



# **New Canaan YMCA Aquianas Team Handbook**

**2019-2020**

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## **Table of Contents**

<b>Team History</b>	<b>2</b>
<b>Coaching Staff</b>	<b>3</b>
<b>Team Unify</b>	<b>4</b>
<b>New Canaan YMCA Volunteer Information</b>	<b>6</b>
<b>USA Synchro SafeSport Information</b>	<b>7</b>
<b>Google Calendar</b>	<b>8</b>
<b>Practice Schedule</b>	<b>9</b>
<b>Attendance Policies</b>	<b>10</b>
<b>NCA Executive Board</b>	<b>12</b>
<b>NCA Chairs</b>	<b>13</b>
<b>Parent/Guardian Code of Conduct</b>	<b>14</b>
<b>NCA Meet Travel Guidelines</b>	<b>16</b>
<b>Chaperone Guidelines</b>	<b>18</b>
<b>Knoxington</b>	<b>22</b>
<b>Expense &amp; Payment Policies</b>	<b>24</b>
<b>NCA Grant</b>	<b>28</b>
<b>Service Requirements &amp; Opportunities</b>	<b>29</b>
<b>Routine Suits</b>	<b>35</b>
<b>Outfitting</b>	<b>37</b>
<b>Fundraising</b>	<b>39</b>
<b>Acknowledgements</b>	<b>40</b>

## **Team History**

The Aquianas was founded in 1977 by Carol Valles and originally practiced in Bedford, NY. In 1980, the team moved to the New Canaan YMCA. Carol ran the team for many years and is still an integral part of the managerial end of things. Carol's daughter, Sandra Mahoney, was the first Director of the program (1996-2009). She was one of the first Aquianas and was coached by Carol and Mary (Casey) Howard, the other founding coach. Jen Muzyk, one of Sandra's swimmers, became the Director after Sandra left to become the USA Synchronized Swimming's National Team Director. Jen continues to be the Director today.

From a handful of swimmers in the early days, the Aquianas has grown to 70+ athletes, making us one of the largest programs in the country. In program history, 29 Aquianas have been named to a National Team! Five coaches have been invited to coach a National Team and 4 coaches swam on a National Team.

### **2019 Highlights**

- Emmanuella Tchakmakjian - Senior World Championship and Pan American Championship Team
- Olivia Li - Junior National Team
- Viola Li - 12 & Under National Team
- 13-15 East Zone Team Highpoint
- Aubrey Shen -12 & Under silver medal in figures and bronze medal in solo at Junior Olympics
- 13-15 A Team - bronze medal in team at Junior Olympics and combo at US Nationals
- Junior A Team - bronze medal at US Nationals

### **2018 Highlights**

- Emmanuella Tchakmakjian - Junior World Championship Team
- Olivia Li and Megan Tappe - 13-15 National Team
- Viola Li and Aubrey Shen - 12 & Under National Team
- 13-15 and Junior East Zone Team Highpoint
- 12 & Under A Team - bronze medal at Junior Olympics
- 13-15 A Team - bronze medal in team at Junior Olympics and US Nationals
- Junior B (16/17) Team - gold medal at Junior Olympics

## Coaching Staff

Jen Muzyk ([jmuzyk@newcanaanymca.org](mailto:jmuzyk@newcanaanymca.org)) - Program Director, 13&over Supervisor, 13-15 B Lead Coach

Krista Karwosky ([kkarwosky@newcanaanymca.org](mailto:kkarwosky@newcanaanymca.org)) - Assistant Program Director, 12&under/Intermediate Supervisor, 12&under Lead Coach

Kimmy Robrock ([krobrock@newcanaanymca.org](mailto:krobrock@newcanaanymca.org)) - Full-time Coach, Jr Lead Coach

Sierra Rojas-Thomas ([srojasthomas@gmail.com](mailto:srojasthomas@gmail.com)) - Part-time Coach, Intermediate Lead Coach

Laura Mase ([laura.mase@hotmail.com](mailto:laura.mase@hotmail.com)) - Part-time Coach, 13-15 A Lead Coach

Bill Thompson - Land Specialist

Other Part-time Coaches - Anna Dietrich, Liz Hogan, Sandra Mahoney, Mina Shah

### Communication with Coaches

- Go through your team liaison for general inquiries about practice schedules, competition details, etc.
- For an individual swimmer inquiry or personal concern, contact the lead coach of your swimmer's team directly
- Please use email as the *initial and primary* source of communication and allow 24 hours for a reply
- Copy Jen Muzyk on all 13&over emails and Krista Karwosky on all 12&under and Intermediate emails
- Phone calls or texts should be reserved for emergencies or last minute changes, and emergencies only outside of the hours of 9am - 8pm.

## Team Unify

Team Unify is the Aquianas team portal and can be found at [www.Aquianas.com](http://www.Aquianas.com). All the information you need about the Aquianas can be found here. You will receive email communications via Team Unify for all team needs and meets.

**Account Setup** - when you first join the team, an account will be set up based on the information you included on your registration form. You will receive an email titled "Your password to access New Canaan YMCA Aquianas Online." It contains a link to set your password and login instructions. If you do not receive this email, send a request to Jennifer Bergen at [jennifer.bergen64@gmail.com](mailto:jennifer.bergen64@gmail.com).

**Sign in** – on the team unify homepage you will see the pink sign-in bar under the YMCA logo. Use an email you check frequently and create a password.

Specific team information can be found in the **blue dropdown menus** across the top of the website. The tabs you will visit the most are the following four:

**Meet Info** contains information about the meet season, outfitting needs and meet expenses.

**Events** are where you will find all the figure private lesson sign-ups and meet sign-ups

**Calendar** has all the team calendars listed. The calendars have the meets for the season as well as important Parent meetings and Aquianas events you should be aware of and plan to attend

**Documents** section is where forms are kept for you to download or review. This section may also contain links to documents housed in Google Drive. As an example, you'd navigate to this section to find the Board of Directors and team volunteers, meeting minutes, chaperone information, and school absence letters.

**Team Unify Home Page** - you'll see **blue buttons** on the right for quick and easy access to the following:

**Level Testing** - complete 5 level testing documents your swimmer will need to reference when prepping for Levels testing

**NCA Handbook** - membership guide for the Aquianas Synchro team and their families

**Registration Packet** - available each July for the upcoming season

**Parent Code of Conduct** - will download to your computer for you to review and sign each season.

## **Volunteer Information and Tracking**

On the left side of the website you will find a tab labeled **My Account**

Within **My Account - Click on My Account** - You will find your profile and billing information

**Click on My Reports**- you will find details of your volunteer points here, including meets and events you have signed up to volunteer at and an accounting of the volunteer points you have earned so far in each season

In the center of the home screen you will find another way to view team events and sign-ups under the **Event** tab.

## New Canaan YMCA Volunteer Information

It is now mandatory by the Y-USA and the New Canaan YMCA Board of Directors, the Aquiana's Parent Chaperones, and volunteers, holding positions, working with youth are vetted, and all volunteer service hours are validated through our Volunteer Matters System. Completion of specific, mandatory online training is also required. Please contact Nicki Jezairian, Director of Community Engagement, for assistance with this process. Nicki's contact information is 203-920-1657 or you can email her at [njezairian@newcanaanymca.org](mailto:njezairian@newcanaanymca.org). Thank you for your cooperation in this important effort in making our YMCA a safe place for your children.

1. To do so, go to <https://newcanaanymca.volunteermatters.org>
2. You will need to create a username and password.
3. Register as a volunteer
4. Go to the project catalog and search for the Aquianas (current year season), to sign up making sure that you sign up for your specific position. The process will take you through a few credentials you will need to read and sign, as well as give permission to do a background check.
5. To Complete the Online Trainings:
  - Go to: <https://amatus2.praesidiuminc.com/amatusUser/login>
  - User Name: First initial of your First name and full last name
  - Password: 1111ct

## USA Synchro SafeSport Information

### WHAT IS SAFESPORT:

SafeSport helps raise awareness about misconduct in sport, promote open dialogue, and provide training and resources. SafeSport was created by the USOC in 2013 but became an independent organization in 2017. The Center for SafeSport is independent from the USOC or the federations and is based in Denver, CO.

All individuals involved in US Synchronized Swimming must take the training which is offered at no cost. The training was produced by The Center for SafeSport and is comprised of 3 – 30 minute courses. We believe you will find the training very valuable and informative, and strongly encourage you to have all individuals involved in our sport to complete the course. Please go to <https://www.teamusa.org/usa-synchronized-swimming/resources/safesport> to read more about SafeSport and to take the online trainings.

# Google Calendar

Google Calendar is our only means of communicating practice schedules for all Intermediate & AG teams so it is imperative that everyone has access and is 100% comfortable using Google Calendars. The absolute fastest and easiest way for everyone to get up-to-speed on Google Calendars is to watch the two short tutorial videos below. You'll need a Gmail account to open a Google Calendar so the 1st tutorial is how to create a Gmail account. Go directly to the second link if you already use Gmail. Once your Aquianas registration has been processed (including your Gmail email address), you will receive an email with your invitation to join our NCA Google Calendars - simply "accept" the invitation by clicking the link in the email.

If, after watching the tutorials & accepting your Google Calendar invitation, you still do not have access or have you have questions about the Google Calendar, please contact the NCA Secretary, Sonja Glatzhofer, at [sonjaglatzhofer@gmail.com](mailto:sonjaglatzhofer@gmail.com)

**HOW TO CREATE A GMAIL ACCOUNT** <http://www.youtube.com/watch?v=ZwLpR3ZhM4w>

## **GOOGLE CALENDAR - TUTORIAL 1 (BASICS)**

<http://www.youtube.com/watch?v=-X5z1UmeBhU&feature=related>

There are **3 subcategories** within our NCA Google Calendar:

1. Conflicts Calendar - This "editable" calendar is where you will enter any conflicts your daughter might have (e.g. school event, family event). All conflicts must be posted by the 20th of the previous month to be taken into consideration i.e. November conflicts must be posted by October 20th. Go to <http://www.youtube.com/watch?v=UcCoIAZUynM> to learn how to add an event -- in this case a conflict -- to this calendar.
2. Final Practice Schedule Calendar - This "read-only" (non-editable) calendar is for viewing only and is where the swimmers' final practice schedules will be posted. Only the coaches can edit this calendar.
3. Meets, Meetings & Celebrations Calendar - This "read-only" (non-editable) calendar is for viewing only and is where the swimmers' final meet schedules will be posted and the parent meetings will be posted. Only the coaches and parents board can edit this calendar.

## **Practice Schedule**

You will be provided with a team practice schedule in your registration materials, and the practice schedule will also be available in Google Calendar.

## **Figure (Semi)Privates**

Swimmers are not required to take figure privates. However, it is encouraged as part of a successful athlete's training if she needs or wants more individualized help. Please read below regarding policies on sign up, attendance, and payment as some aspects may have changed.

### **Sign up**

- Available figure privates are posted on Team Unify near the end of each month for the following month
- Swimmers are limited to 2 privates/month (not per coach)
- After the 7th of the month, you may sign up for 2 additional spots if available
- Please sign up your daughter with a swimmer who is in the same age group and of equal ability. If you have questions about this please contact your coach.
- When you cancel or withdraw from a figure private please notify the coach(es) via email.
- You may not sign up for a private within 48 hours of the private without contacting the coach first to make sure the coach is still available.

### **Attendance**

- Please remember to have your swimmer arrive 15-20 minutes prior to the start of the practice so they are warmed up and ready to go.
- If you do not show up for the private or cancel within 48 hours of the private you will be charged the full amount. Simply removing your name from the signup is not considered canceling the lesson.

### **Payment**

- All privates are semi-privates - 2 swimmers. Cost of a semi-private is \$70 total/\$35 per swimmer.
- If you sign up for a semi-private and no one else signs up you will be responsible for paying \$55.
- Payment for figures is completed at the front desk of the New Canaan YMCA and the receipt must be emailed or presented to the coach at the beginning of the lesson.

## Attendance Policies

Synchronized Swimming is a team sport, which means practice cannot be fully effective if one or more members of the routine are missing. In order to continue the success of the New Canaan YMCA Aquianas, team members must adhere to certain attendance policies and **personal travel blackout periods**. While the staff understands that illness or mandatory school events are unavoidable, every effort should be made to keep other absences to a minimum.

### Pre-Season (September - holiday break)

- Swimmers are expected to attend as many practices as possible during the pre-season. This is the time of the season where the fundamentals are taught, refreshed or perfected, as well as the time of the year for the swimmers to get back into shape after a relaxed 8-12 weeks in the summer. Choreography is also done during this timeframe and it is vital for all members to be present in order for the routines to be completed before the holiday break.

- Swimmers may choose to participate in a Fall school sport or other activity. Past the Fall, swimmers may not participate in any activity with an ongoing conflict or a conflict during a blackout period.

- All swimmer conflicts - family trips, absences, late arrivals and early departures - should be added to the conflict google calendar as early as possible. If the conflict is added fewer than 2 weeks before the conflict, also send an email to your swimmer's lead coach. Coaches may need time to adjust their practice plans.

- Swimmers are responsible to learn what was missed at a practice she (or he) could not attend *prior to* the next practice. It is inefficient to have to pause the routine's progress to teach someone who was absent. Swimmers should contact a teammate to meet or video chat, for example, to review the necessary information.

- Failure to comply with these rules and/or regularly missing practices during the pre-season may lead to routine removal or reassignment.

### Competition Season (after holiday break - last meet of the season)

Intermediates - attendance required 2 weeks before each meet

12&unders - attendance required 2 weeks before invitational (mid-March), association (mid-late April), and regionals (mid-May); and attendance required between regionals and JOs (end of June)

13-15A - attendance required after holiday break through US Nationals (early April); attendance required 2 weeks before regionals (mid-May) and between regionals and JOs (end of June)

13-15B - attendance required after holiday break through 13-15 East Zone Championships (mid-February); attendance required 2 weeks before assn (mid-late April) and regionals (mid-May); and attendance required between regionals and JOs (end of June)

Jr A and B - attendance required after holiday break through US Nationals (early April); attendance required 3 weeks before US Open (May)

- Swimmers are expected to attend as many practices as possible. **This includes during exam times.** Please speak with your swimmer's lead coach if you feel it is necessary for her (or him) to have an abbreviated practice schedule during exams.

- Swimmers may not participate in a school sport or other activity which poses an ongoing conflict or a conflict during a travel blackout period.

- Travel blackout periods (mandatory attendance) will be added to the google calendar once the meet schedule has been finalized.

- All swimmer conflicts - family trips, absences, late arrivals and early departures - should be added to the conflict google calendar as early as possible. If the conflict is added fewer than 2 weeks before the conflict, also send an email to your swimmer's lead coach. Coaches may need time to adjust their practice plans.

- Swimmers are responsible to learn what was missed at a practice she (or he) could not attend *prior to* the next practice. It is inefficient to have to pause the routine's progress to teach someone who was absent. Swimmers should contact a teammate to meet or video chat, for example, to review the necessary information.

- Failure to comply with these rules and/or regularly missing practices during the competition season may lead to routine removal or reassignment for a specific competition or the remainder of the competition season.

## NCA Executive Board

<b>Position</b>	<b>Name</b>	<b>Email</b>
Director	Jen Muzyk	JMuzyk@newcanaanymca.org
Assistant Director	Krista Karvosky	KKarvosky@newcanaanymca.org
President	Jessica Hoyt	jamhoyt99@gmail.com
Vice President	Christa Kenin	keninfamilynyc@gmail.com
Treasurer	Jennifer Bergen	jennifer.bergen64@gmail.com
Asst Treasurer	Maria Kotereva	maria.ko2910@gmail.com
Secretary	Sonja Glatzhofer	sonjaglatzhofer@gmail.com
Asst Sect	Julie Thomas	juliebeththomas@gmail.com
Team Manager	Carol Valles	cvallesnca@aol.com

## NCA Chairs

Meet Event Chairs (2 people)	Open	
Silent Auction Chairs (3 people)	Noelle Ward Lourdes Hassan Jennifer Bergen	<a href="mailto:noellebward@yahoo.com">noellebward@yahoo.com</a> <a href="mailto:lourdes.hassan@icloud.com">lourdes.hassan@icloud.com</a> <a href="mailto:jennifer.bergen64@gmail.com">jennifer.bergen64@gmail.com</a>
Travel Chair Asst Travel Chair (2 people)	Julie Thomas	<a href="mailto:juliebeththomas@gmail.com">juliebeththomas@gmail.com</a>
Squad Liaisons (4 people - selected by coaches)	Open - INT Open - 12U AG Open - 13-15 AG Open - JR	
Outfitting (4 people)	Meghan Stewart Robin Argirou Open Open	<a href="mailto:meghanstewart13@gmail.com">meghanstewart13@gmail.com</a> <a href="mailto:robinarg@hotmail.com">robinarg@hotmail.com</a>
Squad Historians (4 people)	Open - INT Open - 12U AG Open - 13-15 AG Open - JR	
Flower Fundraiser Chair (1 person)	Open	
Events Chair - Synchro de Mayo event and Year End Banquet (2 people)	Open	
Team Unify Chair	Karen Wilson	<a href="mailto:karenpwilson3@yahoo.com">karenpwilson3@yahoo.com</a>
Marketing and PR Chair (1 person)	Amy Carpi	<a href="mailto:carpi.amy@gmail.com">carpi.amy@gmail.com</a>

## Parent/Guardian Code of Conduct

As a parent/guardian of a swimmer and a member of the New Canaan Aquianas (NCA)/New Canaan YMCA (NCY), I will abide by the following guidelines:

1. I will demonstrate teamwork with all parents, swimmers, and coaches by supporting the YMCA core values of respect, honesty, caring, and responsibility.
2. I will not coach or instruct the team or any swimmer at a practice or meets (from the stands or any other area) or interfere with coaches on the pool deck.
3. I will demonstrate good sportsmanship by conducting myself in a manner that earns the respect of my child, other swimmers, parents, officials, and the coaches at meets and practices.
4. I will respect the following roles:
  - Swimmers – swim
  - Coaches – coach
  - Officials – officiate
  - Chaperones - care for the swimmers at meets
  - Parents – parent
5. I understand that criticizing, name-calling, use of abusive language or gestures directed toward the coaches, officials, chaperones, parents and/or any participating swimmer will not be permitted or tolerated.
6. I will allow the NCA coaching staff to conduct an investigation and/or disciplinary action as deemed necessary if a situation arises.
7. I will enjoy involvement with the NCA/NCY by supporting the swimmers, coaches, chaperones, and other parents with positive communication and actions.
8. I will abide by the timeframes set in place for contacting coaches. Cell phone calls and text hours will not go past 8 p.m. I will email a coach with a non-urgent topic. If I do not hear back within 48 hours, I will follow up with a second email or a text.
9. I will set up a meeting with a coach if a topic needs to be discussed. I will not wait for a coach after practice and demand a meeting/discussion take place at that time. I will respect our coaches' personal time.
10. I will demonstrate and reinforce with my swimmer all NCA/NCY policies, including the use of digital devices and the NCY Athlete Code of Conduct. I will also model and reinforce the importance of teamwork and good sportsmanship.
11. I will make every effort to have my swimmer attend practices, arriving at the scheduled start time and finishing at the designated end time. This is a team sport and having all team members in attendance is key to the success of the team.
12. I will ensure that my daughter arrives at each meet's "coach arrival time". The "coach arrival time" will be communicated in advance of each meet and will likely be for a mandatory dinner, practice, or other pre-meet team activity.
13. I understand that decisions regarding the competition swimsuits are decided by the coaching staff.

14. During competitions, any questions or concerns I may have regarding decisions made by meet officials will be directed to a member of our coaching staff. As a parent, I will address officials via the coaching staff only.
15. I understand that swimmers are with the team during meets and may not be available for personal or family activities without coach or chaperone approval.
16. Coaches and chaperones work extremely long hours at meets and any non-life threatening concerns should be addressed after the meet by making an appointment with the coach.
17. I will not be on the pool deck during practices or competitions.
18. Parents are expected to be advocates for the team and speak positively when speaking about any/every swimmer, coach, and parent.
19. I will make every effort to attend parent meetings. A lot of important information is discussed at the parent meetings and parents are expected to make every effort to attend and to read all documents distributed.

Should I conduct myself in such a way that brings discredit or discord to NCA/NCY, our Association, Region, Zone, or USA Synchro, I voluntarily subject myself to disciplinary action.

All parents must acknowledge this Parent Code of Conduct for their swimmer to be eligible to swim on the New Canaan Aquianas synchronized swimming team. See separate Acknowledge section.

## NCA Meet Travel Guidelines

When booking hotels, there are many factors to consider - breakfast, quantity of rooms required for our team (coaches prefer all teams stay at one hotel), proximity to pool, # of rooms with 2 queen beds, availability of room for dinners and land drilling, etc. Most hotels don't have enough double queen rooms, so 13O swimmers get first preference for those rooms because they are staying 3-4 swimmers per room. INT and 12U families are assumed to have 1 parent and 1 swimmer, so typically a king bed is acceptable. If INT/12U families require more than 1 bed, they typically ask the travel coordinator in advance, and they try to accommodate, if possible.

NCA Policy	INT	12U AG	13O AG
<b>Local Meets - no overnight hotel stays (eg, NCY, Hamden)</b>			
Coaches will invite 1 parent chaperone per squad (INT 10U, INT 11+, 12AG A, 12AG B, etc.)	X	X	X
Chaperones <b>DO NOT</b> drive girls	X	X	
Chaperones <b>DO</b> drive girls			X
Chaperones provide meals and snacks for the team	X	X	X
Chaperones responsible for team routine suits	X	X	X
Team liaisons send out planning email - arrival time, outfitting, knoxed or not, etc			
Parents responsible for knocking own child or make arrangements with another parent <b>AHEAD OF TIME</b> if parent can't knock; chaperone assists with knock touch ups only	X	X	
Swimmers do their own bun & knox			X
Coaches and chaperones do makeup	X	X	
Swimmers do their own makeup			X
<b>Away Meets - at least one night hotel stay</b>			
1 chaperone for squads of 6 swimmers or fewer, 2 for 7 or more swimmers	X	X	X
Swimmers can travel with family to and from meet or make arrangements with another parent <b>AHEAD OF TIME</b> if parent can't come by <b>COACH-SET</b> meet arrival time	X	X	
If meet is 4hrs or less away (PA, Binghamton, etc.) and does not include flights or bus travel, caravan travel <b>IS</b> required. Parents can drive but must meet at Y (or other coach-designated location along the way) and follow each other. Caravan must plan accordingly to ensure an <b>ON TIME</b> arrival (budget for potential stops, etc.).	X	X	
For meets more than 4 hours away or meets involving flights or buses, swimmers <b>MUST</b> travel with team, coaches, and chaperones. This includes travel to the meet as well as travel while at the meet. Parents may choose to individually bring their swimmer home after the meet.		X	X

Chaperones drive while at all away meets (hotel to pool, pool to hotel, hotel/pool to team dinners, etc.)		X	X
Chaperones will transport all swimmers from departure at Y to the end of the meet competition. Parents may choose to individually bring their swimmer home after the meet.			X
Swimmers stay in room with parents or make arrangements with another parent <b>AHEAD OF TIME</b>	X	X	
Swimmers stay in room with other swimmers at all overnight meets			x
Chaperones are in charge of team routine suits, food, etc. (under coach's direction)	X	X	X
Coach and chaperones do make-up	X	X	
Swimmers do their own makeup			X
Parents responsible for knocking own child or make arrangements with another parent <b>AHEAD OF TIME</b> if the parent can't knock; chaperone assists with knock touch ups only	X	X	
Swimmers do their own bun & knock			X
<b>General Guidelines</b>			
Timeliness is critical. After <b>1</b> instance of being late for the arrival time established by the coach, that child will travel with another parent <b>ARRANGED BY PARENT AHEAD OF TIME AND COMMUNICATED TO THE COACH</b> for the remaining meets of the season. It is the family's responsibility to ensure on-time arrival by the "coach arrival time" every time and if late, to ensure another family will transport swimmer on time for future meets. If adequate arrangements are not made, that child may not swim at the next competition.	X	X	X
Non-chaperones will have limited access to their child during the competition day. Swimmers should be prepared for the entire day (parents cannot have towels ready for when they get out of the pool, come on deck to refill water bottles, etc.). We are creating independence and responsibility in the swimmers from intermediate level up.	X	X	X
INT and 12U parents are expected to help their daughters learn how to knock themselves. By 13-15 age group, knocking should not be done by chaperones, but rather done by each swimmer and overseen by chaperones and coaches.	X	X	
Each team will have a set of makeup determined by the coach. If a family does not want that used on their swimmer, that family must purchase the exact same makeup set (as communicated by the coach or liaison) and have that with the swimmer at all meets.	X	X	X
No chaperone spouse or siblings are allowed in chaperone cars or rooms (should have own room and car) unless the sibling is in the NCA program.	X	X	X
Travel, including hotels, flights, buses, etc. will be planned centrally through the travel coordinator. Parents will not book rooms, flights, etc. for their swimmer individually.	X	X	X

## Chaperone Guidelines

Whenever our team competes, we have designated chaperones (parents from each team) to help ensure that our team competes safely and effectively. The role of a chaperone is an important one and it's a demanding job to be a good chaperone. It requires punctuality, organization, problem-solving, patience, fairness, expertise, positivity, and fun! It is vital to have open communication with the lead coach of the group that each chaperone is in charge of as things can change in a very fluid manner. Chaperones are up well before the swimmers and in bed well after. It is not a job for the faint of heart or for those seeking a free trip.

### Selection:

- Parent Association distributes competition dates and sites early in the year
- Parent availability collected and given to the head coach
- Coaches select chaperones for each meet
- Every effort will be made to ensure those interested get a turn
- Selected chaperones must clear a background check (provided by the YMCA) and register as members with USA Synchro
- Chaperones for national competitions must also take the Safesport course offered by USA Synchro
- Selected chaperones will be responsible for his/her swimmer's team

### Responsibilities:

- Ensure swimmers are safe and accounted for at all times, especially when away from the pool
- Provide meals and snacks for team including coach(es) and chaperone(s)
- Help bun, knox, and headpiece hair
- Know coaches, athletes' (where applicable), and parents' cell numbers
- Know athlete room numbers (13-15 and older)
- Videotape, cheerlead, encourage where needed
- Print out meet schedule, draws, hotel information, and directions prior to meet
- Get girls to and from destinations on time (per coach-set timeline)
  - Departure time = when you are pulling out of the lot, not when you are loading
  - Moving 8 bodies takes longer than moving 1
  - Early is on time, on time is late, late is unacceptable
- Ensure swimmers get enough sleep -- no staying up late, slamming doors, running through hallways, etc.
- Ensure swimmers and coaches get enough (of the right foods/drinks) before and after competing -- WATER!!!
- Ensure everyone is working as a team -- positivity helps manage everyone's stress and encouraging the team
- Provide information to team before, during, and after the meet

**Rules and Guidelines:**

- There is typically 1 chaperone for squads of 6 swimmers or fewer, and two chaperones for 7 or more swimmers. Examples of squads are 12U AG A team, 12U AG B team, INT 10U, etc.
- Experienced chaperones will train new chaperones
- Chaperones will be provided with cell numbers for all coaches
- As a chaperone, your duties must be your first priority -- you'll need to be able to balance your duty to all athletes with your duty to your own child(ren)
- Any sightseeing or outside activities must be cleared with the coach(es)
- Start a group text or WhatsApp message with swimmers (where applicable) and separately, parents to communicate throughout the meet
- Swimmers may only leave the group with permission from a chaperone and coach
- Rooms and lockers must be locked
- Money and equipment must be secured
- When swimmers go places (computers in the lobby, gift shop, walking to/from pool, etc.), travel with at least 1 other swimmer (preferably groups of 3+); must check out and back in with the same chaperone
- 12AG -- drive swimmers during meet (not to/from meet)
- 13-15 and older -- drive swimmers to/from and during meet
- Ensure all passengers are wearing seatbelts
- Make and keep car assignments
- No chaperone spouse or swimmer siblings allowed in chaperone cars or rooms unless sibling is in the NCA program
- Collect suits, rinse in cool water, hang to dry after each wearing
- Collect, rinse, and air dry headpieces
- Ensure swimmers are maintaining a clean, tidy meet area
- Ensure swimmers are being respectful of and around locker rooms, pools, hotels, etc.
- Ensure swimmers are representing our team well through manners and appropriate behavior
- Ensure one chaperone is available to the coaches at all times -- seek coach approval for exceptions

**Medical Emergencies and Safety:**

- Chaperones are responsible for taking the first aid kit and medical forms from the Synchro Office prior to the competition.
- First aid kit should be on site at the pool at all times
- If kit needs restocking, please do so. If you are purchasing OTC medicines, please clear it with the coaches before purchasing, as some are banned substances by the US Olympic Committee.
- Keep a copy of the athlete's medical forms at all times. These can be found in the medical kit that you receive before each meet. If you are flying both the first aid kit and

emergency cards must be in your carry on. Please make sure you have both 3 days prior to departure.

- Ensure you have each parent's contact information with you in case you need to contact a swimmer's parents

#### **Coolers:**

- There are 2 coolers designated for away meets. Please use these coolers, as there are important items you will need for the meet inside.
- Team coolers must be checked out from the designated Parent Association parent
- There are items stored in the coolers which MUST be accounted for and returned either to that parent or the next chaperone after the meet.
- Clean out everything perishable and return the coolers clean and dry with all items accounted for. In general, the coolers will contain serving utensils and paper goods. If you are bringing food that needs to be prepared please bring knives, cutting boards, salad bowls, storage containers, etc.
- For air travel, bring duct tape to tape cooler shut after you get to the airport. Cooler and duct tape will both need to be checked.
- Ensure coolers are stocked with enough food and ice each day

#### **Food:**

- Chaperones will be provided with a list of recommended foods -- try to stick to this list so new foods aren't being introduced just before a meet
- The girls eat A LOT!!
- Look for sales and buy basics
- Avoid store brands (we are often in areas we are unfamiliar with)
- Provide balanced options -- protein, carbohydrates, fruits, vegetables
- Do not offer sugary foods or soda
- Swimmers typically eat breakfast, lunch, and snacks from cooler
- Dinners are typically delivered to the hotel after the meet. Swimmers are tired and typically still need time to land drill, unwind, and regroup so please make sure to have good food delivered promptly.
- If meet is over, going out to a restaurant is fine (time permitting)
- During air travel, email prior to meet to ensure swimmers have cash for food being purchased on their own (and other purchases) during transit

#### **Expenses:**

- The cost of coach and chaperone airfare, hotel and food is allocated between the girls they are chaperoning
- Costs such as food for the cooler, snacks, and dinners can be expensed (see expense policy for more details) by sending the Treasurer a copy of receipts within 1 week of return, detailing which squad(s) the expenses relate to

- If a chaperone is uncomfortable using their personal credit card & getting reimbursed, they can estimate their expenses and request cash from the Treasurer at least 3 days in advance of departure.
- Mileage is reimbursed at the IRS standard mileage rate for business (\$0.58/mile for 2019) when driving swimmers other than your own and/or coaches to an away meet.
- INT and 12U AG chaperones will be reimbursed for 50% of hotel room for 1-2 night meets (the other 50% is for the chaperone's swimmer) and 100% for 3+ night meets
- 13O AG chaperones will be reimbursed for 100% of hotel room costs
- Chaperone air travel will be booked and paid for by the team
- If a chaperone wants to only fly one way, the coach must approve in advance and then the chaperone will be reimbursed for the difference in fare between round trip and one way
- Other reimbursable expenses include meals, snacks, checked bag fees for swimmers or coolers, rental car expenses/gas, tolls, etc.
- Chaperones will be given tax exempt certificates to save on sales tax for meals -- please use this when you can

We truly appreciate all the hard work our chaperones put in to ensure our girls are safe, healthy, and ready to compete!!

## Knoxing

*Parent help is crucial on the Intermediate and 12&under levels, but by the 13-15 age group level, we would like the girls to be able to Knox themselves or help each other Knox and headpiece. We would like to create independent and self-sufficient swimmers.*

When the swimmers compete in a meet, they put their hair in a tight bun, apply knox (unflavored, unsweetened gelatin) and pin in a headpiece. The knox helps keep the hair in place and is an important part of the swimmers looking good. It takes some practice to learn how to knox well, so this is intended to help you move up the learning curve faster, based on input from experienced parents.

### Knoxing Supplies

- Packets of knox - buy in a grocery store or online; if you can buy an entire case, that is ideal - it doesn't go bad. You'll want at least 12-15 for each meet. Your swimmer will go through 3-6 packets of knox per day at each meet.
- Paint or hair dye brush - 1-2 inch brush
- Fine toothed comb
- Regular sized ponytail holders (5-10)
- Small ponytail holders (like you would use in a toddler's hair)
- Reusable cup - we recommend a collapsible silicone cup with a lid
- 1/3 measuring cup
- Small metal whisk
- Hairnets - at least 12; your swimmer will use one hairnet per day at each meet
- Bobby pins - at least 100
- A zippered bag to hold the knox supplies

### How to Knox

Start with damp hair. Brush out all the knots. Put hair into a tight ponytail at the crown of the head. Use the comb to make sure the hair is neat before you pony tail it. After you've put one pony tail holder on, use a second one, closer to the head to tighten up the pony tail. Separate the hair and make 2-3 braids. Secure the braids with the small ponytail holders. Wrap the braids around to form a bun and pin lightly. Put the hairnet on. Put it on once. You'll have extra hairnet left - twist it and wrap it over the bun again. Do it one more time, so three times in total. Pin the hairnet and bun tightly. Use at least 20 bobby pins. If by chance, your swimmer doesn't have enough hair to make a bun, you'll have to pin a "fake" bun to her head and knox around it.

Next you'll make the knox. Have the swimmer put an old towel over their shoulders in case any knox drips. Put 3 packets of knox into your cup. Get 1/3 cup of boiling water and mix it quickly

into the Knox. Many of the silicone collapsible cups have lids that hold  $\frac{1}{3}$  cup of water. Stir thoroughly until no lumps. It is critical that the water be as hot as possible to have no lumps.

Next you'll Knox the swimmer. Start with the front of the head. Have the swimmer tilt her head backwards to minimize the likelihood of dripping Knox on her face. Paint one strip of Knox on her head from her forehead to the bun. Then comb the hair from the forehead to the bun. Make sure any wisps of hair are combed into the knoxed hair. Make sure the Knox goes to the edge of the hairnet to help secure it in place. Have swimmer tilt her head at various angles as you go to minimize drips (i.e., if Knoxing the back of the head, have her put her head down). Repeat process until entire head has one layer of Knox. Then continue painting Knox on the hair (without combing it) until all the Knox has been used. When you are finished, the swimmer's head should be shiny - like it's been shellacked. There shouldn't be any loose hairs. If you drip Knox on the swimmer's skin while you're Knoxing, just use a towel to wipe it off - it doesn't feel good when it dries.

Wash out the paint brush, whisk, comb and cup in warm water to remove the Knox. If you're someplace where you aren't allowed to rinse Knox (most competition pools don't allow it), wrap everything in a ziploc bag until you can get back to the hotel or home to clean. If you've purchased the collapsible silicone cup, you can just collapse it and put the lid on. Once the Knox dries, you can just peel it off.

When you get home after the meet, replenish your supplies.

To remove the Knox, have your swimmer soak her head in a warm bath to dissolve the Knox and then shampoo.

## Expense & Payment Policies

The NCA Parent Association pays for competition suits, choreography, outfitting, meet entry fees, USA Synchro registration and meet travel expenses. Estimated charges for some of these items are included in the team dues which will be billed on October 1st. **Travel expenses will be estimated each year by December 31<sup>st</sup> and billed to families over 6 months (January – June). A true-up will be completed in July and any difference billed or refunded in July.**

Additional expenses incurred each month are billed to the NCA families on the first of the month. Payments are due the 15<sup>th</sup> of each month, which means they should be received by the treasurer by the 15<sup>th</sup> of the month.

NCA is a non-profit organization which runs on a tight budget and it is critical that families pay their bills on time or NCA incurs late charges, or has insufficient credit line available to reserve hotel rooms and airline tickets for team travel.

### Dues

There are two components to the dues paid to be on the team. There are fees paid to the YMCA to cover the cost of coaches and the pools. These fees are paid via the online registration feature on the New Canaan YMCA website, and questions regarding this set of fees can be directed to the aquatic teams admin person at the YMCA. There are additional fees paid to the NCA Parent's Association. Those cover all other costs, such as USA Synchro registration, team dues, meet fees, outfitting, routine suits and clinics & choreography. They are further described below.

### YMCA Fees paid via online registration to YMCA

Team	Fee
Stars (Intermediate)	\$2,250
12U AG	\$2,986
13O AG	\$3,367
Extra routines - solos, duets, trios, combo	\$400

There are additional fees paid to the NCA Parent Association. Those cover all other costs such as USA Synchro registration, team dues, meet fees, outfitting, routine suits, and clinics & choreography. They are further described below.

## Aquianas Team Fees paid to NCA via PayPal Automatic Payments

<b>Fee</b>	<b>Age Group</b>	<b>Intermediate</b>
USA Synchro Registration	\$125	\$125
Team Dues	\$125	\$125
Meet Fee Deposit	\$250	\$100
Outfitting Rental	\$100	\$35
Team Routine Swimsuit Rental	\$125	\$50
Clinics & Choreography	\$150	N/A
<b>Total</b>	<b>\$875</b>	<b>\$435</b>

### Aquianas Team Fees Explained

USA Synchro Registration - every swimmer has to register with USA Synchro each year to be able to compete in the sport. This covers the cost of registration for the swimmer, the coaches and the chaperones.

Team Dues - this covers year-end awards, Team Unify usage fees, purchased photos from large meets, etc.

Meet Fee Deposit - The team pays a fee for every routine that each swimmer swims at each meet. The amount included in the dues is an estimate of meet fees for the year. We track actual meet fees by swimmer and do a true up at the end of the year.

Outfitting Rental - The team rents parkas, backpacks and track jackets to the swimmers. If those items are lost, the swimmer's family will pay the replacement cost for the item. If you choose to purchase a parka instead of renting it, you will be refunded \$35 per year. If you choose to purchase a backpack instead of renting it, you will be refunded \$25 per year (available to AG swimmers only). One of the advantages of owning parkas and backpacks is that you can embroider the swimmer's name on it, making it easier to find & harder to lose.

Team Routine Swimsuit Rental - This is an estimate of the cost for the year. Actual rental charges are calculated once we know who is swimming each routine. A true up is done once we know final suit rental fees. See Routine Suits for more details.

Clinics & Choreography - The team typically pays someone to choreograph our routines. We also run clinics periodically with visiting coaches and bring in consultants for team building activities.

Following are typical expenses incurred each year above and beyond the dues:

Expense	INT	12U AG	13-15 AG	JR AG
Outfitting	New to NCA - \$75 Experienced - \$10	New to AG - \$135 Experienced - \$25-50	New to 13-15 - \$150 Experienced - \$50-100	\$50-100
Travel	\$550-700	\$1,900-\$2,100	\$3,000-\$4,000	\$2,700-3,000
Yearbook	\$30-40	\$30-40	\$45-55	\$45-55
Levels		\$50-100	\$25-50	\$25-50
Banquet	\$40-100	\$40-100	\$40-100	\$40-100
Routine Suits	\$50	\$60-228 depending on # of routines	\$60-508 depending on # of routines	\$60-508 depending on # of routines

### Bill Payment Options

Families will pay their NCA bill each month through PayPal Automatic Billing. They will set up a bank account or credit card to automatically process NCA payments each month based on invoiced amount. A PayPal account is NOT required. If you choose to pay via credit card, there will be an annual fee of \$50 to cover credit card processing fees (this is to simplify billing versus billing actual credit card fees each month; \$50 represents ~\$15 less than the average credit card processing fees charged in previous years). This is a new payment method for the 2019-2020 season. The advantage is that the Treasurer never sees and doesn't need to store the bank account or credit card information. PayPal will automatically process the payment on the 15th of the month based on the amount of the invoice.

A late fee of \$10 will be charged for any month where the payment isn't received by the 15th. For example, invoices will be generated on October 1st, and payment will be due October 15th. If payment is not received by October 15<sup>th</sup>, a \$10 late fee will be charged on October 16<sup>th</sup>.

Any payments returned for insufficient funds will result in NCA incurring a bank fee, which will be passed onto the swimmer's family.

**If your account is not current the month before a meet, your swimmer will not swim the next meet.** For example, if your account is not current on December 15th (the December due date), your swimmer will not swim any January meets.

If you have any questions or concerns about this payment policy, please contact the team treasurer.

Team Treasurer  
Jennifer Bergen  
191 Smith Ridge Rd  
New Canaan, CT 06840  
Jennifer.Bergen64@gmail.com  
972-877-8699

## **NCA Grant**

We are pleased to be able to offer an NCA grant for swimmers who are in financial need. Each family that is interested in applying for the NCA grant will need to complete the application and return it to Jen Muzyk by December 15th. The application can be found on our Team Unify website. To be eligible for the grant, the family should be on Financial Assistance with the YMCA. The application will be reviewed by the NCA Grant Committee, which is comprised of the Director and Assistant Director of New Canaan YMCA Aquianas, the president of the PA Board, the treasurer of the PA Board and the lead coach of the swimmer.

It is the hope that this grant will be able to lend a hand to a family who may struggle to meet the financial requirements that accompany synchronized swimming. The goal of the NCA grant is to assist swimmers who could not otherwise participate in synchronized swimming without this financial assistance. It is not intended to help defray the travel costs for other family members when attending long distance meets. The grant helps to offset a portion of PA costs only (i.e., it does not offset any YMCA fees).

Once the applications are returned, the NCA Grant Committee will review the applications and the families will be notified by January 10th. The NCA Grant Committee will determine its decision based on many factors. These factors may include but are not limited to financial need, swimmer's commitment to synchronized swimming and the NCA team, and the parents' involvement in our team and fundraising efforts. Upon notification of the grant the families will be given several options for how they can "pay it forward" to NCA. These options may include extra volunteer shifts at home meets, sewing suits and headpieces, extra chaperone responsibilities or other options as well.

Once the grant is awarded to the swimmer the money will be credited each month against the estimated travel billing over six months from January to June. If you have any questions or concerns about the grant please do not hesitate to ask.

[Grant Application](#)

## Service Requirements & Opportunities

### WE ARE A TEAM!

Parents/Families are an essential part of our team.

We need our meets to run smoothly,  
our swimmers to arrive on time (calm, cool, and collected),  
we need the teams we host in New Canaan to feel welcomed.

We need your help.

For NCA to be successful, every family must participate in home meets, chaperone at away meets, and participate in fundraising events (designed to keep our fees as low as possible).

Service Requirements (points) for each family are determined in October of each year, once we know how many meets we are hosting.

Generally, each family is required to earn **a total of 8 points for the entire year - 4 points during the season and 2 points during each home meet (we host 1-3 meets per year).**

The number of points required can fluctuate based on the number of hosted meets and is finalized in October of each year.

There will be a \$100 per point penalty if a family fails to fulfill their Service Requirements for the year but this is rare since there are so many volunteer opportunities. Families have until the end of June to earn their service points.

There are MANY opportunities to volunteer. At the beginning of the season (September), each family will be asked to rank their top three volunteer choices and the NCA board will match families to needed volunteer opportunities. If you do not reference your areas of interest, one will be selected for you.

<b>YEAR LONG Volunteer Activities</b>	<b>Responsibility</b>	<b>Points earned</b>
<b>Silent Auction Chairs (3 people)</b> Noelle Ward Jennifer Bergen Lourdes Hassan	<ul style="list-style-type: none"> <li>● Collection Chair - responsible for obtaining items for Silent Auction. Solicits families to obtain auction items.</li> <li>● Bidding Chair - responsible for managing online auction site, including posting auction items, printing item descriptions, assigning auction items to categories, making real-time</li> </ul>	3 points for each Chair for the year

	<p>updates during the auction and closing out the auction.</p> <ul style="list-style-type: none"> <li>• Presentation Chair - Ensures each item is ready for display &amp; wrapped in cellophane, sets up Silent Auction tables, easels &amp; signs in the YMCA lobby/maintains its appeal, ensures delivery of auction items to winners, cleans up YMCA lobby after the auction. NCA families help with all of the above.</li> </ul>	
<b>i) Individual Silent Auction Opportunity</b>	Donate a Silent Auction item and ensure its delivery to Presentation Chair (wrapped basket, service donated, gift certificate)	(0.5) point for every \$50 donation as approved by the Collection Chair. One (1) point for every \$100 etc.
<b>ii) Individual Silent Auction Opportunity</b>	Works with Presentation Chair to set up Silent Auction tables, easels & signs in YMCA lobby - 4 hour time slot	1 point per 4 hour time slot
<b>iii) Individual Silent Auction Opportunity</b>	Works with Presentation Chair to clean up tables, easels & signs in YMCA lobby & manages pick ups by Silent Auction items winners - 4 hour time slot	1 point per 4 hour time slot
<b>Flower Fundraiser (or other Small Fundraiser) Chair (1 person)</b>	Individual Fundraiser Lead (Poinsettias, hanging baskets, others). We generally do a Poinsettia fundraiser in Nov/Dec and a hanging basket fundraiser in Apr/May. The Chair will work with the nursery to determine what to offer, provide order sheets to families, collect orders/money, and manage delivery of flowers from nursery and collection of flowers by families. Money from these fundraisers goes towards the swimmer's travel account.	2 points for the year
<b>Events Chair - Synchro de Mayo event and Year End Banquet (1 person)</b>	Fundraiser Lead for these events. Order food & drinks, sell tickets, solicit business sponsors, make & set up decorations, clean up afterwards.	2 points for the year

i) Individual Synchro de Mayo Opportunity	Make decorations	1 point
ii) Individual Synchro de Mayo Opportunity	Set up decorations, move furniture out of room, set up tables, etc.	1 point
iii) Individual Synchro de Mayo Opportunity	Clean up afterwards, return furniture to room, remove decorations	1 point
<b>Meet Travel Expense Coordinator</b>	Track actual meet travel expenses and allocate to swimmers attending the meet.	2 points for the year
<b>Meet Fee Coordinator</b>	Prepare and submit meet entry forms for meets, inform treasurer of meet fees to be paid at least one week before due date, track actual meet fees by swimmer and perform a true up at year end against estimated meet fees included in Team Dues.	2 points for the year
<b>Marketing/PR Chair (1 person)</b> Amy Carpi	Responsible for promoting the team & its successes - at a minimum getting articles published in local papers after US Nationals and Junior Olympic meets, promoting the Silent Auction, Flower Fundraisers, Synchro de Mayo Event/Fundraiser	1 point for the year
<b>Squad Liaisons (4 people in total; selected by coaches)</b>  <b>INT (1)</b> <b>12U AG (1)</b> <b>13-15 AG (1)</b> <b>JR AG (1)</b>	Main point of contact between Squad and Coaches <ul style="list-style-type: none"> <li>● Responsible for distributing meet info to Squad from Coaches</li> <li>● Collects questions from Squad and gets them answered by Coach throughout the year</li> <li>● Hosts a Squad Parent Coffee - Sept (can be at Y after a Saturday afternoon drop off)</li> <li>● Assembles a Squad Contact List (parent name, swimmer's name, email, phone) - opt out option</li> <li>● Collects \$20 from each family for Year End Coach Gifts to be presented at the Year End Banquet</li> <li>● Provides Squad updates at Parent Board meetings throughout the year</li> </ul>	3 points for the year

<p><b>Squad Historians</b> (4 people in total)</p> <p>INT (1) 12U AG (1) 13-15 AG (1) JR AG (1)</p>	<ul style="list-style-type: none"> <li>● Responsible for collecting Squad pictures from each meet</li> <li>● Maintains a digital Squad photo site throughout the year</li> <li>● Creates Squad Yearbook for Year-End Banquet</li> <li>● Forwards Squad photos to Slide Show coordinator for Year-End Banquet</li> </ul>	<p>2 points for the year</p>
<p><b>Squad comp suits maintenance</b> (7 people in total)</p> <p>INT (1) - Open 12U AG (1) - Open 13-15 AG (2) - Moonjoo Bae and Anca Micu JR AG (2) - Kelly Reiter and Sarah Coleman</p> <p><b>Suit Committee Coordinators</b> Trang Price Kelly Reiter Sarah Coleman</p>	<ul style="list-style-type: none"> <li>● Maintain the suits/head pieces in between meets</li> <li>● Pass suits/headpieces onto the appropriate chaperones a few days before each meet</li> <li>● Collect the suits/headpieces back from chaperones after meets</li> <li>● Mend suits/headpieces in between meets as needed</li> </ul>	<p>2 points for the year</p>
<p><b>Outfitting Chair</b> Meghan Stewart Robin Argirou Open Open</p>	<p>Responsible for organizing and managing overall NCA inventory for overall team including each Squad.</p> <ul style="list-style-type: none"> <li>● Host Outfitting Event in September (at Y) so parents can purchase/rent the required Team clothing for the year</li> <li>● Replenishes items when inventory is low or lost/damaged</li> <li>● Provides orders to Treasurer for billing</li> </ul>	<p>2 points for the year</p>

## MEET SPECIFIC VOLUNTEER ACTIVITIES

**Home Meet Job Descriptions – Sign up will be on Team Unify (at [www.aquianas.com](http://www.aquianas.com)) prior to individual meets**

**Announcer:** Operates the Public Address System, announces events, routines, results.

**Awards:** Work at awards table. Places labels on awards and distribute to eligible swimmers. Youth volunteers must be accompanied by an adult.

**Chaperone:** Chaperones keep the team on track, dressed, fed and ready to compete.

**Coach Hospitality:** Coordinate and supply the food for the coaches and judges (up to 3 meals each day). Catering costs are reimbursed from event proceeds. There can be up to 30 coaches and officials. Sign Up Genius for families to donate items.

**Figures Panel Reader:** Read aloud judge scores to the panel writers.

**Figures Panel Runner:** This is the perfect job for our intermediate swimmers. Pick up scores from judges and bring to scorer. Wear comfortable/safe shoes for walking on pool deck.

**Figures Panel Writer:** Write down figure scores read to you by Panel Reader.

**Marshal:** Enforces safety procedures are followed by swimmers in locker room, on deck and in gym. It involves walking around the pool area, locker rooms and gym to check for puddles, garbage, etc.

**Meet Coordinator:** Oversee the fulfillment of volunteer jobs and assure that the meet runs smoothly.

**Music:** On pool deck. Best seat in the house!

**Photography:** Requires camera with ability to capture sports action and willingness to stay for longer periods of time. Digitally deliver pictures to your Team Historian. 4 hour time slots.

**Raffle Ticket Sales:** Great for youth of 10 years old and up! Walk around the meet selling tickets.

**Registration and Check-In:** Greet teams and parents and direct them to the gym.

**Routine Runner:** Great kids job, 8+ years old. Kids welcome for this job. Pick up scores from judges and bring to scorer. Wear comfortable/safe shoes as you will be on pool deck.

**Scoring - Computer Room:** Works to tabulate final scores. Does not see the action at the pool, but it is a serene, air conditioned environment!

**Set-up and clean up before and after the meet:** Responsible for setting up and/or breaking down all equipment required to run the meet. Work or athletic clothes recommended.

**Timers:** On Deck - 14 years and older. Sit on pool deck and time each routine. Have the best seat in the house! Must be 14 years or older.

**Videography:** Record all routines for post-meet coaching purposes. Use Team's ipad and return to a coach at the end of shift.

## Routine Suits

The suits and headpieces that the swimmers wear during a competition contain glitter, crystals, and other elements to make them shine. The suits and headpieces are expensive to replace. In an effort to keep costs for our families as low as possible, we try to use routine suits more than one season. Your 12U, 13-15, JR swimmer will wear a different routine suit for each routine she swims and you will be charged accordingly. INT swimmers wear the same suit for all routines.

### 2019-2020 Suit Billing Breakdown:

New	\$168
Used (2nd year)	\$112
Used (3rd year +)	\$60
Alternates	\$60
Intermediates	\$50

## Small Routine Rental Contract

Small routine suits owned by NCA can be rented by Age Group Swimmers. In consideration of the rental, Parents and Swimmers of small routines hereby acknowledges and agree as follows:

1. The suit and headpiece cannot be altered or changed without written approval from the Suit Committee Members (Kelly Reiter- [kellyreiter@optonline.net](mailto:kellyreiter@optonline.net) , Sarah Coleman- [sambleas@gmail.com](mailto:sambleas@gmail.com))
2. Suits should be returned to the chaperone at the last meet of the season.
3. Any issue with suits and headpieces should be communicated to the Suit Committee Members as soon as possible to allow for prompt repair
4. Parents/Swimmers agree to rinse the suits and headpieces gently by hand in COLD water for a maximum of a couple of minutes, to remove chlorine after each use.
5. Parents/Swimmers agree to drip dry the suit on a hanger, and lay the headpiece on a towel to dry. Please do not expose to sunlight as this can damage the suit
6. NO SOAP should ever be used on the suits or headpieces.
7. In between meets, once rinsed, the suits should be hung, don't leave it in the meet bag
8. Parents will be charged for full replacement for any loss or damage to rental suit and headpiece.

## CARE OF ROUTINE SUITS

1. **RINSE** the suits the night the meet is done. If you cannot rinse the suits as soon as you get home at least take the suits out of the bag and air dry until you can rinse them the next day.
2. **HAND RINSE** each suit individually under running water for approximately 30-45 seconds only. **DO NOT LEAVE SUITS SOAKING IN WATER**, this will fade the fabric and ruin the glitter.
3. **NEVER LEAVE** the suits in the suit bag while they are wet. They will get a moldy smell on them if that happens (still never use soap even if there is a moldy smell, air drying will take care of that.).
4. **NO SOAP EVER** (even if they smell). Soap deteriorates the glue holding the glitter on the suits and fades the fabric.
5. **Do NOT soak suits** in a sink or tub, only rinse under running water. Soaking for long periods of time will also damage the glitter.
6. **NO washing machine or dryer EVER** no matter what.
7. Hang dry suits on the hangers
  - a. hang back on correctly named hanger, names are inside the suits, to air dry
  - b. It will take at least 1-2 days for them to be completely dry.
  - c. You may squeeze the bottom of the suit gently to get some dripping water out but only where there is no glitter or crystals.
8. **HAND RINSE** the headpieces in cold water for 30-45 seconds and lay on a towel to air dry.
  - a. Will take at least 1-2 days for them to be completely dry.
  - b. Do not put them back in the headpiece mesh bag until completely dry.
9. **DO NOT HANG OUTSIDE IN THE SUN.** This will fade the fabric. If you want to hang them outside make sure they are in a shaded area.
10. Return back to a Suit committee member within 5 days of the synchro meet.
11. These suits are very expensive and irreplaceable so please handle carefully and follow the instructions.

Thank you.

New Canaan Aquianas Suit Committee

## Outfitting

It is important that the swimmers have a coordinated, clean look when they are attending meets. The coaches have carefully selected outfitting to be worn when traveling to/from and during meets. The backpack, parka and track jacket are rented to the swimmers (the rental charges are included in team dues). Other outfitting items must be purchased. We typically have an outfitting session in October or November for the Age Group swimmers and in February or March for the Intermediate swimmers. It is important that the parent and swimmer attend the outfitting session. Try on each item to ensure it fits. Make sure you get every required outfitting item.

Put your swimmer's name on EVERY item of outfitting. Items can and do get lost or mixed up. If your swimmer loses an item, contact the outfitting chairs to purchase a replacement item well in advance of the next meet.

There are also outfitting items available for parents. They are typically available at parents meetings for purchase.

Sample outfitting items follow. Note that new outfitting items are added each year.

### Intermediate Outfitting

Item	Cost
NCA Towel	\$35
NCA black shorts	\$25
NCA white shirt	\$18
NCA blue swim cap	\$3
White swim cap	\$2
NCA black backpack	Rented
NCA parka	Rented

## AG Outfitting

Item	Cost
NCA Towel	\$35
NCA Team Bathing Suit (12U)	\$45
NCA Team Bathing Suit (13O)	\$52
NCA Black Sleeveless Shirt	\$28
NCA Blue V-Neck Shirt	\$16
NCA Black V-Neck Shirt	\$16
NCA Gray Sweatshirt (13O)	\$28
NCA Blue & White Legging (13O)	\$18.50
Black Cropped Leggings	\$20
NCA White Collared Shirt	\$18
NCA Blue Swim Cap	\$3
White Swim Cap	\$2
Black Shorts	\$25
NCA Parka*	Rent or purchase for \$97.95
NCA Backpack**	Rent or purchase for \$75
NCA Track Jacket	Rent

\* The NCA Parka rental is included in Team Dues. If you purchase the parka, your account will be credited \$35 each year.

\*\* The NCA Backpack rental is included in Team Dues. If you purchase the backpack, your account will be credited \$25 each year.

Rental outfitting fees are paid with team dues. Rental items lost or damaged will result in full replacement cost. Before returning rented outfitting items, please empty ALL pockets. The parka and track jacket should be returned freshly laundered - no one wants to rent a parka with knox from last year on it! When returning rental items, please email the outfitting committee members to coordinate pickup and tracking.

## Fundraising

We endeavour to keep the cost of being on the team as low as possible. To that end, we run a variety of fundraising events throughout the year. It takes participation from ALL families to ensure the success of these events.

### **SwimOutlet.com**

On the Team Unify homepage, you will see a link to SwimOutlet.com. Every dollar spent through that link will generate a donation for NCA. Please use this link to purchase practice items for your swimmer - caps, goggles, fins, swimsuits, nose clips, etc.

### **Silent Auction - November 1-10, 2019**

The silent auction is by far our biggest fundraiser. Last year we raised over \$20,000. We use the proceeds to fund the NCA grant and to cover other expenses such as recruitment costs for new coaches, equipment (underwater speakers, iPads, etc.), coach travel, etc.

The auction is set up in the lobby of the YMCA and is also available online. During the months of September and October, we expect every NCA family to solicit at least \$150 of auction donation items. Local businesses are very supportive, and more than 70% of them will donate when asked. Ideal donation items are gift certificates to restaurants, spas, salons, retail stores, entertainment (sporting events, movie theaters, escape rooms, trampoline parks, etc.) or baskets (wine is very popular!, baby boy/girl, game night, legos, arts & crafts, baking, etc.). For every \$150 of donations you secure, you will receive 1 Service Point. If you haven't provided \$150 of donations by the deadline, you will be charged \$150 (or less, if you've provided some donations, but not \$150) so the team can purchase items for the auction.

In addition to soliciting donation items, we also encourage NCA families to shop the auction and to encourage their friends and families to shop the auction!

### **Poinsettia Fundraiser - November/December**

The Poinsettia Fundraiser is an opportunity for NCA families to offset their travel costs. For each poinsettia a family sells, they will receive a fixed dollar amount credited to their travel account. Poinsettias will be delivered to the YMCA.

### **Synchro de Mayo - May**

Synchro de Mayo is a great opportunity to invite family and friends to a fun night out of food, cocktails and a synchro show. We ask NCA families to help make decorations and to sell at least 4 tickets each. Proceeds are used to reduce coach travel expenses.

### **Hanging Basket Fundraiser - April/May**

The Hanging Basket Fundraiser is an opportunity for NCA families to offset their travel costs. For each hanging basket a family sells, they will receive a fixed dollar amount credited to their travel account. Hanging baskets will be delivered to the YMCA.

## Acknowledgements

**Please return signed acknowledgement form to Jen (Director) or Krista (Assistant Director) no later than September 1st.**

I have read and agree to abide by the following NCA policies included in this handbook:

Policy	Parent Initials	Swimmer Initials
<p><b>Parent Code of Conduct</b> I will respect the following roles:</p> <ul style="list-style-type: none"> <li>● Swimmers – swim</li> <li>● Coaches – coach</li> <li>● Officials – officiate</li> <li>● Chaperones - care for the swimmers at meets</li> <li>● Parents – parent</li> </ul> <p>Should I conduct myself in such a way that brings discredit or discord to NCA/NCY, our Association, Region, Zone, or USA Synchro, I voluntarily subject myself to disciplinary action.</p>		
<p><b>Service Policy</b> There will be a \$100 per point penalty if a family fails to fulfill their Service Requirements for the year but this is rare since there are so many volunteer opportunities Families have until the end of June to earn their service points.</p>		
<p><b>Payment Policy</b> I will set up automatic payments (bank account or credit card) through PayPal (a PayPal account is not required). If I choose to pay via credit card, I will be charged \$50 for credit card processing fees for the year. If your account is not current the month before a meet, your swimmer will not swim the next meet. For example, if your account is not current on December 15th (the December due date), your swimmer will not swim any January meets.</p>		
<p><b>Care of Routine Suits</b> Suits should only be rinsed in cold water. Parents will be charged for full replacement for any loss or damage to rental suit and headpiece.</p>		

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Swimmer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Swimmer Coach

\_\_\_\_\_  
Date

\_\_\_\_\_  
Aquianas Director

\_\_\_\_\_  
Date