bran muffins, beans, cabbage) slow digestion and cause stomach problems. High fibre foods affect everyone differently. On the day of competition it is best to avoid the ones that disagree with you.

EAT THREE TO FOUR HOURS BEFORE YOUR EVENT: It can take one to four hours to completely digest a meal, depending on what is eaten, but it is best to eat three to four hours prior to event time. Blood should be available to working muscles, not in the stomach, which may lead to cramps.

SAMPLE PRE-EVENT MEALS/SNACKS: Listed below are meals and a snack that are high in carbohydrates and relatively low in protein and fat.

1 cup apple juice	1 chicken sandwich	1 blueberry muffin
1 cup rice krispies	1 cup vegetable soup	1 cup low fat yogurt
1 cup 2% or skim milk	1 cup 2% or skim milk	1 medium orange
1/2 banana	4 fig newton cookies	
1 slice toast	1/2 cup applesauce	
1 tbsp. jam or jelly		

4. Swimmer Obligations

4.1 Code of conduct

The Edmonton Aurora Club is dedicated to pursuing excellence in the sport of synchronized swimming, and the behaviour of the athletes should reflect a positive image of the club. Swimmers and parents are encouraged and expected to promote a professional attitude regarding sportsmanship, competition, and fair play. This behaviour should be demonstrated both in and out of the water in daily training and at all meets. This code is provided for minimum direction. The executive, head coach, team coaches, parents, and swimmers will be responsible for further spelling out their own expectations or identifying issues that may arise and need attention.

SWIMMER'S CODE

1. Obey the conduct rules of the facility, and obey the lifeguard at all times.
2. Be on time for all training sessions; notify the coach in advance if you will be delayed.
3. Pay attention to instructions given by coaching staff.
4. Create a supportive atmosphere in both training and competitive settings.
5. Behave in an appropriate manner at all times; older swimmers are expected to be positive role models for the younger swimmers and to set a good example of behaviour.
6. Co-operate with coaching staff, and treat the coaches, other swimmers, and facility staff in a respectful manner.
7. Refrain from physical contact resulting in abuse (e.g., severe pinching, using objects to inflict pain and/or injury). Such behaviour will not be tolerated.
8. Respect the property and the equipment of the training facility and of others.

9. Use appropriate language, and do not display a disrespectful attitude by using profanities or obscene language or gestures to any other club member, competitor, official, or spectator.
10. Respect your body, and refrain from the use of banned substances, alcohol, and illegal drugs.
11. When at competitions abide by the rules of conduct as described in the Aurora Synchro red book.
12. Never accept money or other consideration to interfere with or affect the outcome of a competition.
13. Represent yourself correctly on entry forms, and do not attempt to enter a competition for which you are not eligible, by reason of age or any other reason.
14. Act in a sportsmanlike manner.
15. Attend practices, competitions, and extra training as agreed to in the red book.
16. Behave as a goodwill ambassador of the Edmonton Aurora club whenever participating in competitions or representing the Edmonton Aurora club.

4.2 Attendance

Attendance is extremely important in a team sport like synchronized swimming. The swimmer should clearly understand the commitment to her team, coach, and club before the season starts. It is important to note that during the competition season (January through to early June), the highest degree of attendance and focus from the swimmer is necessary.

The progress of the team depends on the regular attendance of every swimmer. Absences affect the entire team. ***If a swimmer must miss a scheduled practice, the coach must be notified by telephone or e-mail as soon as possible.*** This allows maximum preparation time for the coach to organize the practice for the least amount of disruption for the other members of the team.

Parents of swimmers with more than two unexcused absences within a one-month period will be contacted, and a parent-coach meeting will be arranged by the head coach. The swimmer's commitment and the coach's expectations of the swimmer will be discussed. If unexcused absences continue, the coach and head coach will re-evaluate the swimmer and decide on a course of action.

4.2.1 Vacations and extended absences

Parents are encouraged to schedule vacations at times when swimmers do not have scheduled practices (e.g., Christmas holidays and March break). If a vacation is to be taken during scheduled practice time, written notice should be provided to the coach and the head coach well beforehand, to enable them to plan around a swimmer's absence. Vacations should not be planned two weeks prior to northern trials or four weeks prior to the Wildrose Classic, westerns, MASY Challenge, and nationals. Should the vacation extend for a period longer than two weeks, it is at the discretion of the coach and the head coach whether the swimmer will continue as an active member of the team or swim as an alternate.

4.3 Disciplinary policy

Introduction:

This policy will be reviewed on a yearly basis or more frequently if the executive deems it necessary.

Authority:

To ensure that the clubs goals of enjoyment, high performance, and good sportsmanship are achieved and a positive climate is maintained for all, the executive shall have authority over all matters of discipline.

The coach of each team is responsible for enforcing the discipline policy as directed by the executive.

Chaperones are responsible for enforcing the discipline policy as outlined in the travel policy section in the red book.

All members of the club -- executive, coaches, parents, and swimmers -- are responsible for abiding by the discipline policy as outlined in this document.

Implementation of the discipline policy in general:

1. The executive will review the management of discipline issues and the implementation of the policy on a quarterly basis and will review the policy yearly or more frequently if necessary.
2. The coaches will receive direction [potentially an in-service] from the executive regarding implementation and policy changes quarterly and yearly.
3. The coaches will during their coaches' meetings review the implementation and success of the discipline policy as well as identifying problem areas that require attention.
4. Coaches will present the club and coaching expectations to the swimmers during appropriate team meetings. The coaches will assist the swimmers in identifying and managing behaviour and attitude issues that may arise within their team. They may also assist where they are aware of issues on other teams.
5. At an appropriate team meeting swimmers will participate with their coach in organizing their own team lists of particular discipline, behaviour, and attitude goals they may deem suitable.
6. Prior to travel chaperones will be informed of any potential behaviour issues by executive, coaching staff, or parents.
7. Prior to travel a team and parent meeting may be held to review club expectations.
8. Any swimmer may be placed on a behaviour management plan at any time before or during a swim year.

Code of Conduct:

This code is provided for minimum direction. The executive, head coach, team coaches, parents, and swimmers will be responsible for further spelling out their own expectations or identifying issues that may arise and need attention.

Swimmers are expected to:

1. Obey all the conduct rules of the facility:
 - no horseplay
 - obey the lifeguards at all times
 - treat all equipment with respect
2. Be on time for training sessions; notify the coach if you will be delayed or absent.
3. Pay attention to instruction given by coaches.
4. Cooperate with the coaching staff. Treat the coaches, chaperones, other swimmers, and the facility staff with respect at all times.
5. Not engage in physical or verbal contact that could be experienced by another person as mistreatment or abuse.
6. Report to a coach any person's behaviour experienced as mistreatment.
7. When at competitions abide by the discipline policy and rules of conduct as described in the appropriate section of the Aurora red book.
8. Be in attendance as described in the appropriate section of the Aurora red book.
9. Display good sportsmanship.
10. Be positive role models for the younger swimmers and to set a good example of behaviour.
11. Create a supportive atmosphere in both training and competitive settings.

Implementation of the discipline policy in specific:

When a coach notes a problem or a problem is reported to a coach, the discipline policy will be implemented as follows:

1. One warning to the swimmer with a description of the behaviour or attitude requiring adjustment with suggested changes in behaviour or attitude.
2. If the initial discussion is ineffective, a second warning will be issued, and if the coach wishes, the swimmer will be asked to sit on the pool deck for a time out or to complete an age-appropriate workout. The swimmer will be given direction that the third notification will lead to a 'parent alert'.
3. If step 2 is ineffective, there will be a third notification. The swimmer will be asked to take home a parent alert notice and a further time out on the pool deck will be given. The parent alert is a way of communicating to the parents the nature of the problem and asking the swimmer and family to decide and notify the coach of how the behaviour or attitude will be addressed. Once the alert goes home, the swimmer cannot re-enter swim practice without the alert being signed by their parents and a behaviour plan being created.

4. If the behaviour persists during a subsequent practice, the swimmer will be given a second parent alert. The swimmer will be asked to leave the training session and to notify their parents that they have been removed from practice and an early pick up is necessary. The swimmer cannot return to practices without a meeting occurring with the parents, swimmer, coach, head coach, and/or VP Human Resources, during which the problem must be resolved through the creation of a behavioural plan in writing intended to stop the behaviour. The coach/head coach/VP Human Resources, parents, or swimmer may at this point suggest disciplinary measures as deemed necessary through agreement.

5. In the event this is ineffective and the behaviour persists subsequently, the swimmer will be indefinitely suspended from practice and the issue will be taken up at the next executive meeting.

6. If the executive requires notification, the executive will strike a committee of three executive members to review the situation, and after representation from the swimmer, family, the coach and/or head coach, and/or VP Human Resources, the committee will decide what action should be taken or what consequence should be applied.

7. Coaches will maintain a logbook intended to provide a record of discipline related events.

Consequences of behaviour or attitude deemed unacceptable:

1. Consequences include such possibilities as: time outs; suspensions; suspensions from a meet, requiring the swimmers parents to arrange the return home of the swimmer, at the parents' expense; community service; expulsion from the Edmonton Aurora club; or other disciplinary measure as deemed appropriate by the executive, executive committee, head coach, or designate in accordance with the policy.

2. Records will be kept by the head coach or designate of all parent alerts, coach alerts, and other documentation but will be destroyed at the end of the year unless the executive deems it necessary to maintain particular records in the future interest of the club.

Appeal procedure for swimmers:

Parents may arrange a meeting with the coach to discuss the consequences of the swimmer's actions. The arrangements and the meeting shall occur outside of training times. No interruptions will be allowed during training times or meets.

Parents who have an unresolved disagreement with the coach or with anyone involved in the implementation of this policy regarding discipline of their athlete must file an appeal as follows:

1. Notify the VP Human Resources in writing of the appeal.

2. The VP Human Resources will arrange a meeting between the appeal panel [two members of the executive and the head coach or designate as assigned by head coach or executive], the coach, and the parent(s).

3. The appeal panel will review the situation and render a decision it deems appropriate.

4. The decision of the appeal panel will be reported to the board.

5. Aurora Synchro coaching staff

5.1 Role of the Coach

The coach is available should you have questions related to your daughter's training and preparation or regarding the sport of synchronized swimming.

All Aurora coaches are trained through the National Coaching Certification Program (NCCP) and are encouraged to continue to develop new skills and achieve higher levels of certification for the benefit of the swimmers. By the time they attend their third provincials, they must be fully certified at level 2 in accordance with Synchro Canada bylaws, and by the time they are coaching at nationals, must have their level 3 certification. All swimmers at the tier 7 level meeting the minimum age requirements will begin to certify for their level 1 certification.

Your daughter's coach has a number of responsibilities in overseeing her training and preparation, which include the following:

- physical training and conditioning
- teaching basic and advanced skills
- teaching and coaching figures
- music selection and preparation
- planning and implementing synchronized swimming practices
- team and extra-routine selection (see section 2)
- designing choreography and developing routines
- coaching mental preparation, including stress management for swimmers in competitions
- providing feedback, encouragement, and support to swimmers
- revising of routines as necessary
- competition simulation and preparation
- attending all age-class competitions of the club
- travel with the team for out-of-town meets
- sharing accommodation with swimmers when requested
- preparing practices and finding a substitute coach for any absence
- setting goals with swimmers
- sharing nutritional information and advice
- acting as liaison between judges and swimmers
- knowing the synchro policy and procedure manual for coaches
- reporting hours to the Treasurer at the designated time of each month

5.2 Obligations of the Coach

The coach is expected to:

- perform tasks with honesty, integrity, and enthusiasm

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Edmonton Aurora Synchronized Swim Club
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- provide a positive learning environment for all swimmers
- be committed to continuous professional development and upgrade coaching skills as opportunities arise
- submit an outline of the year's training schedule to the head coach by October 15 each year (any major changes or revisions to this schedule must be approved by the head coach)
- attend monthly coaches' meetings
- abide by terms as defined in contract
- respect recreational/competitive differences
- strive to encourage the best within the capabilities and ambitions of each swimmer
- communicate any problems or concerns to the head coach and, if necessary, VP Human Resources

5.3 Role of the Head Coach

The head coach position may be shared or held by one individual. The individual(s) fulfilling this role will have substantial experience within the synchronized swimming community and preferably within the Edmonton Aurora club as well. The candidate(s) for this position will be named by the executive.

The head coach(es) will:

- provide leadership to other coaches through both scheduled and informal on-deck interaction
- hold monthly coaches' meetings to determine and address coach, individual, and club needs on an ongoing basis during the year
- provide leadership to the president (and other executive members involved) in the process of hiring new coaches
- be the second line of contact for swimmer, parents, and coach in cases of unresolved issues (first line of contact will be directly between the swimmer/parent and the team coach)
- determine need for coach and swimmer education and/or training beyond day-to-day on-deck activities, bringing recommendations and estimates of involvement and costs to the executive for approval prior to implementation
- attend all competitions and club activities as the main representative for the Auroras, designating an alternate head coach if unable to attend
- review individual coaches' team plans at the start of the season and periodically during the season to ensure their goal-setting is appropriate to meet optimum swimmer/team performance
- evaluate coaches' performance on a schedule determined yearly
- attend Aurora general meetings and executive meetings and present the head coach report

6. Competitions

6.1 In-town meets

A competition schedule will be prepared by each coach. Please assist the coach in ensuring that your swimmer respects the schedule and is on deck at the time requested. Swimmers are required to wear official club wardrobe (club shirt, black shorts or pants, and club jacket, with hair in a ponytail) while on deck. Swimmers will set a good example by keeping clean any areas where hair is being put up or taken down. **All Aurora swimmers are expected to support club members as they compete in events**, including solos, duets, and combo and team events.

6.2 Out-of-town meets

As competition dates are announced, the travel coordinator will prepare and make arrangements for each out of town meet. The travel coordinator will confirm chaperones for each tier team. Selection of chaperones is based on a number of factors, including the involvement of parent volunteers in the past, the availability of parents, and their willingness to assume the important responsibility of supervision. **All swimmers will be directly supervised by either a coach or a chaperone at all times.**

As with in-town meets, your swimmer's coach will prepare a competition schedule. A notice will be sent home regarding transportation, hotel and pool location, and the amount of money required. All swimmers are expected to travel with the team/club and will be billed accordingly. Any other travel arrangements must be approved by the head coach, and the travel coordinator must be notified as soon as possible.

Arrangements are made for the club to eat meals together when not at the pool. If breakfast is not available due to an early swim time, swimmers are encouraged to pack a nutritious breakfast (e.g., fruit, bagel, juice). Healthy snacks and juices should be brought along, as the availability of on-site hospitality or concessions varies greatly from competition to competition. Depending on the schedule, swimmers may eat out at lunch or dinner. Specific details will be communicated by the travel coordinator of each competition.

A checklist for packing for an out-of-town competition will ensure that swimmers bring all necessary items for a competition (see appendix). **Note: Swimmers must pack only what they can carry independently.**

6.3 Parent responsibilities

- It is very important to notify the coach and travel coordinator as soon as possible if a swimmer will not be attending a meet. (Travel insurance will be offered by the travel coordinator to cover any unforeseen circumstances which results in cancellation of a reservation.)
- If your child requires medication for a medical condition, parents are responsible for communicating specific instructions directly to the team chaperone to ensure proper supervision.
- It is the responsibility of the parents to ensure that the swimmer is at the departure site on time and picked up at the designated site upon return. Punctuality is essential. If the expected arrival time is not already indicated on the travel schedule, a phone-out will inform parents.

- Arrangements for swimmers to be taken out during non-competitive hours must be approved by the coach and communicated to the team's chaperone. Contact numbers must be given at that time.
- The designated head coach(es) of the meet will be responsible for any necessary decisions regarding all swimmers during the meet. Any changes will be communicated by the designated head coach to the chaperones. Parent chaperones are expected to work with coaches and support decisions made.
- Chaperones are responsible for the swimmers' safety and for supervising swimmers outside of competition hours. They are not responsible for swimmers' personal effects and spending money.
- Parents are responsible for ensuring their swimmer has packed all the necessary items for competition (see "Checklist for Packing" in appendix).

6.4 Swimmer responsibilities

- Swimmers will behave as goodwill ambassadors of the Aurora Synchro whenever they participate in competitions or represent the club in any way; they will act in a responsible and respectful manner at all times.
- Swimmers must listen and follow the instructions of the coaches and the chaperones.
- Swimmers will follow their team's schedule as prepared by their coach.
- Club jackets must be worn by team members when representing the Aurora Synchro, including during travel to out-of-town destinations or to and from the pool, for all team outings, and on pool deck for awards. No jeans or pajama pants will be allowed during the transportation to or from the pool or while at the pool. Edmonton Aurora team members are expected to dress professionally and appropriately in team tracksuits and hair up in a ponytail.
- Valuables should be left at home. Swimmers should bring only enough money to cover their food costs. Money for souvenirs from the meet is optional.
- Swimmers are responsible for their personal effects and spending money.
- There is ABSOLUTELY no junk food allowed until the end of the competition. Coaches and chaperones will confiscate all junk food, returning items only after the competition.
- The swimmer may leave the hotel, pool, or club activity only with direct supervision of the coach or chaperone.
- Swimmers are required to be on deck to cheer their club and fellow teammates during competition.
- Aurora club members must leave the pool deck, pool change rooms, hotel, and bus clean and tidy, as this is a reflection of the club.
- Swimmers will respect the lights-out call as set by the coach or chaperone.
- Failure to comply with the above guidelines may result in the swimmer being sent home early at the parent's expense or suspended from attending the next meet.

6.5 Coach responsibilities

- All swimmers will be directly supervised by either a coach or a chaperone at all times.
- Coaches are responsible for communicating their intentions with the chaperones regarding pool departure times, team meetings, and room allocations. Copies of the team schedule must be provided by the coach to the team chaperone.
- Coaches determine room assignments. Teammates usually room together. Chaperones determine sleeping arrangements at their discretion.
- Junk food will be confiscated from the swimmers on sight. It will be returned to the swimmer at the end of the competition.
- If a coach must leave the competition, another coach will be assigned to the team, and the team Chaperone will be informed.

6.6 Chaperone Guidelines

There should be at least one experienced chaperone on every trip who becomes the head chaperone and takes on added responsibilities of meeting ahead of time with the other chaperones to go through the expectations in the red book, provide training as to how things work, discuss food responsibilities during travel and other times as required during the meet, share possible menu ideas, allergies, other requests that the coaches might have and what communication has to be shared with the parents (i.e., money that needs to be collected for food and how it will be handled, request for information on food allergies, etc). This meeting also allows the opportunity for new chaperones to ask questions.

Ideally, the hotel rooms will be all be booked together on the same floor for a given team so that it will be easier to watch over swimmers, minimize traffic in the hall, and improve the efficiency of gathering them together and sticking to the schedule the coach has provided for the times. This can be very important for keeping swimmers calm and organized so that they can stay focused on the competition, the coach, and her instructions and expectations. If this ideal situation doesn't exist, then chaperones have to plan other options for keeping things together.

Probably one of the most important roles of the chaperones is to help to keep the morale up and be encouraging during the ups and downs of a competition. Giving positive feedback, encouraging swimmers to let some things go and to remain confident for what's next, and generally cheering them on helps to keep spirits up. Celebrating each small accomplishment rather than just the big ones when they come helps swimmers to remember how far they've come and to be proud of what they've accomplished regardless of the results. It can also be fun for the chaperones to use their creativity to think of ways that they can help the coach with this huge responsibility: write word messages on rice crispy squares, hand out written notes about something they've done that's special, plan a special activity or dessert, remember birthdays, etc.

Disciplining is the coach's responsibility. If there are concerns, they need to be passed on to her to be dealt with and if the coach requires assistance; it's her decision.

It's important to be there and to be available in case the coach needs assistance. No one knows when an emergency may come up. Chaperoning sometimes requires giving up other plans in favour of the team. Socializing with others can be curtailed because of duties, and enjoying an alcoholic beverage may have to be postponed to another time because of the responsibilities at hand and the potential for liability.

6.6.1 Chaperone Responsibilities

These vary with the age and maturity of the team. Younger swimmers generally need more looking after than older teams, but this can depend on the situation. It can also vary with the meet: distance, type of travel, length of time away, what kind of food package, if any is available or has been registered for, etc. The coach is in charge and will advise the chaperones as to what is required.

It is common for chaperones to room with younger swimmers. For older swimmers chaperones generally have their own room with whatever cooking facilities are available. Kitchenettes are ideal but not always an option, so food preparation may have to be carefully and sometimes creatively planned.

Depending on age, the duties can include the following:

1. Count heads and look after the swimmers on the bus or in the vans and at the hotel. Control the swimmers on the bus and in the hotel. Make sure that they are classy and good representatives of the club. At the pool the coaches will be responsible for the swimmers. Parents are reminded to stay off the pool deck unless the coach requires assistance from a chaperone.
2. Help plan and arrange any team activities that the coach suggests.
3. Arrange a place and make reservations for the club/team lunches and dinners or organize and prepare the food if it's required depending on the schedule. If a swim schedule has tight timelines, there may not be time to eat at a restaurant given the time required to serve and bill a group. Parents may also have preferences for less expensive options.
4. Ensure that swimmers are dressed properly (i.e., proper competition suit, track suit, etc.). Assist swimmers with getting hair gelled and head pieces in.
5. Arrange for wake up calls or get room keys and wake up individual swimmers as required when not all swimmers have to get up at the same time.
6. Ensure that there are no calls made from the hotel rooms (phones may be blocked) and that all trips into the hall or lobby are supervised.
7. Assist coaches in arranging space for team meetings and land drilling, and ensure swimmers are training or resting if the coach has requested assistance.
8. Ensure that all athletes are in bed and asleep by the time stipulated by the coaches.
 - All chaperones are responsible for the safety and supervision of the group as a whole.
 - Chaperones are expected to assist coaches and swimmers whenever possible.

- Chaperone(s) must ensure that a first-aid kit and health information sheets are taken for any out-of-town competition.
- The chaperones will discuss any transportation, lights-out times, arrival and departure times from the pool, general rules of conduct, and any other scheduling information with the designated head coach and instruct chaperones as per general expectations.
- The chaperones will ensure that all hotel arrangements are committed to as booked by the travel coordinator.
- The chaperones will coordinate the checkout procedure as determined and arranged by the travel coordinator.
- The chaperones will ensure that all swimmers receive their proper keys at check-in. Rooms should be allocated and recorded according to the rooming list created by the coaches.
- The chaperones will collect money from swimmers for club activities or meals if required.
- The chaperones will arrange meal locations and bookings for breakfasts, lunches, or dinners in consultation with coaches if required.
- If vehicles are required, the chaperones will ensure they are picked up and paid for upon arrival. (Insurance will always be purchased to cover any physical damage which may occur to the rental vehicle up to \$50,000.)
- The chaperones will ensure there is one chaperone at all times in the swimming facility to attend to swimmers in the case of emergencies or if items have been forgotten.
- The chaperones will ensure all rooms are vacated and all belongings are cleared out at check-out time.
- Chaperones may assist the swimmers with hair as required for teams under the supervision of coaches.
- Chaperones will have addresses and contact information for accommodations and pool and such other information as maps, directions, and the team's meet schedule.
- Chaperones will supervise a swimmer's medication as directed by the swimmer's parent, and ensure that the swimmer follows prescription directions. (Please ensure you have checked for any food allergies etc. prior to departing.)
- Chaperones are responsible for the swimmers when they are not under the direct supervision of a coach on deck at the pool.
- Chaperones will enforce lights-out time by ensuring that there is no room-swapping or leaving the room after hours.
- Chaperones will ensure that the swimmers respect the wake-up times specified by the coach on the team schedule.

6.6.2 Checking into Hotel & Food Arrangements

1. Check with the travel coordinator who arranges the hotels to find out what's been planned or available. Discuss special needs if there have been any brought up by the coach. Get the toll-free phone number for the hotel and call several weeks or so before the event to double-check what they have booked for the club. Is there a continental breakfast provided? Also check the swim schedule to see what, if any, food is being provided that must be paid for as part of the competition registration like a swimmer banquet, lunch on figure day, etc.
2. Confirm if there will be a kitchenette and what that means. What kind of stove, is there an oven, two or four burners (two burners means it's just a stovetop), is the fridge a small one or full size, is there a microwave or any other appliances like a toaster, what exactly is available for pots and cooking utensils, dishes for how many (usually four sets), can you get more dishes, etc.?
3. If there is no kitchenette, the travel coordinator usually investigates the possibilities of having small fridges and microwaves put in each room. If this is the case, confirm and check that each room will have this. Sometimes there are rooms which have this on a permanent basis and therefore will have a bar-type arrangement with a sink, cupboards, and a few dishes (usually two sets). If this is the case, try to get these rooms for the chaperones as it will give a bit more space to organize lunches, food preparation, etc. Also note that it might not be possible for every room to be supplied with the additions so extra planning will be required as to who will get the fully equipped rooms and why.
4. If you don't have a kitchenette and other options are limited, check if the hotel might have a kitchen and be willing to heat up a dish like lasagna or put milk or a few other things in a fridge for you. If dishes aren't available, have each swimmer bring their own all-purpose bowl (which can be used for breakfast as well as other meals during the day), cup, and utensils.
5. Planning a menu or other food options is then done according to the situation and whether you are traveling by car or bus and have the space to take food, appliances for cooking, etc., or flying and therefore a bit more restricted with how much you can take.
6. If you can get a fridge in the rooms and are willing/able to take electric frying pans and other appliances like a crock pot, kettle (should have one anyway for gelling hair), or toaster and some cooking utensils, you can still do a lot of food preparation without a kitchen.

Things to Pack

A useful list of things to take for food preparation include:

1. Dish cloth, several tea towels, dish soap, oven mitts, and eating dishes for the chaperones if needed. (Styrofoam can be bought if you need more.)
2. A collapsible insulated picnic cooler for taking snacks and lunches to the pool, a roll of paper towels for every use (i.e., napkins), baggies for storing extras.

3. Large frying pan (or electric, but be sure to pack well to avoid breaking handles), large pot that can cook spaghetti or other one-meal dishes (can also serve as a salad bowl, etc.), a good-size mixing bowl that is also microwave safe (to use to cook as well), a 9x13 pan that can be used as a tray to serve cut fruits and vegetables or to make rice crispy squares, etc.
4. A small cutting board, paring knife, larger knife(s), spatula, pancake turner, mixing spoons, measures (spoons and a one cup), can opener, salt, pepper, sugar and any spices or small quantities of things like corn starch or vinegar needed for cooking the menu decided on.
5. A kettle for gelling hair can also be used for making hot apple cider, hot soup broth, or hot chocolate at the pool during figures or other events where there are long breaks and swimmers get chilled waiting their turn. Large towels to wrap in also help.
6. To encourage swimmer to drink lots of liquids, either have powdered Gatorade to mix with water in their water bottles (take a funnel to pour powder and generally use about half to two thirds of what is recommended) or mix apple juice half and half with water for those who don't like Gatorade.

7. Edmonton Aurora organization

7.1 Governance

The Edmonton Aurora Synchronized Swim Club Society is a non-profit organization registered with the Alberta Corporate Registry. The Edmonton Aurora club is run by an executive board elected by members according to the bylaws of the club. Members consist of parents of swimmers in good standing.

The executive board shall, subject to the bylaws or directions given it by the majority vote at any meeting properly called and constituted, have full control and management of the affairs of the society and meet as often as may be required, but at least once every three months. Meetings shall be called by the president.

A special meeting may be called on the instruction of any two members of the Edmonton Aurora Synchronized Swim Club, provided they request the president, in writing, to call such a meeting, and state the business to be brought before the meeting. Meetings of the executive board shall be called by 10 days' written notice, mailed to each member, or by three days' notice by fax, e-mail, or telephone. Any three members shall constitute a quorum, and meetings shall be held without notice if a quorum of the executive board is present, provided, however that any business transactions at such meetings shall be ratified at the next regularly called meeting of the board. Otherwise they shall be null and void.

Meetings of the executive board are held once a month, or as required. At least three general meetings are held: in September, January, and June each year.

7.2 Roles of the Executive & Committee Members

President

- oversees the general operation of the club

- is the first line of contact for club members and coaches in matters of club business and governance
- chairs executive and general meetings
- working with the VP Human Resources, finalizes coach contracts by October 31
- with the head coach and VP Human Resources hires new coaches
- attends the annual presidents' meeting hosted by Synchro Alberta at the Wildrose Classic; if unable to attend, designates an alternate member of the Executive

Secretary

- records the minutes of executive and general meetings
- circulates agendas one week prior to meeting date and meeting minutes within a week of meetings
- is responsible for all correspondence as required
- maintains a hard copy of all club documents
- ensures the red book and bylaws are kept current

Treasurer

- receives and disperses all money, including paying bills and coaches' salaries
- keeps financial books for the club
- prepares monthly reports of financial status
- ensures that the audit of the club financial statements is completed annually
- collects and deposits all cheques for swim fees, wardrobe, and travel
- prepares financial information for grant and casino applications

VP Human Resources

- working with the president, finalizes coach contracts by October 31
- with the head coach, hires new coaches
- works closely with the coaching staff ensuring their development and general well being and attends all coaching meetings
- administers coaching evaluations and provides feedback to coaching staff
- administers year end evaluations and exit interview questionnaires to all families and reports results back to the executive

VP Membership

- is in charge of public relations for the club
- ensures updated membership list is distributed to all coaching staff, pool staff, and club members
- ensures a proper medical/emergency contact list is distributed to chaperones for out of town meets

- works closely with executive and head coach to develop registration packages each year
- oversees registration process
- ensures all new families have a copy of the red book

Registrar (Membership Committee Position)

- is responsible for swimmer registration in June (collects fees, forms, and waivers)
- is first point of contact for potential members and ensures coaches are made aware of additions and deletions from membership roster
- completes Synchro Alberta registrations
- works closely with the executive, the head coach, and the VP Membership to organize registration

Newsletter Editor (Membership Committee Position)

- is responsible for collecting submissions and creating layout for the newsletters and forwarding an electronic copy to the webmaster for posting on the Aurora website on a monthly basis

Webmaster (Membership Committee Position)

- is responsible for maintaining and updating the Edmonton Aurora website
- works in partnership with the president, other executive members, the club manager, and coaches to keep the website updated

VP Operations (Meet Manager)

- organizes and runs competitions hosted by the Edmonton Aurora club as per Synchro Alberta and Synchro Canada regulations
- responsible for meet registration entries for all meets throughout the year
- works closely with the volunteer coordinator to recruit for various roles

Hospitality & Social Coordinator (Operations Committee Position)

- organizes food and drink for competitions or any other gatherings such as year-end banquet, Christmas water show and year-end water show
- organizes club social activities as outlined by Aurora coaching staff

Travel Coordinator (Operations Committee Position)

- makes transportation, accommodation, and insurance arrangements for out-of-town competitions; issues travel notices to inform the parents
- confirms chaperone assignment with the executive
- prepares billing distribution information to the treasurer

Volunteer Coordinator (Operations Committee Member)

- recruits club members for out-of-town chaperoning and volunteer duties at club events, including casinos and meets hosted by the Auroras or other clubs

- develops the volunteer schedule for Edmonton Aurora hosted meets and ensures that all required positions are filled
- provides volunteers with individual schedules and trains all position duties for all positions recruited
- maintains documentation of participation points for volunteer positions recruited and as reported by other executive members on behalf of volunteers
- reports points to the treasurer by June 15 to allow for the refund of the volunteer fee prior to end of season

Wardrobe/Awards Coordinator (Operations Committee Member)

- sizes and purchases new jackets and orders club t-shirts and shorts as confirmed by the executive
- is responsible for ordering figure and competition suits
- is responsible for ordering t-shirts and other items for meet promotion
- is responsible for the safe keeping of the wardrobe in stock and conducting an annual inventory count at year-end to report to the treasurer
- is responsible for collecting payment on wardrobe upon providing to members and for accurately reporting sales and funds collected to the treasurer
- is responsible for ensuring all awards for meets are ordered and available for the meet

VP Revenue Generation

- works closely with coaching staff to research available grants each year
- ensures all determined grant applications are completed and applied for by entry deadlines each year
- informs the executive regarding grant opportunities, with a list of deadlines
- implements and organizes new fundraising ideas
- recruits volunteer fundraising committee members

Casino Coordinator (Revenue Generation Committee Position)

- coordinates and completes all casino application papers as required by Alberta Gaming Commission
- coordinates all volunteer staff required to fill positions as required by Alberta Gaming Commission

Bingo Coordinator (Revenue Generation Committee Position)

- coordinates and completes all bingo application papers as required by Alberta Gaming Commission.
- coordinates all volunteer staff required to fill positions as required by Alberta Gaming Commission.

7.3 Registration and Welcome Day

Registration for the Edmonton Aurora season will take place by June 30 each year. The one-time registration fee for competitive swimmers is \$125 for competitive level athletes and \$90 for FUNdamental athletes. Registration with Synchro Alberta and Synchro Canada allows the swimmer to compete in sanctioned synchronized swimming meets and provides liability insurance for the Edmonton Aurora Synchronized Swim Club. The FUNdamental registration fee includes a club swimsuit for training.

Registration requires submission of the following forms and payments:

- a copy of birth certificate
- Alberta health care number
- a cheque for registration fee
- a payment as per fee schedule
- online registration completed
- registration contract agreement submitted*
- release, indemnification, and consent form agreement submitted*
- emergency treatment authorization form agreement submitted*
- parent code of conduct agreement submitted*
- athlete code of conduct form signed
- Synchro Alberta consent to use personal information and photo release approved*
- Synchro Alberta waiver or participation agreement signed

*These approvals are required as part of online registration.

There will be a \$50 late fee assessed on any registrations received after June 30 for returning members.

There will be a welcome day held in the first two weeks of September. The welcome day will provide the opportunity to meet other club members, the coaches, and members of the executive. There will also be the opportunity to purchase wardrobe requirements for the season. It is also the day to finalize all required forms, the balance of the swim fees required for the season, and the various security deposits.

By the welcome day all forms, posted dated cheques for swim fees, and security deposits must be fully completed or a swimmer will not be allowed in the pool. No exceptions will be considered.

7.4 Club financing

It is the goal of the Edmonton Aurora club to operate efficiently and with a balanced budget. Our major expenditures are coaching salaries, pool rental, and meet registration fees. Our major sources of income are fundraising, grants, bingos, casinos, and training fees.

The swim fees for any given level and swimmer are SUBSIDIZED through the other sources of funding raised by the volunteer efforts of all club members.

Fundraising helps keep the annual fee accessible to more families.

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Revenue generation ideas are always welcome. We encourage parents to become involved and to contribute to the success of the club's financial support to swimmers through assisting with the organizing of a club fundraising event.

There will be at least one or two club fundraising events that all members are required to participate in and support.

In addition to club fundraising events, approved by the executive, there is also the opportunity for fundraising events on an individual and team basis. All such events do require the approval of the executive.

Individual travel costs and wardrobe and supply costs are additional to swim fees. Information on these costs can be found on the website.

All wardrobe and travel is to be paid in advance.

7.4.1 Swim fee

The swim fee covers only a portion of pool rental, coaches' salaries, meet registration fees, and other operating costs of the club. The remaining costs are subsidized by all other funds raised through the volunteer efforts of the members through fundraising, grant applications, and sponsorship.

There are additional fees plus one early evening or afternoon bingo required for solo and duet extra routines to cover the pool time, coaching time, and meet registration fees required for these routines. The extra routine fees will be determined based upon these factors and will be provided to the swimmers prior to commencement of the extra routine.

The swim fees are subject to swimmer registration, pool fees, and other expenses. In the unlikely event of a significant change in one of these factors, the executive can approve an amended fee schedule to be provided no later than the 30th of September.

Please contact the treasurer with any questions about the annual fee, or club financing in general.

Payment Requirements

1. Posted-date cheques per the swim fee schedule on the website are required as per the registration and welcome day deadlines.
2. All post-dated swim fee cheques are to be dated the 1st of each month.
3. Receipts will be issued for all swim fees.
4. Once solo and duet participants are announced, payment to cover solo and duet fees must be provided by post dated cheques dated for the 1st of each month.
5. All security deposits are to be undated.
6. Any cheques not used will be returned to the issuer at the end of each season.
7. Travel payment due prior to departure (see the travel section of this book). Athletes with unpaid travel invoices will not be permitted to travel to the meet unless payment options have been arranged with the treasurer.
8. Wardrobe items will not be given out by the wardrobe coordinator unless payment has been received.

Overdue Payments

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At the time when payment is deemed to be overdue, a notice will be sent home with the swimmer, addressed to the swimmer's parents, requesting payment within one week or the swimmer will be suspended from participation until payment is received.

At the same time the treasurer will contact the swimmer's parents requesting payment within one week.

If payment is not received after one week, the swimmer's parents are notified in writing that if immediate payment is not received, the swimmer's participation will be suspended in 7 days.

It will be the responsibility of the parent(s) to inform their child that they will not be allowed to participate.

The writer of a cheque returned for any reason will be responsible for all charges incurred by the club.

7.4.2 Withdrawals

1. A swimmer wishing to withdraw from the club shall give 30 days written notice to the president and treasurer of the club.
2. The withdrawal policy applies to returning swimmers immediately following registration.
3. Synchro Alberta/Synchro Canada (CASSA) registration fees are nonrefundable.
4. Training fees are payable until the expiry of the 30 day notice period.
5. Bingos already assigned during the 30-day notice must be worked.
6. Any unused postdated or undated cheques will be returned at the end of the 30 day notice period.

7.4.3 Casino

The Edmonton Aurora club participates in a casino approximately every two years. The Edmonton Aurora club is dependant on this casino financially, and casino revenues help keep the annual fee accessible to more families. Each swimmer registered in the previous and current year must supply two workers, 18 years or older, to volunteer at this fundraiser. If a family does not fulfill the mandatory requirement for casino shift(s) and has one or more swimmers in the Edmonton Aurora club, your casino bond cheque will be cashed.

7.5 Participation points

Parents are strongly encouraged to become involved with the Edmonton Aurora club in as many ways as possible, in order to develop a supportive organization for all of the swimmers. The Edmonton Aurora club is successful thanks to the effort and hours generously committed by many volunteers. There are a variety of jobs that require different levels of commitment, but everyone is expected to donate their time. Parents can volunteer to serve on, or work with, the executive, filling such positions as treasurer, wardrobe coordinator, or meet manager. Opportunities for volunteering also arise at events during the year, from working at local meets hosted by the Auroras or chaperoning out-of-town meets. The website provides a complete list of possible ways in which to contribute to your swimmer's experience.

- Families with more than one swimmer competing will be asked for only 1½ times the participation points.
- Participation points will be calculated based on completed tasks as listed on the website or as determined by the executive.
- The full amount or a percentage of the deposit will be returned no later than June 30 (September 30 in a casino year) or as determined by the executive based on participation points accumulated in the current competitive year. Surplus participation points cannot be deferred to the following year.
- Each family is required to track its participation points in order to reconcile with the volunteer coordinator's records at the end of each season.
- In the event of a discrepancy between records, which would result in the club retaining volunteer funds, the executive will be asked to investigate and find a resolution.

7.6 Communication

Communication between the club executive, coaches, parents, and swimmers is facilitated through several means. Attending executive meetings is the first. Parents are expected to attend all general meetings, held in September, January, and June of each year. As well, executive meetings are held throughout the year, where club activities are discussed in detail. Executive meetings are open to all members.

A club newsletter is distributed at least four to five times over the year, which includes information from the coaching staff and the executive as well as synchro events outside of the Auroras. Notices and letters are also sent out by individual coaches and the executive, such as travel plans or schedule changes. Please check with your swimmer regularly for notices.

Another important part of the communication process at the Auroras is the parent representative of each team. At the request of the executive, travel coordinator, or volunteer coordinator, these parent volunteers phone the parents of swimmers on the same team to communicate specific information. This role is essential to getting information out quickly and is a very efficient way to alert all parents of such information as arrival times or changes in travel plans.

Report cards formally communicate to both parents and swimmers the progress that swimmers have made throughout the year. The coach issues two report cards to swimmers, in December and in June.

Direct communication between concerned parties is always the best recourse when dealing with a problem. Should the issue remain unresolved, parties then proceed to the next level of authority. For example, a swimmer should first speak with the coach and then involve the parent. If still unresolved, the issue should be discussed with the head coach. Only in very exceptional cases would the question involve a meeting of the executive, head coach, and parents. If a parent has a concern involving club governance, it should first be addressed with the executive member responsible, then with the president, before taking the issue to a general assembly.

APPENDIX A

Packing checklist for out-of-town meets

Swim suits:

- black figures suit
- competition routine suits

Nose clips

Aurora cap

White cap

Goggles

Team wardrobe:

- Aurora team jacket
- Black shorts
- Black pants
- sandals or flip-flops

Aurora bag

Towels (2 large)

Hair stuff:

- hairnets
- bobby pins
- hairpins
- circular combs (for shorter hair)
- headpieces for team routine
- Knox Gelatin
- container for gelatin
- small brush for gelatin (pastry or paint brush)

Team routine make-up (waterproof) as determined by coach

Toiletries

Pajamas

Runners

Underwear and socks

Warm jacket/fleece/hoodie

Black pants or other colour pants (no jeans)

Banquet outfit (if needed)

Land-drill tape or CD

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Edmonton Aurora Synchronized Swim Club
Box 104, 9100 Walterdale Hill, Edmonton, Alberta T6E 2V3
780-439-7091

www.edmontonauroras.com

Figures sheet

Goals sheet

Meet schedule

EXTRAS:

Spending money

Camera and film

Book/CD player/Cards/Games

Healthy snacks

Water bottle

NATIONAL, REGIONAL AND PROVINCIAL ASSOCIATIONS

SYNCHRO CANADA

Synchro Canada is also known as CASSA or the Canadian Amateur Synchronized Swimming Association Inc. This is the national organization for synchronized swimming. Its structure is similar to many other sports bodies except that none of Synchro Canada's officials are paid. Membership is open to anyone who is interested for an annual fee which includes a subscription to "Keeping N'Synch", published a few times per year. The address of the national office is:

Synchro Canada
1010 Polytek Street, Unit 14, Suite 200
Gloucester, Ontario
K1J 9H9
www.synchro.ca

Competitive swimmers are registered with Synchro Canada at the beginning of each season.

Other publications of interest are available c/o Synchro Canada's Publications Resource Centre. They include the following:

CASSA Official Rule Book
FINA Rules (International Aquatic Sports governing body)
History of Synchronized Swimming

SYNCHRO ALBERTA (SA)

Synchro Alberta is the provincial association for synchronized swimming. SA sponsors meets, training camps and training of coaches and officials. Members receive a newsletter. The address for Synchro Alberta is:

Synchro Alberta
11759 Groat Road
Edmonton, Alberta
T5M 3K6

Our swimmers are registered yearly with Synchro Alberta.

All athletes must be registered with CASSA and SA in order to compete.

SYNCHRO DIVISIONS IN CANADA

- Atlantic: Clubs from Newfoundland, Prince Edward Island, New Brunswick and Nova Scotia
- Eastern: Clubs from Quebec and Ontario
- Western: Clubs from Manitoba, Saskatchewan, Alberta, British Columbia

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