

Policy and Procedure Manual

15 June 2015

<http://saskatoonaqualenes.com/>

The Policy and Procedures Manual is used to guide Saskatoon Aqualenes (SAQ) board members, parents, coaches and athletes in operational decision making. The document is updated regularly to make sure that Policy and Procedures are helpful and promote a positive sport environment. The original Rules and Regulations document was approved in October 1996, with revisions in 2008 and 2013. This document combines the original Rules and Regulations document, the SAQ Handbook, and was updated and approved by SAQ board members in October 2013. Latest revisions were added in October 2014.

Table of Contents

<i>Anti-harassment Policy</i>	3
<i>Board of Directors</i>	6
<i>Coach Collaboration Policy</i>	11
<i>Conflict of Interest Policy</i>	12
<i>Communication Policy</i>	16
<i>Competition Procedures for Athletes</i>	17
<i>Discipline Policy</i>	18
<i>Duet and Solo Policy</i>	24
<i>Equipment Policy</i>	25
<i>Financial Policy</i>	26
<i>Fundraising Policy</i>	30
<i>Private Lesson Policy</i>	31
<i>Safety Action Plan</i>	32
<i>Screening Policy (Coach and Volunteer)</i>	34
<i>Swim Meet Volunteer Policy</i>	39
<i>Swim Practice Policy</i>	41
<i>Travel and Accommodation Policy</i>	43
<i>Wardrobe Policy</i>	44

Anti-harassment Policy

(Note: For convenience, this policy uses the term "complainant" to refer to the person who experiences harassment, even though not all persons who experience harassment will make a formal complaint. The term "respondent" refers to the person against whom a complaint is made.

1. POLICY STATEMENT

- 1.1 SAQ is committed to providing a sport and work environment which promotes equal opportunities and prohibits discriminatory practices.
- 1.2 Harassment is a form of discrimination. Harassment is prohibited by human rights legislation in each province of Canada.
- 1.3 Harassment is offensive, degrading and threatening. In its most extreme forms, harassment can be an offense under Canada's Criminal Code.

2. APPLICATION

- 2.1 This policy applies to all employees as well as to all directors, officers, volunteers, coaches, athletes, officials and members and affiliates of SAQ. It applies to harassment which may occur during the course of all SAQ business, activities and events.
- 2.2 Harassment arising within the business, activities and events of clubs, provincial associations or affiliates of SAQ shall be dealt with using the policies and mechanisms of such organizations.

3. DEFINITIONS

- 3.1 Harassment can generally be defined as comment or conduct, directed toward an individual or group of individuals, which is insulting, intimidating, humiliating, malicious, degrading or offensive.
- 3.2 For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:
 - 3.2.1 submitting to or rejecting this conduct is used as the basis for making decisions which affect the individual; or
 - 3.2.2 such conduct has the purpose or effect of interfering with an individual's performance; or
 - 3.2.3 Conduct creates an intimidating, hostile or offensive environment.
- 3.3 Types of behavior which constitute harassment include, but are not limited to:
 - 3.3.1 written or verbal abuse or threats;
 - 3.3.2 the display of audio and visual material which is offensive or which one ought to know is offensive;
 - 3.3.3 unwelcome remarks, jokes, comments, innuendo or taunting about a person's looks, body, attire, age, race, religion, sex or sexual orientation and abilities;
 - 3.3.4 leering or other suggestive or obscene gestures;
 - 3.3.5 condescending, paternalistic or patronizing behavior which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
 - 3.3.6 practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;

- 3.3.7 unwanted physical contact including touching, petting, pinching or kissing;
- 3.3.8 unwelcome sexual flirtations, advances, requests or invitations;
- 3.3.9 physical or sexual assault.

4. CONFIDENTIALITY

- 4.1 SAQ recognizes that it can be extremely difficult to come forward with a complaint of harassment and that it can be devastating to be wrongly convicted of harassment. SAQ recognizes the interests of both the complainant and the respondent in keeping the matter confidential.

5. COMPLAINT PROCEDURE

- 5.1 A person who experiences harassment is encouraged to make it known to the harasser that the behavior is unwelcome, offensive and contrary to this policy.
- 5.2 If confronting the harasser is not possible, or if after confronting the harasser the harassment continues, the complainant should request a meeting with an official of SAQ (for the purposes of this policy, an "official" is any member of the Board of Directors, any Area Chair, Ethics Committee Chair, Personnel Leader or staff directors).
- 5.3 Once contacted by a complainant the role of the official is to serve in a neutral, unbiased capacity in receiving the complaint and assisting in its informal resolution. If the official considers that he or she is unable to act in this capacity, the complainant shall be referred to another SAQ official.
- 5.4 There are three possible outcomes to this meeting of complainant and official:
 - 5.4.1 It may be determined that the conduct does not constitute harassment as defined in this policy, in which case the matter will be closed;
 - 5.4.2 The complainant may decide to pursue an informal resolution of the complaint, in which case the official will assist the two parties to negotiate an acceptable resolution of the complaint; or
 - 5.4.3 The complainant may decide to lay a formal written complaint submitted to SAQ's Executive Director or President, in which case the official shall advise the President of SAQ, who shall appoint an independent individual to conduct an investigation of the complaint.
- 5.5 Ideally, the Investigator should be a person experienced in harassment matters and investigation techniques. He or she shall carry out the investigation in a timely manner and at the conclusion of the investigation shall submit a written report to the President.
- 5.6 Within 7 days of receiving the written report of the Investigator, the President shall appoint three members of SAQ to serve as a Panel.

6. HEARING

- 6.1 A Hearing shall take place in accordance with the process set out in SAQ's Discipline Policy, provided that:
 - 6.1.1 The complainant and respondent shall each receive a copy of the Investigator's report.
 - 6.1.2 Both parties shall be present at the hearing to respond to the Investigator's report, give evidence and to answer questions of the Panel.
 - 6.1.3 The Investigator may attend the hearing at the request of the Panel.

- 6.2 As soon as possible but in any event within "21" days of the hearing, the Panel shall present its findings in a report to the President, with a copy provided to both the complainant and respondent. This report shall contain:
 - 6.2.1 a summary of the relevant facts;
 - 6.2.2 a determination as to whether the acts complained of constitute harassment as defined in this policy;
 - 6.2.3 recommended disciplinary action against the respondent, if the acts constitute harassment; and
 - 6.2.4 recommended measures to remedy or mitigate the harm or loss suffered by the complainant, if the acts constitute harassment.
- 6.3 If the Panel determines that the allegations of harassment are vexatious, retaliatory or frivolous, their report may recommend disciplinary action against the complainant pursuant to Sections 19 and 20.

7. DISCIPLINE

- 7.1 When imposing appropriate disciplinary action, the Panel shall consider factors such as:
 - 7.1.1 the nature and severity of the harassment;
 - 7.1.2 whether the harassment involved any physical contact;
 - 7.1.3 whether the harassment was an isolated incident or part of an ongoing pattern;
 - 7.1.4 the nature of the relationship between the complainant and harasser;
 - 7.1.5 the age of the complainant ;
 - 7.1.6 whether the harasser had been involved in previous harassment incidents;
 - 7.1.7 whether the harasser admitted responsibility and expressed a willingness to change;
 - 7.1.8 whether the harasser retaliated against the complainant.
- 7.2 In imposing disciplinary sanctions, the Panel may consider the following options, singly or in combination, depending on the nature and severity of the harassment:
 - 7.2.1 verbal apology;
 - 7.2.2 written apology;
 - 7.2.3 letter of reprimand from the organization;
 - 7.2.4 a fine or levy;
 - 7.2.5 referral to counseling;
 - 7.2.6 removal of certain privileges of membership or employment;
 - 7.2.7 demotion or a pay cut;
 - 7.2.8 temporary suspension with or without pay;
 - 7.2.9 termination of employment or contract;
 - 7.2.10 expulsion from membership.
- 8. Enforcement of the sanctions shall be the responsibility of the Board of Directors.
 - 8.1 Both the complainant and respondent shall have the right to appeal the decision and recommendations of the Panel, in accordance with SAQ's appeal policy.

Board of Directors

Executive Board members are SAQ family volunteers who give their time and talent to efficiently run our club. *General Meetings* are held up to 2 times per year (fall, and one other date). At the spring general meeting, all Executive Board members are required to submit a written report, summarizing all accomplishments in the past year and recommendations for the next year. All SAQ athletes, coaches and parents are encouraged to attend the General meetings. At the first AGM each season, we elect volunteers to Director positions. The positions are as described below. Please consider joining us!

Board Meetings are held at least 5 times per year, approximately every 4 - 6 weeks. Any club member may attend, or members can contact the appropriate Director to discuss their concerns or questions. Parents, coaches and athletes are also welcome to attend the club planning session held in the spring to share/discuss ideas for next year's program.

Directors (*Executive)

1. *Head Coach
 - Acts as a liaison between the coaching staff and club
 - Coordinates all the swimming programs and retains the ultimate authority in all matters pertaining to coaching. All coaches are responsible to and under the direction of the Head Coach
 - Cooperates with club in establishing new policies and helps to enforce them
 - Books facilities
 - Handles all inquiries regarding coaches and swim programs
 - Responsible for organizing the annual club water show every spring, including the programs, music person, etc. Arranges advertising with the Publicity Coordinator. Ensures that all coaches/athletes/parents are informed re photo session and schedule.
 - Handles all inquiries regarding the water show.
 - Attends all Board/General meetings
 - Sits on Personnel Committee
2. Past President (returning, non-voting Director)
 - Advises the President on all presidential duties
 - Responsible for seeking new nominations for the Executive/Board just prior to the annual general meeting
 - Attends all Board/General meetings
 - Non-voting member
3. *President
 - Chairs SAQ Executive and Board meetings
 - Supervises all Directors in the execution of their duties
 - Responsible for ensuring all corporation papers are filed yearly

- Attends all Executive/Board/General meetings
 - Attends Sport Council meetings
 - Sits on Personnel Committee
4. *Vice-President
- Acts as chairperson in the absence of the President
 - Acts as an assistant to the President when assistance is required
 - Attends all Executive/Board/General meetings
5. *Secretary
- Records all meeting “Minutes” and distributes by email
 - Retains and files all important reports and correspondence
 - Attends all Executive/Board/General meetings
6. *Treasurer
- Responsible for proper accounts of deposits and payments and the accuracy of such, and proper records of fundraising amounts for each swim family
 - Submits regular monthly financial statements to the Board; presents a comprehensive budget at the beginning of each swim year
 - Responsible for all payroll duties for the coaches and other hired personnel
 - Submits a year end statement and report at the AGM
 - Responsible for ensuring the accountant in charge of the audit receives all information in a timely manner
 - Attends all Executive/Board/General meetings
7. Communications Director
- Chairs Communications Committee
 - Attends all Board/General meetings
8. Competitions Director
- Chairs Competitions Committee
 - Attends all Board/General meetings
9. Marketing Director
- Chairs Marketing Committee
 - Attends all Board/General meetings
10. Director at Large
- Attends all Board/General meetings

Communications Committee - Coordinator Positions

- Registrar
 - Handles all inquiries regarding fees and registration.
 - Organizes and presides over fall registration: collects fees from all members
 - Retains a proper record of fees collected and submits all monies to the treasurer
 - Registers athletes for competitions and camps in conjunction with the Team Parents and Coaches.
 - Responsible for communicating to the Treasurer amounts owing for competitions in a timely manner
- Webmaster
 - Responsible for maintaining the club web site
- Team Parent /Volunteer Coordinator
 - Arranges volunteers for meets, social activities, and other club events
 - Acts as a contact between the Executive/Board and club members
 - Relays important messages to all team parents who contact their team members
- Travel Coordinator
 - Organizes coach transportation and required team accommodation (athlete and coach) for out-of-town compulsory competitions
 - Coordinates chaperones and distributes permission forms and all travel schedules to meets
 - Determines the individual travel costs for each athlete
 - Keeps the treasurer well informed of all incoming travel bills, etc.
 - Handles all inquiries regarding the Travel and Accommodations

Competitions Committee – Coordinator Positions

- Meet Manager
 - Coordinates meet committee(s)
 - Works with Synchro Saskatchewan to organizes local competitions
 - Arranges the “Scoring” and “Judges” clinics, as needed
 - Handles all inquiries regarding local swim competitions
- Hospitality Coordinator
 - Arranges all social activities for the club throughout the swim season
 - Responsible for arranging beverages and snacks at General meetings; submits all food bills to the Treasurer
 - Canvasses for food donations for local competitions; sets up the “Judges” room at competitions
 - Responsible for coordinating a minimum of two (2) social activities for club athletes per year
 - Handles all inquiries regarding social events
- Awards Coordinator
 - Responsible for the care and maintenance of club trophies and awards
 - Organizes all the engraving and ordering of keeper trophies/certificates for banquet
 - Retains a proper record of who has all the trophies & awards for collection just prior to the banquet
 - Purchases all special awards, trophies and certificates donated to the club or the club has requested
 - Supports Meet manager with Awards presentations during meets
 - Handles all inquiries regarding trophies and awards
- Equipment coordinator
 - Responsible for arranging repair and maintenance of all club equipment and storage areas
 - Retains an accurate record of equipment & serial numbers for insurance purposes; ensures that all new equipment is properly insured
 - Coordinates the proper set up of equipment for local competitions i.e.: music system & speakers, tables and chairs, video cameras, curtains, etc. (Coordinates the take down of all equipment)
 - Arranges new equipment “orientation” for coaches
 - Purchases all new equipment required by the club.
 - Handles all inquiries regarding club equipment

Marketing Committee – Coordinator Positions

- Wardrobe Coordinator
 - Organizes all club clothing fittings and orders
 - Distributes club clothing
 - Keeps the club well supplied with swimming accessories
 - Handles all inquiries regarding wardrobe
- Grants Coordinator
 - Applies for grants in consultation with Board
 - Is responsible for the administration of grant funding yearly
 - Monitors /facilitates progress towards “Gold” level club grant
- Fundraising Coordinator
 - Responsible for all fundraising ventures
 - Organizes all bingo bookings, and is the contact between the club and the bingo hall management
 - Responsible for communicating to the Treasurer what each fundraising venture made and what each swimmer’s family earned for participating
 - Handles all inquiries regarding fundraising
 - Attends all Board/General meetings
 - Sits on Bingo Association Committee
- Marketing Coordinator
 - Develops and implements marketing plan to promote SAQ mission and values in community
 - Assists Directors to promote synchronized swimming meets and activities with local media and businesses
 - Develops sponsorship package for SAQ

Coach Collaboration Policy

1. Attendance at coaches' meetings is mandatory. Coaches are required to attend in-services, be trained in first aid, and complete the screening process which includes police record check for service with the vulnerable sector as a condition of employment.
2. Coaches are to make themselves aware of the discipline policies laid in this manual.
3. All coaches must attend club functions and competitions with their athletes including banquets at meets. If a substitute is necessary, the coach must make sure the substitute is fully prepared.
4. Coaches are asked to be professional and diplomatic when dealing with athletes, parents, colleagues, and volunteers.
5. Coaches MUST respect each other's rights for pool space, microphone usage, music time, and video usage.
6. Each team coach must have a minimum of two (2) parent/coach meetings per year. Good communication between the pool and home is very important.
7. Coaches must educate athletes and parents regarding the need for proper nutrition and sleep while the athlete is in training to promote safety in the pool.
8. All coaches must clearly spell out and ensure adherence to behavior rules for themselves and their athletes.
9. All club items borrowed by coaches must be returned to the club in good condition. Any lost or damaged items will be replaced at their own personal expense.
10. Coaches are required to check their email daily for club updates and relevant information.
11. Club uniforms distributed to coaches are rent free but must be returned upon leaving the club. Any uniform lost or damaged by a coach must be replaced at the coach's expense.
12. Any coach that attends a coaching conference subsidized by SAQ shall report back to the coaching team.
13. At competitions, coaches must inform their athletes where and when they will be competing. Team chaperones must be kept well informed of the scheduling so they can ensure that all athletes will be ready and pool side at the assigned time.
14. Coaches must send music electronically or provide a CD to the Head Coach prior to December 15.

Conflict of Interest Policy

Definitions

Stakeholders - include staff, volunteers, coaches, athletes, officials, contract employees/consultants or any member of SAQ.

Volunteers include the Board of Directors of SAQ and other individuals who are appointed to positions for which they receive no compensation (except expenses as outlined in the Association's financial policy).

Staff refers to any individual who is paid for their services by SAQ.

Immediate family refers to a spouse, child, parent, brother or sister, in-laws, co-habitants and persons including any family member financially dependent on the member.

Purpose

The ability of the volunteers and staff of SAQ to make deliberate, thoughtful, supportable and unbiased decisions is affected by their individual interests –financial, personal and professional. SAQ expects each person making any decision on its behalf to use their best judgment, and that judgment should not be clouded by personal agendas that conflict with the best interests of SAQ and its stakeholders.

The appearance or suggestion of conflict of interest can damage the Association, either financially, by reputation or both. Meeting some narrow legal definition of conflict is not enough. The Association needs to ensure that even the appearance of conflict is removed. It is important that not only are conflict of interest situations identified and managed, they need to be handled in a manner which is timely, fair, consistent, honest and transparent.

This Conflict of Interest Policy does not identify nor prohibit conflicting interests, but provides a formal process to manage any conflicting interests as they arise. The policy has two basic purposes: first, it allows approval of contracts or transactions by decision makers who have knowledge of the circumstances of a transaction so that decisions are informed. Second, the policy helps ensure that a person, who has revealed their personal interest in regard to a decision on behalf of SAQ, cannot be challenged with respect to the fairness of the decision.

A conflict of interest situation exists where a person, including an entity or association, has any direct or indirect affiliation with any parties to a situation requiring action by SAQ whereby the person or the parties to the situation will derive a benefit of any kind as a consequence of the decision. An affiliation would occur in a situation, real or perceived, where:

- a) a pecuniary interest is derived,
- b) preferential treatment is given,
- c) there is interference in the decision-making process, or
- d) personal advantage of any kind may be derived.

Policy Guidelines

1. SAQ staff and any SAQ volunteer shall be prohibited from receiving any financial benefit from SAQ, directly or indirectly, except through employment contracts and such benefits as may be approved by this policy. Financial incentives from parties other than SAQ, resulting from the staff members' position with SAQ or as a consequence of decisions made within SAQ to which they are a party, either directly or indirectly, are specifically prohibited.
2. No volunteer or staff should gain unfair advantage or benefit (financial or otherwise) by virtue of his/her position with SAQ or decisions made by SAQ to which they are a party, directly or indirectly.
3. Volunteers and staff should never accept any gift or service which could be viewed as a payment for services rendered through his/her involvement with SAQ, except for employment contracts. A volunteer or staff may accept a gift under \$100.00 which represents the normal exchange of gifts between friends, the normal exchange of hospitality between persons doing business, or tokens exchanged as part of protocol. Volunteers or staff accepting any payment, gift, hospitality, honorarium or gratuity, (which is not actual employment compensation, i.e., salary and benefits) and which is actually or may be viewed as payment for services provided through or by virtue of their work or volunteer efforts for SAQ, would breach the Policy.
4. Staff and volunteers are required to disclose any conflicts of interest with SAQ to the CEO and President. The President and CEO will consider whether a conflict exists under this policy and explore it where required under this policy. In answering the Conflict of Interest situation the President and CEO will take into consideration the nature of the person's responsibilities and degree of potential apparent conflict. The President will deal with the CEO's declaration if any conflicts are declared. The Board will deal with the President's declaration if any conflicts are declared.

Definition of Conflict of Interest Situations:

A person is considered to have a conflict in connection with a proposed transaction on behalf of SAQ in the following circumstances:

1. The person has an interest in the proposed decision in the form of a personal, financial or business interest or is an organization involved in the decision, or is a person who holds a position as trustee, director, officer, other key volunteer position or staff member in any such organization that has an interest in the proposed decision.
2. A member of the immediate family or an individual living at the same address that has an interest in the proposed transaction in the form of a personal, financial or business interest in the transaction or in any organization involved in the transaction or an immediate family member or individual living at the same address who holds a position as trustee, director, or officer in any such organization.
3. Persons in any circumstances where any other SAQ member, volunteer, or staff believes that a real or perceived conflict may be present.

The Management of Conflict of Interest Situations:

1. The Board of Directors must approve all conflict of interest situations involving a transaction with a financial value or benefit in excess of \$200. Conflict situations involving transactions below \$200 must be approved by two impartial SAQ Directors, provided that such transactions must be reported to the Board of Directors.
2. In considering conflict situations, the Board of Directors must consider the following guiding principles:
 - Whether appropriate tenders or competitive bids have been sought to identify appropriate parties and to validate the value of the transaction.
 - Whether SAQ business needs are best satisfied by the party that has caused the conflict situation to arise.
 - Whether entering into the transaction with the party or involving the party in a decision could be perceived by a reasonable person to represent a conflict and whether such perception could damage the reputation of SAQ.
3. When the Board of Directors, a SAQ Committee or any person is discussing a decision involving a conflict of interest:
 - It is the responsibility of that person to declare where a conflict exists. Furthermore, any person may also identify situations where they believe that another person has a conflict.
 - The individual who is involved in a conflict of interest situation may not participate in such discussions as an advocate, either formally at the Board or Committee meeting or informally through private contact, communication or discussion, except as provided for below.
 - With unanimous consent of the uninvolved Directors or Committee members, a conflicted person may be invited to present information on the matter under discussion and/or respond to related questions but shall not be present for the discussion.
 - Conflicted persons may not be present for the vote on the matter.
4. In order for a decision where conflict of interest has been declared, two thirds of the uninvolved Directors or Committee members present at the meeting must vote in favour to approve such decision. In order for such a vote to be held, there must be a minimum of three uninvolved Directors or Committee Members present at the meeting. If there are not three members without a conflict of interest, the decision shall be referred to higher authority.
5. All discussions related to conflict of interest situations will be clearly documented in minutes of the Board of Directors or Committee meeting.

Implication of Breach of Conflict of Interest Policy

1. In a situation where there may have been a violation of SAQ Conflict of Interest Policy, the disinterested Directors need to determine if there is in fact a conflict of interest or a perceived conflict of interest by a person.
2. If it is determined that a person has violated the SAQ Conflict of Interest Policy, the circumstances of such violation shall be reviewed by the disinterested Directors. The disinterested Directors may decide what action is to be taken, including revoking SAQ membership, termination or resignation of a person, as the disinterested Directors deem appropriate. The Board of Directors shall take

whatever steps it feels appropriate under the SAQ By-Laws to deal with any situation that cannot be resolved through the process described in the preceding paragraphs.

Disclosure

Copies of this policy will be provided annually to all SAQ volunteers and staff.

1. SAQ members, volunteers, contract employees/consultants and staff shall submit annual declarations on the appropriate forms and are responsible for filing an update to the declaration should any areas of conflict arise. The declarations of Conflict of Interest shall be provided to the President and CEO who shall consider the conflict and decide any action to be taken.
2. Volunteers and Staff shall make disclosure of Conflict of Interest before any relevant staff, Board or Committee discussion, vote or action. In the event that a formal or informal discussion moves into an area where conflict exists or may be perceived to exist, the individual shall immediately declare the conflict and remove themselves from the discussion. Any such event will be reported to the Board of Directors in a timely manner.

Communication Policy

Effective communication is important for the operation of SAQ. Information regarding competitions, meetings, social activities and fundraising is transmitted to the membership by the following means:

1. SAQ communication.
 - 1.1. The club has a web site: notices, minutes and other communications are available at <http://saskatoonaqualenes.com/>.
 - 1.2. Any notice sent to all club members must be approved by the President.
 - 1.3. Parents are asked to register an email address with the club.
 - 1.4. A club email roster will be created. Reminders, announcements and other communications will be sent by email regularly. Please provide the Registrar with any email changes that may occur during the year.
 - 1.5. The Club has an Annual General Meeting in the fall, usually in October, and possibly General Meeting in the spring. Notice of these meetings will be sent via email and the web site. Correspondence for the Board may be forwarded personally to a Board member or via your Team Parent.
2. Team communication.
 - 2.1. Coaches will keep their teams up to date with information via email.
 - 2.2. Coaches can be contacted at home or via their cellular phone or email.
 - 2.3. All teams should hold an orientation meeting in the fall and all parents and athletes are expected to attend. Chaperones for each meet the team is attending throughout the year should be identified at this meeting. As well, the team should identify one volunteer for each meet and communicate names to the Registrar who completes team registration for all meets. A "Team Parent" will be chosen at this meeting.
 - 2.4. "Team Parents" from each team relay messages to the families on their team, they ensure travel information is communicated out and collect the fees for travel.
3. Concerns/ Issues.
 - 3.1. Parents should contact their athlete's coach immediately about concerns that arise to prevent misunderstandings and dissent arising within a team.
 - 3.2. First, individual parents should privately discuss problems with the coach.
 - 3.3. Then, parent may also request a team meeting with a coach.
 - 3.4. If not satisfied with the coach's response, the parent should then contact the Head Coach, followed by the club President.

Competition Procedures for Athletes

1. Athletes must be on their best behavior at all competitions and workshops. Good manners and respectable behavior are expected at all times. All athletes are expected to remain on deck and cheer on other club routines. The club encourages all athletes to display club pride and show strong support for other club athletes.
2. Athletes are required to wear their club uniforms to and from competitions and during award ceremonies. Club colors must be worn on deck and all athletes are expected to maintain a neat, well groomed appearance at all times.
3. Athletes and spectators must remain seated while competition is underway.
4. For FIGURES competitions. Athletes must wear a plain black bathing suit and a white cap without identifying marks. Competitors may wear nose clips and goggles. They may not wear distracting jewelry (watches, bracelets), nail polish or make-up.
5. All athletes are responsible for their own personal possessions.
6. Athletes are to use the locker rooms for routine preparations and are expected to clean up the area afterwards. Food is to be eaten in designated areas only.
7. JUNK FOOD is not to be consumed by athletes at competitions.

Discipline Policy

Preamble

This policy is based upon the Discipline Policy adopted by Synchro Canada.

SAQ is committed to providing a sport environment which is athlete-centered, and which is characterized by open, clear communication and honesty, fairness and mutual respect.

SAQ believes that these values and ideals should guide all our communications and actions, and that such conduct is in the best interests of all who participate in the sport of synchronized swimming.

Membership in SAQ brings with it many benefits and privileges. At the same time, members are expected to fulfill certain responsibilities and obligations, including but not limited to, complying with the policies, rules and regulations of SAQ.

Application

This Discipline Policy identifies the standard of behavior which is expected of all SAQ members, including athletes, parents and coaches. Members who fail to meet this standard will be subject to the disciplinary sanctions identified within this policy.

Code of Conduct

Respect for Others

SAQ is committed to providing a sport environment in which all individuals are treated with respect. Furthermore, SAQ supports equal opportunity and prohibits discriminatory practices. Coaches, athletes, officials, directors, officers, administrators and volunteers shall conduct themselves at all times in a manner consistent with the ideals and values of SAQ:

1. Their behavior shall at all times be respectful, professional, responsible and sportsmanlike.
2. They shall treat others with respect and shall not speak disparagingly of any other athlete, coach, official, director, administrator, volunteer, program, club or association.
3. They shall refrain from comments or behaviors which are offensive, abusive, racist or sexist.

Competition

Coaches, athletes, officials and administrators share responsibility for understanding and complying with the regulations under which competitions are conducted and for the orderly conduct of such competitions:

1. They shall at all times observe the relevant local, provincial, national and international regulations which govern the sport of synchronized swimming.
2. They shall at all times acknowledge the authority of appointed technical officials for a competition and treat their roles and decisions with respect.
3. They shall at all times exercise self-control and show proper respect for peers, opponents and spectators.

Doping

SAQ recognizes and has adopted the Canadian Policy on Penalties for Doping in Sport, endorsed by the Canadian Centre for Ethics in Sport and Heritage Canada/ Sport Canada. Protest, appeal, arbitration and reinstatement processes shall be those described in the Doping Control Standard Operating Procedures of the Canadian Centre for Ethics in Sport.

SAQ may impose sanctions in addition to those of the Canadian Policy on Penalties for Doping in Sport, as it deems appropriate. Any such further action shall be governed by the procedures described in this policy and in SAQ's Appeals policy.

Disciplinary Procedures

Minor Infractions:

Examples of minor infractions are shown in **Appendix A**. All disciplinary situations involving minor infractions occurring within the jurisdiction of SAQ will be dealt with by the appropriate person having authority over the situation and the individual involved (this person may include, but is not restricted to, a board member, management chair, coach, team manager or head of delegation).

Procedures for dealing with minor infractions shall be informal as compared to those for major infractions and shall be determined at the discretion of the person responsible for discipline of such infractions, provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident.

The following disciplinary sanctions may be applied, singly or in combination, for minor infractions:

1. written reprimand to be placed in individual's file
2. verbal apology
3. hand-delivered written apology
4. team service or other voluntary contribution to SAQ
5. suspension from the current competition
6. other sanctions as may be considered appropriate for the offence

Minor infractions which result in discipline shall be recorded using the Incident Report form in **Appendix B**.

Major Infractions:

Examples of major infractions are shown in **Appendix A**. Any member of SAQ may report to the Executive Director a major infraction using the Incident Report form in **Appendix B**.

Upon receipt of an incident report, the President shall determine if the incident is better dealt with as a minor infraction, or if a hearing is required to address the incident as a major infraction.

If the incident is to be dealt with as a minor infraction, the President will inform the appropriate person in authority and the alleged offender, and the matter shall be considered dealt with.

If the incident is to be dealt with as a major infraction and a hearing is required, the alleged offender shall be notified as quickly as possible and in any event no later than 3 working days from date of receipt of the incident report, and shall be advised of the procedures outlined in this policy.

Within 7 days of receiving the incident report, the President shall forward the report shall constitute a Disciplinary Panel consisting of the President, the Vice-President and another Board member.

The Discipline Panel shall hold a hearing as soon as a possible, but not more than 21 day after the incident report is first received by the President.

The Discipline Panel shall govern the hearing as it sees fit, provided that:

1. the individual being disciplined shall be given 10 days written notice (by courier or fax) of the day, time and place of the hearing. The Panel may decide to conduct the hearing in person or by telephone or video conference;
2. the individual being disciplined shall receive a copy of the incident report;
3. members of the Panel shall select from among themselves a Chairperson;
4. a quorum shall be all 3 Panel members;
5. decisions shall be by majority vote; the Chair carries a vote;
6. the individual being disciplined may be accompanied by a representative;
7. the individual being disciplined shall have the right to present evidence and argument;
8. the hearing shall be held in private;
9. the Panel may request that witnesses to the incident be present or submit written evidence;
10. the Panel shall render its decision, with written reasons within 5 days of the Hearing;
11. once appointed, the Panel shall have the authority to abridge or extend timelines associated with all aspects of the Hearing.

The preceding provisions may be modified, or added to, as required by the provisions of any other pertinent SAQ policy (e.g. SAQ Anti-Harassment Policy).

The Discipline Panel may apply the following disciplinary sanctions singly or in combination, for major

infractions:

1. written reprimand to be placed in individual's file
2. hand-delivered written apology
3. suspension from certain SAQ events which may include suspension from the current competition or from future teams or competitions
4. suspension of all SAQ or Sport Canada funding
5. suspension from certain SAQ activities (i.e. playing, coaching or officiating) for periods of up to three years
6. suspension from all SAQ activities for periods of up to three years
7. expulsion from SAQ
8. other sanctions as may be considered appropriate for the offence

The preceding sanctions may be modified, or added to, as required by the provisions of any other pertinent SAQ policy (e.g., SAQ's Anti-Harassment Policy).

Unless the Discipline Panel decides otherwise, any disciplinary sanctions applied shall take effect immediately.

Appeals Procedure

All appeals of disciplinary matters will be taken to a full meeting of the Board of the club. A final binding decision of the majority of the Board will constitute the appeal process.

Notice of appeal must be received in writing no later than 7 days after the Disciplinary Panel ruling.

Appendix A

Examples of minor infractions

- a single incident of disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, administrators, spectators and sponsors
- unsportsmanlike conduct such as angry outbursts or arguing
- a single incident of being late for or absent from SAQ events and activities at which attendance is expected or required
- non-compliance with the rules and regulations under which SAQ events are conducted, whether at the local, provincial, national or international level

Examples of major infractions

- repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, administrators, spectators and sponsors
- repeated unsportsmanlike conduct such as angry outbursts or arguing
- repeated incidents of being late for or absent from SAQ events and activities at which attendance is expected or required
- activities or behavior which interfere with a competition or with any athlete's preparation for a competition
- pranks, jokes or other activities which endanger the safety of others
- deliberate disregard for the rules and regulations under which SAQ events are conducted, whether at the local, provincial, national or international level
- abusive use of alcohol where abuse means a level of consumption which impairs the individual's ability to speak, walk or drive; causes the individual to behave in a disruptive manner; or interferes with the individual's ability to perform effectively and safely
- any use of alcohol by minors
- use of illicit drugs and narcotics
- use of banned performance enhancing drugs or methods

Appendix B

Incident Report

Date and time of incident: _____

Name of writer: _____ Position: _____

Location of Incident: _____

This incident is a: _____ minor infraction _____ major infraction

Individual(s) involved in the incident:

Objective description of the incident (please be concise, accurate and non-judgmental):

Names of individuals who observed the incident:

Disciplinary action which was taken (if applicable):

Signature of writer: _____

Date: _____

Duet and Solo Policy

1. Team formation always takes priority in synchronized swimming. If a team is available, the team comes first with NO EXCEPTION. Athletes doing a duet and/or solo must remember that these are considered a privilege. If a team is unavailable, that athlete may do a solo or duet. If an athlete fails to show for team practice or displays inappropriate behavior, the solo and/or duet may be forfeited at the Head Coach's discretion.
2. Athletes wishing to do an additional routine must confer with their parents and the Head Coach to request permission. Coaches may also recommend to parents that their athlete take on a solo/duet. If parents agree, the athlete can discuss the extra routine with the Head Coach. The final decision rests with the Head Coach.
3. Additional swimming costs. If an extra routine is approved the fees will be communicated to the swimmer, fees are approved yearly by the Executive Board. Parents and/or athletes are responsible for routine suits and head pieces, all of which must be ready for the competitive season. The decision to do a solo and/or duet must be reached by September 30th of every year. No solos or duets will begin after October 31st.
4. The Head Coach will assign a coach for that routine. Music for solos and/or duets is decided by the coach and athlete(s); however, the Head Coach always has final approval on the choice of music.

Equipment Policy

1. All club equipment at the pool is the responsibility of the club coaches. All equipment must be handled with care and respect. The Head Coach oversees the use of all equipment by the coaching staff.
2. The club iPads, DVD player, cameras, and TV are to be kept a safe distance from the edge of the pool. Athletes are only allowed to handle the equipment when it is safe to do so and at the discretion of the supervising coach.
3. Inquiries regarding lost possessions may be made at the facility.

Financial Policy

1. Audit Procedures

- 1.1 The accounts of the club shall be audited annually. The procedures and provisions for an audit shall correspond with those established by the Non-Profit Corporations Act.

2. Membership / Assessments

- 2.1 Athlete affiliation / assessment fees as set by the Board, and Synchro Saskatchewan and Synchro Canada fees, shall be remitted to the club at the time of registration. These fees shall be submitted to Synchro Saskatchewan on behalf of the athlete.
- 2.2 Coach affiliation fees, as set out by Synchro Saskatchewan and Synchro Canada, shall be submitted to Synchro Saskatchewan prior to October 15 of each swim year. Coaches will in turn be assessed this fee. Upon receipt of two coaching professional development course registration receipts, the coach will be reimbursed.
- 2.3 Members of our club who sit on the Synchro Sask. Board of Directors will have their affiliation fees paid by the club.

3. Officers

- 3.1 The budget is prepared by the Treasurer and submitted to the general membership at the Annual General Meeting for approval.
- 3.2 The Executive of the club is responsible for the day to day operations of the club and ensuring that expenditures stay within the budget. Expenditures in excess of authorized expenses must be approved by the Executive and ratified by the Board.
- 3.3 Each Committee Chair shall submit to the Executive anticipated expenditures for the current swim year. Anticipated expenditures shall be submitted prior to the first Executive meeting of the new swim year for approval and inclusion in the budget.
- 3.4 The signing officers of the club shall be members of the Executive. Cheques must be endorsed by two (2) of three signing officers.
- 3.5 Whenever possible the Officers or representatives of the club shall obtain quotes from suppliers etc to ensure that a reasonable expenditure is being made without sacrificing safety or other major concerns.

4. Advances and Administrative Expenses

- 4.1 Application for accountable advances may be made to the Executive. These advances must be supported by receipts with any unaccountable funds being returned to the Saskatoon Aqualenes.
- 4.2 Expenditures shall be monitored by the Treasurer and the President of the club.
- 4.3 Claims for reimbursement of administrative expenses must be supported by receipts and where possible quotes should be provided.
- 4.4 Team coaches shall be provided with per diems that cover breakfast, lunch and supper when those meals have not been provided by the hotel or a banquet for out-of town meets.

- 4.5 Authorized Volunteer Expense claims must be completed and submitted with all receipts for reimbursement.
- 4.6 The Saskatoon Aqualenes will provide travel, sustenance and accommodation allowances from time to time to designated individuals from the Club representing the Club on related business.
- 4.7 Coaches are paid hourly wage for hours worked at competitions or regular coaching. Schedules shall be approved by the Head Coach. Travel time is included in calculations.

5. Refund of Swim Fees

- 5.1 Refunds of swim fees may be granted provided notice has been issued to the Treasurer or Registrar two weeks prior to the withdrawal of the athlete, with the exception of affiliation / assessment fees. All other fees shall be refunded on a prorated basis.
 - 5.1.1 *Withdrawal from program.* If an athlete withdraws from the swim program after January 15 a refund will not be issued unless an athlete provides a physician's certificate stating that she is unable to finish the swim year.
 - 5.1.2 *Athlete with temporary disability.* An athlete who has a disability which prevents her from participating in the water doing a full training session can apply for a partial refund of her unused swim fees after two weeks if the following conditions are met: the disability is expected to last more than 6 consecutive weeks including the two week waiting period, provides a doctor's and/or physiotherapist's note to her coach and the board, stating the nature of the disability and the expected date she can return to training in the water in the same season; is in good standing with affiliation fee, swim fees and fundraising fees/commitments met. In this situation, the board will review the request after the two week waiting period. Maximum benefit will be partial refund of 50% of the monthly swim fees for up to 12 consecutive weeks, with the refund commencing after the two week waiting period. The refund will be transferred into the athlete's fundraising account. The athlete will need to get a new note with expected date of return if the period of disability is extended from the original doctor's and/or Physiotherapist's note.
- 5.2 Refunds of swim fees cannot be granted to those choosing to make payment through the National Sports Trust Fund. All monies received by the National Sports Trust Fund are considered to be donations. Tax receipts are issued directly by the National Sports Trust Fund.
- 5.3 All monies generated to the athletes fundraising accounts shall not be refunded at any time. Should an athlete withdraw from the Club or not return the following year, all monies shall be held in the athlete's name for a period of one year. Should a balance remain following the one year, and the athlete does not return to the Club, the balance remains with the club to benefit all swimmers.

6. Acknowledgements

- 6.1 On certain occasions a presentation of a gift to a member of the Club, or otherwise, may be desired. All unbudgeted proposals must be approved by the Executive.

7. Fundraising

- 7.1 All Aqualenes families are obligated to do a set amount of fundraising for the club each year. Bingos are one source of revenue and fundraising for the club. The Fundraising coordinator will have many other sanctioned fund raising projects. Athlete portions of the revenue from athlete fund raising projects will be designated to a fund in each athlete's name, refer also to 7.4. Other projects will be mandatory club fund raisers and 100% of the revenue will go towards the club. To see what amount of fundraising each family must raise, refer to the registration information package.
- 7.2 At the time of registration, postdated cheques for fundraising are to be submitted, payable to the Saskatoon Aqualenes May 1st.
- 7.3 Fundraising credits may be used for:
- * Athlete's transportation and accommodation
 - * Athletes pool fees
 - * Athlete's competition fees
 - * Athlete's registration costs
 - * Athlete's camp fees
 - * Athlete's wardrobe fees
- 7.4 Fundraising fees are non-transferable and non-redeemable/refundable, at any time or in any circumstance. SAQ policy must not conflict with provincial laws under the Liquor and Gaming Commission jurisdiction.
- 7.5 Bingos
- 7.5.1 All families are responsible for contacting the Fund Raising Coordinator and scheduling their own bingos on a date as determined by the Fund Raising Coordinator. Each family with a competitive swimmer is required to work one bingo per competitive swimmer. All bookings for bingos are on a first call - first booked basis. Families who choose to work excess bingos may leave their name with the Fund Raising Coordinator, who will contact individuals from the list when / if any openings occur.
- 7.5.2 According to the Liquor and Gaming Commission regulations and the Saskatoon Charity Association:
- It is recommended that no one under the age of 14 years be allowed to work bingos
 - No one under the age of 16 years may sell Nevada tickets
 - Only a responsible adult may work the back counter (The Fund Raising Coordinator is directly responsible for all transactions which take place; therefore, the Coordinator will designate those responsible for assuming the duties of the back counter.)
- 7.5.3 Families who sign up two workers at a bingo must provide a minimum of one parent worker. Families signing up for a bingo must indicate to the Fund Raising Coordinator the age of the worker(s) so that a proper adult/child ratio can be maintained. The Fund Raising Coordinator can limit underage workers.
- 7.5.4 All bingo workers are required to contact the Fund Raising Coordinator a minimum of two weeks in advance if they require a replacement worker.

- 7.5.5 With Board approval, competitive athletes may work extra bingos to help curb transportation costs to Competitions.
- 7.5.6 Bingo dates are also available in the summer months of June, July and August. All fund raising credits earned prior to August 31 are held in the athlete's name. After the athlete registers in the fall the credits can be designated to approve expenses, refer to 7.3.
- 7.6 Other Fund Raising Activities. Families may elect to fulfill their fund raising requirements through various fund raising activities (other than bingos) approved by the Fund Raising Coordinator and the Board.

8. COACHES

- 8.1 Coaches are paid hourly wage for hours worked at competitions or regular coaching. Schedules shall be approved by the Head Coach.
- 8.2 With Executive/Board approval, the club will reimburse club coaches TWO-THIRDS (2/3) the cost of all recognized Coaching courses, up to a maximum allowable amount of \$200.00 per course.

9. ENTRY FEES FOR COMPETITIONS

- 9.1 All team, figure, solo and duet entry fees are the responsibility of the individual athletes. The Treasurer will send out an invoice before the competition which will include the entry fees for that competition. The swimmer's family are responsible for arranging payment of this invoice before the competition begins.

10. BREACH OF PAYMENT

- 10.1 Athletes who have withdrawn from the club shall remain liable for monies owing. Athletes will not be allowed to return to the club until all outstanding bills have been paid.
- 10.2 Athletes who are not in good standing (who have outstanding swim fees or late payment in a previous year) must pay their registration, meet and travel fees in full at registration. Athletes who are not in good standing will be identified by the board and notified in writing.

Fundraising Policy

1. The Saskatoon Aqualenes Synchronized Swimming Club is a non-profit organization that can only be successful with the support and encouragement of parents through volunteering and fundraising.
2. The Saskatoon Aqualenes fundraising is directed by parents under the leadership of the Fundraising Coordinator Parent Volunteer.
3. Projects are in place to provide families an opportunity to raise money for individual athlete accounts, as well as to provide much needed funds to support general club needs. Families that participate in fundraising earn credits that can be redeemed for direct swimming expenses, such as registration fees, swimming equipment, meet fees, travel, and wardrobe items such as bathing suits, caps, goggles, etc. The club also uses these funds to pay for necessary expenses such as equipment (microphones, speakers, dryland training equipment), and to help subsidize the high cost of pool rental and coaching costs. This allows us to keep the athlete fees as low as we possibly can while providing the most professional and successful environment for our athletes. The fundraising projects will vary from year to year depending on availability and overall success of each project. We aim to make fundraising as painless as possible for all, while meeting the necessary financial needs of the club.
4. The Saskatoon Aqualenes would like every family to participate in every fundraising option. However, we definitely understand some families will be too busy and/or not interested in some of the options available. Those not wishing / unable to participate may “buy-out” Bingo and Fundraising obligations. During registration, post-dated cheques will be collected as a deposit, amounts shall be set by the Board yearly.
5. Once you meet your minimum obligation to the club, you can then choose to participate in more fundraising to gain more money in your athlete account or you may choose to not participate any further for that swim season.
6. Families who participate in fundraisers and meet their minimum obligation will not have their fundraising cheques cashed; rather the cheque will be shredded. We will cash your cheques if you have not participated in any fundraising throughout the season. For those families that participate in fundraising and meet only a portion of their obligation, their cheques will be cashed and the difference returned to them in the form of an athlete account credit.
7. Fundraising credits must be used in full by September 30th of the season immediately following the swim season in which the fundraising credit was earned. Fundraising credits that are not used are non-refundable. They are transferable to a sibling enrolled in the club, but must be used by the deadline.

Private Lesson Policy

1. Private Lessons are available for those athletes who wish to work one-on-one with a Coach to enhance their swimming skills. Athletes must arrange a Private Lesson Coach themselves, but usually coordinate this with the Head Coach.
2. Cost. The athlete must pay an agreed upon fee to the coach for the coach's time. The coach is paid directly by the parent. When the lesson occurs during SAQ pool time, SAQ collects the Board approved hourly rate for private lessons in order to contribute to pool time and lifeguard costs, in addition to the coach's fee. Each month the coaches will be asked by the Treasurer if they have coached any private lessons during SAQ pool time. Those swimmers being taught private lessons during SAQ pool time will be billed at the end of each month by the Treasurer. Coaches generally bill for their coaching time directly by invoicing families, or collecting their coaching fee at the lesson.
3. Private lessons may also be scheduled during public swim times. Club athletes and coaches that utilize public pools for extra swim practices on their own time (pool time NOT booked by the club) must adhere to the public swim rules and are responsible for paying the admission costs. Currently, if private lessons occur during City of Saskatoon public swim time, family must pay swim fees for both the swimmer and coach.

Safety Action Plan

1. Health Information Forms
 - 1.1. Each athlete will complete a health information form at the beginning of the season, and parents shall keep the information up to date during the season as needed.
 - 1.2. The Head Coach shall review each athletes ' health information form at the beginning of the year, and shall notify the athlete's coach of health concerns that impact athlete well-being during practices. Parents and Athletes share the responsibility for ensuring that their coach is aware of any health concerns that may arise.
 - 1.3. Health information shall be kept in a SAQ specific locked cupboard at the swimming pool; so that it is available should coaches have any concerns or need to contact parents. The Head Coach will make copies if needed to ensure there is a copy at each practice site (Harry Bailey, Shaw or YWCA).
 - 1.4. The Head Coach (or designate) shall carry a copy of athletes' health information to competitions.
 - 1.5. Health information shall be destroyed by secure shredding at the end of the swimming season.
2. Known Injury and illness
 - 2.1. Athletes with injuries will be expected to attend practice on deck to participate in dry land activities and to keep up with the team choreography. If you are injured, notify your coach before practice; the coach will advise an appropriate workout if you are able to continue in a limited or diminished capacity. If the athlete will be absent for several swim times, please inform the team coach regarding the athlete's return date. Since synchronized swimming is a team sport, the absence of one team member greatly affects the whole team. If your injury prevents you from swimming, see a doctor as soon as possible. Inform the coach of any treatment recommendations from the healthcare professional. Be honest with yourself with what you can and cannot do. Remember that the coaches trust you to do your best to return to practice when it is safe to do so.
 - 2.2. If your athlete is sick or going to be absent from a practice please let your coach know they will be absent. Rule of thumb; athletes should stay home if they have a fever or vomiting. Athletes should attend practice if they have just a headache, cough, or cold. If you are sick, notify your coach before practice.
 - 2.3. When absenteeism becomes problematic for the team and the coach, the matter will be brought to the athlete's attention. If this fails to get a favorable result, the athlete's parents will be notified. If the problem continues, the athlete may become an alternate and would not compete with the team in routine competitions until such time as designated by the Head Coach.
3. Serious Incident/Injury at Practice/Competition
 - 3.1. Lifeguards will supervise all swim practices and competitions. In the case of serious injury, a coach or lifeguard may make a decision to alert EMS/call 911 and arrange emergency transportation of an athlete to hospital. Police will assist coaches to notify parents, as

- appropriate. The athletes coach shall notify the Head Coach and President, by telephone and email, as soon as responsibility for care is transferred, if an athlete is transported by EMS/911.
- 3.2. If an episode occurs at the pool and the lifeguard does not consider it to be serious enough to warrant transporting the athlete to hospital by ambulance, the following will apply:
 - 3.2.1. If the athlete is under the age of eighteen, the parent must be notified. The athlete cannot return to the water without verbal permission of the parent. The parent will be responsible to have the athlete taken to a medical facility and checked for illness as soon as possible: however, a medical certificate is not necessary for the athlete to return to the pool.
 - 3.2.2. If the athlete is over the age of eighteen, the athlete and coach will jointly make the decision whether the athlete will return to the pool.
 - 3.2.3. The coach must fill out an incident form (name of athlete, nature or episode, action taken at the time of the episode, follow-up and recommendations) which will be forwarded to the Head Coach, and kept on file with the club for at least 5 years.

Screening Policy (Coach and Volunteer)

Purpose

1. Screening of personnel and volunteers is an important part of providing a safe environment among sport organizations, which provide programs and services to youth and people with disabilities. Saskatoon Aqualenes Synchro Swim Club (SAQ) is responsible, at law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events. SAQ is committed to, fulfilling the duty of care it owes to its members.
2. The policy regarding the Police Record Check for Service with the Vulnerable Sector (PRC) aims to minimize risk to which members of the association may be exposed, from individuals whose intent is to take advantage of their position of authority, trust and influence. It also serves to signal the community of our intentions to protect our membership and to detect any risk present within our organization.

Policy Statement

3. All persons affiliated with SAQ who holds a position where they could reasonably be expected to pose a risk of harm to SAQ or its members will be required to undergo screening through a Police Records Check (“PRC”).
4. Persons who will be subject to screening through a PRC are those who work closely with minor athletes, athletes with a disability and who occupy positions of trust and authority within SAQ. Such ‘designated positions’ include:
 - 4.1 All individuals in paid positions;
 - 4.2 All persons affiliated with programs, whether paid or volunteer, including but not limited to, coaches, chaperones and drivers.
5. It is SAQ’s policy that:
 - 5.1 The recruitment process for all ‘designated positions’ may involve:
 - 5.1.1 Requiring the candidate to complete an application form for the position;
 - 5.1.2 Interviewing the candidate for the position; and
 - 5.1.3 Checking a minimum of two references, one of which will be specific to working with children or youth.
 - 5.2 PRCs will be mandatory for all persons in ‘designated positions’. There will be no exceptions.
 - 5.3 Failure to participate in the PRC process as outlined in this policy will result in ineligibility for the ‘designated position’.
 - 5.4 SAQ will not knowingly fill a ‘designated position’ with a person who has a conviction for a ‘relevant offence’ as defined in this policy.
 - 5.5 A person in a ‘designated position’ will be provided an orientation session that will explain performance expectations and provide the training necessary for satisfactory performance.
 - 5.6 If a person in a ‘designated position’ subsequently receives a conviction for, or be found guilty of, a relevant offences, he/she will report this circumstance immediately to SAQ.
 - 5.7 A person in a ‘designated driver position’ may be required to provide a copy of a valid Operator’s License and vehicle insurance. When it is necessary to drive a rental vehicle they may

be required to provide further information in accordance with Synchro Saskatchewan guidelines.

6. Screening Committee
7. The implementation of this policy is the responsibility of the Screening Committee, a committee of two - three persons appointed by the Board of Directors.
8. The Screening Committee will carry out its duties in an independent manner and at arms-length from individuals in paid positions with Saskatoon Aqualenes Synchro Swim Club.
9. The Screening Committee is responsible for receiving and reviewing all PRCs and, based on such reviews, making decisions regarding the appropriateness of individuals occupying 'designated positions'. The Screening Committee may approve an individual's participation in a 'designated position' or may deny an individual's participation in a 'designated position'.
10. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants or volunteer screening specialists. The decisions of the Screening Committee are final and binding and may not be appealed.
11. Procedure
12. Each person subject to this policy will apply for and obtain a PRC at their local police detachment or they can submit a current original PRC obtained for another organization within the past 6 months SAQ will provide a letter for volunteers to have a screening completed at no cost. If there is a charge to obtain the PRC, SAQ will reimburse for such expense.
13. Each person subject to this policy will submit the original copy of their PRC to the Screening Committee, c/o Saskatoon Aqualenes Synchro Swim Club in an envelope marked 'Confidential'. The original will be returned.
14. In the case of a possible match (second box checked), individuals will have to be fingerprinted to obtain their criminal record.
 - 14.1 This is done by Saskatoon Police Service by appointment only. Fingerprints will be forwarded by the SPS to the RCMP.
 - 14.2 Contact the screening committee to obtain a letter certifying that the disclosure is required for volunteer work from a bona fide registered non-profit organization (fees waived for volunteers - SPS fee \$20 / RCMP fee \$25)
 - 14.3 Results of the RCMP records search will be mailed directly to the applicant, then should be communicated to the screening committee.
15. The Screening Committee will review all PRCs received and will determine whether the PRC reveals a relevant offence. The Screening Committee will render its decision in accordance with paragraph 8 and will notify the person and Saskatoon Aqualenes Synchro Swim Club of its decision in writing. The original copy of the PRC will be returned to the person who supplied it or destroyed by shredding.
16. PRCs are valid for a period of two years, unless charges/conviction for relevant offences are disclosed.
17. Relevant Offences

For the purposes of this policy, a 'relevant offence' is any of the following offences for which record suspension has not been granted:

17.1 If imposed in the last five years:

17.1.1 Any criminal offence involving the use of a motor vehicle, including but not limited to impaired driving; or

17.1.2 Any violations for trafficking under the Controlled Drug and Substances Act.

17.2 If imposed in the last ten years:

17.2.1 Any crime of violence including but not limited to, all forms of assault; or

17.2.2 Any criminal offence involving a minor or minors.

17.3 If imposed at any time:

17.3.1 Any criminal offence involving the possession, distribution, or sale of any child-related pornography;

17.3.2 Any sexual offence involving a minor or minors; or

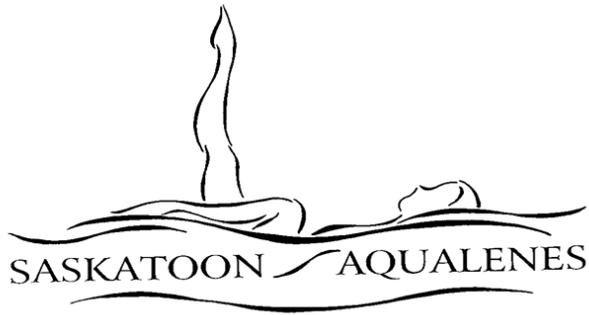
17.3.3 Any offence involving fraud.

18. Records

18.1 The Screening Committee will retain no copies of PRCs, but may retain written records of its communications with the persons submitting the PRC and with Saskatoon Aqualenes Synchro Swim Club. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal or disciplinary proceedings.

19. Review and Approval

19.1 This policy will be reviewed annually by the SAQ Board of Directors.



Attn: Saskatoon Police Service, Criminal Record Checks
130 - 4th Avenue north
Box 1728
Saskatoon SK S7K 3R6

(date)

Re: Criminal Occurrence Security Check for Service within the Vulnerable Sector

Dear Sir/Madam,

Please assist our member (listed below) who is serving the Saskatoon Aqualenes synchronized swimming club in obtaining a Criminal Occurrence Security Check for Service within the Vulnerable Sector

_____, as a ___ volunteer AND/OR ___ coach
(full name) (check all that apply).

Coaches and Volunteers in roles such as parent chaperone, team manager, and meet official, will work with children and youth athletes aged 5 – 18 yrs. The Criminal Occurrence Check for Service with the Vulnerable Sector is one part of our screening process. The non-profit number for this organization is **xxxxx**.

Sincerely,

(name)
President
Saskatoon Aqualenes Synchronized Swimming Club



SASKATOON AQUALENES SYNCHRONIZED SWIMMING CLUB

DATE

Disclosure of Police Records for Service with the Vulnerable Sector

Saskatoon Aqualenes member, (NAME) _____,

- Has provided a cleared Police Records Check for service with the vulnerable sector, with nothing to disclose.
- Has refused to provide written disclosure of a Criminal or Police Record.
- Has disclosed details further to an application for Police Records Check for service with the vulnerable sector. The details of disclosed incidents were reviewed by the two members of the Executive whose signatures appear below.

At this time, we, the undersigned, feel that the member

- Should be allowed to participate as a volunteer with the SAQ. No further action is necessary.
- Should be excluded from participating as a volunteer within SAQ. The individual as well as the Board of Directors will be notified. The matter will be noted in the members file with Synchro Canada.

Screening Committee
Saskatoon Aqualenes

President or delegate
Saskatoon Aqualenes

Swim Meet Volunteer Policy

1. A successful synchronized swim competition requires many volunteers. Each athlete's family is required to volunteer for a minimum of 2 shifts (approx. 4 hours/meet) per swimmer at each meet held by the club during the competitive year. At registration each family will be required to give cheques dated the first day of the month of the competition, for \$100.00 per competition hosted by the club to cover this volunteer commitment. If you are late or fail to show up for a scheduled shift you will be replaced with another volunteer and the cheque for that competition will be cashed. If your volunteer requirements are not met during the year, these cheques will be cashed.
2. Training for volunteer duties is "on the job" and explained to volunteers by the chief referee before each event. Courses are offered for those interested in panel and assistant refereeing.
3. All workers should arrive at least 60 minutes before their shift and be on deck 30 minutes before the shift for training and/or review.
4. All on deck volunteer personnel are required to wear white shirts and light colored shorts/pants/capris.
5. Volunteers at meets may include:

PANEL REFEREE	Announces competitor and reads the judges' figure marks aloud
ASSISTANT REFEREE	Ensures athletes are in sequence for the draw and ready to compete
SCORERS	Record scores and calculate totals on sheets provided
TIMERS	Time and record routines
RUNNERS	Takes judges' routine marks to announcer's table
ANNOUNCER	Announces swimmers and routine scores
MUSIC	Coordinates and plays the music for each routine
GUIDE	Leads swimmers to the bulkhead for presentation of marks
VIDEO	Videotapes routine events
SALES	Sells merchandise at meets
SET UP/TAKE DOWN	Set up and take down of tables, chairs, curtains, etc.

The MEET MANAGER is in charge of all competitions hosted by the Saskatoon Aqualenes.

In the Figure events the PANEL REFEREE calls for the judges to show their marks and reads them out. The ASSISTANT REFEREE ensures the athletes are lined up in the proper order and that they swim out to the mark when it is their turn. SCORERS record the marks on figure sheets provided and calculate the total. This procedure continues until all athletes have completed the figure.

The MUSIC COORDINATOR ensures that all necessary music has been received prior to routine competition and is sorted in order of competition. He/she starts the music as directed.

TIMERS use stop watches to time and record the length of each routine.

RUNNERS sit beside the platforms and take the judge's marks to the announcer's table.

The ANNOUNCER introduces the competitor in routine events and at the end of the routine reads out the technical and artistic marks.

The GUIDE leads the swimmer(s) to the bulkhead for presentation when their routine marks are being read by the announcer.

Swim Practice Policy

1. Attendance

- 1.1 Attendance at practice is very important. When athletes are absent it is difficult for the remainder of the team to practice their routine properly.
- 1.2 Athletes are to be ready 15 minutes prior to practice time for compulsory stretching and warm up exercises. This warm-up time is critical in the prevention of injuries.
- 1.3 Athletes are not allowed to enter the water until the lifeguard is on deck and a coach gives them permission to enter the water.
- 1.4 Athletes are expected to co-operate with coaches to make the most of their valuable practice time.
- 1.5 In the event that swim practices are canceled on short notice due to circumstances beyond our control (e.g. pool closure), the swim practice will be used by coaches for land drill or implementing other training techniques.
- 1.6 Parents are responsible for their athlete until the coach begins practice and then again from the scheduled end of practice when the coach dismisses the team.
- 1.7 Parents are welcome to watch athlete's practices, however are asked to refrain from speaking to the coach and athletes during practice sessions. If parents wish to confer with the coach or athlete, please wait until the practice is over. Parents are asked to direct any concerns to their athlete's coach or the Head Coach, not to other parents. Properly directed concerns can be addressed most effectively.

2. Absence due to illness / injury

- 2.1 If your athlete is sick or going to be absent from a practice please let your coach know they will be absent. Rule of thumb; athletes should stay home if they have a fever or vomiting. Athletes should attend practice if they have just a headache, cough, or cold. If you are sick, notify your coach before practice.
- 2.2 Athletes with injuries will be expected to attend practice on deck to participate in dry land activities and to keep up with the team choreography. If you are injured, notify your coach before practice; the coach will advise an appropriate workout if you are able to continue in a limited or diminished capacity. If the athlete will be absent for several swim times, please inform the team coach regarding the athlete's return date. Since synchronized swimming is a team sport, the absence of one team member greatly affects the whole team. If your injury prevents you from swimming, see a doctor as soon as possible. Inform the coach of any treatment recommendations from the healthcare professional. Be honest with yourself with what you can and cannot do. Remember that the coaches trust you to do your best to return to practice when it is safe to do so.
- 2.3 When absenteeism becomes problematic for the team and the coach, the matter will be brought to the athlete's attention. If this fails to get a favorable result, the athlete's parents will be notified. If the problem continues, the athlete may become an alternate and would not compete with the team in routine competitions until such time as designated by the Head Coach.

3. Equipment for Practice

- 3.1 For dry land practices: runners, gym clothes, yoga mat, skipping ropes, etc. are required as instructed by the Team Coach.
- 3.2 For pool practices: swim cap, goggles, nose clips, swimsuit, towel, yoga mat, yoga block, and water bottle at all practices.

4. Extra Practices

- 4.1 Athletes will have one extra team choreography practice before winter break, and one after the winter break in the New Year.

5. Competitions

- 5.1 All athletes are required to attend the compulsory competitions. Each athlete plays an important role in executing a team routine. When one athlete is missing the whole routine must be revised, creating extra work for the team coach and the rest of the team. This can be detrimental for a team, especially close to a competition date. Parents and athletes must understand the high commitment level required by all team members and the necessity of athlete's attendance at all competitions.

6. Vacations

- 6.1 Family vacations that include the athlete should not be planned 2 weeks prior to Diane Lemon Invitational, 4 weeks prior to Provincials, 5 weeks prior to the National Qualifier or Canadian Prairie Invitational and 6 weeks prior to Nationals. Athlete absences during the competition season must have coach approval. Unapproved absences may be subject to sanctions according to the Club Discipline Policy.
- 6.2 In an effort to allow our families to plan family holidays the coach will inform families of the team's dates that have been scheduled off from swimming. These dates are found in the registration manual. It is the hope of the Saskatoon Aqualenes that our families will take advantage of this schedule by planning holidays around these dates.

Travel Policy

1. Travel Fees are not paid for at the start of the year and will be billed to the athlete's account. The cost for local/regional meets is approximately \$100 per meet, averaged across the year. Meet fees shall be paid in advance of the meet.
2. Coaches. Coaches' salary, per diem, and travel expenses are the responsibility of the athletes. All travel costs, except the coaches' time and per diems, are split equally among all registered athletes. Travel arrangements are made for coaches, generally to travel with parent drivers from the team they are coaching.
3. The Saskatoon Aqualenes have a Travel Co-ordinator that is responsible for organizing travel details for out of town competitions. Travel coordinator shall ensure that coaches have transportation to meets.
4. Athletes travel and stay with their parent/guardian, and are responsible for the travel and hotel costs. The travel co-ordinator arranges a block of hotel rooms at the chosen hotel. Every athlete is expected to stay at this hotel. Parent is responsible for changing the hotel confirmation to their own credit card. The travel co-ordinator must be notified of transportation details as soon as possible. Families are welcome to share travel and hotel accommodation with other families. Athletes do NOT share rooms with coaches.
5. Team Parent shall identify one meet volunteer from each team for out of town meets and communicate this name to the Registrar before team is registered.
6. A chaperone is required for each team travelling for the duration of the trip. Team Parent can ensure chaperone roles for each meet are assigned/negotiated at the beginning of the year at the first team meeting. The chaperone is generally one of the team parents. If a chaperone cannot be found for a team, that team will not be allowed to attend the competition. Responsibilities of the chaperone include:
 - knowing where the athletes are at all times
 - being present at the pool with athletes, in case of emergency,
 - ensuring athletes clean up after themselves in the locker room
 - assisting their assigned teams with hair and makeup prior to a routine event. If assistance is not required, the chaperone is asked to help with a team that does require assistance.
 - collecting cell phone numbers of all members/parents,
 - ensuring all members of the team/parents are aware of the meet schedule, the team schedule, and any changes that occur before or during the meet,
 - communicating any changes to team parents,
 - coordinating meals at the pool for athletes and coaches (Generally, costs are divided among athletes and organized by the chaperone. This may be done in advance.)
7. Coaches are responsible for athletes at POOL SIDE ONLY. Chaperones and parents are therefore asked not to interfere with the coach and athletes when they are pool side. At all other times, the athletes are the responsibility of the chaperone.

Wardrobe Policy

1. The Wardrobe Coordinator is responsible for ordering and distributing club uniforms and other club clothing in the fall. A wardrobe night is held in October, before the first competition. The club is able to purchase swim caps, nose clips and competitive bathing suits at a price that is usually cheaper than retail.
2. Team jackets, club swimsuits and team swimsuits are required uniform for competitive athletes. Jackets and club swimsuits will be sized and ordered at the wardrobe night. These jackets will be worn at all meets/competitions and camps. In addition, each team will have a competition team swimsuit. Each athlete will be expected to purchase this swimsuit.
3. Team parents must make sure their team's routine suits and head pieces get to the competition. This is especially important for the younger athletes. Solos and duets are responsible for getting their own routine suits and headpieces to the competition.
4. Wardrobe fees shall be paid in advance of the order delivery.