

TBASC Member Handbook



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Welcome to the Thunder Bay Artistic Swimming Club (TBASC)! We are proud to offer artistic swimming to athletes in Thunder Bay. This handbook is designed to be a helpful resource for parents/guardians and TBASC swimmers.

ABOUT TBASC

TBASC is Northwestern Ontario's only competitive and recreational artistic swimming club. We offer a full range of artistic swimming programs for athletes ages 5 and up, from entry-level recreational classes, to highly competitive teams. TBASC is a non-profit swim program run by volunteer executive members who are typically the parents or guardians of the athletes in the club. TBASC is proud to be the first artistic swimming club in Canada to adopt the *Respect in Sport for Parents Policy* for all swimmers who join the club. This program is reflective of the Club's values, and is consistent with the requirements of other minor sports organizations, as well as Manitoba Artistic Swimming's expectations of its Clubs' membership.

TBASC offers Recreational and Competitive programs in the Lakehead University and Canada Games Complex Pools from September to May and provides competitive athletes the opportunity to compete at both provincial, interprovincial, and national meets.

AFFILIATIONS

All TBASC swimmers are registered members of *Manitoba Artistic Swimming* and *Canada Artistic Swimming*, the respective provincial and national governing bodies for Artistic Swimming in Canada.

Manitoba Artistic Swimming - www.manitobaartisticswimming.ca

Canada Artistic Swimming - www.artisticswimming.ca

WHAT IS ARTISTIC (SYNCHRONIZED) SWIMMING?

Artistic swimming is a hybrid of a variety of different disciplines, including swimming, gymnastics, and ballet. Artistic swimmers perform in team, duet, or solo routines. These routines include aesthetically pleasing and strenuous movements, while keeping afloat in and under water. This demanding sport requires exceptional breath control, strength, endurance, flexibility, artistry, and split-second timing. The goal is the illusion of effortlessness and grace.

Athletes learn how to move in the water fusing music and choreography. Training includes both dryland and water time. Dryland training enhances strength and flexibility and includes cardiovascular and flexibility exercises; while water training includes lap swimming, synchro skills (figures) and routine

development. All training is skill and age appropriate and in accordance with *Manitoba Artistic Swimming's* guidelines.

DRYLAND TRAINING

Dryland training is performed as a supplement to the training being done in the water. Dryland training (strength, stretching, and conditioning exercises) bring about optimal fitness more efficiently than relying only on training in the water. Dryland training workouts include squats, lunges, push-ups, and many types of core body exercises to develop a stronger swimmer. Balancing strength-building exercises with stretching builds flexibility and helps prevent injury.

If athletes are recovering from injuries which prevent them from participating fully in dryland, please communicate this to the dryland coach in advance of the session. Coaches are respectful of our athletes' need to heal, but it is the responsibility of the athlete to communicate their needs to the coach.

Stretching prevents injury and increases flexibility. Flexibility is extremely important to many of the intricate positions and movements artistic swimming demands. Many positions are not possible without good hip, back, and shoulder flexibility. For example, certain sculls require flexibility in the shoulders to be effective, and an extended flat split position will receive much higher scores than one that shows poor flexibility. Stretching can be done individually and requires as little as 15 minutes per day for maintenance. Stretching for up to 30 minutes per day can bring marked improvement in all areas of flexibility in a short period of time. At the very minimum, swimmers will be expected to participate in stretching for half an hour every practice; however, swimmers are encouraged to stretch as much as possible on their own. The difference between a swimmer who stretches and one who does not is very apparent in the pool. Although proper stretching does not require a solitary, quiet environment, it does demand thoughtful, concentrated effort to prevent injuries.

Dryland Expectations

Dryland is an important part of artistic swimming training and coaches expect full participation in training. In order to participate fully, athletes must be prepared for dryland sessions. This includes appropriate workout clothing and footwear. **NOTE: Running shoes and athletic wear are REQUIRED for all dryland activities except for flex.** If an athlete does not have proper shoes and clothing, they will not be able to participate. *If an athlete forgets their shoes/clothing once, they will receive a warning from the dryland coach. If it happens repeatedly, the Head Coach will be contacted and will speak with the athlete. If it happens consistently, the parents will be contacted.*

REGISTRATION

REGISTRATION EXPECTATIONS

To help in planning for the approaching season, returning TBASC Competitive swimmers must provide their intent to register by June 30th of each year. New members should be registered by mid-September.

Registration with TBASC allows the swimmer to compete in sanctioned artistic swimming events and provides liability insurance for TBASC for all sanctioned activities of its membership.

Registration requires submission of the following forms and payments:

- TBASC's Registration forms including Photo/Video Release, Waiver for Minor Athlete
- Participation Agreement
- Emergency Medical Treatment Authorization form
- Swimmer's and parent(s)/guardian's signatures on *Swimmer Code of Conduct* and *Parent/Guardian Commitment Form*
- Payments as per Fee Schedule

REGISTRATION OBLIGATIONS - SWIMMERS/PARENTS:

- Complete all required forms listed above. All forms must be submitted to the Registration Coordinator before the swimmer is permitted to enter the pool.
- All payments must be submitted as per *Fee Schedule* via t-transfer to treasurer@tbasc.ca. If choosing to pay by post-dated cheque, they should be payable to *Thunder Bay Artistic Swimming*. All post-dated cheques need to be submitted to the Treasurer before the swimmer is permitted to enter the pool.
- RESPECT IN SPORT FOR PARENTS/GUARDIANS This program is for Parents and Guardians of young athletes and active children in Canada. A certificate of completion for another association will be accepted. One parent/guardian per family must complete the on-line program before October 30, 2024. This program must be completed once (not yearly). Parents are responsible for the cost of \$12 + tax (\$13.56) to complete the program. Completion of the online program is a requirement for the swimmer to be able to participate in the Winter WaterShow. No need to submit your registration certificate to the Club (we get a master list). If you have completed the program with a different organization, we need you to upload your certificate to the site below.

REGISTRATION OBLIGATIONS - TBASC

- Utilize the Manitoba Artistic Swimming registration form for registration of TBASC swimmers with Manitoba Artistic Swimming.
- Pay all fees and dues as required and requested by Manitoba Artistic Swimming.

FINANCING EXPECTATIONS

The goal of TBASC is to operate efficiently and with a balanced budget. The club's main sources of income are the annual membership fees, revenue from grants, fundraising Bingos, community sponsorship, and various other fundraising activities held throughout the season.

MEMBERSHIP FEES

Annual membership fees cover only a portion of the expenses incurred for pool space rental, coaching fees, and costs related to equipment acquisition/replacement. The swim fees for any given level of swimmers are subsidized through the other sources of funding raised by the volunteer efforts of all Club members. Our fundraising helps keep annual membership fees affordable to more families.

The membership fees are subject to swimmer registration, pool fees, and other expenses. In the unlikely event of a significant change in one of these factors, the TBASC Executive can approve an amended fee schedule to be provided no later than September 30th of the current season. Receipts will be issued upon request.

If the club incurs a charge for an NSF cheque, certified funds including all charges incurred by the Club are to be reimbursed to the club by the cheque-holder. The Treasurer will contact the swimmer's parent/guardian requesting payment within one week. If payment is not received after one week, the swimmer's parent/guardian will be notified in writing that the swimmer's participation will be suspended until payment is received. It will be the responsibility of the parent(s) to inform their child that they will not be allowed to participate.

CANCELLATION POLICY

A recreational swimmer wishing to withdraw from a program will have refunds issued as follows:

- More than 7 days prior to the start date of the program, training fees will be 100% refunded.
- If cancellation occurs within one week from the start of the program, a \$100 administrative fee will be

applied. This administration fee covers non-refundable registration fees with *Manitoba Artistic Swimming* and *Canada Artistic Swimming*, swimsuit, Club t-shirt, etc. Your child can keep the swimsuit and other Club merchandise that were included in the registration fee.

- Prior to the half-way point of the program, training fees minus a \$100 administrative fee, will be refunded on a prorated basis.
- After the half-way point of the program, no refund will be made available.

A competitive swimmer wishing to withdraw from a program will have refunds issued as follows:

- More than 7 days prior to the start date of the program, training fees will be 100% refunded
- If cancellation occurs within one week from the start of the program, a \$100 administrative fee will be applied. This administration fee covers the non-refundable registration fees with Manitoba Artistic Swimming and Canada Artistic Swimming.
- Prior to the half-way point of the program, training fees less a \$250 administration fee will be refunded on a prorated basis. By this time, your child's team swimsuit and Club Swimsuit would have been ordered and your child can keep the swim suits.
- On or after the half-way point of the program, no refund will be made available.

In the event a swimmer leaves the Club as a cancellation or termination and there are outstanding fees owed to the club (i.e., travel, fundraising) these amounts will remain the responsibility of the swimmer's family.

FAMILY CONTRIBUTION EXPECTATIONS

As TBASC is a small club, all competitive families are expected to contribute to the successful running of the club through volunteering on the Executive, as a Coordinator, or as a committee member. When everyone contributes, the Club runs smoothly and our athletes benefit greatly. Descriptions of the volunteer opportunities can be found here:

https://docs.google.com/document/d/1uXwq7piayM7w64PYKtmHYRc_uL804G8g0vhMiwTgnyg/edit?usp=sharing

Please contact the club's Secretary by email (info@tbasc.ca) to determine the role that best suits your skills and availability.

The success of the Thunder Bay Artistic Swimming Club is a reflection of the dedication and enthusiasm of our volunteers, coaches, and athletes.

FUNDRAISING

Fundraising is a necessary component of our commitment to keep costs manageable for families. All families are expected to participate and assist in all fundraising activities that are arranged by the club. By participating in fundraising endeavors together, we help support the sustainability of our club and allow swimmers the opportunity to participate in a healthy and enjoyable sport. Mandatory fundraising activities include, Bingos (volunteers must be trained) and Tag Days,. Additional fundraisers may also be offered throughout the year.

Fundraising ideas are always welcome so feel free to bring your ideas forward. We encourage the athletes to be actively involved in the fundraising efforts and will endeavor to plan fundraising initiatives in which the swimmers can participate. Payment dates will be published for the mandatory fundraisers and swimmer participation will be dependent on payment dates being achieved.

SPONSORSHIP

Sponsors may donate, in any amount of their choice, to the Club, or to an individual swimmer within Thunder Bay Artistic Swimming. TBASC welcomes sponsors!

In appreciation of our yearly sponsors, we can acknowledge them in several ways:

- Listed on our website
- Acknowledged on our social media (Facebook and Instagram)
- Water show recognition

Received sponsorship funds **will**:

- be applied as directed on the TBASC Sponsorship form completed and by the sponsor, and
- only be applied to costs related to activities offered by the TBASC.

Received sponsorship funds **will not** be:

- provided directly to a parent/guardian, nor
- sent to another organization outside of the TBASC.

If the above conditions cannot be met, the received sponsorship funds will be returned to the sponsor.

OTHER REVENUE IDEAS

Additional general revenue ideas are always welcome! We encourage parents to become involved and to contribute to the success of the TBASC's financial support to swimmers through assisting with the organizing of club fundraising events.

TBASC MEMBER OBLIGATIONS

CODE OF CONDUCT

TBASC is dedicated to pursuing excellence in the sport of artistic swimming. The behaviour of the athletes should reflect a positive image of the club. Swimmers and parents are encouraged and expected to promote a professional attitude regarding sportsmanship, competition, and fair play. This behaviour should be demonstrated both in and out of the water (including on-line) in daily training and at all meets. This code is provided for minimum direction. Ensuring a culture of respect is the responsibility of every member of the TBASC community, including the Executive, Head Coach, parents, swimmers, volunteers, and all coaches. Therefore, it is the expectation that all members will hold each other accountable to maintaining this culture of respect and bring forward issues that may arise and need attention. Swimmers and parents must sign and return a copy of the *Swimmer Code of Conduct* prior to commencing the season.

Swimmers are expected to:

- Demonstrate a positive attitude towards the sport of artistic swimming;
- Demonstrate good sportsmanship;
- Treat coaches and fellow swimmers with courtesy and respect at all times: in and out of the water, during and outside of practise, shows and competitions, in person and on-line;
- Be courteous to all competitors, coaches, and officials, and to conduct themselves in a way that positively portrays the Thunder Bay Artistic Swimming Club;
- Attend and be on time for all activities defined within the competition itinerary distributed by the Head Coach;
- Support club swimmers during their performances by sitting together and cheering for all Thunder Bay Artistic Swimming Club's (TBASC's) teams and routines;
- Follow all pool safety rules while on pool decks and in the change rooms; - Maintain good health habits, get sufficient sleep, eat properly; and
- Adhere to policies and rules set out by the TBASC Handbook & Artistic Swimming Manitoba.

There is zero tolerance for:

- Offensive language;
- Rude or offensive behaviour;

- Body shaming;
- Angry outbursts or disorderly behaviour;
- Abuse of athletes, coaches, or officials. This includes verbal abuse such as name calling, put downs, and threats; social abuse such as exclusion, gossiping and ganging-up; and physical abuse such hitting, pushing, and slapping.
- Use of alcohol, cigarettes or illegal drugs.

Coaches may solicit feedback from swimmers from time to time and this is expected to be open, honest, and constructive. Discipline will be applied as outlined in the MAS Discipline policy. The TBASC Executive, at its discretion, may terminate, with notice, a swimmer's membership in TBASC. Prior to January 1st the swimmer will forfeit swim fees or other costs incurred by the swimmer of up to one full month after termination. After January 1st, all swim fees may be forfeited.

ATTENDANCE POLICY

The team nature of artistic swimming requires commitment from all athletes on the team. Each athlete has a responsibility to themselves, their team, and their coach to attend all practices, competitions, meetings and other events in order for the team to develop and function properly and cohesively as a unit. Artistic Swimming is a difficult sport requiring and entailing great technical skill. Missed practice time directly impacts the absentee athlete's progress and development, as well as the progress and development of the athlete's team. Lateness, leaving practice early, and absenteeism should be avoided, and especially during the peak of competition season from January to June.

The *Attendance Policy* is intended to provide a framework to manage chronic lateness, early departures, and absenteeism (each event treated as an "absence"). Because problems can only be identified as chronic after several occurrences, all absences are recorded by the team coach as they occur for each athlete. Coaches, in conjunction with the Head Coach, may exercise discretion regarding an athlete's absences on a case-by-case basis, taking into account the athlete's specific circumstances.

Parents and/or athletes must notify their coach and provide the reason, if the athlete will be:

- late due to traffic, weather, prior commitments or some other reason;
- absent from practice due to illness, school tests or commitments, vacation, or some other reason;
- leaving practice early for any reason.

If an athlete will be absent due to vacation, the parent must notify the coach by email at least one (1) month in advance of the vacation. The coach will review the timing of the absence in light of any upcoming competitions.

Repeated or chronic absences will not be tolerated and will be addressed in the following ways, at the discretion of the Head Coach and Club Leadership:

- At registration both the athlete and parent will be required to sign a contract that states expectations and specific consequences related to future absences.
- The team and head coach will speak with the athlete and/or parent in person, or by phone and will notify the President
- If the absences continue, the athlete and parent will be advised of the coach's concerns with chronic absences in writing. The athlete and parent will be warned that the athlete may become an alternate or possibly removed from the team if absences continue.
- If the athlete and parent are unable to meet the expectations of the signed contract, the agreed to consequences will be enforced. The athlete and parent will meet with the Head Coach and Executive Member. The athlete may be suspended from practice and competitions.

In the event that a swimmer is injured (with the exception of being concussed or contagious), they are still expected to attend practices and contribute to the team's success by being on deck. Activities such as land drilling and providing corrections add value to the team and ensure the swimmer's continued involvement with the team. An injured swimmer must have a healthy and successful return to the team before returning to optional solo/duet routines.

VACATIONS AND EXTENDED ABSENCES

Parents are encouraged to schedule vacations at times when swimmers do not have scheduled practices (for example, Christmas holidays). If vacation is to be taken during scheduled practice time, provide written notice to the Coach and Head Coach well beforehand, to enable them to plan around a swimmer's absence. Vacations should not occur within the two (2) weeks prior to any competition. Should the vacation extend for a period longer than two weeks, it is at the discretion of the Coach and Head Coach whether the swimmer will continue as an active member of the team.

In the event of extended absence due to injury or illness, the Coach and Head Coach (with input from the affected athlete and parent/guardian) will have the authority to make decisions about swimmer participation in duet/team routines leading up to competitions and/or water shows. A coach, athlete, and parent/guardian meeting will occur prior to the athlete returning to training. Depending on the athlete's ability to train at full capacity for two weeks leading up to an event, coaches may provide alternate training and/or participation activities designed to benefit all swimmers.

DISCIPLINE AND COMPLAINTS POLICY

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

The Manitoba Artistic Swimming (MAS) *Discipline and Complaints Policy* identifies the standard of behaviour which is expected of all TBASC members and their representatives (e.g., Executive members, swimmers, coaches, parents, administrators, volunteers). Members and representatives who fail to meet

this standard will be subject to the disciplinary sanctions identified within this Policy. Since sanctions may be applied, it is only fair to provide club members a mechanism so that complaints and discipline may be dealt with fairly, expeditiously, and affordably.

For complete information on MAS' policies, please refer to the policy on the Manitoba Artistic Swimming website - <https://manitobaartisticswimming.ca/bylaws-policies/>

ATHLETE'S ELECTRONIC DEVICE POLICY

The purpose of this policy is to ensure that when athletes are at the pool, especially at a competition, they are focused on the task at hand and not distracted by their electronic devices (e.g., smartphone, tablet). During water or land practice, athletes should not be on social media, email, instant messaging, or playing games, etc. To support this, the use of electronic devices, such as cell phones and tablets, will not be permitted on deck at the pool or during dryland. Anyone caught using their device inappropriately will have it taken away and returned once the team leaves the pool deck or finishes dryland.

At competitions, photos will be allowed at designated times. Please note that candid photos or videos are not to be taken or posted without the prior approval of the person/people in the photos or videos.

On occasion, electronic devices may be used to record/photograph training, research artistic swimming-related questions online, play music (for land drill, relaxation); however, permission must be obtained prior to use. Any abuse of this privilege will result in the device being taken away and returned once the team leaves the pool deck or finishes dryland.

PARENT RESPONSIBILITIES & EXPECTATIONS

As parents of competitive athletes, your role does not end at dropping off and picking up your child. It extends itself beyond that and is summarized by the following:

- The primary role is to be supportive, interested, encouraging, and caring. Parents provide the opportunity for their children to participate in the sport and make it a positive and healthy experience.
- Maintain good communication with the coaches. It is important for the coach to know if your child has special needs or concerns. Do not hesitate to tell the coaches about training anxieties. Feel free to set up an appointment with the coaches if you have any questions or concerns with the program. Your first point of contact regarding questions or concerns with the program is always your child's coach. Taking issues to the Head Coach, other parents, or members of the Executive without giving your child's coach an opportunity to address them is unacceptable. Parents will be referred back to their child's coach, for the first point of resolution. If unsatisfied with the coach response, parents may formally escalate to the Head Coach for further resolution.

- Be punctual! This is imperative. Your child and their entire team are at a disadvantage if a team member is regularly late or absent from training. The beginning warm-ups often set the stage for the entire workout. Lateness interrupts the training for the other athletes and the coaches. Punctuality shows the respect and dedication required.
- Training fees, fundraising, and equipment fees (e.g., bathing suits) are to be paid on time and kept up to date. The club reserves the right to hold back swimmer participation in club events (e.g., water show) if fee commitments are not upheld. In rare circumstances, alternate arrangements may be made. These arrangements must be documented and approved by the Executive no less than 72 hours before the scheduled club event.
- The most important time for parents to provide emotional support is when your child is upset by a bad workout or undesired competition results. Helping your athlete to bounce back at a discouraging time is critical.
- Avoid showing negative emotion, fear or nervousness on the sidelines. Avoid getting too excited when they win and too upset when they don't. Your task as a parent is to appear calm, positive, optimistic, and supportive, no matter how you feel inside.
- Try to be completely honest with yourself about your child's athletic ability, their competition attitude, their sportsmanship, and their skill level.
- Parents are encouraged to discuss progress and concerns with their swimmer's coach. If they wish to meet with the coach, these discussions are to take place before or after scheduled practices, not on deck during a practice. Parents are encouraged to watch the swimmers during practice in the observation area provided at Lakehead University Pool or the Canada Games Complex. Parents are not to interfere with practices or competitions.
- In the event of an injury that prevents a swimmer from fully participating for more than three consecutive practices, parents are expected to provide medical documentation to the Head Coach indicating what the athlete's limitations are. This will allow for coaches to adequately plan land and water practices and make any adjustments that may be required for upcoming events (e.g., water show, competition).
- Ensure your child's nutritional needs are met.
- Be aware of the Club's minimum attendance policy and schedule family holidays accordingly
- Attend scheduled meetings.
- Meet required volunteering obligations
- Assume responsibility for gathering information through website, mail-outs and team representatives.

Parental involvement is critical for the general operation of the club. TBASC, with the exception of the coaches, is staffed by volunteers and relies on volunteer parents/guardians/family members in order to

operate functionally. There is an expectation that all parents will volunteer in some capacity and participate in all club fundraising activities as much as possible. There are many necessary recurring and one-time tasks that occur each year. Some ways in which parents/guardians/family members can volunteer are:

- Hold a position on the Executive, or become a Coordinator, or committee member
- Volunteer at competitions and/or water shows
- Organize and/or participate in fundraisers

For parents of competitive athletes, the family commitments are detailed in your team offer.

If you have questions regarding ways in which you can volunteer, please reach out to one of the Club's Executive members. The contact information is listed at the end of this document.

CLUB & FAMILY MEETINGS

There will be a Family Meeting at the start of every swim season.

The coach and parents of the various programs/teams may hold meetings throughout the year to ensure everyone is informed of Club activities, and to address questions and concerns. Family meetings may also be called, as required, to review details pertaining to upcoming competitions, fundraising initiatives, or to address specific issues.

The Annual General Meeting (AGM) for members is held in May/June. All members are encouraged to attend. This meeting provides an opportunity to meet other club members, the coaches, and members of the Executive.

WATER SHOW INFORMATION

All swimmers will have an opportunity to showcase their skills in our local Spring Water Show taking place in April or May. Details are typically announced around 1-month prior to the event.

COMMUNICATION

Communication is a vital part of the operation of the Thunder Bay Artistic Swimming Club (TBASC). Information regarding competitions, meetings, fundraising and club events is transmitted to the membership by means of the following:

- **RAMP:** Upon registration you will be added to our RAMP account using your email address and invited to download the app to join your child's team. RAMP is accessible by computer or mobile device. You can receive notifications of any messages and practice changes immediately on your mobile device. RAMP is the Club's main method of communication and therefore, it is required that all members create an account and provide an email address.
- **The Club's website:** General notices and other non-team specific information can be found at: www.tbasc.ca
- The **Annual General Meeting** will be held in May/June of each year to address questions, elect Executive members, introduce new policies or procedures, and provide a tentative calendar and team make-up for the upcoming competition season. Dates and times for the meeting will be provided by January 31st each season.
- Other meetings throughout the year will be used to communicate information about fundraising, water shows, competitions and any other things that come up throughout the season.
- As a last resort, printed memos containing valuable information regarding meets, special events, meetings, deadlines, etc., may be sent home throughout the year via the swimmer. Please check with your swimmer on a regular basis to see if a memo has been sent home. **Any notice sent home to all club members must be approved by the President.**

A club email roster will be created and distributed to all Executive members and coaches. Reminders, announcements and other communication will be sent by email and RAMP chat. Please ensure your contact information is up-to-date in RAMP as changes may occur.

PARENT/COACH/SWIMMER COMMUNICATION

Swimmers should notify their coach immediately in the event of injury. Coaches will use their discretion to inform the lifeguards on duty if needed.

Swimmers who are sick must notify their coach before practice and stay home if they are contagious. Coaches should be contacted by phone, email or direct message through the TeamSnap app. Please ensure the coach receives your communication prior to the planned practice time.

In the event that a parent concern arises, individual parents are asked to first contact their swimmer's coach in a timely and private manner, off-deck and outside of scheduled practice time. Parents may also arrange a team meeting with a coach. If not satisfied with the coach's response, parents should contact the Head Coach, or subsequently, the TBASC's President.

24-HOURS RULE

Swimming is an emotionally demanding sport. The post-swim reactions and emotions that swimmers encounter can spillover on deck and into the change room/stands and create strong reactions from coaches, parents, other athletes, and spectators. For parents, it is important to separate these emotions from the best interests of their child's sport development. For these reasons, our Club has adopted the *24-Hours Rule* requiring a 24-hour period to span between the event and the follow-up. This important rule does two things; first, it moves any emotional and confrontational discussion away from the presence of the athletes, and second, it allows all parties to cool-off, compose themselves and put the incident or situation that occurred in perspective before meeting to discuss it.

By having everyone respect the 24-hours rule, any concerns are most likely to be fully addressed in a reasonable discussion. More importantly, the swimmer's enjoyment and experience in their sport won't be marred by an ill-timed confrontation.

Coaches and/or Executive/Coordinators/Committee members may not respond to concerns received before the 24-hour period is achieved.

SUPPLIES FOR PRACTICE

- Practice swimsuit
- Goggles
- Swim Cap (can be purchased through the club)
- Nose Clip (can be purchased through the club)
- Water Bottle

In alignment with the swimmer's Code of Conduct, swimmers' mobile devices will only be allowed on deck or at dryland practices if there is an anticipated need that a swimmer be contacted during scheduled activities. It is the responsibility of the swimmer to communicate with their coach should this be necessary, on a case-by-case basis.

NUTRITION

Water! Water! Water! Water is the most important, and most often neglected, nutrient.

About 60% of our body is water and our need for water increases greatly with exercise. Sweat acts as the body's 'air conditioner' and needs to be replaced consistently, otherwise performance is affected.

ATHLETES LOSE MORE CONTESTS THROUGH NOT DRINKING ENOUGH WATER THAN ANY OTHER

NUTRITIONAL CAUSE! Adequate fluid intake before, during, and after exercise is critical in preventing dehydration. Thirst is not the best gauge of your body's water needs.

WHEN? HOW MUCH?

- 2 hours before exercising: 2 cups
- 10-15 minutes before exercising: 1-2 cups
- 15-20 minute intervals during exercise: 1/3 – 1 cup
- 10-20 minutes after exercising about 1 cup

REMEMBER.....

- The best fluid replacement is plain cool water
- Drinking lots of fluid is important, even when it is cool outside, but you will need even more when it is hot.

RULES OF THE NUTRITION GAME

- Have a regular schedule for meals and snacks
- Follow the Canada Food Guide and eat from all food groups daily
- Increase servings of carbohydrate-rich foods during times of training and competition (e.g., bread, cereals, crackers, rice, pasta, potatoes, and muffins)
- Limit consumption of foods high in fat, sugar, salt, and alcohol
- Drink plenty of cool water before, during and after training and competitions
- Eat a snack high in carbohydrates within 15 minutes after practice to replenish your glycogen (e.g., crackers, bagel, fresh or dried fruit, cereal bar, juice box)
- Eat pre-event meals that are high in carbohydrates and low in protein, fat and fibre. Eat meals 3-4 hours before competing.
- Avoid eating foods or beverages high in sugar just prior to competing. During activity small amounts of foods or beverages containing sugar can be consumed (e.g., fruit, crackers, diluted fruit juice)

ADDITIONAL INFORMATION FOR COMPETITIVE ATHLETES & FAMILIES

FIGURES

Figures form the foundation of any routine and are a combination of basic positions joined together by transitional movement. During competition, figures are performed in front of a panel of judges who mark the figures out of ten points. Five marks are given for the design of the figure; the remaining five marks are given for control. Design is broken down into three main categories: body position, transitions, and the distinction between position and transition. Control is broken down into motion, height above water, ease of execution, and extension.

Individual marks for the figures are combined with the scores for the routine to arrive at the overall championship score of a team. Both individual and team performance are thus recognized in the team's score.

ROUTINE

A routine is performed as a team, trio, duet, or solo. For a team, a minimum of four swimmers is required. Team performances can include up to ten swimmers. All routines are choreographed to music by the coaches with input from the swimmers.

COMPETITIVE TEAM PLACEMENT

Registration for the competitive season will take place each September. For athletes wishing to register in the Competitive stream, placement will be based on athlete evaluations. The evaluations take place the previous season or in September. Competitive evaluations will run over multiple days, and are open to all athletes who intend to return to TBASC at the Competitive level. For planning purposes, all athletes are encouraged to express to the Head Coach into which program level they wish to enroll. Athletes wishing to register for a competitive team that have not completed evaluations will be tested by the Head Coach and assessed for appropriate team placement. Evaluations are not required for athletes returning to the Recreational levels.

The evaluation criteria will consist of a commitment score, a new routine that is taught during evaluations, figures, land testing, and figures scores. The evaluation process is administered by the club coaches.

When determining competitive teams, the Head Coach will recommend which team athletes should be placed on, based on the evaluations and anticipated enrolment. The Executive will approve the number of teams, secure appropriate pool time, develop budgets, and any other necessary administrative tasks.

Executive members do not participate in the evaluations or team placement process. Final team placement is the responsibility of the Head Coach.

EXTRA ROUTINES: TRIO/DUET/SOLO

An extra routine is a solo or a duet event in which a swimmer trains over and above their team's training time. TBASC offers returning competitive swimmers a team program, and typically offers optional additional Extra Routine programs. Returning competitive swimmers will be chosen for extra routines once the main teams are solidified. The swimmers who are asked to participate in an extra routine will be decided by the Head Coach based on scores from skill evaluations, age, and what the Head Coach feels will bring the athletes and the club the most success in the upcoming season. Families will be contacted by e-mail by September if their athlete is being offered an extra routine. If the athlete declines the offer, the next highest scoring athlete may be considered and some shifting can occur. This format remains the most beneficial for swimmer and team development, as well as being the most cost-effective for the club.

These optional routines are offered depending on coaching availability, pool time and resources available to the club, and are confirmed by Executive consensus. The Club incurs an increased cost for an extra routine; given this, parents must agree to an additional swim fee, as well as volunteering and fundraising participation to cover pool rental and coaching expenses, and agree to purchase an added competition suit, if required.

In the case of a duet, the Head Coach will determine partner matches. Swimmers should have similar levels of skill and commitment, and they should work well together. The option to learn an extra routine is a privilege and left to the Head Coach's discretion, based, in part, on the swimmer's attitude, attendance, season evaluations, and overall commitment.

Note: Team formation always takes priority in artistic swimming and the team comes first.

In the event that an extra routine practice is canceled due to Club scheduling conflicts (e.g., pool closure or water show), the coach and athlete(s) may negotiate a makeup practice to accommodate the missed session, at no extra cost to the athlete(s). Makeup practices will not be funded by the Club for swimmers' sick days, vacations, or cancellations otherwise initiated by the athlete. If the opportunity exists, the coach may agree to an extra practice, with the coaching cost to be absorbed by the athlete and paid to the club if required.

REGISTRATION FEES

Registration fees are due upon registration and should be submitted via e-transfer or post-dated cheques. The payment schedule and exact installment fees are noted in each swimmer's team offer letter according to the athlete's stream.

NOTE: If your swimmer is offered an extra routine, it would be at an additional cost. The cost would be noted on the offer.

COMPETITIVE CLOTHING

Mandatory Wardrobe:

- Black swimsuit (required for Figures Competitions)
- Team Swim Suit & Headpiece/bun cover
- Extra Routine Swimsuit, if applicable
- Club Swim Suit/Warm-up Suit with the club logo
- Nose Clips
- white or black goggles
- White Swim Cap
- TBASC Swim Cap
- TBASC jacket or t-shirt
- Any pair of black pants

For additional information regarding the purchase of these items, please contact the Club's Clothing Coordinator.

HAIR INSTRUCTIONS

How to Gel You Swimmer's Hair for an Artistic Swimming Competition

Supplies:

- Knox gelatin envelopes (Approximately 2-4 envelopes per swimmer)
- Disposable Cup
- Plastic Spoon
- Hair brush
- Hair comb (with a long, pointy handle)
- Hair bands/ponytail holders in a similar colour to the swimmer's hair (**bigger** ones for pony-tail, **smaller** ones for braids)
- Bobby pins and hair pins in a similar colour to the swimmer's hair
- Paint brush, hair coloring brush, or kitchen basting brush
- Towel (Gel drips can sneak past even the most veteran of gellers. A towel will keep it off the swimmer's neck and body. It's also nice to have when you've just climbed out of the pool to catch the mixture of gel and pool water that will inevitably drip down the back of their neck before it dries on their skin)
- Bag or carrying case to keep all gelling products together in one place

Here's a step-by-step guide to take the anxiety out of the gelling process:

A Good Ponytail

A smooth and tightly pulled-back ponytail will make the whole job easier, so get your hair wet before you start. First use the brush and then the rat-tail comb to make your hair go as smoothly into the ponytail as possible. Secure it with your bigger hair band.

Making the Bun

Start by dividing your ponytail into two or three sections, then braid each section and secure it with a smaller hair band. Wrap one braid around the base of your ponytail to make the first half of your bun. Hold it in place with either hair pins or bobby pins (hair pins seem to go in a little easier). Three should do it. Here's where you need a little bit of an artist's eye—wrap and shape your braids so your bun looks as bun-like as possible. Use a few more pins to secure it.

Making the Gel

If you're making gel for one, empty three envelopes of the gel powder into a disposable container. Add hot water very slowly, using just a few tablespoons at first and then in teaspoon size increments after the first pour. Stir with the plastic spoon. You'll know you've achieved the perfect, slimy consistency if you lift

your stirring spoon out of the gel and a smooth stream runs back down into the cup. If it falls into the cup in big blobs or runs very slowly, add a little more water. If it makes individual drips, then it's too watery. Unfortunately, this is the point of no return. You can always add water to gel, but adding gel to water causes clumps that no amount of stirring can remedy. In an emergency it will still serve its purpose, but the result can look unprofessional and messy.

Paint the Gel On

Now is not the time for a quick run to the snack bar. The gel will only get more difficult to work with as it cools. Be careful not to burn yourself, but remember that the reason the gelatin method works at all is because it solidifies as it cools.

Wrap your small towel around the swimmer's neck and start painting the gel onto her hair from the very front, center of your hairline to the bun. Gel the whole top portion of the swimmer's hair, run the comb through it to smooth it out, and then paint over the top of that section again. Repeat the painting-combing-painting process for each side of the head, ending on the back. Remember to gel the bun too.

Removing the Gel

The easiest way to remove the gel is to shower using the warmest water possible while remaining comfortable. The gel should melt out. Some synchro swimmers like to use a comb in the shower to help speed up the process, but be patient or the swimmer could end up pulling out hair.

COMPETITION INFORMATION

Artistic swimming is a team sport. The needs of the team must take precedence over the interests of the individual or family. TBASC has a predetermined meet schedule that will be forwarded to parents as it becomes available. This schedule cannot be altered.

Modes of travel to competitions vary each year based on the competitions selected. All club swimmers and families stay at the same hotel and depending on the competition schedule, one team meal is planned.

Travel and costs are the responsibility of the parents unless TBASC has made arrangements for team travel. A block of rooms will be arranged by the TBASC Travel Coordinator. Once the block has been organized, the details of the booking and the deadlines will be communicated to parents. It is each family's responsibility to book a hotel room for themselves from the Club's block of rooms.

When planning your attendance for competitions, please keep in mind that the schedule for each event may be different from previous events you've attended. At smaller events in Manitoba, competition

typically begins late in the day on Friday, meaning athletes are expected to attend their regularly scheduled practices on Thursdays in Thunder Bay. At larger events however (such as CPC), athletes are typically at the pool for Spacing on Thursday night. It is critical that athletes attend all scheduled competition events (including Spacing), as a team, so please keep this in mind when making travel arrangements and/or taking time off work. Practices for two weeks leading up to the competition are mandatory and extremely important for the success of the team. Please book your travel plans accordingly. If you have general questions about competitions, please ask. We will not have specific competition schedules until closer to the date of each event.

For each competition, detailed information will be provided to swimmers and parents outlining expectations and schedule.

ATHLETE RESPONSIBILITIES AT COMPETITIONS

- Adhere to the Coach's guidelines with respect to nutrition, dress code, curfew, bed times, etc.
- You are responsible for your belongings. **Please keep track of and label your belongings** in the event that they are left behind.
- When swimming at a meet, the swimmers are **not permitted** to wear nail polish or ANY jewelry. Swimmers not compliant with this rule may be disqualified by Manitoba Artistic Swimming.
- Be on deck to support all Club athletes during routines. It is important for the younger/new swimmers to be exposed to the solos/duets, as well as older teams' swims. It is equally important for older/experienced swimmers to be present and show encouragement to younger/new swimmers in their routines.

PACKING LIST FOR OUT-OF-TOWN COMPETITIONS

Swim Suits and Equipment:

- Club Suit
- Black Figures Suit
- Competition Routine Suit(s)
- Nose Clips
- White Swim Cap
- TBASC Swim Cap

- Goggles
- Towels (2 large)
- Sandals or flip flops

Team Wardrobe:

- TBASC jacket or T-shirt
- Black pants or shorts

Hair & Makeup (every swimmer is required to have their own equipment for EVERY meet):

- Bobby Pins
- Circular Combs (for shorter or layered hair)
- Headpiece(s) for team and extra routine(s)
- Gelling supplies and equipment
- Team routine makeup (waterproof) as determined by coach

Clothing & Personal:

- Runners
- Banquet outfit (if needed)
- Meet schedule

Extras:

- Fueling snacks (fast carbohydrate & protein combination)
- Water bottle
- Book, cards/games
- Spending money

Head Coach

Lisa Dunville – headcoach@tbasc.ca

Amanda Roberts - EMAIL

2025 – 2026 TBASC Executive Committee

Position	Name	Contact Information
President	Melanie MacKenzie	president@tbasc.ca
Past President	Rachel Desrochers	vicepresident@tbasc.ca
Secretary	Karen Ball	info@tbasc.ca
Treasurer	Ania Berezowski	treasurer@tbasc.ca

2025 – 2026 TBASC Committee Coordinators

Position	Name	Contact Information
Registration Coordinator	Carl Hagstrom	registration@tbasc.ca
Clothing and Merchandise Coordinator	Sarah Skillen	clothing@tbasc.ca
Fundraising Coordinator	Vacant	fundraising@tbasc.ca
Bingo Coordinator	Jodi Davies	daviesje@hotmail.com
Competition Coordinator	Vacant	
Water Show Coordinator	Lisa Booker	tlrharris2@hotmail.com
Public Relations Coordinator	Vacant	tbasc.publicrelations@gmail.com
Travel Coordinator	Olivia Canuel	oacanual@gmail.com
Social Coordinator	Vacant	