



GRANDE PRAIRIE
Synquatics

HANDBOOK

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Attendance

This is a *team* sport! Consistent attendance and commitment to the team is absolutely required! Practices are especially important in the week leading up to a competition.

Best practices expected of Swimmers at all times:

- Swim caps must be worn to all practices.
- Be at practice on time.
- Respect coaches at all times.
- If you are unable to swim at practice, you are required to sit and watch.
- If you are sick and cannot make it to the pool, please phone to coach and let them know that you are ill.
- If you are unable to attend a meet, notify the club immediately. This should only happen due to extraordinary circumstances.

Requirements of parents:

During the year, please ensure that your swimmer is at the pool with enough time to change and get ready to go at the posted time. Be supportive and encouraging! There will be regular parent meetings throughout the year that will require your attendance. Team swim suits and head pieces will be organized by parents in conjunction with coaching staff. Please inform yourselves of all club policies.

Grande Prairie Synquatics Club Policies

COLD WEATHER: If the temperature is -30c at noon or if there are afternoon blizzard conditions, there will be no synchronized swimming

1. Swimmers must be on deck 10-15 minutes before start time to do warm-ups before entering the pool. If a swimmer is late, they must do warm up prior to entering the pool.
2. Swimmers are not allowed in the hot tub BEFORE swimming. This causes muscles to contract when entering cold water increasing the risk of injuries
3. All competitive swimmers require a PLAIN black bathing suit and a PLAIN white bathing cap for testing and competition figures. If recreational swimmers are buying a new suit, a plain black suit is recommended.
4. ALL swimmers require goggles, cap and nose plugs for all practices.
5. Practices for recreational are voluntary. Practices for Competitive swimmers are mandatory but excusable if the coach is notified ahead of time.
6. Swimmers are not to come to practice if they are too sick to be in the water.
7. Swimmers are asked **not** to invite friends on deck.
8. Competitive meets are held 2-3 times per year, dictated by Synchro Alberta.
9. No parents are allowed on pool deck unless authorized by coaches.
10. If a swimmer chooses to leave the club, they will be refunded according to the number of months swam. The \$25.00 Registration fee is non-refundable.
11. Volunteers are needed in every aspect in order to make this a successful club. You can volunteer by sitting on the Executive, being an active member of a committee, or volunteer at a least one meet.
12. A family must participate in the designated Fund Raisers, or the fundraising cheque deposit will be cashed. The cheque will be returned after the completion of the fund raiser.
13. Local meets:
 - A date must be set in September of each year to ensure that we make the Synchro Alberta Calendar of events.
 - A commitment from a minimum of forty(40) swimmers at the fee guidelines set by Synchro Alberta.
 - All meets must be self-sufficient which may include sponsors, fund raising, etc.
 - The committee must present a budget based on the above for the approval of the Executive.
 - The objective of any meet must be to promote and encourage the enjoyment and participation of Synchronized Swimming.
14. Local clinics: There must be a commitment of 75% of swimmers who have prepaid a registration fee to attend the clinic.
15. Discipline shall be as follows:
 - a) 1st –Verbal warning
 - b) 2nd – If no satisfactory response, a letter and/or verbal conversation with the parent(s) will take place. If in letter form, it must be returned the following practice with the parent(s) signature. A copy of the letter will be given to the Executive. All feedback with swimmer and parent(s) will be documented.
 - c) 3rd- If not satisfactorily resolved, the swimmer will be removed from the club and 50% of the remaining balance of fees shall be refunded.

Athlete's Code of Conduct

Athletes: (PLEASE READ CAREFULLY AND SIGN)

PREAMBLE: The Grande Prairie Synquatics Synchronized swim club is dedicated to providing an athlete centered sport environment in which all individuals are treated with respect. As an athlete representing The Grande Prairie Synquatics, you are expected to conduct yourselves in a manner consistent with these ideals and values. This Code of Conduct identifies the standards of behavior that is expected of all athletes of the Grande Prairie Synquatics. You are responsible and accountable for your behavior and appearance at all times.

After reading the Rules of Synchro Alberta Members Code of Conduct, We agree to comply with them.

Specifically, I/we also agree to the following:

1. Use of alcohol, cigarettes or illegal drugs will not be tolerated. Check all medications to ensure they are not on the list of banned substances. Random drug testing may occur at any event. If in doubt, check with your coach.
2. Good sportsmanship at all times is required.
3. Coarse language or rude behavior will not be tolerated at any time.
4. No angry outbursts or disorderly behavior at practices or meets.
5. Be courteous to your fellow athletes/swimmers and other patrons of hotels, restaurants and public places.
6. Refrain from any and all negative discussion regarding the performance and behavior of all athletes, coaches and officials at all times.
7. No form of abuse (physical, mental or verbal) of athletes, coaches, parents, and officials will be tolerated at any time.
8. Appropriate clothing will be worn at all times while at the pool during competitions.
9. Directions from coaches and team parents are to be followed in a prompt and quiet manner.
10. Hotel/motel rooms will be kept neat and in such condition that will not impede the capability of the housekeeping staff to perform their duties.
11. Be aware of the CASSA anti-harassment policy and CASSA disciplinary policy. Copies of these policies can be found at Synchro Canada's Website. <http://www.synchro.ca>

Swimmers Name (please print): _____

Swimmers Signature: _____ **Date:** _____

Coach's Name (please print): _____

Coach's Signature: _____ **Date:** _____

Please Note- Violation of this Code of Conduct will result in appropriate disciplinary action by the Grande Prairie Synquatics Executive.

Parents Code of Conduct

Parents: (PLEASE READ CAREFULLY AND SIGN)

PREAMBLE: The Grande Prairie Synquatics Synchronized swim club is dedicated to providing an athlete centered sport environment in which all individuals are treated with respect. This Code of Conduct identifies the standards of behavior that is expected of all Parents of the Grande Prairie Synquatics while performing duties of a designated Team Parent.

After reading the Rules of Synchro Alberta Members Code of Conduct, We agree to comply with them.

Specifically, I/we also agree to the following:

1. Abstain from the use of illegal drugs.
2. Abstain from the use of alcohol and cigarettes while in the presence of the athletes for the duration of the trip. In all cases, abstain from the abusive use of alcohol where abuse means a level of consumption which impairs the individual's ability to speak, walk, or drive; causes the individual to behave in a disruptive manner, or interferes with the individual's ability to perform effectively and safely.
3. Refrain from any and all negative discussion regarding the performance and behavior of all athletes, coaches and officials at all times.
4. No profanity.
5. No form of abuse (physical, mental or verbal) of athletes, coaches, parents, and officials will be tolerated at any time.
6. Maintain confidentiality at **ALL TIMES** unless it threatens the health and well-being of the athlete.
7. Be calm, be friendly but be authoritative and discrete. Be sensitive to the emotional needs of **ALL** of the swimmers.
8. Be aware of the CASSA anti-harassment policy and CASSA disciplinary policy. Copies of these policies can be found at Synchro Canada's Website. **<http://www.synchro.ca>**

Name (please print): _____

Signature: _____ **Date:** _____

Please Note- Violation of this Code of Conduct will result in appropriate disciplinary action by the Grande Prairie Synquatics Executive.

Grande Prairie Synquatics

Discipline Policy

Introduction:

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

Authority:

To ensure that the club goal of enjoyment, high performance, and good sportsmanship are achieved and a positive climate is maintained for all. The executive shall have authority over all matters of discipline. The coach of each team is responsible for enforcing the discipline policy as directed by the executive. Chaperones are responsible for enforcing the discipline policy as outlined in the Competition Travel and Accommodation Policy. All members of the club, Executive, coaches, parents and swimmers are responsible for abiding by the discipline policy as outlined in this document.

Implementation of the Discipline Policy in General:

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

Code of Conduct:

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

Swimmers are expected to:

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

Implementation of the Discipline policy in specific:

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

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

4. If the behavior persists during a subsequent practice, the swimmer will be given a second 'Parent Alert'. The swimmer will be asked to leave the training session and to notify the parents that they have been removed from the practice and an early pickup is necessary. The swimmer cannot return to practices without a meeting occurring with the parents, swimmer, coach and head coach; during which the problem must be resolved through the creation of a behavioral plan in writing intended to stop the behavior. The coach/head coach, parents or swimmer may at this point suggest disciplinary measures as deemed necessary through agreement.
5. In the event this is ineffective and the behavior persists subsequently; the swimmer will be indefinitely suspended from practice and the issue will be taken up at the next Executive meeting.
6. If the Executive requires notification: The executive will strike a committee of three executive members to review the situation and after representation from the swimmer, family, the coach and/or head coach; the committee will decide what action should be taken or what consequences should be applied.
7. Coaches will maintain a logbook intended to provide a record of discipline related events.

Consequences of behavior or attitude deemed unacceptable:

1. Consequences include such possibilities as: suspension from a meet, requiring the swimmers parents to arrange the return home of the swimmer, at the parent's expense; community service, expulsion from Grande Prairie Synquatics, or other disciplinary measure as deemed appropriate by the executive, executive committee, head coach or designate in accordance with the policy.
2. Records will be kept by the head coach or designate of all 'Parent Alerts', coach alerts and other documentation but will be destroyed at the end of the swim year unless the executive deems it necessary to maintain particular records in the future interest of the club.

Appeal procedure for swimmers:

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

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

1. Notify the head coach in writing of the appeal.
2. The head coach will arrange a meeting between the appeal panel(head coach or designate as assigned by head coach, and two members of the executive), the coach and the parent(s).
3. The Appeal Panel will review the situation and render a decision it deems appropriate.
4. The decision of the appeal panel will be reported to the board.

Grande Prairie Synquatics

Competition Travel and Accommodation Policy

Introduction:

During the year, athletes from all levels of Grande Prairie Synquatics will be attending out-of-town competitions. These out-of-town trips could last from 1-7 days, depending on swim level and type of competition.

TRAVEL:

It is mandatory that athletes travel together (at coaches' discretion for local meets) accompanied by a chaperone, coach or designated adult attending the meet. If travelling by a road vehicle, all designated drivers will:

- Have a valid driver's license for the type of vehicle being driven.
- Be driving a vehicle with permission from the owner of that vehicle for the purpose of transporting athletes to competition.
- Be driving a vehicle that is insured for a minimum of \$2,000,000.00 Third Party Legal Liability. (higher liability is advisable when transporting children)
- Wear a seatbelt and requires all passengers wear seatbelts
- Agree to operate the vehicle safely and in a legal manner.
- Drivers License, registration and insurance with Third Party Liability coverage is on file with the Board prior to departure for the meet.

Coaches are discouraged from driving athletes to competitions and will do so only as a last resort. **No** athlete will be allowed to drive other athletes to a competition.

ACCOMMODATIONS:

It is mandatory that all the athletes stay together, as teams, in accommodations arranged by Grande Prairie Synquatics Club Manager(s). Accommodation will be worked out in the most cost efficient manner possible. Coaches will have separate accommodation, or will share accommodation with other coaches, within the same hotel. Coaches will share accommodations with athletes only if chaperones and/or designated parents/adults are not available.

Parents are welcome to accompany athletes but are responsible for acquiring their own accommodations. Grande Prairie Synquatics Team Manager(s) may be able to assist parents and families in finding and/or securing accommodations and they will advise parents of this possibility well in advance of meets. However, parents are reminded that it is Grande Prairie Synquatics responsibility to arrange accommodations for athletes' only, not family members.

Benefits provided by athletes staying together as a team:

- Gives coaches and athletes the time to mature as team members.
- Provides opportunities for both mental and physical conditioning during the competition.
- Ensures the organization of daily routines among athletes, coaches and chaperones is possible.

Parents/Guardian:

It is the responsibility of the parent/guardian to make sure that:

- The swimmer arrives on time at the proper departure site and is picked up at the end of the swim meet at the appropriate place and time.
- The coach and chaperone is notified and contact numbers provided if the parent/guardian is not picking up the swimmer at the conclusion of the meet.
- The coach and chaperone are notified in advance of a change in the planned schedule of a trip.
- They and their swimmer(s) are familiar with Grande Prairie Synquatics Code of Conduct and the accompanying consequences if they fail to adhere to the Code. The Code of Conduct and consequences are included annually in each swimmers registration package.
- They advise the chaperone of any of the following items with respect to their swimmer(s):
 - Medical condition (e.g. diabetes, epilepsy, asthma)
 - Sleep disorder (e.g. sleepwalking, night terrors)
 - Special dietary requirements.

I have read/understood and agree to all aspects of Grande Prairie Synquatics **“Travel and Accommodation Policy”**. I agree to be financially responsible for any deviation from this policy.

I understand that non-compliance could mean that the athlete is denied the privilege of competing at the meet.

Parent/Guardian Signature: _____

Athlete Signature: _____

Date: _____

Executive Positions and Responsibilities (Revised)

President

- Preside over all executive and general meetings
- Act as Liaison between Club and Synchro Alberta
- Attend Presidents' Meetings and Synchro Alberta as required
- Act as Liaison between Club and Community activities (or delegate)
- E.g. Meetings regarding new pool facilities for city and RecFit
- Act as Liaison between the Executive and the Leisure Center
 - Attend pool User's meeting
 - Ensure information is communicated back to the parents after meetings
 - Booking/cancellation of pool times required by Club
 - Reporting of incidents at pool to Facility Manager
- Review monthly pool bill for forwarding to Treasurer. Clarify any discrepancies in bill with the Leisure Center.
- Have signing authority on accounts
- Report to Executive on any ongoing issues related to the coaching staff
- Act as Liaison between coaching staff and Executive
- Chair regular meetings of coaching staff (expectation one per month or one every six weeks)
- With input from coaches, coordinate scheduling of Star/Tier testing.
- Review and approval of monthly time sheets
- Assist with production of water show
- Prepare Star/Tier testing sheets for Examiner and, if necessary, provide Star Testing guidelines to Examiner in advance for preparation.
- Book Testing and Examiner well in advance for preparation
- Verification of all music tapes regarding length of time used in all competitions

Vice President

- Attend Executive and general meetings.
- Assume Presidents responsibilities if needed
- Hoped that the Vice President would go on to fulfill the position of President the following year.
- Have signing authority on accounts
- Registrar
 - Prepare Registration forms, set up for registration and schedule workers for registration
 - Work with Secretary on Affiliation fees, cards and paperwork to ensure it is completed and returned to Synchro Alberta

Treasurer

- Attend all executive and general meetings
- Administer the financial aspects of the Club
- Give accounting summary at executive meetings and distribute a general accounting at any general meetings.
- Responsible for collection attempts of unpaid fees if necessary.
- Reconciliation of competition fees and competition expenses at year end
- Preparation of invoices/refunds as a result of reconciliation of competition fees
- Prepare final accounting at year end
- Have signing authority on accounts

Secretary

- Attend Executive and general meetings
- Take the minutes of all meetings and distribute accordingly
- Prepare all necessary correspondence from the Club
- Work with Vice President on Affiliation fees, cards and paperwork to ensure it is completed and returned to Synchro Alberta
- Assist Executive with production of all notices, invitations, and memorandums as required.
 - Registration Packages (Registration sheets, medical forms, required Synchro forms)
 - Water show invitation and program
 - Year end Event invitation
 - Handbook and Calendar
- Have signing authority on accounts

Coach-parent/swimmer Liaison(An Executive member)

- Attend executive and general meetings
- Attend coaches meeting
- Act as Liaison between coaches and parents to address any issues and pass on any relevant information to all parties
- Act as Liaison between swimmers and coaches to address any issues
- Report any relevant issues to Executive to be resolved

Fund Raising Coordinator

- Attend general meetings and committee meetings as necessary
- Oversee all fund raising efforts made by the club (e.g. Swimathon, Casino)
- Collects monies from fundraising efforts and provides reporting and monies to Treasurer

Equipment Coordinator

- Attend general meetings and committee meetings as necessary
- Organize ordering of team clothing(Jackets, swim suits, nose clips, caps etc)
- Organize ordering of other promotional materials as directed by the Executive
- Sound System/Video upkeep

Media coordinator

- Attend general meetings and committee meetings as necessary
- Responsible for the coordination of reporting of results to the media following competitions
- Coordinate promotion of Club in media (interviews with press-radio and television)
- Coordinate advertising in media
- Registration
- Water show
- Coordinate club photos for both swimmers/parents and media
- Archiving

Meet Coordinator

- Attend general meetings and committee meetings as necessary
- Responsible for registration of all swimmers for competitions
- Act as contact person for other clubs hosting meets (must have access to e-mail to effectively manage this position)
- As necessary coordinate the booking of hotels and travel arrangements for competitions
- Maintain results Binder

Past President

- Attend Executive meetings
- Assist president with meetings and implementation of Club policies

Athlete Questionnaire

Reasons why I am involved in synchro:

(*Note to coach:* if athletes are too young to fill this out, have a discussion with them to acquire this information verbally instead.)

My Name: _____

My age: _____

I am involved in Synchro because... _____

This year would be really fun for me if... _____

This year would be really fun for our team if... _____

When I perform my figures or routine, I think my strengths are... _____

I would like the coach to help me improve... _____

Pre-Season Questionnaire for Parents

1. What were your reasons for registering your child to participate in Synchro? _____

2. What are your expectations of the club/program leaders and specifically of the coaches? _____

3. In your opinion, what goals should be set for the athletes by the club/team leaders? _____

4. Identify values that you think should be promoted by the program? _____

5. Important facts about your child that the club/leaders should know about? (e.g.: allergies, health issues, previous injuries, etc) _____

Please return the questionnaire at least one week before the Annual General Meeting

Participants name: _____

Parents/Guardian's name: _____

Date: _____