



# General Handbook

And Policies for All  
Recreational and Competitive  
Synchronized Swimming Families



August 2016

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## ***Welcome To All Synchronized Swimmers and Their Families***

Regina Synchro (formally known as Regina Central Lions Synchronettes) welcomes all returning and new members to the Club. We look forward to a season of fun, hard work, team building and accomplishment. We are proud of our Club and its tradition of providing challenges and opportunities to all its members.

Regina Synchro wants to ensure that all members have a positive experience with our organization. By being informed of our policies and structure outlined in this handbook, you will be able to work collaboratively with coaches, and other parents; optimizing your Synchronized Swimming experience.

This General Handbook is intended to be a means of providing all Club members, both recreation and competitive alike, coaches, athletes and families with some basic, frequently required information. We encourage you to read through this handbook carefully and keep it as a reference. This handbook represents the Club's policies and form the basis for how the Club operates and how the Board makes its decisions.

Although this handbook contains information on a number of areas, our coach staff and Club Executive work for our members, so please be sure to share any suggestions with the Head Coach or Club President. Meeting the needs of our swimmers and ensuring a strong and vibrant Club is a priority. This is **your Club!!**

We are a volunteer-run organization and our collective efforts go a long way to realizing the Regina Synchro mission, "to strive for competitive excellence by motivating and fostering the full potential of all of the Club's athletes through the development of synchronized swimming skills and encouragement of personal growth."

Natalie Good  
Head Coach  
Regina Synchro

Tanja Ignatiuk  
Board President  
Regina Synchro

# 1. Regina Synchro Club

## Vision

Achieving top performance on the provincial, national and international stage by developing and encouraging the achievement of synchro club swimmers.

## Mission

Regina Synchro strives for competitive excellence by motivating and fostering the full potential of all of the Club's athletes through the development of synchronized swimming skills and encouragement of personal growth.

## Values

- ***Our Club is:*** Competitive, Inclusive, Accountable, Fiscally Responsible, Goal Oriented, and Athlete-centered
- ***We treat people with:*** Respect, Integrity, and Acceptance
- ***We encourage:*** Athlete and Coach Development, Collaboration, Pride, Discipline and Personal Growth/Success
- ***We value:*** Sportsmanship, Excellence, Teamwork, and Fun

## 2. Introduction

*“There is growing empirical evidence supporting the notion that activities like synchronized swimming can enhance one’s overall development and general brain function. The sport depends heavily on the accurate and dynamic synergy between the left and the right sides of the brain. Synchronized swimming develops the logical brain and the artistic/creative brain. The evidence points to synchro’s reliance on the proprioceptive sense (that controls balance and movement) and its reliance on rhythm while upside-down in an unstable medium requiring fast, accurate and precise split-second decisions -- without the benefit of all the other “muffled” sensory cues one usually depends on in other activities. This may help explain a well-known factor among coaches and other synchro aficionados around the world: that synchronized swimmers tend to experience noted success in academic and artistic pursuits long after retirement.”*

*~ Linai Vaz DeNegri, Ph.D.*

## **Why Synchro?**

Synchronized swimming is a sport which defies all outward appearances. To the casual observer, a synchronized swimmer seems to glide effortlessly through the water, executing moves with ease and grace. In actual fact, a competitive synchronized swimmer possesses a high level of aquatic ability and must be in excellent physical condition in order to maintain the semblance of grace. Synchronized swimmers have the flexibility of a gymnast, the grace of a dancer and the strength of a water polo player. In short, the synchronized swimmer is an outstanding all round athlete.

Synchro offers an ideal environment for young girls to learn and grow. It is a multi-faceted activity and allows participants to develop a variety of physical skills, while also benefitting from the many psychological and social aspects of the sport. While the focus of Synchro is on the team component through which athletes learn how to be exemplary team-players, the athletes also train and compete individually (compulsory figures, solo), or as a pair (duet), and develop the ability to self-motivate, engage in healthy self-talk and learn independence.

Synchro helps girls develop a strong sense of self-confidence—the kind of confidence that will lead them to success and to the belief that they can succeed at anything if they work hard enough at it.

Synchro empowers your child and teaches her about self-esteem, self-discipline, healthy body image, team-work, and time-management. Your child will learn how to set goals and push herself to excel, allowing each athlete to become successful individuals as they mature into young adults.

While your child will be asked to challenge herself, Synchro will not risk her health and safety.

Most of all, Synchro can be lots of fun, and having fun is the key to your child pursuing an active and healthy lifestyle and then maintaining that lifestyle throughout her adult life.

## The Benefits of Synchro

### Physical Benefits

- Better health
- Build stamina (increase anaerobic and aerobic capacity)
- Improve and maintain a high level of flexibility
- Develop balance
- Improve posture
- Develop speed and agility
- Build strength and power
- Improve motor skills
- Develop exemplary swimming skills
- Develop musicality and rhythm
- Increase kinesthetic awareness
- Improve coordination
- Grow vocabulary of movement (with grace, with sharpness, with power, etc.)
- An understanding of good nutrition habits
- An appreciation of active and healthy living

### Social Benefits

- Cooperation
- Teamwork
- Communication
- Receiving and delivering feedback
- Improve scholastic achievement
- Perseverance
- Encouragement (giving and accepting)
- Courage/Risk
- Strong social values

### Psychological Benefits

- Increase creativity
- Patience
- Concentration/Focus
- Multi-tasking
- Excitement
- Goal setting (individual and team)
- Dealing with competition/stress
- Time-management
- Confidence
- Healthy friendships
- Challenge
- Increase self-esteem
- Healthy body image
- Emotional stability
- Success

## ***Synchronized Swimming Backgrounder***

### **The History of Synchro in Canada\***

Synchro is a sport that was born and came into its own in Canadian waters. Although an aquatic activity called "water ballet" was demonstrated at several world exhibitions and fairs in the late 19th and early 20th centuries, the sport began to take form in Canada in the 1920s under the name of "ornamental swimming." This graceful and beautiful aquatic activity soon spread to the United States, where a display at the 1934 Chicago World Fair attracted international publicity. The popularity of this new brand of swimming continued to grow when swim star Esther Williams performed in a string of MGM "aqua musicals" in the 1940s and 1950s. In the 1950s and 60s, this aquatic phenomenon began to evolve into a highly technical and physically demanding competitive sport called synchronized swimming. Canada established itself as a leader in the sport and began to share its

expertise with other nations, which aided its development across the globe. In 1954, FINA, the international federation for aquatic sports, recognized synchro as an official aquatic sport. It made its debut at the inaugural World Aquatic Championships in Belgrade in 1973 and was welcomed to the Olympic Games program in 1984. Synchro consists of seven events: solo, duet, team (eight swimmers), each of these include free routine and technical routines, and a combo routine (a combination of team, duet, and solo in one routine). The team event replaced the solo and duet events at the 1996 Olympic Games. At the 2000 Olympic Games, the duet event was returned to the program. The sport is considered a female sport in the eyes of the IOC and males are not permitted to compete in FINA competitions. The competitive rules and manner of judging are similar to such sports as figure skating and gymnastics. For many years, synchro was Canada's most successful amateur sport. With the exception of 1998, our athletes won medals at every world championships between 1973 and 2001 and at every Olympic Games between 1984 and 2000. In recent years, the competition has stiffened and the number of countries competing in synchro at a high level has increased significantly. Russia, Spain, Japan, and China have begun to dominate the podium spots. Canada is still consistently considered amongst the top five nations in the team event, recently achieving 4<sup>th</sup> place results at the 2012 Olympics in London.

*\*Adapted from Synchro Canada LTAD: Developing Champions for Life*

## **Closer to Home**

Nicole Cargill swam with the Regina Synchro Club before becoming a member of the 2004 Canadian Synchronized Swimming Olympic Team.

"Nikki" began her synchro career when she was 8 years old at the Lawson Aquatic Center in Regina, Saskatchewan. She swam with the Regina Club until she was 16, at which point she had just completed her first summer with the National Junior Team. After that summer, she decided to pursue her dream of competing at the Olympics and moved away from her family to train, first in Edmonton, and then with the National Team in Toronto and Montreal.

Carolyn Waldo was the first Canadian woman to win 2 gold medals in one Olympic Games. She won a gold medal in the solo and duet category in the 1988 Summer Olympic Games in Seoul, Korea. Her duet partner was Michelle Cameron of Calgary, Alberta. Carolyn also won a silver medal in the 1984 Summer Olympic Games in Los Angeles, USA.

## Who's Who

**Synchro Canada:** Synchro Canada, a volunteer - based organization with a professional staff based in Ottawa, is responsible for the development and operation of the sport through a wide variety of programs. These programs encompass research and development; marketing and communications; participation; athletes, officials' and coaches' development; and competitions. The association also coordinates the activities of the eleven provincial sections.

**Synchro Saskatchewan:** Synchro Saskatchewan is the sport body that oversees synchronized swimming in the province.

**Volunteer Membership to Synchro Saskatchewan:** Volunteers are an essential part of Synchro Saskatchewan. The Volunteer Registration ensures individuals are covered under the Synchro Saskatchewan insurance policy while chaperoning and or volunteering at sanctioned events, transportation to and from practice or competitions or participating on a local Board. One or two parents/guardians from each family are asked to become a member of/Synchro Saskatchewan. The fee is \$3.00 per person.

**Fédération Internationale de Natation (FINA):** FINA is the International Federation (IF) based in Lausanne, Switzerland, that is recognized by the International Olympic Committee (IOC) for governing international competition in the aquatic sports. FINA currently oversees competition in five aquatic sports: swimming, diving, synchronized swimming, water polo and open water swimming.

## *Interesting and Helpful Information*

### Did You Know?

- Synchronized swimmers can hear the music underwater through underwater speakers.
- It is against the rules for a synchronized swimmer to touch the bottom of the pool during a routine; for such an infraction, they are given a two-point deduction.
- A lift/throw or boost in synchronized swimming is done by lifting the body of one or more swimmers above the water's surface. Swimmers are not allowed to use the pool bottom to execute these lifts.
- Synchronized swimmers swim with their eyes open underwater. They do this to be able to maintain their balance underwater, see where they're swimming, and to line up with their teammates to make patterns and set-up for specific moves in their routine.

- The nose plug is a synchro swimmer's most vital piece of equipment because it prevents water from entering the nasal cavity during the upside-down movements and allows the swimmer to stay underwater for long periods of time.
- Deckwork (or "deck drill") consists of the movements the athletes perform on the deck once the music starts and before entering the water. Deckwork is intended to set the mood for the routine and can only be a maximum of 10 seconds in length. Deckwork does not factor into the final score.
- Most synchro swimmers carry an extra nose plug (or two) in the hip of their bathing suits during a routine in case the one they are wearing gets knocked off. Some swimmers even choose to wear two nose plugs at once to ensure that water does not enter their nose.

## **Ten Essential Lessons to Build Body Esteem**

*From [www.BodyImageHealth.org](http://www.BodyImageHealth.org) - by Kathy Kater, LICSW*

### **To begin, accept what is not in your control:**

- 1) Accept your body's genetic predisposition. All bodies are wired to be fatter, thinner, or in between. This includes fatter in some places and thinner in others. Regardless of efforts to change it, over time your body will fight to maintain or resume the shape it was born to be. You may force your body into sizes and shapes that you prefer, but you can't beat Mother Nature without a tremendous cost.
- 2) Understand that all bodies change developmentally in ways that are simply not in your control through healthy means. You may positively influence changes of puberty, pregnancy and lactation, menopause, and aging by making healthy lifestyle choices, but you will not "control" these changes, no matter how much you try.
- 3) Never "diet." Hunger is an internally regulated drive and demands to be satisfied. If you limit the food needed to satiate hunger completely, it will backfire, triggering preoccupation with food and ultimately an overeating or compulsive eating response. You may lose weight in the short run, but 95% of weight that is lost through dieting is regained, plus added pounds. Dieters who go off their diets only to binge are not "weak willed." They are mammals whose built-in starvation response has kicked in - both physically and psychologically, going after what has been restricted. Scientific evidence has been available on this since the early 1950's, but most people are not aware of the biologically predictable, counterproductive results of "dieting."

**Then focus your attention and energy on what is within your power to achieve:**

- 4) Satisfy hunger completely with plenty of wholesome, nutrient rich foods chosen from the core of the food pyramid -eat well! In today's world, surrounded by taste stimulating, cheap, cleverly advertised, readily available, low nutrient entertainment foods, learning to feed your body versus merely "eat" is an essential difference.
- 5) Limit sedentary entertainment. Move aerobically, if possible, on a regular basis. Everyone who is not medically inhibited, regardless of size, can and should develop a reasonable level of fitness and maintain it throughout the life cycle.
- 6) Understand that if you eat well and maintain an active lifestyle over time, your best, natural weight will be revealed. Set a goal to eat well and be active. Don't be swayed by whether or not this makes you thin. Healthy, well fed, active bodies are diverse in size and shape, from fat to thin and everything in between. Don't let anyone tell you otherwise, not even your doctor, who may be caught in unhealthy cultural myths about weight.
- 7) Choose role models that reflect a realistic standard against which you can feel good about yourself. If the "Ugly Duckling" had continued to compare herself to the ducks she'd still be miserable, no matter how beautifully she developed.
- 8) Maintain your integrity as a human being. In spite of advertisements seducing you to believe that "image is everything," Never forget that how you look is only one part of who you are. Develop a sense of identity based on all the many things you can do, the values you believe in, and the person that you are deep inside.
- 9) Become media savvy. Educate yourself about the hidden power of advertisements. Advertisers spend tons of money on strategies specifically designed to make you feel there is something wrong with you. Why? If they first advertise an unrealistic standard of beauty that leaves you feeling deficient by comparison, a product that promises to improve your condition is an easy sale. Don't be "sold" this bill of goods.
- 10) Encourage your friends and co-workers to join you in developing a healthy, realistic body image. Use the collective energy your group would have spent on hating your bodies to make the world a better place. Help the next generation to develop healthy body image attitudes and learn positive lifestyle habits too.

## **Parent Resources**

**Active Start for Healthy Kids: Activities, Exercises and Nutritional Tips, Stephen Virgilio**

**The Body Betrayed, Kathryn Zerbe**

**Eating Disorders: A Parent's Guide, Rachel Bryant-Waugh and Bryan Lask**

**Help your Teenager Beat an Eating Disorder, James Lock & Daniel Le Grange**

**Raising a Team Player**, *Harry Sheehy*

**The Talented Teenager: The Roots of Success**, *Mihaly Csikszentmihalyi, Kevin Rathunde, Samuel Whalen*

**Whose Game is it Anyway?**, *Richard D. Ginsburg, Stephen Durant, Amy Baltzell*

## **Helpful Websites**

**AthletesCAN** - [www.athletescan.com](http://www.athletescan.com)

**Body Image Health** - [www.bodyimagehealth.org](http://www.bodyimagehealth.org)

**Body Sense** - [www.bodysense.ca](http://www.bodysense.ca)

**Canada Food Guide** - [www.hc-sc.gc.ca/fn-an/food-guide-aliment/index-eng.php](http://www.hc-sc.gc.ca/fn-an/food-guide-aliment/index-eng.php)

**Canada Sport for Life** - [www.canadiansportforlife.ca](http://www.canadiansportforlife.ca)

**Canadian Association for the Advancement of Women and Sport** - [www.caaws](http://www.caaws)

**Canadian Olympic Committee** - [www.olympic.ca](http://www.olympic.ca)

**Coaching Association of Canada** - [www.coach.ca](http://www.coach.ca)

**FINA** - [www.fina.org](http://www.fina.org)

**Kid's Health** - [www.kidshealth.org/parent/positive/talk/body\\_image.html](http://www.kidshealth.org/parent/positive/talk/body_image.html)

**The Positive Coaching Alliance** - [www.positivecoach.org](http://www.positivecoach.org)

**National Eating Disorder Information Centre** - [www.nedic.ca](http://www.nedic.ca)

**National Eating Disorders Association** - [www.edap.org](http://www.edap.org)

**Synchro Canada** - [www.synchro.ca](http://www.synchro.ca)

**USA Synchro** - [www.usasynchro.org](http://www.usasynchro.org)

## **3. Organization Structure**

### **Overview**

The Board of Directors consists of volunteer Members elected to manage the affairs of the Club. The property and business of Regina Synchro shall be managed by the Club Manager/Head Coach and Board of Directors which shall be responsible to the membership and perform all acts as may be necessary for the proper conduct of the Regina Synchro in accordance with *The Non-profit Corporations Act, 1995* and the Bylaws and policies of Regina Synchro. Further details on the requirements and workings of the Board can be found in the Regina Synchro Board Charter (Appendix A).

There are also two parent meetings each year: The Annual General Meeting is typically held in October and The Spring Parent Meeting and Awards night is generally held late in early June.

Revenue is generated by Club fees, fundraising projects, donations and grants. The Club also hosts one or two competitive swim meets each season, which aid in generating necessary revenue.

Volunteers are essential for the success of our Club. It is expected **all** parents will assist the Club where required.

### ***Executive Committee***

President  
Vice President  
Director of Finance (Treasurer) \*  
Secretary  
Director of Administration (Registrar)  
Club Manager/Head Coach

\* Depending on volunteer availability and expertise, this position can be split into two - Treasurer and Swimmer Accounts.

### ***Directors***

Director of Promotions and Public Relations  
Director of Fundraising  
Director of Team Management (Travel)  
Competitions Coordinator (Meet Manager)  
Member at Large

### ***Committees/Coordinators***

- Club Apparel and Merchandise
- Equipment
- HP Coordinator
- Meet Music Coordinator
- Hospitality Coordinator
- Awards Coordinator
- Volunteer Coordinator
- Website
- Social Events Planner
- Club Photos
- Public Relations
- Recreation/Competitive Stream Liaison

Depending on parent volunteers, some of these positions can be combined however this is not ideal as often the workload becomes too heavy for one individual. As such we encourage and welcome all parents to become involved in some way.

### ***Parent Representatives***

One parent representative per competitive team will be recruited in September to liaise with the parents, swimmers and the Board. Responsibilities include coordinating team swim suits (in consultation with the coach), and minor management issues that may arise such as additional team clothing, etc.

## **Coaching Staff**

Head Coach  
Team Coaches

## **Meeting and Election of Officers**

The **Annual General Meeting** is held in the fall of each year, not more than 90 days after the year end (August 31<sup>st</sup>). The financial statement for the previous year and a proposed budget are presented to the membership present. Members present shall constitute a quorum of any general meeting of the Club. Approval of motions is subject to quorum.

The **Annual Spring Parent Meeting and Awards Banquet** is held year each in June. The Board of Directors of the Club shall be elected by a vote of the parents present at the meeting. The Board Members are elected for terms no more than three years, unless there are no standing nominations after the third year. Directors whose term has expired may be eligible for re-election to the Board with a limit of two consecutive three-year terms. The Director who has served for two consecutive three-year terms may stand for re-election in a different role. Spouses of staff are not allowed to serve on the Board. There can be two members of the same swimmer family on the Board at the same time, but together they only have one vote.

A nominating committee of three, at least one of whom is a member of the Executive Committee, shall present a slate consisting of one candidate for each office. Additional candidates may be nominated from the floor with the candidate's previous consent.

A majority of parent members present and voting is sufficient to elect officers provided a quorum is in attendance. Vacancies in elected offices shall be filled for the remainder of the term by appointment of the Executive Committee.

Additional meetings may be called at the direction of the President or upon request of any parent member provided the request is directed to the Secretary and states the business to be brought before the meeting.

The Board of Directors meets monthly to discuss general Club management, coordinate Club activities, monitor budgets, review pool times, and review program progress with the Club Manager/Head Coach.

## 4. Regina Synchro Programs

Regina Synchro offers recreational and competitive programs.

### ***Recreational Program***

The recreation program provides the opportunity to experience the basic concepts of synchronized swimming for fun socialization and fitness. In addition to working towards Synchro Stars, the Club also provides the opportunity for each swimmer to complete swimming badges.

The recreation program is offered once per week in 8 to 16 week modules, twice a year in 4 to 5 month modules: September to December and January to May. Classes are 45-90 minutes, depending on the Star level.

Each module covers areas such as:

- Strokes and sculling
- Music and movement
- Basic positions and transitions
- Choreography
- Teamwork
- Performing
- Fitness

Generally a swimmer will progress through one level of the Synchro Star programme upon completion of two sessions. Swimmers can earn swimming badges in each session. Once a Synchro Star 3 level is achieved, and based on the swimmer's desire, experience and age, a recreation swimmer may choose to move into the competitive program or the coach may recommend advancing into the competitive program.

A Water Show event is hosted by Regina Synchro at the end of each session which allows recreational swimmers the opportunity to perform with other Regina Synchro swimmers for their family and friends.

**Star Program:** The Star Program is a participation-oriented skill program which rewards improvement in synchronized swimming skills. Recognition for achievement is given with a star pin for each level successfully completed. Swimmers work their way through Stars one through 10 and Superstars 1 to 7. Swimmers in the recreation are tested under the star program. Testing is completed by end of the Spring session of each year for the upcoming season.

## **Competitive Program**

The competitive program provides swimmers with an opportunity to learn the skills of synchronized swimming, develop routines and engage in individual and team competition at a provincial or national level. The competitive season for these athletes begins at the beginning of September and goes until the end of May or early June. Depending on the age group, teams will practice 2-4 times per week. National Stream athletes train 5-6 times per week. Swimmers interested in training after CPI for provincial stream swimmers or after National stream swimmers can buy training sessions at an additional cost from the Club.

Training is predominantly water based, focusing on figures and routines, and partially land based (dry land) training focusing on core strength, flexibility and aerobic workouts. Extra routines (solos and duets) enhance the athletes' synchro development but require additional time for training, which is at an additional cost.

A team typically consists of eight swimmers within a particular age group. There are exceptions and variances to this at the discretion of the Club Manager/Head Coach. Every September, Club coaches will work with the swimmers to determine the best team options for all concerned. There are many factors that can influence the placement of swimmers on a team. Some of these are:

- Number of swimmers returning from the previous year
- Number of new swimmers joining the competitive program
- Synchro Canada and Synchro Saskatchewan rules
- Coaching recommendations
- Training commitment of swimmer

**Please note** the core philosophy of synchronized swimming is about team. All swimmers are required to swim on a team unless there is absolutely no team option available. This is at the discretion of the Club Manager/Head Coach and the Club President will be notified.

### **Time Commitment: (Standard)**

*Practices will be cancelled on long weekends and over the school Christmas holiday. The following are Club guidelines. There may be years or situations that dictate a variance to these standards.*

### Provincial Stream

|     |            |      |  |
|-----|------------|------|--|
| Age | 10 & under | Swim | two times per week, total of 4.0 hours   |
|     | 12 & under | Swim | two times per week, total of 4.0 hours   |
|     | 13 & over  | Swim | three times per week, total of 6.0 hours |
|     |            | Land | three times per week, total of 2.5 hours |

Where there is no land drill specified, swimmers are encourage to undertake another physical activity such as gymnastics, dance or team sport.

### National Stream

|      |  |
|------|--|
| Swim | five or six times per week, total of 10.0-12.0 hours |
| Land | four times per week, total of 4.0 hours              |

**Regina Synchro values inclusion of all people. If you are a swimmer who requires an accommodation in order to participate in Synchronized Swimming, please make your request in writing to the Club Manager/Head Coach.**

### Meet Attendance

The meets are generally held as follows:

|  |                             |
|--|-----------------------------|
| Marnie Eistetter Figure Meet, Fall Development Camp and Synchro Sask Award Banquet | Mid November                |
| Diane Lemon Saskatchewan Invitational  | Late January/early February |
| Sandy Roberts National Age Group Provincials                                       | Late February/early March   |
| Qualifiers   | Late March                  |
| Sadie Caulder Knight Provincial Age Group Provincials                              | Late April                  |
| Canadian Open Synchronized Swimming Championships Nationals                        | Early May                   |
| CPI Challenge  | 2 <sup>nd</sup> week in May |
| Espoir Nationals   | Late May/early June         |

The most up-to-date information on the program schedule or the competition meet schedule can be found on the Club website at [www.reginasynchro.com](http://www.reginasynchro.com) or Synchro Sask websites at [www.synchrosask.com](http://www.synchrosask.com).

Certain Club expectations exist when it comes to determining which meets a team will attend. Some meets, such as those hosted by Regina Synchro, are mandatory.

Other meets that are qualifiers for regional or national events are also mandatory.

All teams are expected to attend their respective provincial championships. If a meet is being held in another city in the province, all reasonable means will be taken for Regina teams to attend. Below is an outline of what is considered reasonable.

|                 |  |
|-----------------|--|
| Age 10U/12U     | All provincial meets, typically four per year.<br>Inter-provincial meets such as Canadian Prairie Invitational (CPI) are optional unless hosted by Saskatchewan. |
| Age 13-15, 16O  | All provincial meets, typically four per year, and Canadian Prairie Invitational wherever it is held.  |
| National Stream | All provincial meets, Qualifiers, Espoir Nationals or Canadian Open Synchronized Swimming Championship (COSSC) Nationals depending on the level of the team.     |

### **Extra Routines - Solos and Duets**

A solo or duet can be swum at any competitive level **with approval from the Head Coach**. Extra routines require practice time over and above team times outlined above, and are at an additional cost. Extra routines are not guaranteed as coach availability is a factor.

An extra routine will not be permitted unless a swimmer is a member of the team. Should there be a situation when a team option unavailable, this regulation may be altered at the discretion of the Head Coach in consultation with the Club President.

### **Private Skill Instruction**

Parents interested in arranging private or semi-private figure instruction for their swimmer should contact the head coach with their request. Athletes and coaches will be matched based on individual needs, coach schedules and pool availability. As it is private instruction the Club is not involved in the setting of the coaches rate but can provide a frame of reference of what the Club would pay the coach based on coaching certification and years of experience.

### **Practice Protocol**

Swimmers are expected to attend all team training sessions (in their entirety). It is important to realize that each training session builds on the previous lesson. Because synchro is predominately a team sport, the absence, late arrival, or early departure of team members can compromise the full value of team practices. If swimmers are sick with a fever or contagious illness, however, they must be kept at home until they are well enough to resume training. Athletes are permitted to miss training for mandatory school

functions that do not conflict with pre-competition training (week prior to competition) or competitions. Athletes and/or their parents must inform coaches if they are going to be absent. This is an expected courtesy that will prevent the coach from worrying and allows the coach time to alter the training plan in order to maximize the experience for those present.

Athletes should arrive on time and be prepared for training: Swimmers should arrive approximately 10-15 minutes before the start of the lesson with all necessary equipment (including water bottles, nose plugs, goggles and bathing caps, in addition to any other items the coach has requested). Early arrival allows the swimmers a bit of social time before they are required to devote their full attention to the training for that day. Swimmers should also ensure that they have eaten prior to training so that they have enough energy to sustain them for the entire practice. Pre-practice meals/snacks should include protein. It is understood that travel time and school schedules often make it difficult to adhere to the above, so we ask that you do your best to respect the practice times as much as possible.

### **Communication with the Coaches**

Coaches will provide regular feedback to parents and swimmers. We are in the process of developing a more standardized method of providing feedback. Questions and concerns should be directed to your swimmer's coach. An email, phone call or request to meet in person prior to or after training is all welcome. Please refrain from coming on deck during practice to speak with coaches. We work in a very busy atmosphere and Coaches must remain focused on the athletes at all times in order to ensure a safe and productive environment.

Questions and concerns that are not resolved should be directed to the head coach.

### **Pool Etiquette**

- No flash photography
- Remain seated during performances
- Cheer on and applaud all of the swimmers
- No outdoor shoes on deck

## **5. Finance**

(Board approved October 18, 2015)

Revenue is generated by Club fees, fundraising projects, donations and grants.

Expenditures are under the direction and approval of the Board of Directors. Disbursements of budget items are as follows:

- Payroll and honorariums
- Fees - pool fees, Club affiliation fees and competition entry fees
- Travel - coaches expenses, chaperone expenses, transportation costs, accommodation costs to budgeted competitions and designated clinics. Some of these costs are recoverable from the swimmers.
- Awards and engraving - Club awards, team trophy engraving expenses.
- Equipment - major equipment, such as the sound system, as well as minor equipment, including workout equipment (tubing, paddles, etc.)
- Music - editing and recording for all routines.
- Miscellaneous - postage, phone calls, publicity, swimmer recruitment, meeting space, photocopying, etc.

**The following fees are the responsibility of each family:**

- Club Program Fees which cover payroll, pool rental, Club administration, etc.
- Synchro Saskatchewan fees for affiliation and the High Performance Program
- All travel expenses related to competitive travel (including coaching costs, accommodations, meal expenses, etc.). Generally, these will be paid by the Club and charged proportionally to each swimmer account.
- Competition fees (i.e. figures, solo, duet, team) and clinic fees
- Costs for bathing suits, goggles, nose clips and basic Club apparel
- Any additional items as agreed by the team
- Team pictures
- Costs associated with hosting a competition (example: food donation)

## **Fees**

Registration for competitive or recreational programs is available online at [www.reginasynchro.com](http://www.reginasynchro.com) beginning August 1. There is a non-refundable registration fee of \$20. Changes to a registered program, as approved by the Club Manager/Head Coach, may be made until the cut-offs dates (October 15 for the recreational fall session/competitive programs, and February 15 for the recreational winter session). After the cut-off dates, program fees are payable in full for the swim year. Special circumstances (such as a medical event) are to be discussed with the Club Manager/Head Coach and addressed as per the Club policies.

Once registered online, your Swimmer Account can be accessed any time by logging on through [www.reginasynchro.com](http://www.reginasynchro.com). Fees are payable by credit card, which can be conveniently saved on your account. All fees on account must be paid by July 31st.

As per Club policy, all outstanding balances for prior year fees need to be settled before the swimmer is allowed to swim in the new swim year. In addition, swimmers who have an outstanding account balance will not be considered for hiring as a coach. Should a swimmer

account remain in arrears, the Board, as directed by the Club's Bylaws, will consider further collection actions. This may include, but is not limited to, withholding any swimmer payments or dismissal from the Club.

### **Medical Refund**

Should a swimmer need to withdraw temporarily or for the season due to medical reasons, the swimmer may submit a written request to refund 50% of the fees for the time away or for the remainder of the season. The following criteria must be met:

- The medical leave required is a minimum of four weeks
- A written request is submitted to the Club Manager/Head Coach
- A medical certificate is provided.

### **Recreation Fees**

Recreation fees are due in full and in advance of each session. Families that register 3 or more swimmers in recreation classes will receive a 5% reduction in overall fees.

If the swimmer withdraws from the class before the cut-offs dates (October 15 for the fall session and February 15 for the winter session), the refund will be pro-rated for the number of classes attended less the Synchro Saskatchewan affiliation fee and any other administrative fees. There will be no refund of fees if the swimmer withdraws after the cut-off dates.

### **Competitive Fees**

Swimmers wanting to make changes to their registered competitive program before October 15 must have approval by the Club Manager/Head Coach. As the Club hires staff and commits to pool time, the budget depends on the committed registration. Competitive registration fees are for the swim year and past October 15, unless there are special circumstances addressed in other Club policies (such as the Medical Refund), the registration past this date must be paid in full.

Each competitive family registers online and creates a Swimmer Account. There is an option to pay the program fees all at once or monthly. If you select monthly payments, your credit card will be billed on the first of each month until all fees are paid. The monthly payments are based on 8 installments. Aside from the Club program registration fees, other fees that you will see billed to your account include, competition fees, travel & accommodation fees, team fees as determined (such as team swimsuits), etc.

Statements are available monthly to families by accessing your Swimmer Account. Statements are to be paid in full within 30 days of receiving the statement.

## **Travel Fees**

An estimated travel budget may be provided to each swimmer near to the beginning of the season. Actual travel costs will be charged to the Swimmer Account as they occur. Travel fees will be charged to your credit card on the first day of the month following billing. For example, travel costs billed to your swimmer account in November will be charged to your credit card on December 1<sup>st</sup>.

## **6. Club Fundraising Policy**

### **Fundraisers**

The Club has two types of fundraising: Club Fundraising and Swimmer Account Fundraising.

Club Fundraising occurs a maximum of twice a year and funds generated are intended to offset the cost of pool rental, coach's salaries, etc., in an attempt to keep fees as affordable as possible. The Club encourages 100% participation of **all** swimmer families. We are confident swimmer families will recognize that by participating in Club Fundraisers, the Club can avoid imposing a mandatory fundraising fee.

Swimmer Account Fundraising are activities, coordinated by the Club, that swimmers and their families can choose to be part of and where 100% of the funds raised by the swimmer are directed to their individual swimmer account.

We are always looking for fundraising opportunities that are different and can provide a reasonable payback to our members. This is difficult as not every opportunity is beneficial or attractive for every family. If you ever have any ideas, we encourage you to pass them onto the Board of Directors.

If an opportunity arises during the year, fundraising initiatives will be offered to recreation families. Proceeds may go to next session registration. If the swimmer does not register for the next Synchro session, any proceeds will go to the Club.

### **Synchro Sask**

Synchro Sask must participate in self-funding (fundraising) opportunities each year. In the past, each member from every Club was asked to sell one or two books of raffle tickets. This was mandatory and each member either sold the books or purchased tickets for themselves. Currently, Synchro Sask is offering other options such as an annual silent auction as part of the fall Marnie Eistetter Figure Meet and Synchro Sask Award Banquet. It is most important for our membership to support these types of opportunities and requests or we may be forced to participate mandatory fundraising again.

## 7. Volunteer Expectations

We recognize that your time is valuable but without the volunteer contribution of every parent/guardian, we cannot successfully operate the Club. Whether it is a position on the Executive, a Coordinator position, helping at a meet or supporting committee work, your help is important!

Recreational and Competitive family members are welcome to help at any and all positions. As Board members will be directing the committee work, they are exempt from the requirements set forth as follows. To ensure that we have adequate committee support for Club activities, at the beginning of each swim season, parents and guardians of competitive swimmers will be invited to sign up for the committee spot of their choice on a first-come, first-served basis. If parents/guardians do not sign up to indicate their preference, the Board will assign them to an available spot. It is expected that families will support the work of their committee as called upon.

Examples of positions and committees established by the work of the Board: High Performance Coordinator, Awards Coordinator, Team Apparel/Merchandise Coordinator, Club Photos Coordinator, Volunteer Coordinator, Awards Coordinator, Music/Announcer, Hospitality Coordinator, fundraising, corporate sponsorship.

For competitive families, you must also volunteer a minimum of four hours of time at minor swim competitions, per swimmer, and eight hours of time at major competitions, per swimmer, at events hosted by Regina Synchro. Examples of minor competitions would be the Diane Lemon Invitational and the Sadie Caulder Knight Provincial Stream Provincial Championships, and major competitions would be the Canadian Prairie Championships and Espoir Nationals. To assist with your planning, the most up to date competition schedule can be found on the Club website at [www.reginasynchro.com](http://www.reginasynchro.com) or Synchro Sask website at [www.synchrosask.com](http://www.synchrosask.com).

If you are unable to commit time during the specific events, you must discuss alternative arrangements with the Executive, Director of Fundraising or the Competitions Coordinator (Meet Manager). Failure to meet the Club expectations for volunteering will result in your swimmer account being charge \$350 dollars each time the above stated requirements are not met and may lead to dismissal from the Club.

Also as part of your volunteer commitment to the Club, competitive families are also required to participate in Club Fundraising, please refer to Section 6.

## 8. Awards

There are awards given at the Club level as well as by Synchro Sask. The selection committee, generally consisting of the Vice President (Chair), Head Coach/Club Manager and Awards Coordinator, determine the award recipients. Recommendations are submitted by coaches to the Head Coach/Manager.

The Regina Synchro Awards event is held at the conclusion of the synchro year, typically during the Spring Parent Meeting held in June. The selection committee is responsible for obtaining awards, ensuring engraving is complete and awards are ready for presentation at the Club Awards event.

Synchro Saskatchewan awards event is held in conjunction with the Fall Figure Meet, typically in November. Submissions to Synchro Sask are due in June of the preceding competitive season. These include the swimmer awards as given at the Club level as well as volunteer award submission. The Club Vice President is responsible for this. Information is forwarded by Synchro Sask prior to all deadlines. All Synchro Sask trophies are on loan to the recipient for one year. It is the responsibility of the recipient's club to ensure all trophies are returned to Synchro Sask in good repair when requested.

## 9. Synchro Saskatchewan High Performance Program

Regina Synchro competitive athletes are eligible to participate in the Synchro Saskatchewan High Performance (HP) Program. There is a fee for this program. Admission into the program is based on trials held by Synchro Sask. The trials process is defined by Synchro Sask. For more information, contact the Club HP rep or Synchro Sask High Performance Director (Laurie Wachs).

## 10. Rules of Conduct

### ***Synchro Saskatchewan Swimmer's Code of Conduct***

The Regina Synchronized Swimming Club has adopted Synchro Saskatchewan ***Swimmer's Code Of Conduct***. It is the standard to which the Club holds all of its athletes. Competitive Swimmer's and parent/guardian must sign the code of conduct to acknowledge receipt of the same and to agree to abide by its terms in order to prevent any misunderstandings.

**At all times while at practice, attending a competition or event as an athlete representing Regina Synchro or Synchro Sask I agree to:**

1. *Treat all coaches, officials, parents, volunteers, and other athletes with respect.*
2. *Not use abusive or threatening language or gestures towards coaches, officials, parents or other athletes.*
3. *Not engage in fighting or other physical acts towards coaches, officials, parents or other athletes.*
4. *Not damage property at the pool or the personal property of any athlete.*
5. *Not commit any acts of bullying in any form.*
6. *Not engage in any unsafe behaviour, following all general rules of the swimming pool.*
7. *Follow all rules and regulations as set out by Synchro Sask. and Synchro Canada.*
8. *Refrain from un-sportsman-like conduct.*

I have read Synchro Sask Swimmer's Code of Conduct. I have reviewed the document with my child. We agree to abide by its terms. Any violation of the code may result in disciplinary action at the coach's discretion, such as, (but not limited to), suspension from practice, removal from future competition, or temporary or permanent dismissal from the Club.

### ***Regina Synchro Rules of Conduct for Swimmers***

Regina Synchro has additional rules of conduct for members of the Club. Also see the Travel section for more rules of conduct at meets.

- Smoking by swimmers will not be permitted.
- The use of alcohol beverages or drugs is prohibited.

### ***Parent's Conduct***

Parents shall conduct themselves in an appropriate manner when performing activities of, or activities related to, the Regina Synchronized Swim Club.

Parents shall:

- be respectful of all coaches, officials, other parents, and other athletes with respect
- not use abusive or threatening language or gestures towards coaches, officials, other parents or athletes.
- follow all general rules of the swimming pool
- set an example of good-sportsmanship.
- commit to the minimal volunteer requirements set out by the Club,
- actively participate in the Club Fundraiser(s)
- adhere to all Club policies,

- support the Club's vision, mission and value statements as overall guiding principles.

Failure to comply will result in action being taken as outlined in the Club's Bylaws under Section IV. Membership and Membership Interests, Subsection D. Discipline of Members.

### **Staff Conduct**

Staff shall conduct themselves in an appropriate manner when performing activities of, or activities related to, the Regina Synchronized Swim Club.

Staff shall:

- be respectful and accountable,
- work as part of a team in providing high quality services to swimmers and their families
- conduct themselves in a professional manner when dealing with swimmers, families, outside groups and fellow employees and volunteers,
- exercise care, diligence and skill in performing their job responsibilities and shall meet performance standards.
- keep in confidence all confidential information,
- adhere to all Club policies,
- report irregular, suspicious and/or illegal activities and practices that come to their attention, such as theft or misuse of Club property,
- disclose immediately to the Head Coach any possible or actual conflict of interest.
- use the Club's vision, mission and value statements as overall guiding principles.

## **11. Club Apparel Policy**

All Regina Synchro members receive a discount on purchases at SportCo.

### **Recreational Swimmers**

- A Club shirt (provided by the Club)
- No special swim suit is required.
- Swimmers may wish to purchase a swim cap and goggles. A swim cap helps protect hair as well as keep it out of the eyes!

### **Competitive Swimmers**

All competitive swimmers must have the following:

- Black swim suit used for figure competition. The suit must be all black with no coloured trim. The manufacturer logo may be on the suit. This is a FINA regulation.
- White swim cap used for figure competitions. The cap must be all white. This is a FINA regulation.
- Nose Clips for training and competition. Worn for figures and routines.
- A Club shirt (provided by the Club)
- Plain black shorts
- Club jacket - this is to be purchased from the Club
- Plain black yoga pants (to be worn with Club jacket)
- Team routine swimsuit plus headpiece - coordinated between the team coach and a parent volunteer.
- Club training swim suit may also be available to Club members but they are only mandatory for the National Stream swimmers

It is advisable to have more than one white cap and goggles as well as several nose plugs. Not every facility sells these items. If something is broken or lost during a competition, it can be quite unnerving for the athlete who has to run around trying to borrow these items from someone else.

Please note that National Stream swimmers may also be required to purchase other team apparel to wear at Westerns and Nationals. Any competitive team may also consider this option. Arrangements for design, sourcing and purchasing is made by the team and not the Club Apparel Coordinator.

**When attending and travelling to/from meets as a Club or team, it is the Club policy that all athletes and coaches wear their Club uniforms - shirt and Club jacket/black yoga pants at all times.**

## 12. Criminal Record Check Policy

Regina Synchro takes the safety and security of its athletes very seriously. As such all coaches and chaperones must submit a criminal record check including a vulnerable sector search, to the Club President at the start of the swim season and prior to undertaking any Club activities or business.

A criminal record check is required every three years. Disclosure to the Board President is expected if a criminal record is incurred within the 3 year period. Any costs associated with the criminal record check including vulnerable sector search are the responsibility of the individual.

Any individual with a police record is not allowed to chaperone for the Club.

### **13. Confidentiality of Club Information Policy**

Regina Synchro shall collect such information as is required to deliver programs and to fulfill its corporate duties. Regina Synchro strives to ensure that Club information is kept confidential and used for approved purposes only.

Information means swimmer information, donor information, employee information, volunteer information and information pertaining to the business of the Club. The Club shall ensure that information is as accurate and complete as is reasonably practicable and that all information is kept confidential. The Club, its Board and its employees shall comply with applicable laws, legislative requirements, and contractual requirements.

All employees and Board Members shall sign a Confidentiality Agreement.

### **14. Grievance Process**

The Regina Synchro Club values respect and honesty. We are committed to the development of positive working relationships at all levels within the Club through mutual trust as well as honest yet tactful communication. Open communication is vital to a well-functioning and effective Club. The Club is dedicated to creating an environment where input from a swimmer's family is valued, where staff and Board Members engage in reflective listening, and where family and swimmer questions and suggestions are heard and appreciated.

When communication is not successful, a swimmer or their family who feel a formal complaint is warranted shall use the grievance process to resolve the issue. This process also applies if other members have grievances they wish to bring forward.

- The Swimmer or family, who conclude that they have been unjustly treated or placed, shall first discuss this matter with the appropriate Coach. If this discussion fails to resolve the concern, the swimmer/family shall have an opportunity to meet informally with the Head Coach. Informal avenues shall normally be exhausted prior to moving to the formal complaint procedure. Some situations may, however, warrant the swimmer/family moving directly to the formal complaint procedure. In such instances, the swimmer/family shall discuss the reasons for such action with the Head Coach before proceeding.

- If the swimmer/family has an issue regarding swimmer placement, the complaint must be submitted in writing by October 15 to coincide with planning for the Marnie Eistetter Meet and the Club's budget preparations.

The Grievance Process is as follows:

Step 1 - The Swimmer/family shall submit a written complaint to the appropriate Coach. A copy shall also be submitted to the Head Coach. To be considered, the written complaint shall be submitted within 7 calendar days of the action or condition giving rise to the complaint. The Coach's decision, made in collaboration with the Head Coach, shall be given in writing within three working days of receiving the written complaint.

Step 2 - If the swimmer/family are not satisfied with the Coach and Head Coach's decision, the complaint may be submitted to the President of the Board. To be considered, the written complaint shall be submitted by the swimmer/family to the President of the Board within three working days of receipt of the Head Coach's decision. The President along with two other Directors of the Regina Synchro Executive shall consider the written complaint at within seven business days and shall give its decision in writing to the swimmer family following discussion.

The decision of the Regina Synchro Board Executive Committee shall be final.

## 15. Travel Policy for Competitive Swimmers

**IT IS ESSENTIAL FOR SWIMMERS AND PARENTS TO READ THIS SECTION IN ITS ENTIRETY.** Ignorance of established policy, guidelines or rules of conduct are not an acceptable excuse should disciplinary action be necessary. As this policy has been adopted by the Executive of Regina Synchro, it is the intent that all parties concerned adhere to these guidelines.

**Any swimmer who does not adhere to the rules of conduct, or any displays any other conduct which may be deemed a detriment to the Club, after consultation with the coach and chaperone could be suspended and returned to their home as soon as possible. Parents are responsible for any extra costs incurred by their swimmer.**

Designated chaperones are acting as official representatives of the Club and therefore have the authority to enforce these guidelines for the well-being of all swimmers in the Club. This policy is also located in the Chaperone binders taken to every competition.

- Swimmers will always travel as a team unless it is logistically impossible for this to occur. Exceptions may be made with approval from the Club President and

Head Coach/Club Manager. Director of Team Management must be advised. All regular travel costs assessed are still due and payable by the swimmer.

- The Director of Team Management coordinates travel arrangements and hotel accommodations.
- Whenever possible, travel will be by chartered bus, in order to allow the athletes to travel as a team and to mitigate risk to the Club. The cost of charter will be charged to each swimmer account whether they choose to ride the bus or not.
- When it is not feasible for use of a chartered bus, private vehicles driven by the chaperones are used for transportation of swimmers. Owners of the designated transport vehicles will be reimbursed mileage expenses by the Club. This expense is then charged back to all swimmer accounts. Passengers must not pay the driver. Mileage is paid at the rate currently approved by the Regina Synchro Executive. Typically it is the same rate as Synchro Sask.
- Costs for meals will be paid by individual swimmers if billets have not been provided. There may be occasions when meals are paid by the Club. However, all costs will be charged back to the swimmer.
- The Director of Team Management, in cooperation with each 'team parent' will recruit chaperones for out-of-town travel. Generally, each family is provided the opportunity to chaperone one meet/year. A minimum of one chaperone/team will be funded by the Club and then charged back to the swimmers on a pro-rated basis as part of the travel fees. It will be the discretion of the Director of Team Management, in consultation with the team parents and Club President, to assign additional chaperones to the team. Travel and accommodation for chaperones are paid for by the Club but are charged back to the swimmers.  
**Chaperones are responsible to pay for their own meals.**
- The Director of Team Management will assign a Head Chaperone. Wherever possible, the Head Chaperone will be someone with Club chaperone experience. The Head Chaperone is responsible for paying hotel costs, ensuring all travel rules are adhered to, all meet rules and regulations are adhered to and that all other chaperones understand their duties. The Head Chaperone will coordinate with coach and ground transportation regarding the pick-up and delivery schedule for competition.
- Family members and other people associated with Synchro are welcome to travel to meets with the Club, space permitting and at a cost of \$50 per seat round trip. They do not have to assume chaperone duties.

## 16. Competition Protocol (All competitions)

### ***Rules of Conduct for Swimmers at Meets***

Regina Synchro expects its athletes to honor the Synchro Sask and Regina Synchro Swimmer's Code of Conduct at all times. The following are additional reminders on conduct at meets:

#### **General conduct at meet:**

- Posted rules in buses, planes, hotels, pools, etc., must be adhered to.
- Curfew established by the chaperone and coach must be adhered to.
- Any decision required based on Rules of Conduct will be the responsibility of the coach, Head Coach or Team Manager, and Head Chaperone.
- **Swimmers may be sent home at the parents' expense if, in the opinion of the Head Coach/Club Manager and Head Chaperone, they have not followed the travel policy and rules.**

#### **When leaving for a meet, the swimmer:**

- Must wear designated Club apparel.
- Must inform Chaperone they are present.
- May give valued jewellery and money to the chaperone for safe-keeping.
- Must inform Chaperone of any medical problems or medication the swimmers will be taking during the meet. Note: Medical forms are given to the team Chaperone in a sealed envelope. No information provided on this form by the swimmer's family is shared with the Chaperone. This form is strictly kept on hand in case of medical emergencies.

#### **During the trip, the swimmer:**

- Must remember they represent the Club.
- Pay attention to instructions from the Chaperone, Coach, and Driver.
- Must be considerate of others.
- Must keep the van/bus clean during the trip and at end of the trip.
- If staying with a billet, must inform the chaperone when you are leaving with the billet and obtain the phone number and hotel of the chaperone.
- Must keep swim bag and belongings in a contained area. It is important to respect other's need for space.
- Must clean up the shower/washroom facilities, especially when gelling and showering after competition.

#### **At the Pool, the swimmer:**

- Must stay together as a team.

- Does not leave the pool complex without permission of the coach and chaperone.
- Must keep swim bag and belonging in a contained area. It is important to respect other's need for space.
- Must keep the area being used as the team/Club "home base" **neat and tidy**. Pick up all garbage.
- Must clean up the shower/washroom facilities, especially when gelling and showering.

**At the Hotel, the swimmer:**

- Must respect hotel property and other guests.
- No shouting in halls or balconies.
- Do not leave floor level or hotel without permission of chaperone.

***Responsibility of Coaches for Meets***

- Distribute competition plans and final schedule (if available) to swimmers and the chaperones one week in advance.
- Provide list of what is required by the swimmers to the swimmers/parents. See Appendix B for a general list.
- Inform swimmers and chaperones of practice times for land drill, team practice and any changes in the meet schedule.
- Review swimmer conduct with swimmers. Coaches are responsible for discipline on the pool deck.
- In conjunction with Chaperone, provided supervision of swimmers at the pool.
- Assign swimmers to rooms. Whenever possible, swimmers from one team will stay together. Duets stay together. For early morning gelling, it may also be a good idea to keep solo swimmers together. Coaches do not stay with swimmers.

***Responsibility of Head Chaperone at Meets***

- Ensure all chaperones and coaches have a current meet schedule. If this is not available prior to the meet, the Head Coach will be able to obtain one upon arrival from the Meet Manager.
- Safe keeping of airline tickets and IDs.
- Safe keeping of swimmer confidential medical forms.
- Take the Club Banner to post at the pool if possible.
- If coaches have not assigned swimmers to room, do so.
- Make payment for hotel and van rentals as arranged by the Director of Team Management.
- Assign Chaperones for pool supervision.
- Ensure all Chaperones understand their responsibilities.

- Provide direction to the bus driver for transportation to and from the pool and hotel.
- Monitor the bus driver's driving ability and report to the Director of Team Management any concerns.
- Keep a log of all people riding the bus and submit to the Director of Team Management.
- On the trip home, when swimmers and coaches are tired, determine tolerance levels of noise and behaviour.
- Notify Phoning of arrival time.
- Arrange, with help from Director of Team Management, any meals required.
- Return Chaperone Binders to Director of Team Management or Club President.

### ***Responsibility of Chaperones at Meets***

- Primary responsibility is to ensure safety of all swimmers.
- Ensure athletes have access to nutritious meals.
- Verify departure time with the Director of Team Management as well as additional responsibility (rental of videos, sight-seeing activities, etc.)
- At departure time, verify medical concerns with parent/guardian. Obtain instructions for any medications or diet restrictions.
- Ensure swimmers are chaperoned at all times. You must be available for supervision on the van or bus, in the hotel or until swimmer is picked up by a billet, at any time the team has a meal together or at any excursion such as shopping at the mall. Chaperones are not necessarily required to attend banquets at major meets.
- Swimmers 12 and under must be accompanied by a chaperone at all times.
- Swimmers 13 and over may be permitted to shop, etc. without a chaperone. Guidelines should be decided by parents at a team parent meeting prior to any event. Final discretion is the responsibility of the chaperones and/or coach.
- You are responsible to assist coaches with pool supervision.
- One chaperone per swimmer group/team must be available at the pool.
- Please help with doing swimmer's hair. Coaches are not responsible but their assistance may be requested (see Appendix C for helpful tips).
- Maintain order on the bus. Ensure your group of swimmers is accounted for at each stop.
- Chaperones are not permitted on the pool deck. They must remain in the spectator area.
- Chaperones are responsible to telephone/notify parents following a trip of any problems with a swimmer during a trip.
- Assist with meal preparation, organization and clean-up.

## ***Responsibility of Parents at Meets***

As part of the greater synchronized swimming community in Canada, it is imperative that every Regina Synchro member complies with the following guidelines regarding proper protocol at all competitions. This will allow officials, coaches and athletes to successfully perform their responsibilities and provide the athletes an environment that supports high performance. We encourage you to please share these guidelines with your guests as well.

- Parents are not allowed on the pool deck at any time. This area is restricted to officials, coaches, athletes. The only exception is when parents are fulfilling an official function, e.g. working as authorized personnel on deck during the competition.
- At no time is a judge to be approached by a parent to discuss their swimmer's performance or progress with their sport. This applies during competitions as well as in any informal situation where a judge may be present at the meet. This puts the judge in a very awkward position personally. Coaches receive feedback from the judges at every meet and will share their feedback with their athletes.
- Coaches have shared that competitions are not good times to talk about your daughter's individual progress. If there is information you need to know during the meet, your coaches will be sure to approach you. Save your questions or concerns regarding your daughter's performance for after the trip when the teams are back at the pool.
- Athletes are not to be distracted by anyone from the stands during a competition. They need to be able to focus 100% of the task at hand. Waving, signalling, or calling out to them will disrupt their concentration as well as that of the other athletes around them. Remain seated during routines and please remember NO flash photography.
- Our athletes have come a long way and worked very hard to-date. They know what they are expected to do and have been coached with a plan to reach their competition goals. If things don't turn out the way they envision or expect, they very likely already know that. They most certainly do not need to hear or be grilled by their parents also. It is very important that parents do not try to "coach" these athletes. Leave the coaching to your competent and trusted coaches. Instead, remind your swimmers how much you love them and how proud you are of them.
- During routine competitions, applause are encouraged and should be given generously and enthusiastically. Athletes have shared that they are "pumped" by them. Please remember that they cannot hear the applause when they are upside down in the water. Don't be afraid to applaud another team if you like what they are doing. Those athletes are very much like your swimmer and have

worked very hard to be at the competition. However, no applause during figures competition please.

- In the event of emergency, e.g. a fire alarm, it is imperative that we follow the directions of life guards or other facilities personnel of the host club. These people have been trained to facilitate evacuation at those premises. They deserve our utmost attention and respect to help ensure safety for attendees.
- Be aware that we are sharing the stands with our fellow synchro families from other clubs. It is a good idea to refrain from making any negative remarks about the performance, judging, athletes, coaches, fellow club families, or anything which may be misconstrued as negative or derogatory. We never know who is sitting within earshot and may hear and repeat (worse yet, partially repeat) what is being said.
- Regina Synchro will show a positive, supportive, enthusiastic, and professional image. We want to remain good role models for our fellow synchro clubs.

#### **Away Competitions: Important Information for Parents and Athletes**

1. For the entire duration of a trip, the athletes will be under the charge of the chaperone team in conjunction with the coaches. Athletes are reminded to please keep the chaperones or coaches informed of their whereabouts at all times.
2. Chaperones will strictly reinforce the expectations of the coaches with respect to practice times, meal times, free times and bed times; and will help the athletes to follow this agenda.
3. Chaperones provide supervision to the athletes to ensure that the Club's behaviour code, dress code, and directions from coaches are followed. The team is expected to stay together unless permission is given from the chaperones for an athlete to do otherwise. This permission is based on the coaches' schedule for the athlete as well as for the team as a whole. Parents wishing to arrange for outings with the athletes are reminded to please first consult the coaches or chaperones. Our experience has been that the schedule for teams allows many opportunities for parents to meet up with the athletes. We encourage parents to drop by or call the chaperones' room to say "hello" or chat, but please be prepared for any last minute schedule changes which may make your swimmer unavailable for that time.
4. Should a medical problem arise, the chaperones will make medical decisions in accordance with the medical information included in the athletes' medical profile available to the chaperones. In all other cases, parents will be contacted if any medical intervention is needed. In the absence of any chaperones, the coaches will be prepared to assume responsibility for the other team members.
5. Schedules are often subject to change with minimal notice. Athletes and parents must be prepared to adjust for these changes.
6. Athletes are required to travel, at the minimum, in pairs at all times; this includes travelling between rooms in the hotel. Proper attire is required whenever they travel outside their hotel rooms

7. Parents and families are expected to sit back, relax, and take in the fine performances which our athletes and coaches have worked so hard throughout the season to create, practice, fine-tune, practice more, and finally have perfected for the competition.

## 17. Meets/Competitions Overview

Hosting provincial level meets is usually shared by various clubs in the province. Certain factors, such as pool size and availability, can dictate which Host city may be selected. Hosting inter-provincial or national meets can only be done in the larger centers (Regina and Saskatoon) and often these types of meets are based on a rotation or bid. Synchro Sask is involved in determining Host cities.

As a club we are obligated to host at least 1 provincial meet each season. This requires all "hands on deck" and every family is asked to contribute. Some of the roles require 1 - 2 hours of time and others require almost 100% attendance. There is a job for everyone. Below is a brief description of each position but rest assured, training is offered and nothing is very difficult! Being part of a meet is a tremendous learning opportunity and always provides parents a better understanding of what their daughters are doing.

|                   |   |
|-------------------|---|
| Chief Referee     | Is in charge of everyone at the Meet - competitors, officials, media and others who have been given permission to be on deck. Chief Referee is provided by Synchro Sask.  |
| Meet Manager      | Works with Synchro Sask to organize the competition, volunteer coordinating, and is available during the Meet to trouble shoot and ensure administration roles are fulfilled (i.e.: posting results etc.). The Meet Manager must ensure all equipment is ready to go at the start of the competition and returned afterwards. |
| Panel Referee     | A panel referee is required for figure competition. During a figure competition, the panel referee loudly announces each figure and swimmer (by number only), asks judges for their marks and reads the scores loudly so that the scorers can record them.  |
| Assistant Referee | Assembles the swimmers in order of their appearance for both routine and figure competition.  |

|                              |   |
|------------------------------|---|
| Judges                       | Officials are present at the meets, seated together and award marks for figure and routine competitions. Judges are provided a separate, private area for competition preparation, meals and breaks. Synchro Sask provides all judges. This also includes a computer scorer who is responsible for entering judges' marks into a computer, ensuring all is correct and forwarding results to the appropriate individuals. |
| Scorers                      | Record judges scores as read by the referee and in some cases tallies the results manually.   |
| Timers                       | Time the routines during competition.   |
| Music Personnel<br>Announcer | Plays the music during warm up and competition.<br>Welcomes all to the meet, sometimes makes general announcements, acknowledges sponsors and introduces the swimmers before and after they swim in routines and reads out the scores to the audience. There is a prepared/ required script.  |
| Video                        | Videos all routines to be reviewed in the event of a penalty  |
| Media Personnel              | May be on deck or in a designated area to videotape during the competition. It is a requirement of Synchro Sask that all routines in competition are recorded pending a protest or penalty assessment.  |
| Coaches                      | Sit with their team and are present whenever their swimmers are taking part in the competition.   |

### ***Scoring In a Nutshell***

- At a synchronized swimming competition there are two 5-member (and sometimes 7-member) panels of judges, one which is tasked with scoring the technical merit and the other scoring artistic impression.
- Technical merit covers three specific areas: execution, synchronization and difficulty. Execution covers strokes and other propulsion techniques and the precision of patterns. Movements should be smooth and effortless and swimmers should be high in the water.
- The form of swimmers in maintaining patterns, completing movements, and swimming with speed, strength and power should not deteriorate as the routine progresses.

- Synchronization looks at how "in tune" the swimmers are in body positions, movements and transitions.
- Synchronisation must be maintained above and below the water line.
- Levels of difficulty are determined by the demands the routine places on the strength and technical proficiency of swimmers. As in many other sports, the athletes are rewarded for performing difficult moves and tasks well.
- Judges assessing artistic impression rate the "look and feel" of routines.
- They judge the creativity of the choreography, the aesthetics of patterns, the fluidity of movements and transitions and the effect the music has on the mood of the performance.
- The judges award points on a scale of 0.0-10.0 (in tenths).
- When the judges have recorded their scores, the highest and lowest on each panel are discarded and the other three are averaged out.
- At the senior level, synchro competitions often include all synchro events: solo tech, solo free, duet tech, duet free, team tech, team free and combo, while the younger age-groups (ages 18 and below) may have solo free, duet free, team free, compulsory figures and combo.

**Figures are scored as follows:**

- All judgments are made from the standpoint of perfection.
- Judges look at "design" and consider the accuracy of positions and transitions as specified in figure description.
- They also consider "control"—the extension, height, stability, clarity, uniform motion, unless otherwise specified in the figure description.
- Judges watch to see if the figures are executed in a stationary position (unless otherwise specified in the figure description).
- The judges award points on a scale of 0.0-10.0 (in tenths).

Perfect 10

Near perfect 9.9 to 9.5

Excellent 9.4 - 9.0

Very Good 8.9 - 8.0

Good 7.9 - 7.0

Competent 6.9 - 6.0

Satisfactory 5.9 - 5.0

Deficient 4.9 - 4.0

Weak 3.9 - 3.0

Very weak 2.9 - 2.0

Hardly recognizable 1.9 - 0.1

Completely failed 0

- The final result is determined by adding the results of the different figures performed.
- Each figure has a designated degree of difficulty score that is used to calculate the final score of each figure. More difficult figures will have a heavier weighting in the total figure event score.

**For routines, results shall be calculated as follows:**

- In events that include three components - figures, technical routines and free routines - results shall be calculated according to the percentages allocated to each session (figures (25%), technical routine (25%), and free routine final (50%))
- In events that include only the figures event and free routine event, results shall be calculated on the basis of figures (50%) and free routine final (50%).
- In events that include only the technical routine and free routine, results shall be calculated on the basis of technical routine (50%) and free routine final (50%).
- In the free combination (combo) event, the routine score is 100% of final score.

## Appendix A. Regina Synchro Board Charter

### Management

- The Board of Directors consists of volunteer Members elected to manage the affairs of the Club. The property and business of Regina Synchro shall be managed by the Club Manager/Head Coach and Board of Directors which shall be responsible to the membership and perform all acts as may be necessary for the proper conduct of the Regina Synchro in accordance with *The Non-profit Corporations Act, 1995* and the Bylaws and policies of Regina Synchro.

### Responsibilities

- The Board of Directors develops the policies and procedures that govern the Club and its membership. The Club Manager/Head Coach is responsible for making sure the entity operates under those policies and procedures, oversees staff, works to develop funding and manages the budget. The Board is responsible as a whole and as individuals to market the organization and to work to build its funding base. Additionally, the Board must set an ethical example for the staff.
- Directors are expected to demonstrate an ongoing interest in the affairs of the Club; to attend meetings and to undertake other assignments in support of the Club including active membership on one or more committees. Failure to fulfill these responsibilities may lead to review of the Director's status by the Executive.

### Election of Directors

- No term is to exceed three years, unless there are no standing nominations after the third year.
- Directors whose term has expired may be eligible for re-election to the Board with a limit of two consecutive three-year terms.
- The Director who has served for two consecutive three-year terms may stand for re-election in a different role.
- Spouses or coworkers with direct reporting relationships of existing Board Members or Staff are not allowed to serve on the Board at the same time.

### Attendance at Meetings

- Meetings are held on a monthly basis with the exception of July. Directors are required to attend a minimum of 75% of scheduled meetings. Failure to fulfill these responsibilities may lead to review of the Director's status by the Executive.
- Members who wish to attend a Board meeting must submit agenda items in writing to the President seven (7) days prior to the date of the meeting. Upon approval by the President,

Members may attend the portion of the meeting addressing their agenda item; however, Members may not attend other portions of the meeting.

- Each November, the Club holds its Annual Meeting, at which the budget is approved. Every May/June, new Directors are elected.

#### Executive Committee

- The Executive Committee of Regina Synchro consists of the Board President, Vice-President, Director of Finance (Treasurer), Director of Administration (Registrar), Secretary, and Club Manager/Head Coach.
- The President is responsible for steering, governing and representing the Board and the Vice-President steps into these duties if the President is unable to.
- The Treasurer takes account of the organization's finances, and is often in charge of presenting financial reports and working with the auditor to document revenue and expenses.
- The Secretary is responsible for documentation of Board meetings, the distribution of meeting minutes, and handling correspondence.
- The Registrar is responsible for the enrollment of the Club's athletes, swimmer accounts and general Club inquires,
- All Executive Committee Members carry one vote on the Board, except for the Club Manager/Head Coach who does not have voting privileges.

#### Directors

- Additional Board Members are usually known as Directors. These individuals should have a variety of experience, skills and knowledge that benefit the non-profit organization. It is important to choose Directors who are willing and able to give time and service to the organization, rather than individuals who seek Board Membership solely for community status.
- Each director carries one vote on the board.
- Directors within Regina Synchro are: Director of Fundraising, Director of Promotions and Public Relations, Director of Team Management (Travel), Competitions Coordinator (Meet Manager), and Member at Large.
- A Director may be removed before expiration of his/her term of office according to *The Non-Profit Corporations Act* only in a manner consistent with Regina Synchro's Bylaws.
- Directors shall serve without remuneration.
- It shall be the duty of each Director to adhere to the Regina Synchro's Confidentiality Policy and Board Code of Conduct.

#### Sub Committee Members

- The Board of Directors may also have several subcommittee members. A subcommittee member is a person who has some special expertise or supports the Club through special

assignment. These individuals are non-voting Members of the Board.

#### The Club Manager/Head Coach (Director of Swimming)

- The Club Manager/Head Coach is responsible for administering policies and procedures, programs, services and the staff of the organization , including but not limited to recruitment , training , disciplinary action and termination. While this person is generally required to attend board meetings, she does not carry a vote on the board. The Board of Directors oversees the position of Club Manager/Head Coach, providing a job description for the position, guidance and disciplinary procedures. The board is also responsible for hiring and terminating the person in this position, should it be deemed necessary.

The duties of each Board Member are as follows:

#### a) President

- i) presides at all general, Directors and executive meetings in accordance with the bylaws, articles, rules and regulations of the Club;
- ii) calls all general, special and Directors meetings;
- iii) oversees that Club business is properly managed by the persons' responsible;
- iv) maintains, evaluates and updates the Club's long range plans;
- v) maintains the Board Member Criminal Record Check (CRC) information;
- vi) liaises with all Directors and the Vice President;
- vii) develops relevant Board policies and/or processes regarding recruitment, hiring practices and hiring Committees;
- viii) represents the Club when necessary; and
- ix) is an ex-officio Member of all Committees;

#### b) Vice President

- i) works directly with the President;
- ii) monitors relevant bylaws, rules and regulations of stakeholder organizations;
- iii) maintains the Club Handbook, and bylaws ; and,
- iv) is responsible to provide Board orientation information to all new Board Members.
- v) associated subcommittees: Discipline, Nominating (Chair)

#### c) Director of Administration (Registrar)

- i) develops and maintains a Membership and volunteer database ;
- ii) is responsible for registering all rec and competitive swimmers for the season and for competitions;
- iii) updates and disseminates Swimmer Account Statements;
- iv) responds to general inquiries; and,
- v) assumes other duties if required.
- vi) associated subcommittee member: Rec/Comp Liaison

#### d) Director of Finance (Treasurer)

- i) develops and maintains the Club's Finance policy;
  - ii) manages the finances of the organization, and oversees payroll, budgeting, grants and maintaining records ;
  - iii) assists with providing financial information for the Swimmer Account statements on a monthly basis;
  - iv) provides the Board with accurate and timely financial statements;
  - v) maintains and updates Profile Report of Registered Board Members; and
  - vi) ensures that all fiduciary responsibilities as described in *The Non-Profit Corporations Act, 1995* is complete in a timely manner.
  - vii) associated subcommittee: Finance (Chair)
- e) Secretary
- i) keeps accurate records of all business and related affairs of the organization;
  - ii) records, types and circulates minutes and correspondence for all Board and Special meetings;
  - iii) types correspondence as required, files required forms and information following General Meetings ;
  - iv) is responsible for disposing records in a secure and confidential manner;
  - v) prepares agenda for all meetings (if not done by the President) and circulates it to Board Members prior to such meetings.
- f) Director of Swimming (Club Manager/Head Coach)
- i) develops and maintains Staff orientation materials;
  - ii) is responsible for annual Staff evaluations;
  - iii) liaises between Staff, swimmers, parents and the Board;
  - iv) liaises with outside agencies such as the City of Regina;
  - v) helps plan and budget the annual swim competition schedule.
  - vi) associated subcommittee member: High Performance Coordinator
- g) Director of Fundraising
- i) with his/her subcommittee, researches, develops and co-ordinates all fundraising activities for the Club and maintains all necessary records for each ;
  - ii) transfers all records and funds to the Director of Finance for each activity;
  - iii) records and evaluates all fundraising activities; and
  - iv) is responsible for corporate sponsorship.
  - v) associated subcommittee: Fundraising
- h) Director of Promotions and Public Relations
- i) is responsible for all promotion and communication within the organization, and aims to improve service to Members and the community;
  - ii) is responsible for the management and usage of Member images or videos for marketing or fundraising purposes;
  - iii) develops and maintains policies on how the Club uses websites, social media, and other forms of communication, including the type of information shared, responsibility and frequency that information is reviewed;
  - iv) acquires and updates trophies for the Annual Banquet;

- v) distributes announcements and results to the media; and
  - vi) assumes other duties if required.
  - vii) associated subcommittee members: Team Apparel/Merchandise Coordinator, Club Photos Coordinator, Webmaster
- i) Director of Team Management (Travel Coordinator)
- i) is responsible for making all travel arrangements for each meet;
  - ii) communicates with the Coaches and others regarding travel, accommodations, Chaperones, swimmer participation, and disciplinary problems;
  - iii) plans Chaperone clinics;
  - iv) maintains medical first aid kits and ensures that all Chaperones have one for each trip; and
  - v) maintains all medical information for the swimmers.
- j) Competitions Coordinator (Meet Manager)
- i) handles the arrangements as assigned prior to the meet and is responsible for the overall operation of the meet. Once the Chief Referee arrives, the Chief Referee is in charge of the meet.
  - ii) supports the Chief Referee in person or as designated. The Competitions Coordinator should be very organized and calm under pressure.
  - iii) associated subcommittee members: Volunteer Coordinator, Awards Coordinator, Music/Announcer, Hospitality Coordinator
- k) Director at Large (one position)
- i) Assumes responsibility for special projects and other duties, as required.

## Appendix B. Swim Meet Checklist

Prior to attending a meet and in conjunction with the Head Chaperone/team chaperone, your swimmer's coach should provide a team meet plan. This should give you all the information you need to ensure as worry free a meet as possible. There is nothing more stressful to a swimmer than forgetting something. Here is a list of basic requirements:

- ☺ Pack a pool bag AND a hotel bag. Sometimes hotel bags are left on the bus until check-in time. Sometimes chaperones will take hotel bags to the hotel during the day. In either case, the swimmer will not likely have access to it.
- ☺ Money for meals and spending. This can be given to the chaperone for safe-keeping.
- ☺ Snacks and/or lunches. Remember to send healthy sandwiches and fruit.
- ☺ Do not bring junk food to the meet. It will be taken away. Unacceptable types of food include:
  - ☹ Carbonated drinks, sugared drinks.
  - ☹ Salted snacks like chips, peanuts, etc.
  - ☹ Candy including chocolate, licorice and sugared gum
  - ☹ Snacks in shells such as sunflower seeds, pistachios
  - ☹ Drinks in glass containers as this possesses a serious safety concern.
- ☺ Club jacket/black yoga pants - See Club Apparel Policy
- ☺ Club t-shirt
- ☺ Black figure Suit
- ☺ White cap and back-up
- ☺ Goggles and back-up
- ☺ Nose Plugs - at least two or three
- ☺ Club swim suit - if you have one
- ☺ Team routine suit and headpiece. This must be in carry-on luggage if flying.
- ☺ Extra routine suit and headpiece. This must be in carry-on luggage if flying.
- ☺ Water bottle.
- ☺ Lock for locker and/or change for locker
- ☺ Books, activities, homework
- ☺ Towels
- ☺ Make-up and hair supplies for competition.
- ☺ Shampoo, conditioner and other personal hygiene products
- ☺ Pyjamas, socks and underwear
- ☺ Deck shoes (flip flops or runners), gym runners, street shoes
- ☺ Clothing for a banquet. You will know in advance if there is a banquet.
- ☺ Casual clothing for time away from the pool - time permitting.

## Appendix C. Directions for « Doing Hair » (Gelling)

All swimmers are required to wear their hair pulled back into a bun and gelled for team and extra routine competitions but not for figures. Be sure to have all required hair supplies at the meet.

The ultimate secret to a successful gel job is the preparation of the swimmer's hair before the gel is applied. Ensure the hair is in a very smooth tight ponytail and then bun. Hair should be wet or dampen - use a comb to very smoothly and firmly pull hair back into a ponytail; use bun pins to secure the bun and a hair net to cover. If hair has dried before applying the gel, simply use a paint brush to smooth and re-dampen hair with water. Generously apply gel - starting from just past the hairline and apply towards the bun in smooth even strokes.

### What One Swimmer Needs to do Hair

- ☺ Elastics - one or two large elastics that match her hair colour and 9-12 small ones to tie braids as indicated.
- ☺ Hair net - must match hair colour
- ☺ Circular comb - must match hair colour. Optional unless swimmer has bangs.
- ☺ Bobby pins - must match hair colour, two packages of 60 pins
- ☺ Hair pins - must match hair colour, one package
- ☺ KNOX gelatine - 4-6 packages per time. Coaches may recommend more. It may depend on the type of hair a swimmer has and how often she will be in the water with gelled hair.
- ☺ Hot or near boiling water - someone on the team must bring a kettle
- ☺ Comb - fine tooth to help put the gel in (optional)
- ☺ Hair Brush: the brush hair out in step 2
- ☺ Gel Brush - pastry brush or small paint brush or bbq brush - to apply gel
- ☺ A hand towel - to drape over shoulders

### Procedure

1. Swimmer wets hair and towel dries it.
2. Thoroughly brush hair out and put ponytail in at the crown of the head. Use two elastics if you have very thick hair. Be sure and tighten the ponytail. **Be sure the hair is very smooth all around the head.** This is critical. Often swimmers end up with 'baggy' hair at the back of the head after tightening the ponytail. If that happens, take out the ponytail and start again.  
\*\*\*\* Numbers 3 and 4 are optional - check with your coach \*\*\*\*
3. You can comb in a first application of gel on the hair at this time - just the tightened hair, not the ponytail. (This step is not commonly done.)

4. Put in the circular comb. Wrap the comb twice around the head. Be sure to stretch the comb before beginning to wrap to avoid snapping and breaking the comb. Slide the circular comb up the head.
5. Making the bun.
  - ☺ Lots of hair:
    - ☺ Split the hair of the ponytail in 2, 3 or 5 sections. Use more sections for thicker hair. Braid each section. Wrap the braided sections around the base of the ponytail using hair pins (not bobby pins) to secure the braids to the base. Cover the bun with a hair net and pin it on.
  - ☺ Medium amount of hair
    - ☺ Split the ponytail into two sections. Braid each section - if long enough to braid. Wrap the braided sections around the base of ponytail. Cover the bun with a hair net and pin it on. Can use bobby pins and hair pins, depending on amount of hair.
  - ☺ Little amount of hair:
    - ☺ Fold the ponytail over and pin it to the head using bobby pins. Wrap the small folded ponytail over "bun" with hair net. Use bobby pins to secure it.
    - ☺ The 'ballet' way - depending on the swimmers' hair, it is possible to twist the hair into the bun as do ballet dancers rather than braiding the hair. You twist the hair tightly then wrap it around the ponytail inserting hair pins as you go. You must ensure the bun is tight and stable. It is distressing to the swimmer when her hair falls out.
6. Make the gel.
 

Put KNOX unflavoured gelatine into a cup then gradually pour hot water into the cup while stirring constantly. Stirring constantly prevents unwanted lumps in gel. Do not add gel to hot water or you'll get a mess and have to start over.

Ratio of water to gel:  $\frac{1}{2}$  cup water to 4 package of gel (this is for a good firm gel).
7. Gel the whole head thoroughly with brush.
  - ☺ Remember this is very hot and take care not to get gel on the swimmers' skin. Wrapping a towel around the shoulders helps. You may also want to start gelling around the bun where there is no exposed skin. You must work reasonably quickly as the gel will set in the bowl.
  - ☺ Be sure there are no gaps in the gel for water to seep in. You're trying to get an all-over smooth finish in the gel.
  - ☺ Some swimmers need a second coat of gel to ensure the wispy hair around the hairline stays in place.
  - ☺ Some senior swimmers apply the gel with their hands. This is not recommended for younger swimmers. It is definitely a 'learned' skill.
8. Pin the head piece in place using bobby pins. Make sure it is SECURE. It is very distracting for the swimmer to lose her headpiece during a routine.

9. You can dry the gelled hair with a blow driver after putting on the headpiece. Try to avoid touching the gelled hair once it is dry as it will turn white.
10. Any gel leftover in the cup will harden and then can be removed in one piece. Rinse the brush with lots of hot water to remove the gel. Be sure to clean up the gelling area. Do not leave empty packages, hair pins, etc. lying around. Put them in the garbage.

Note: when showering at the pool at the competition, swimmers are responsible to clean up bobby pins, hair pins, etc., from the shower area.

## Appendix D. Glossary of Terms

|              |   |
|--------------|---|
| Figures      | A succession of movements done as prescribed in the current syllabus, often carrying strange names. These are competed while wearing a black swim suit, white cap, nose plug and goggles in order to make the athlete appear the same as every other swimmer.           |
| Routines     | A timed program containing technical elements, strokes and body movements and swum to music.  |
| D.D.         | Degree of Difficulty - refers to the number value placed on each figure from 1.4 to 3.5 - the higher the number the more difficult the figure. This number is used in calculating the athlete's score in competition.   |
| Head Piece   | Decoration worn on the head of the swimmer during routine competition.  |
| Gel          | Refers to a gelatine mixture used on the athlete's head to hold the hair in place during routine competition. It washes out with very warm water and doesn't harm the hair or head - it's just messy.   |
| Whites       | Volunteers are required to dress in white on the pool deck during a competition.  |
| FINA         | Federation International Natation Amateur - is the name of the international governing body which sets policy for water sports around the world including synchronized swimming.  |
| NSO          | National Sports Organization - Synchro Canada   |
| PSGB         | Provincial Sport Governing Body - Synchro Sask  |
| Pre-swimmers | A swimmer who swims before the competitors at a competition. A Pre-swimmer's scores are not counted as competition scores but are announced. The purpose of a pre-swimmer is to warm up the judges and provide an opportunity for judges to categorize the skill level. |