



New Canaan YMCA Aquianas Team Handbook 2021-2022

CONFIDENTIAL

New Canaan YMCA Aquianas Team Handbook

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HANDBOOK

This NCA Team Handbook (the "Handbook") is intended to provide certain basic information about the New Canaan YMCA Aquianas synchronized swim program (the "Aquianas" or "NCA") and to otherwise help guide parents and athletes during the 2021-2022 season and while the COVID-19 pandemic is ongoing.

While certain updates have been made to the Handbook and our program since last year, we know that the circumstances regarding COVID-19 may continue to change locally, regionally and nationally and that we must be responsive to those changes. As a result, we anticipate changes to the Handbook and other guidelines, policies and procedures applicable to our program as the season and the pandemic continue to evolve.

This Handbook may be modified, revised, rescinded, supplemented or otherwise amended, in whole or in part, as necessary and/or in the discretion of the NCA Board, at any time. Notice of any such updates will be communicated to families orally or in writing, by email or otherwise, and updates will be posted to the Team Unify website at www.Aquianas.com.

In addition, families and athletes are also reminded that they are expected to familiarize themselves with and abide by the policies of the New Canaan YMCA (the "YMCA"), including, but not limited to, the guidelines, procedures and policies of the YMCA relating to COVID-19. If a guideline, procedure or policy set forth in the Handbook conflicts with a policy of the YMCA, the policies of the YMCA shall govern.

Families and athletes also should be aware that it is the policy of the NCA to protect the personal information of its athletes, members, coaches and staff (including, but not limited to, name, address, email, telephone number, cell phone number, date of birth and financial information) and other confidential information, including, but not limited to, NCA intellectual property and proprietary information related to the programs, fundraisers and affairs of the NCA (including, but not limited to, policies, procedures, creative materials, knowledge, techniques, data, financial information and information that is not publicly known) (collectively, "Confidential Information"), and that there is an expectation that parents and athletes act at all times consistent with this policy. Parents and athletes are not to disclose to any person or entity any Confidential Information acquired during their involvement with the NCA, unless expressly authorized to do so by the NCA Director, in writing.

Please take the time to read this Handbook, including reviewing it with your child(ren). It is important that families and athletes understand the Aquianas' expectations and policies, and that families know to whom they may direct their questions and/or concerns.

Team History

The Aquianas was founded in 1977 by Carol Valles and originally practiced in Bedford, NY. In 1980, the team moved to the 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 (n/k/a "USA Artistic Swimming," or "USAAS") National Team Director. Jen continues to be the Director of the Aquianas today.

From a handful of swimmers in the early days, the Aquianas have grown over the years to a team of up to 70+ athletes and has become one of the largest programs in the country. In program history, 31 Aquianas have been named to a National Team! Six coaches have been invited to coach a National Team and 5 coaches swam on a National Team. Recent highlights include the following:

2021 Highlights

- Meghan Tappe – gold medal in senior free solo at US Nationals
- Cathy Stanton and Cece Coleman – bronze medal in senior free duet at US Nationals
- Junior Team - bronze medal in combo at US Nationals
- Aubrey Shen – 13-15 National Team
- 13-15 Team – gold medal in team at Junior Olympics

2020 Highlights

- 13-15 East Zone Highpoint
- Jr/Sr East Zone Highpoint
- Coach Laura Mase named 12 & Under National Team Head Coach
- Sophia Shen - 2nd place in the UANA Worldwide Virtual Skills Competition

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

The Aquianas have a team of dedicated and nationally-certified coaches who strive to develop positive values and foster teamwork among athletes of every level. Coaches and staff for the 2021-2022 season currently are as follows:

Jen Muzyk (jmuzyk@newcanaanymca.org) - Program Director & Coach

Krista Karwosky (kkarwosky@newcanaanymca.org) - Coach

Laura Mase (laura.mase@hotmail.com) – Part-time Coach

Alex Poteet (apoteet@newcanaanymca.org) – Part-time Coach

Other Part-time Coaches – Sandra Mahoney, Anna Dietrich, Alexa Lewis, Grace Reiter

Bill Thomson – Land/Flexibility Coach

Carol Valles – Team Manager

Communication with Coaches

- Go through your team's parent 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.
- Phone calls, texts or WhatsApp messages 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 accessed at www.Aquianas.com. All the information you need about the Aquianas can be found there. You will also receive email communications via Team Unify for all team needs and meets.

Account Setup - When you first join the team, a Team Unify account will be set up for your family based on the information included on your registration form. You will then receive an email titled "Your password to access New Canaan YMCA Aquianas Online." It will contain login instructions and a link that will enable you to set your password and complete the account setup. Use an email you check frequently and create a password. (If you are new to the team and do not receive this email, send a request to Tom Huang at tomhuang74@yahoo.com.)

Sign in – To access your account and information specific to your family (e.g., billing information, volunteer points summaries), you must sign in using the email and password you created. On the Team Unify homepage, you will see the pink sign-in bar on the left under the YMCA logo.

Once you have signed in, you will find a tab on the left labeled **My Account**. Within **My Account**:

- **Click on My Account** - You will find your profile and billing information here.
- **Click on My Reports**- You will find details of your volunteer points here, including meets and events for which you have signed up to volunteer and an accounting of the volunteer points you have earned so far in each season.

Team Unify Home Page

Team information and documents can also be found on the Team Unify homepage.

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

- **Meet Info** – This tab has drop down menus that contain information about the meet season, outfitting needs and meet expenses.
- **Events** – This tab is where you will find all the figure private lesson sign-ups and meet sign-ups.
- **Calendar** - This tab has all the team calendars listed. The calendars contain dates for the meets for the season as well as important parent meetings and Aquianas events you should be aware of and plan to attend.
- **Documents** - This tab is where forms are kept for you to download or review. This section may also contain links to documents housed in the NCA Google Drive. As an example, you would navigate to this tab to find NCA Board of Director and volunteer rosters, meeting minutes, chaperone information and school absence letters.

You will also see **blue buttons** on the right for quick and easy access to additional materials, including:

- **Level Testing** – This button takes you to a complete set of the Levels testing documents your swimmer will need to reference when prepping for all 6 Levels tests.
- **NCA Handbook** - You can access a copy of this Handbook at any time by clicking this button.
- **Parent Code of Conduct** – You can click this button to download this document to your computer to review and sign each season.

New Canaan YMCA Volunteer Information

The Y-USA and the New Canaan YMCA Board of Directors mandate that all Aquianas parent chaperones and volunteers holding positions working with youth be vetted, and that all volunteer service hours be validated through a system that the YMCA will communicate out to us through their Human Resources department in the near future. Completion of specific, mandatory online training is also required.

This process will be shared with our team soon. Once it is, if you have further questions, please contact Pam Liberty, Director of HR and Risk Management, for assistance with this process. Pam's contact information is 203-920-1628 or you can email her at pliberty@newcanaanymca.org.

Thank you for your cooperation in making our YMCA a safe place for your children.

USAAS SafeSport Information

WHAT IS SAFESPORT?

The U.S. Center for SafeSport ("*SafeSport*") is an independent nonprofit organization focused on ending all abuse in sports. SafeSport helps raise awareness about misconduct in sports, promotes open dialogue and provides training and resources. SafeSport was created by the U.S. Olympic Committee in 2013 and became an independent organization in 2017. It is based in Denver, CO.

SAFESPORT TRAINING:

All individuals involved in USA Artistic Swimming must take SafeSport training, which consists of three 30-minute courses and is offered online, at no cost. All Aquianas parent chaperones and certain other volunteers and staff are required to take this training.

FOR MORE INFORMATION:

Please go to <https://www.teamusa.org/USA-Artistic-Swimming/Resources/SafeSport> to read more about SafeSport and to complete the online training.

Google Calendar

Google Calendar is our only means of communicating practice schedules for all squads – *i.e.*, Intermediate (“INT”), 12 & Under Age Group (“12/U AG”), 13-15 Age Group (“13-15 AG” or “13-15”) and 16/17 Age Group (“JR” and, together with 13-15 AG, “13/O”), so it is imperative that everyone has access to and is 100% comfortable using Google Calendars. The absolute fastest and easiest way to get up-to-speed on Google Calendars is to watch the two short tutorial videos below. You will need a Gmail account to open a Google Calendar, so the first tutorial listed below is about how to create a Gmail account. Go directly to the second link if you already use Gmail.

HOW TO CREATE A GMAIL ACCOUNT

<http://www.youtube.com/watch?v=ZwLpR3ZhM4w>

GOOGLE CALENDAR TUTORIAL (BASICS)

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

Once your registration has been processed (including your Gmail email address), you will receive email invitations to join the relevant NCA Google Calendars (as discussed further below) -- simply "accept" each invitation by clicking the link in the email. If, after watching the tutorials & accepting your Google Calendar invitations, you still do not have access to the relevant Google Calendars or you have questions about the Google Calendars, please contact the NCA Board Secretary, Jaime Ruskowski, at jaime.ruskowski@gmail.com.

There are **3 types of NCA Google Calendars** to which you will be provided access:

1. Practice 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. Depending on your swimmer, you will be provided access to the INT, 12/U AG or 13/O practice calendar (the 13/O calendar covers the 13-15 AG and JR squads).
2. 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, *e.g.*, 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. Depending on your swimmer, you will be provided access to the INT, 12/U AG or 13/O conflict calendar (the 13/O calendar covers the 13-15 AG and JR squads).
3. Meets & Events Calendar - This "read-only" (non-editable) calendar is for viewing only and is where final meet schedules for all teams, as well as all parent meetings and Aquianas special events will be posted. Only the coaches and NCA Board can edit this calendar. There is only one version of this calendar (*i.e.*, team-wide), to which everyone will be provided access.

Practice Schedule

You will be provided with squad practice schedules in your registration materials. The practice schedules for each squad will also be available in Google Calendar, as discussed above.

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, *i.e.*, for 2 swimmers. The cost of a semi-private is \$74 total/\$37 per swimmer.
- If you sign up for a semi-private and no one else signs up, you will be responsible for paying \$58.
- Payment for figures is completed at the front desk of the YMCA and the receipt must be emailed or presented to the coach at the beginning of the lesson.

Attendance Policies

COVID-19

Further below are the typical Aquianas attendance policies. The guidelines, procedures and policies of the YMCA imposed in light of COVID-19, however, supplement or supersede the team's existing policies, including with regard to attendance.

Athletes and families are expected to be familiar with and abide by the health and safety measures currently imposed on our program, including regarding physical distancing, face coverings and hygiene. In addition, we expect every family to assess the health of their swimmer(s) before every practice and for athletes who exhibit any symptoms of illness to stay home.

Typical Attendance Policies

Artistic swimming is a team sport, which means practice cannot be fully effective if one or more members of the routine are missing. To continue the success of the 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 in the season when 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 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 Google conflict 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 they 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):

- INT - Attendance required 2 weeks before each meet.
- 12/U AG - Attendance required 2 weeks before invitational (mid-March), association (mid-late April), and regionals (mid-May); attendance also required between regionals and Junior Olympics (“JOs”) (end of June).
- 13-15A - Attendance required after holiday break through US Nationals (early April); attendance also required 2 weeks before regionals (mid-May) and between regionals and JOs (end of June) or a potential international competition (June).
- 13-15B - Attendance required after holiday break through 13-15 East Zone Championships (mid-February); attendance also required 2 weeks before association (mid-late April), 2 weeks before regionals (mid-May) and between regionals and JOs (end of June).
- JR A and B - Attendance required after holiday break through US Nationals (early April); attendance also required 3 weeks before US Open (varies each year), JOs (end of June/beginning of July) or a potential international competition (May/June).
- 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 them 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 practice calendar once the meet schedule has been finalized.
- All swimmer conflicts -- family trips, absences, late arrivals and early departures -- should be added to the Google conflict 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 they 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 Board

The NCA Board is comprised of (typically) 7 members, including NCA coaches or other staff and 3-5 parent volunteers who serve in the following positions or such other positions as the Board may from time to time deem appropriate and necessary (Board roster as of November 2021):

NCA Board Position	Name	Email
Director	Jen Muzyk, NCA Director & Coach	JMuzyk@newcanaanymca.org
Coach	Krista Karwosky, NCA Assistant Director & Coach	KKarwosky@newcanaanymca.org
Co-Presidents	Meghan Stewart, Parent	meghanstewart13@gmail.com
	Julie Thomas, Parent	juliebeththomas@gmail.com
Treasurer	Tom Huang, Parent	tomhuang74@yahoo.com
Secretary	Jaime Ruskowski, Parent	jaime.ruskowski@gmail.com
Advisor	Carol Valles, NCA Founder & Team Manager	cvallesnca@aol.com

NCA Committees

The NCA Board may from time to time authorize various standing and *ad hoc* committees (each, a "Committee"), all of which are run by other parent volunteers as discussed in greater detail in the section further below regarding "Service Requirements." Current or recent standing Committees of the Board are as follows:

- Finance Committee – Chaired by the Treasurer. Additional volunteer positions include roles involving meet- and travel-related planning and expenditures.
- Fundraising Committee – Subcommittees are formed for each fundraising event (e.g., Silent Auction, Synchro de Mayo) and run by volunteer parents who serve as chairs of such fundraisers.
- Outfitting Committee – Chaired by a volunteer parent who, together with other parent volunteers, serve as chairs for each squad in respect of certain outfitting needs.
- Suits Committee - Chaired by a volunteer parent who, together with other parent volunteers, serve as chairs for each squad in respect of certain competition suits and headpieces.
- Home Meets Committee – Run by parent volunteers who serve as chairs for each meet hosted by the NCA at the YMCA (each, a "Home Meet").
- Communications Committee – Consists of parent volunteers such as those who serve as the administrator of the NCA Team Unify account, the marketing/public relations coordinator for the team, the liaisons to the parents of each squad and as the team photographers/videographers.
- Special Events Committee - Subcommittees are formed for each special event throughout (e.g., the end-of-year banquet) and run by volunteer parents who serve as chairs of such events.
- NCA Grant Committee – See details in this Handbook.

Parent/Guardian Code of Conduct

As a parent/guardian of a swimmer and a member of the New Canaan Aquinas (the "NCA")/New Canaan YMCA (the "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 any coaches, officials, chaperones, parents and/or any participating swimmer will not be permitted or tolerated. I further understand that these prohibitions apply not only to conduct during meets and events, but also to my interactions with NCA coaches and staff, members of the Board and other NCA parents, NCA swimmers and/or other NCA agents in all other contexts and settings throughout the year (e.g., email, phone, in-person and virtual meetings, etc.).
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 swimmer 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.
20. I understand that any personal information of any NCA athletes, parents, coaches or other staff and any intellectual property or proprietary information related to the programs, fundraisers or other affairs of the NCA, including any documents reflecting or constituting such information, distributed to or shared with me in connection with the NCA should be treated as confidential. I will not disclose to any person or entity any such information or documents unless expressly authorized to do so by the NCA Director in writing.

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

All parents must abide by this Parent Code of Conduct (or such other form of this Parent Code of Conduct as the YMCA and/or the Aquianas may require), and at least one parent must acknowledge it in writing, in order for their swimmer to be eligible to swim on the team.

Additional acknowledgements may also be required of each swimmer/parent at the outset of the program and/or during the season, as determined at the discretion of the YMCA and/or the NCA.

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 the pool, number of rooms with 2 queen beds, availability of room for dinners and land drilling, etc. Most hotels do not have enough double queen rooms, so 13/O swimmers get first preference for those rooms because they are staying 3-4 swimmers per room. INT and 12/U families are assumed to have 1 parent and 1 swimmer attending, so typically a king bed is acceptable. If INT or 12/U families require more than 1 bed, they typically ask the Travel Chair in advance, who will try to accommodate, if possible.

NCA POLICY	INT	12/U AG	13/O
Home Meets and Local Meets (no overnight hotel stays, e.g., NCY, Hamden)			
Coaches will invite 1 parent chaperone per squad (INT 10/U, INT 11/12, 12/U AG A, 12/U AG B, etc.)	X	X	X
Chaperones DO 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 (e.g., arrival times, outfitting, knoxed or not, etc.) (this could be shared with chaperones, travel, etc.)	X	X	X
Parents responsible for knocking own child (or making arrangements with another parent AHEAD OF TIME if parent cannot 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
Away Meets (at least one-night hotel stays)			
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 with another parent by arrangement AHEAD OF TIME if parent cannot come), by COACH-SET meet arrival and departure times	X	X	
If meet is 4 hours or less away (e.g., PA, Binghamton, etc.) and does not include flights or bus travel, caravan travel IS required. Parents can drive but must meet at YMCA (or other coach-designated location along the way) and follow each other. Caravan must plan accordingly to ensure an ON-TIME arrival (budget for potential stops, etc.).	X	X	
For meets more than 4 hours away or meets involving flights or buses, swimmers MUST travel with team, coaches and chaperones. This includes travel to the meet as well as travel while at the meet. Parents may choose to 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 the time of departure from the YMCA 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 AHEAD OF TIME if parent cannot come)	X	X	
Swimmers stay in room with other swimmers			X
Chaperones are in charge of team routine suits, food, etc. (under coach's direction)	X	X	X
Parents responsible for knocking own child (or making arrangements with another parent AHEAD OF TIME if parent cannot knock); chaperone assists with knock touch-ups only	X	X	
Swimmers do their own bun & knock			X
Coach and chaperones do make-up	X	X	
Swimmers do their own makeup			X
General Guidelines			
Timeliness is critical. After 1 instance of being late for the arrival time established by the coach, that child will travel with another parent ARRANGED BY PARENT AHEAD OF TIME AND COMMUNICATED TO THE COACH 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 that 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 the INT level up.	X	X	X
INT and 12/U parents are expected to help their daughters learn how to knock themselves. By 13-15 AG, knocking should not be done by chaperones, but, rather, 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 makeup 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 (<i>i.e.</i> , they should have their own room and car), except for a sibling that is in the NCA program.	X	X	X
Travel, including hotels, flights, buses, etc. will be planned centrally through the Travel Chair. Parents will not book rooms, flights, etc. for their swimmer individually.	X	X	X

Chaperone Guidelines

Whenever our team competes, we have designated parent chaperones to help ensure that our team competes safely and effectively. The role of a chaperone is an important one and it is 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:

- Board distributes competition dates and sites early in the year, if/as available
- Parent availability is collected and given to the head coach
- Coaches select chaperones for each meet
- Every effort will be made to ensure that those interested get a turn
- Selected chaperones must register with the YMCA and clear a background check and also register as members with USAAS
- Chaperones for national competitions must also take the USAAS SafeSport course
- Selected chaperones will be responsible for their swimmer's squad

Responsibilities:

- Ensure swimmers are always safe and accounted for, especially when away from the pool
- Provide meals and snacks for team, including coach(es) and chaperone(s)
- Help bun, knox and headpiece hair (as appropriate)
- Know coaches, athletes' (where applicable) and parents' cell numbers
- Know athlete room numbers (13/O)
- 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 timelines)
 - 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 -- and WATER!!!
- Ensure everyone is working as a team -- positivity helps manage everyone's stress and encourage 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. As indicated above, examples of squads may be 12/U AG A team, 12/U AG B team, INT 10/U, 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 will 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 with 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 (e.g., computers in the lobby, gift shop, walking to/from pool, etc.), they must travel with at least 1 other swimmer (preferably groups of 3+) and check out and back in with the same chaperone
- 12/U AG -- drive swimmers during meet (not to/from meet)
- 13/O -- 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 always available to the coaches -- 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 always be on-site at the pool.
- 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 USOC.
- Always keep a copy of the athletes' medical forms. 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 that 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 storage locker. See Jen Muzyk for key.

- 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 the 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 that new foods are not 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 costs of coach and chaperone airfare, hotel and food are allocated between the girls they are chaperoning.
- Costs such as food for the cooler, snacks and dinners can be expensed by chaperones (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 and 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 (\$0.56/mile for 2021) when driving swimmers other than your own and/or coaches to an away meet.
- INT and 12/U AG chaperones will be reimbursed for 50% of the hotel room cost for 1-2-night meets (the other 50% is for the chaperone's swimmer) and 100% for 3+ night meets.
- 13/O chaperones will be reimbursed for 100% of the 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 such arrangement in advance and, if the travel is booked by the chaperone, 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 genuinely appreciate all the hard work our chaperones put in to ensure that our girls are safe, healthy and ready to compete!!

Knoxing

Parent help is crucial at the INT and 12/U AG levels, but by the 13-15 AG 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 on 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 does not go bad. You will want at least 12-15 packets 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 put it into a ponytail. After you've put one ponytail holder on, use a second one, closer to the head to tighten the ponytail. 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 does not have enough hair to make a bun, you will 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 1/3 cup of water. Stir thoroughly

until there are no lumps. It is critical that the water be as hot as possible so as not to have any 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 should not 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 do not allow it), wrap everything in a ziploc bag until you can get back to the hotel or home to clean them. 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 is a non-profit organization that runs on a tight budget. The team's expenses are attributable generally to (a) those charged by the YMCA (the "YMCA Fees") and (b) certain other costs and expenses payable to various third parties (collectively, "Team Dues"). These YMCA Fees and Team Dues are described further below.

Families are responsible for paying the YMCA Fees directly to the YMCA at the time of registration. Team Dues, however, cover expenses incurred by the NCA and are therefore payable to the NCA, at the time of registration and as billed to families throughout the year. As explained below, some of these expenses are estimated and included in the Team Dues payable at the time of registration. Additional expenses incurred during the season, including estimated travel expenses (which are generally estimated each year by December 31st and billed to families over 3-6 months beginning in January), are allocated and billed to NCA families on the first of each month. Payments are due the 15th of each month. **A true-up of all Team Dues is completed in July and any difference is billed or refunded to families in July.**

It is critical that families pay their bills on time so that the NCA does not incur late charges and so that it has available sufficient credit lines for hotel and airline reservations needed for team travel.

Fees

As indicated above, there are multiple components to the amounts paid to participate on the team. YMCA Fees and Team Dues are paid at the beginning of the season. Travel expenses are paid throughout the season and settled at the end of the season. Additional expenses are billed as they occur.

1. YMCA Fees – These fees are paid to the YMCA to cover costs associated with coaching and pool/facility use. Payment is made directly to the YMCA by families via the online registration feature on the YMCA website. Amounts for the 2021-22 season are set forth below. Questions regarding such fees can be directed to Deb Isidro, YMCA Program Administrator (disidro@newcanaanyymca.org).

Team	YMCA Fee
Stars (INT)	\$2,386
12/U AG	\$3,167
13/O	\$3,572
Extra routines - solos, duets, trios, combo	\$412

2. Team Dues - These additional fees are paid to the NCA to cover all other costs and expenses, such as USAAS registration charges, team dues, meet fees, outfitting, routine suits and clinics & choreography. See registration amounts and descriptions further below. Amounts are charged to families via automatic PayPal payments unless paid in advance by check (see “Bill Payment” below).

Fee Type	Age Groups (12/U AG & 13/O)	INT
USAAS Registration	\$125	\$125
Team Fees	\$125	\$125
Meet Fees Deposit	\$250	\$100
Outfitting Rental	\$100	\$35
Team Routine Swimsuit Rental	\$125	\$50
Clinics & Choreography	\$150	N/A
Total	\$875	\$435

Aquianas Team Dues Explained

- USAAS Registration - Every swimmer must register with USA Artistic Swimming each year to be able to compete in the sport. This fee component covers the cost of registration for the swimmer, the coaches and the chaperones.
- Team Fees - This amount goes toward costs associated with year-end awards, Team Unify usage fees, purchased photos from large meets, etc.
- Meet Fees Deposit - The team pays a fee for every routine that each swimmer swims at each meet. The amount included in the initial Team Dues payable at the time of registration is an estimate of meet fees for the year. Actual meet fees by swimmer are tracked and a true-up is performed 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 occasionally pays someone to choreograph our routines. We also run clinics periodically with visiting coaches and bring in consultants for team-building activities.

3. Travel - Travel costs are **estimated** by the start of the meet season and each family will be billed starting in January for estimated travel costs. Depending upon the amount of travel costs the team must pay in advance, and when the team must pay, travel may be billed in equal payments over multiple months (such as January - June), or there may be one larger travel payment followed by smaller payments in subsequent months. Travel costs include the actual costs (flight, hotel, transportation, food, etc.) for each swimmer plus costs shared across the squad or team, such as coach and chaperone travel costs.

4. Additional Expenses - These are expenses not included in “Team Dues” but that are billed to families in line with actual cost incurred.

Below are additional expenses typically incurred by swimmers each year (*i.e.*, in addition to the fees and dues described above).

Note that the amounts listed below are estimates for the enumerated expenses and that actual costs to each family may vary, including for reasons outside the control of the NCA (including, but not limited to, alterations or revisions made to a travel reservation, fuel prices, unforeseen economic circumstances and/or circumstances relating to COVID-19), and are subject to change without notice.

Each family bears full responsibility for all expenses attributable to their swimmer. The NCA will not accept responsibility for any costs, including, but not limited to, any extra costs due to delays, changes or any other reason.

Expense	INT	12/U AG	13-15 AG	JR
Outfitting	New to NCA - \$75 Returning - \$10	New to AG - \$135 Returning – \$25-50	New to 13-15 - \$150 Returning – \$50-100	\$50-100
Travel	\$550-700	\$2,400-\$2,600	\$3,500-\$4,500	\$3,200-3,500
Yearbook	\$30-40	\$30-40	\$45-55	\$45-55
Levels Testing	\$25-40	\$50-100	\$25-50	\$25-50

End-of-Year 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

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 an invoiced amount. A PayPal account is NOT required. The Treasurer never sees and does not 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, unless a check is received by the Treasurer before the 15th of the month.

A late fee of \$15 will be charged for any month where the payment is not 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 15th, a \$15 late fee will be charged on October 16th.

Any payments returned for insufficient funds will result in NCA incurring a bank fee, which will be passed on to 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, Tom Huang, at tomhuang74@yahoo.com.

NCA Grant

We are pleased to be able to offer a grant for swimmers whose families are in the YMCA's Financial Assistance Program (the "*NCA Grant*"). **To be eligible for an NCA Grant, a family must be in the YMCA's Financial Assistance Program.** Applications for the NCA Grant are available on our Team Unify website. **Eligible families interested in being considered for the NCA Grant should submit a completed application to Jen Muzyk by December 15th.** Completed applications will be reviewed by the NCA Grant Committee, which is comprised of the Aquianas Director, the NCA Board Co-Presidents and Treasurer and the relevant swimmer's coach(es). The application process is confidential.

It is the hope that this grant will be able to lend a hand to a family in the YMCA's Financial Assistance Program that 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 artistic 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 NCA Grant helps to offset a portion of the swimmer's travel costs only (*i.e.*, it does not offset any YMCA Fees or Team Dues).

The NCA Grant Committee will review the applications submitted and make a determination, and families will be notified by January 10th. The NCA Grant Committee's decision is based on many factors. These factors may include, but are not limited to, financial need, the swimmer's commitment to artistic swimming and the NCA team and the parents' involvement in our team and fundraising efforts.

Upon notification of the award of a grant, the family will be given several options as to how they can "pay it forward" to the NCA. These options may include, but are not limited to, extra volunteer shifts at home meets, sewing suits and headpieces, extra chaperone responsibilities and additional assistance with fundraising initiatives. Once the NCA Grant is awarded to a swimmer, it will be communicated to the recipient how the money will be credited.

If you have any questions or concerns about the NCA Grant, please do not hesitate to contact Jen Muzyk.

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),
the teams we host in New Canaan to feel welcomed.

We need your help.

For the NCA to be successful, every family must participate in home meets, chaperone at away meets and participate in fundraising events (designed to keep our Team Dues as low as possible). The NCA points system ("Service Requirements") is designed to help our meets run smoothly, provide support to our athletes and raise funds to defray costs for expenses that would otherwise be passed on to our families.

Parents earn points by participating in volunteer activities. Depending on the activity, sign-ups may be required at the beginning of the season or made available on Team Unify during the season, on a first-come, first-served basis.

Service Requirements for each family generally 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 6-10 points for the entire year -- 4 points during the season and 2 points for each home meet (we host 1-3 meets per year).** For the 2021-2022 season, we will likely be hosting 3 meets and will therefore require 10 points (at least 6 points to be earned through volunteering to support home meets).

A \$150 per point penalty is charged at the end of the season for families that fail 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 Junior Olympics or the end of June to earn their service points.

There are MANY opportunities to volunteer. At the beginning of the season, 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 indicate your areas of interest, one will be selected for you.

Opportunity (& Number of Volunteers)	Responsibilities & Sign-Up Details (unless otherwise noted, contact the Co-Presidents to Volunteer for a specific role)	Points Earned
Silent Auction Committee (3-4 people)	<p>The Silent Auction is our biggest fundraising event of the season! It is typically held in the Y lobby and online, for 8-10 days in the Fall. Roles generally are as follows:</p> <ul style="list-style-type: none"> ● Collections - Responsible for obtaining items for Silent Auction. Solicits families to obtain auction items. ● Bidding - Responsible for managing online auction site, including posting auction items, printing item descriptions, assigning auction items to categories, making real-time updates during the auction and closing out the auction. This typically also includes reporting. ● Presentation - Ensures each item is ready for display & wrapped in cellophane, sets up Silent Auction tables, easels and/or signs in the YMCA lobby/maintains its appeal, ensures delivery of auction items to winners, cleans up YMCA lobby after the auction. 	3 points for each key role (chair or co-chairs), 2 point for others
Silent Auction Shifts (TBD/ per sign-up sheet)	<p>Work a shift on Auction set-up (e.g., set up Silent Auction tables, easels & signs in YMCA lobby) and/or clean-up (break down tables, call winners and manage pick-ups, etc.), as applicable.</p> <p><u>To Volunteer/Sign-Up:</u> Sign-ups will be posted on Team Unify before the Silent Auction, on a first-come, first-served basis.</p>	1 point per 4-hour shift
Outfitting Committee (4 people)	<p>Responsible for organizing and managing overall NCA team outfitting inventory and managing outfitting for the entire team for the entire season.</p> <ul style="list-style-type: none"> ● Host small outfitting event in October for new swimmers. ● Survey current families/athletes in October regarding outfitting needs. ● Coordinate/make arrangements for athletes to obtain needed items and equipment. ● Replenish items when inventory is low or lost/damaged. ● Hold and safely maintain outfitting inventory in home. 	3 points

	<ul style="list-style-type: none"> Coordinate with Treasurer on billing. 	
Suit Committee (8 people)	<ul style="list-style-type: none"> Maintain the suits/headpieces in between meets. Pass suits/headpieces on to the appropriate chaperones a few days before each meet. Collect the suits/headpieces back from chaperones after meets. Mend suits/headpieces in between meets as needed (e.g., gluing or sewing on missing crystals on suits). <p>All supplies for suit/headpiece repairs will be provided. Sewing skills are not required, but are a plus!</p>	2 points
Home Meet Chairs (3 people)	<p>Plan, organize and coordinate our home meets with our coaches. (We typically host 2-3 home meets per year.)</p> <p>Responsible for scheduling the volunteer shifts and ensuring that volunteers fulfill the duties they signed up for. Chairs can divide workload by meet or days.</p>	3 points for the year (2 meet points, 1 to satisfy general requirement)
Home Meet Shifts (TBD/ per sign-up sheet)	<p>Work a 4-hour job shift at a home meet. See further below for a list of various home meet jobs that are typically available.</p> <p>Note that there are many jobs and many opportunities for several family members (even younger children) to volunteer at a home meet and thus potentially fulfill their home meet Service Requirement at one home meet!</p> <p><u>To Volunteer/Sign-Up:</u> Sign-ups will be posted on Team Unify before each home meet, on a first-come, first-served basis.</p>	1 point for each 4-hour shift (unless otherwise noted)
Chaperones (TBD/ per sign-up sheet)	<p>For home meets, chaperones keep the team on track, dressed, fed and ready to compete. Chaperones at away meets also travel with the athletes and have additional responsibilities, as described further herein.</p> <p>Note that, as also discussed in this Handbook, chaperones must satisfy all YMCA and USAAS chaperone requirements (e.g., background checks, training, etc.) in advance of their service as a chaperone.</p> <p><u>To Volunteer:</u> Chaperones are selected by the coaches in advance of a meet. If you are interested in chaperoning, please indicate your interest to your Parent Liaison.</p>	3 points on Day 1; 1 point for each additional day chaperoning the same meet

Travel Coordinator (1 person)	<p>Work on meet travel for entire season. Plan, organize and coordinate all team travel to meets.</p> <p><u>To Volunteer/Sign-Up:</u> Contact Treasurer</p>	<p>4 regular points</p>
Travel Expense Controller (1 person)	<p>Track actual meet travel expenses and allocate to swimmers attending the meet.</p> <p><u>To Volunteer/Sign-Up:</u> Contact Treasurer</p>	<p>2 points for the year</p>
Meet Fee Controller (1 person)	<p>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.</p> <p><u>To Volunteer/Sign-Up:</u> Contact Treasurer</p>	<p>2 points for the year</p>
Team Unify Administrator (1 person)	<p>Maintain our Team Unify/NCA website. <i>E.g.</i>, Update team/squad email distribution lists for email blasts, billing, invitations; upload photos, minutes and other documents.</p>	<p>2 point for the year</p>
Marketing & Public Relations Chair (1 person)	<p>Responsible for promoting the team and its successes – <i>e.g.</i>, getting articles published in local papers after US Nationals and Junior Olympic meets, promoting and otherwise supporting the Silent Auction and Synchro de Mayo (<i>e.g.</i>, assistance with graphics/signage/invitations).</p>	<p>2 point for the year</p>
Parent Liaisons (4 people)	<p>Selected by the coaches, these parents serve as the main point of contact between the coaches and each of the JR, 13-15 AG, 12/U AG and INT teams throughout the year.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> ● Distributing meet info from coaches ● Fielding questions from parents and getting them answered by coach throughout the year ● Hosting a (virtual) parent coffee in the Fall ● Confirming team contact list (parent names, swimmer names, emails and phone numbers) and creating WhatsApp group(s) for meets ● Collecting \$20 from each family for year-end coach gifts to be presented at the Year-End Banquet ● Providing updates at/for Board meetings throughout the year 	<p>2 points for each Liaison for the year</p>
Squad Historians (4 people)	<p>Responsible for:</p> <ul style="list-style-type: none"> ● Collecting squad pictures from each meet 	<p>2 points</p>

	<ul style="list-style-type: none"> ● Maintaining a digital squad photo site throughout the year ● Creating squad yearbook for Year-End Banquet ● Forwarding Squad photos as needed/appropriate for team use and as authorized in advance, <i>e.g.</i>, to Marketing and Public Relations Coordinator, to Team Unify Administrator, to slide show coordinator for Year-End Banquet, etc. 	
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VOLUNTEER JOB SHIFTS FOR HOME MEETS

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

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

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 INT swimmers. Pick up scores from judges and bring them to the scorer. Wear comfortable/safe shoes for walking on the pool deck.

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

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

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 Squad Historian.

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! Kids 8+ years old are welcome for this job. Pick up scores from judges and bring them to the scorer. Wear comfortable/safe shoes as you will be on the 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 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. They are expensive to replace. To keep the costs for our families as low as possible, we try to use routine suits for more than one season. Your 12/U, 13-15 AG and/or JR swimmer will wear a different routine suit for each routine she swims (e.g., team, combo, small routine), and you will be charged accordingly. INT swimmers wear the same suit for all routines.

We typically hold suit fitting sessions for each team in September or October. Suits (and headpieces) are then prepared and held by the Suit Committee and passed on to chaperones before each meet, with the exception of small routine suits, which are held by the relevant swimmer for the entirety of the season.

Typical rental fees for suits are listed below. Note that new suits may be added and that prices are subject to change.

<u>Suit</u>	<u>Rental Fee</u>
New	\$168
Used (2nd year)	\$112
Used (3rd year +)	\$60
Alternates	\$60
Intermediates	\$50

Routine Suits Rental Contract

In consideration of such suit rentals, ALL chaperones and other parents, as well as swimmers, are deemed to acknowledge and agree as follows regarding the care and keeping of all routine suits:

1. Suits and headpieces cannot be altered or changed without written approval from the Suit Committee Chair.
2. Any issues with suits and headpieces should be communicated to the Suit Committee Chair or another Suits Co-Chair as soon as possible to allow for prompt repair.
3. Parents/swimmers agree to follow the instructions below regarding the "Care of Routine Suits" (e.g., 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, and drip dry the suit on a hanger and lay the headpiece on a towel to dry, etc.).
4. Parents will be charged the full replacement cost for any loss or damage to a rental suit or headpiece.

**CARE OF ROUTINE SUITS:
A GUIDE FOR
CHAPERONES RESPONSIBLE FOR TEAM SUITS
AND
PARENTS/SWIMMERS RESPONSIBLE FOR SMALL 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 them 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**, as 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 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 them under running water. Soaking for long periods of time will damage the glitter.
6. **NO washing machine or dryer EVER**, no matter what.
7. Hang dry the suits on the hangers.
 - a. Hang suits back on the corresponding named hanger (names are inside the suits and on each hanger) to air dry. Do not leave suits in the meet bag.
 - b. It will take at least 1-2 days for the suits 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 them on a towel to air dry.
 - a. It will take at least 1-2 days for the headpieces 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 clean, dry suits and headpieces to a Suit Committee member within 5 days of the meet (except for small routine suits, which should be kept by the swimmer on a hanger in between meets and returned to the chaperone at the last meet of the season).

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 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 the Team Dues). Other outfitting items must be purchased. See lists below.

We typically hold small outfitting sessions in October or November for new swimmers and will circulate an outfitting survey to (and coordinate regarding delivery or pick-up with) current families/swimmers. It is important that the parent and swimmer attend any outfitting session, and that swimmers 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.

Typical team outfitting items are listed below. Note that new outfitting items are added each year and that prices are subject to change.

INT Outfitting:

Item	Cost
NCA Towel	\$35
Black Shorts	\$25
Black Leggings	\$17
NCA Gray V-Neck Shirt	\$14
NCA Blue Latex Swim Cap	\$3
NCA Blue Silicone Swim Cap	\$8
White Latex Swim Cap	\$3
White Silicone Swim Cap	\$9
NCA Black Backpack	Rental (included in Team Dues)
NCA Parka	Rental (included in Team Dues)

12/U AG and 13/O AG Outfitting:

Item	Cost
NCA Towel	\$35
NCA Team Bathing Suit (12/U)	\$45
NCA Team Bathing Suit (13/O)	\$58
NCA Black Sleeveless Shirt	\$28
NCA Blue V-Neck Shirt	\$16
NCA Black V-Neck Shirt	\$16
NCA Gray V-Neck Shirt	\$14
NCA Gray ¼ Zip Sweatshirt (13/O)	\$28
NCA Black & White Camo Legging (13/O)	\$35
Black Cropped Leggings	\$30
Black Shorts	\$25
NCA Blue Latex Swim Cap	\$3
NCA Blue Silicone Swim Cap	\$8
White Latex Swim Cap	\$3
White Silicone Swim Cap	\$9
Toe Bands	\$12
NCA Track Jacket	Rental (included in Team Dues)
NCA Parka	Rental (included in Team Dues). Also available for purchase for \$115 (in which case your account will be credited \$35 each year)
NCA Backpack	Rental (included in Team Dues). Also available for purchase for \$75 (in which case your account will be credited \$25 each year)

As noted above, Team Dues include rental fees for track jackets, parkas and backpacks, as applicable. Any such items that may be lost or damaged will result in additional charges to your account for the full replacement cost of the lost or damaged item.

Before returning rented outfitting items, please empty ALL pockets. The parka and track jacket should also be returned freshly laundered - no one wants to rent a parka with kooz from last year on it! When returning rental items, please email the Outfitting Committee members to coordinate exchange or drop-off.

NCA Parent Gear

Outfitting and other NCA items are available for parents (e.g., car magnet, NCA hoodie, NCA t-shirts). Please contact an Outfitting Chair if you are interested in purchasing any such items.

Fundraising

We endeavor to keep the costs associated with being on the team as low as possible. To that end, we may run a variety of fundraising events throughout the year, including as discussed in “Service Requirements and Opportunities” above. The participation of ALL families is needed to ensure the success of these events and to meet our fundraising goals.

NCA Silent Auction – November/December

As discussed above, the NCA Silent Auction is by far our biggest fundraiser. We’ve earned as much as \$26,000 and now that we are using an online platform to reach more buyers, we hope to increase that each year! Proceeds are used to cover expenses such as coach travel, equipment (underwater speakers, iPads, etc.), recruitment costs for new coaches and other expenses that would otherwise be charged as part of the Team Dues. A portion of the proceeds may also be contributed towards the funding of an NCA Grant. Amounts that might be used to offset Team Dues or fund an NCA Grant are dependent on many factors, including the overall proceed amount, projected expenses, other projected revenues (if any) and perceived financial risks, and are determined at the discretion of the Board.

The Silent Auction has typically been set up in the lobby of the YMCA and is also available online. During the months before the auction, every NCA family needs to solicit at least \$150 (market value) of auction donation items. This is much easier than it sounds! Local businesses are incredibly supportive, and we have found that more than 70% of them will donate when asked. You can also solicit donations over email. Popular donation items at prior auctions have included gift certificates to restaurants, spas, salons, retail stores and entertainment venues (sporting events, movie theaters, escape rooms, trampoline parks, etc.), as well as baskets (wine is very popular!, baby boy/girl, game night, Legos, arts & crafts, baking, etc.). If you donate more than \$150 worth of auction items, we will calculate the proceeds your items brought in and will give you 30-50% of what you brought in above \$150 as a credit to your travel account.

In addition to donating and soliciting Silent Auction items, we also encourage NCA families to shop the auction and to encourage their friends and families to do so!

Synchro de Mayo – May 2020

Synchro de Mayo is a great opportunity to invite family and friends to a fun night out with food, cocktails and a synchro show. We ask each NCA family to sell at least 4 tickets to this event. Proceeds are used to cover coach travel expenses. Unfortunately we aren’t always able to host this event each year.

Acknowledgements

I have read and agree to abide by the policies and procedures in the New Canaan YMCA Aquianas (“NCA”) Team Handbook 2021-2022 (the “Handbook”), including as follows:

Policy	Parent Initials	Swimmer Initials
<p>NCA Parent Code of Conduct (the “<u>Code</u>”) I will respect the following roles (and otherwise abide by the Code):</p> <ul style="list-style-type: none"> ● Swimmers – swim ● Coaches – coach ● Officials – officiate ● Chaperones - care for the swimmers at meets ● Parents – parent <p>Should I conduct myself in such a way that brings discredit or discord to the NCA, the YMCA, our Association, Region, Zone or USA Artistic Swimming, including by criticizing, name-calling or use of abusive language or gestures during meets or events or in any of my interactions with NCA coaches or staff, members of the Board and other NCA volunteers or parents and/or any NCA swimmers in any other setting (e.g., email, phone, in-person, online), I voluntarily subject myself to disciplinary action.</p>		N/A
<p>Confidentiality Policy I will not disclose to any person or entity any Confidential Information (as described in the Handbook) acquired during my involvement with the NCA, unless expressly authorized to do so by the NCA Director, in writing.</p>		
<p>Service Requirements There will be a \$150 per point penalty if a family fails to fulfill their Service Requirements by the end of June.</p>		N/A
<p>Payment Policy I will set up automatic payments (bank account or credit card) through PayPal (a PayPal account is not required). I understand that if my account is not current the month before a meet, my child will not swim the next meet. For example, if my account is not current on December 15th (the December due date), my child will not swim any January meets.</p>		N/A
<p>Care of Routine Suits Suits and headpieces should only be rinsed in cold water and otherwise cared for in accordance with the instructions in the Handbook. Parents will be charged the full replacement cost for any loss or damage to suit or headpiece.</p>		

<p>COVID-19 Parents and athletes will abide by the health and safety measures imposed on our program in light of COVID-19. Parents will assess the health of their swimmer(s) before every practice and athletes who exhibit any symptoms of illness will remain home.</p>		
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Parent Name

Date

Parent Signature

Date

Parent 2 (If Applicable) Name

Date

Parent 2 (If Applicable) Signature

Date

Swimmer Name

Date

Swimmer Signature

Date

Please return your signed acknowledgement form to your squad liaison, who will ensure all families have signed and will turn into Jen Muzyk, **no later than November 22nd.**