

Chaoco Synchro Club

Parent and swimmer Handbook



DRAFT VERSION

Feb. 21, 2013

Welcome to the Chaco Synchro Club

The Executive of Chaco Synchro Club extends a warm welcome to all returning and new parents, swimmers and coaches. The Swimmer & Parent Handbook contains information about our policies and procedures. It is important that all parents and swimmers read and understand all of the information. As part of the registration you will be asked to sign to indicate that you agree to these policies. Throughout the year, you will also receive frequent updates, letters and emails from coaches and the executive, **please ensure** that you look for these, and ask questions when clarification is needed.

The success of the Chaco Synchro Club depends very much on the support of our families, whose volunteer efforts and cooperation are required to ensure that our high standards can be maintained. Please donate some time in an area of interest to you!

Mission Statement

Our mission is to provide a positive, supportive, respect and enthusiastic environment for every swimmer to feel comfortable and to enjoy synchronized swimming. We are working with swimmers and coaches to help them to grow and to achieve the team success and personal goals. We encourage coaches and athletes work together towards the excellence in all levels of synchro.

General Guidelines for Parents and Swimmers

CONDUCT

- Respect and co-operate with coaches, teammates, fellow, competitors, and club members.

- Treat all athletes as you would like to be treated. BULLYING WILL NOT BE TOLERATED.
- Do not interfere with coaching, team selection or program decisions. Chaco Synchro has a fabulous coaching team who has been specifically recruited based on their expertise, skills, abilities, experiences, and track records. They deserve our trust and full support.
- Do not interrupt coaches during the practice. If you have any questions and concerns, arrange to talk with your coach after training or email your coach.
- Do not interrupt swimmers during the practice. Please do not give corrections or ask questions of your daughter at any point during the practice as this can cause distraction.
- Never argue with the decisions of Judges or officials; let your coach ask the necessary questions.
- Never argue with the coaches, question their decisions, or criticize them; if you have a concern, arrange to talk with your coach privately or email your coach.
- Work equally hard for yourself, your team, and the club.
- Keep positive attitude for every practice and competition.
- Make a commitment for the entire competitive year.
- Good conduct is expected.
- Play by the rules.
- Athletes will come to practice properly attired and ready to participate 15 minutes before the scheduled start time. Practice will start promptly at the start time, and latecomers will miss important individual and team development.
- Athletes must contact their coach or Head Coach if they are too sick to attend practice.
- If you are not extremely ill, you are expected to be on deck for alternative training.

- Athletes must bring a note from a parent/guardian if they are late or wish to leave early from a practice, which is only allowed under very special circumstances.
- In case of injury or extended illness, you or your parent/guardian outlining the length of absence and/or restrictions of activities due to injury must submit a physician's note to your team coach.
- Swimmers are responsible to bring all necessary training equipments to practice.

Parents must be at the pool or practice location at the designated end time for your team. Coaches are not responsible for athletes once practice is over. If you cannot get to the pool on time please make arrangements with another team parent to wait with your daughter.

CELL PHONES

Cell phones are not permitted on the pool deck; our coaching staff has permission to keep their cell phones on the deck so that they can be contacted in the case of emergency. Athletes should not have cell phones on the deck at practice or during a competition.

CLUB COMMUNICATION

- We respect the time of the parents and swimmers in the club and endeavor to keep Club meetings to a minimum, in order to do this we will keep in touch through email. Please ensure that we have an accurate email address for your family and that you check for emails.
- The club meetings are an excellent place to keep informed and be involved, it is strongly recommended that at least one family member attends the meetings that are held by the club or the coach.

- If a conflict arises you should address it in the following order:
 1. The Team Coach
 2. The Head Coach
 3. The Club President.
- Parents are encouraged to contact their team coach immediately if you have any questions or concerns.
- In the event of a conflict, meetings should be scheduled in advance, at time that is convenient for all parties, and in a location that is suitable for confidentiality. On the pool deck, at the beginning of a practice is not the appropriate time to address concerns.
- If in conflict with another parent, the parent should approach the Executive for assistance in resolving the conflict.
- In all matters of conflict, the final authority is that of the Executive.

Each coach will assign times, according to their availability, that they may be contacted. Please be patient and respect these guidelines. **Please do not interrupt the Coach when they are on deck.**

TEAM SELECTION

- As is the case in tryouts for any competitive sport, there is no guarantee that a swimmer will make a particular team, or swim an extra routine. Swimmers will be assigned to teams first, before being considered for duets, solo, or combo.
- While team selections are final and not subject to appeal, we do want to be able to address all questions and concerns. These should be directed to the Head Coach, please wait until the day following the team selection.
- Each swimmer on a given team will be offered an equal amount of coaching time in figures and in routine.

EXTRA ROUTINE AND EXTRA FIGURE POLICY

- The coaching team decides if extra routines will be made available for the season and also selects extra routines participants.
- Extra routines require additional training hours, additional fees and a separate competition suit. The training hours will vary depending on the type and category of the extra routine assigned.
- Extra figure is also called private figure. The swimmer will have one-on-one coach. Extra figure will be additional hour and cost. The fee is paid to club, and then club will pay the coach.
- Arrangement and schedule an extra figure please email the head coach.

COMPETITION AND TRAVEL POLICY

Travel expenses, including the team coach and chaperone, are the responsibility of each team member's family. Expenses include travel, accommodation, and food. The Travel Coordinator will send a complete itinerary and preliminary invoice to all team members. Travel overages/ refunds will be invoiced after the meet.

At least one parent per team is required to act as a chaperone for all competitions. Each chaperone will be responsible for the team as outlined in the Team Chaperone Guidelines. The team chaperone will be determined in advance of each competition.

One Day or Multi Day Local Events/Meets:

All team members will ensure they are at the pool/competition site or club designated event area when instructed by the team coach. Car pools among team members may be arranged. All

swimmers must let their team coach know how they intend to get to the designated meeting location. It is the responsibility of each individual family to ensure your swimmer and any other swimmers who may be commuting with you arrive at the designated location on time. All teams are responsible for their coaches travel arrangements and meals for the meet.

Swimmers are expected to be present at all scheduled competitions or events from the start time (including spacing) to the end (including awards or parades of athletes), unless otherwise instructed by the Team Coach.

Parents and swimmers are expected to follow the schedule given out by the Coach. Please be aware that times can quickly change at an event; families are expected to be flexible to short notice schedule changes.

Over Night Events/Meets:

All teams will travel to and stay together at the competition as a FULL team. All swimmers must depart on the same flight, train, bus or carpool at the same time. The Travel Coordinator will arrange all aspects of an overnight event/meet. However, with the coach's consent, swimmers may return home at a later or different date/time than the rest of the team. This arrangement must be done at the time of the booking and if it means a higher cost to the swimmers it will be the responsibility of the individual/individuals to pay the difference incurred.

If the team coach feels a swimmer requires extra supervision because of a pre-existing medical condition, one of her parents will be asked to accompany the swimmer to and from the competition at their expense.

Swimmers are expected to be present at all scheduled competitions or events from the start time (including spacing) to the end (including awards or parades of athletes), unless otherwise instructed by the Team Coach.

Parents and swimmers are expected to follow the schedule given out by the Coach. Please be aware that times can quickly change at an event; families are expected to be flexible to short notice schedule changes.

Swimmers must treat the premises at the host pool and the hotel with respect. Their behavior reflects on the whole Club as well as on the sport of synchronized swimming.

Zero tolerance for alcohol, drugs or smoking of any kind. Use of bad language is prohibited

10 & under and 12 & under teams will travel and stay with their parents or assigned guardians. Once swimmers arrive at the meet they will follow the coaches' itinerary including team meals, activities and training. The team Chaperone is expected to supervise their swimmer(s) once they leave the competition venue so the coach can focus on the meet. Parents must to comply with coaches set schedule and swimmer's bed times

If a swimmer wishes to have travel points applied to their plans, please advise the Travel Coordinator. This will prevent unnecessary confusion and delays at the airport.

All families are encouraged to support the swimmers at all competitions. Please remember, the swimmers are at the competition as a member of a team and must stay focused for optimum results. Swimmers will not be allowed to "socialize" with parents/guardians until after the competition is over and the team coach has given permission to do so.

TEAM CHAPERONE GUIDELINES

- After discussion with the head coach and before the trip begins, prepare a letter of expectations to be distributed to the swimmers and parents. If more than one Club team is traveling to an event, a common joint memo should be sent to all participants. One Meet Coordinator may be assigned to handle the coordination of areas where common activities are deemed appropriate.
- Receive all necessary travel documents.
 - Airline tickets
 - Cheque for hotel payment
 - Cheque for van payment*
 - Athlete medical forms
 - Athlete room list
 - Athlete Identification (Passport)

These documents are to be kept in your possession for the entire duration of the trip.

- The swimmer medical information is to be carried with you at all times.
- Be responsible for checking in team and luggage at departure point. It is easiest to present all tickets together at the Airport. Obtain all boarding passes and claim checks. Do not distribute boarding passes, keep them together and hand them all in at the gate as a group when boarding.
- Show Head Coach all team/competitive suits at the time of departure. Take competitive suits as a carry on.
- If a van is rented, you are expected to be the primary driver and as such, take on the responsibility of being adequately rested and alert (no alcohol) to drive, as required, to and from practices and competitions. You will be responsible for signing the necessary documents with regard to the rental of the van. If a second parent is available have them sign as a driver as well

to ensure optimum coverage. A valid driver's license and clean driving record for a minimum of 3 years is mandatory.

- The cheque for the van must be received 1 week in advance. This cheque is to be made out for the estimated total amount of expenses and used as a Visa or MasterCard payment. The rental companies will not accept a cheque.
- If personal vehicles are being used for transportation, ensure that the necessary guidelines from Synchro Ontario are followed to ensure optimal insurance coverage and protection.
- At the hotel, the Meet Coordinator will check in all athletes, coaches and chaperones, and distribute the room keys. Keep a list of which rooms the swimmers and coaches are occupying. A list of cell phone numbers and appropriate contact information is required in the case of an emergency.
- If necessary, help to enforce the schedules and rules stipulated by the coach (es), regarding time and place for swimmers to congregate to attend practices and eat meals etc.
- Provide supervision so that swimmers follow the club's expectations of good behavior and appropriate dress code. (Confer with coach if a problem does occur). Swimmers are to stay as a team at all times and are not to go anywhere unsupervised without permission from the team coach or team chaperone.
- Chaperone must support full club group not only the team they are responsible for.
- Athlete spending money should be given to you in an envelope marked with their name and the amount enclosed. You would then be required to allot money needed for meals, snacks and other appropriate purchases. A reasonable sum may be given to responsible swimmers on a daily basis. Keep a record of withdrawals on the outside of the envelope and return any remaining money to the swimmer at the end of the trip.

- Confer with the coach as to where meals will be eaten as a group and try to ensure that swimmers eat balanced meals, as much as possible. On occasion, it may be necessary for you to purchase extra food for the team and coach e.g. fruit, muffins, juice etc. to be eaten at the pool. Each person must contribute his or her share of the cost. Meal/menu planning will be completed prior to the competition, and all money should be collected in advance to avoid confusion, and to ensure that enough funds are available to purchase the necessary food items. Coaches and chaperones are to be included in the planning and budgeting of all meals at a competition.
- Assist swimmers, when required, to do hair and make-up before competitions. Make sure they clean up change rooms, washrooms and hotel rooms by dispensing of gelatin wrappers and other clutter, leaving the premises tidy.
- Be certain swimmers are aware of the time to be in bed at night and wake-up time as stipulated by the coach. If they do not have an alarm clock, have wake-up calls arranged.
- Accompany team to pool for all practices and competitions. Supervise departure from pool, making sure swimmers are accounted for at all times and that they pack all their belongings.
- Chaperone will be responsible for athletes' activities away from the pool so that the coach may focus on the competition.
- If possible, obtain a complete set of results and newspaper clippings to bring back for publicity and parents of swimmers. You should also be prepared to videotape events if necessary.
- Should a medical problem arise, deal with it in a responsible manner, under the direction of the coach. If necessary, be prepared to drive a swimmer to the hospital/doctor so the coach may remain with the rest of the team.
- Swimmers should be discouraged from putting extra charges on the hotel bill, such as phone calls, room service and movies.

Phone calls home may be placed collect on room phones. However, parents are encouraged to call their children from home to save extra costs.

- Before checking out of the hotel inspects swimmers rooms to ensure that no items have been forgotten and that rooms are left in acceptable condition. Have all incidental charges placed on hotel bill paid for by the individual responsible. Collect and return room keys and pay hotel bill with a Chaco Synchronized Swim Club cheque.
- Return rented van and pay for with credit card.
- Be responsible for checking in team and luggage at departure point.
- On arrival home, stay with swimmers until a responsible adult has picked them up.
- Return all receipts and medical information to the appropriate people as soon as possible. Include all airline ticket stubs, the hotel bill, and sales receipts from the van rental, gas, parking and food.

TEAM CHAPERONE APPLICATION PROCESS

- Apply in writing, to the Executive; indicating the competition/competitions you are interested in chaperoning and preference in priority order (1 = highest priority). Provide a full resume of your Team Chaperone or related/relevant experience.
- References supporting your application.
- Police Reference Check (Vulnerable Sector Search) must be included with application.
- Photocopy of valid drivers' license.
- Must be a member in good standing of Chaco Synchronized Swimming Club.

Please Note:

- All meets require at least ONE Team Chaperone per team. More than one chaperone per team may be considered based on ages of team.
- All local meets require a team chaperone.
- Applicants must be available for the entire meet.
- Chaperone is helping the team and the club as a volunteer.

Next Step:

- Following the receipt of applications, the selection committee (Head Coach, Team Coach, and Club President) will review the applications.
- If possible, selected Team Chaperones will be notified one month prior to the event.
- Any delays in the process will be communicated to all those involved.
- An interview process will be conducted if deemed necessary by the selection committee.

UNIFORMS POLICY – Competitive Levels

- Swimmers are requested to purchase club uniform (Jacket and T-shirts), club spacing bathing suit, club bathing cap, and noise clips. All of club swimmers must wear the club uniform and wear club bathing suit and club bathing cap in all of competitions.
- Athletes must have plain white bathing cap and plain black bathing suit for figure competition.
- Swimmers must have routine competition bathing suit and head piece. The routine competition suit and head piece are extra costs for family and they will be designed by team coach.

- Competition suits and other equipment are additional costs to the family.
- Parents/swimmers may be required to sequin their own routine suits.

EQUIPMENT FOR PRACTICE

Dry Land

- Loose, lightweight clothing suitable for flexibility and strength training exercises.
- Shorts and t-shirt with proper socks and running shoes.
- NO JEANS!

Pool

- Deck shoes
- One-piece bathing suit (not the figures suit)
- Bathing cap
- Nose clips (at least 1 at all times)
- Goggles
- Towel(s)
- Healthy snack
- Water bottle
- Weight belt (for some teams)
- Tubing (for some teams)
- Bottles (for some teams)
- Pull buoys (for some teams)

TEAM ATTENDANCE AND COMMITMENT

Recreational Level:

Normal Practices are held at George S. Henry Pool. At various times throughout the year practices may be held at other pools. Prior to a competition the coach may hold extra practices to ensure that the swimmers are prepared.

Synchronized swimming is a team sport; our coaches, athletes, and families are dedicated and committed to it. It is difficult for the coaches to teach the routine and the athletes to perfect both the routine and other skills if the swimmers are away frequently. Please call the pool or send an email to let us know if your daughter is going to be absent. If your daughter is sick and is not contagious then it is a good idea to have her come to practice and sit on the side so that she can keep up with the routine.

Parents should be conscientious of practice times. They are responsible for ensuring that their swimmers arrive to practice on time. At the end of practice please ensure that you pick your daughter up in a timely manner. We work as team to ensure that no swimmers are left alone at the pool.

Competitive Level:

Normal Practices are held at George S. Henry Pool. At various times throughout the year practices may be held at other pools.

Synchronized swimming is a team sport; our coaches, athletes, and families are dedicated and committed to it. Athletes are expected to attend all scheduled practices, extra practices, social events, demonstrations, water-shows, and competitions without exceptions. Prolonged or frequent absence from practice creates difficulty for the coach and interferes with team development, training, and perfection of the routine. Any absence must be

reported to the coach prior to practice. If a swimmer is very sick, she should advise the Coach prior to practice. Unless the swimmer has a fever or is contagious, she is expected to be on deck during practice time.

In particular, any absence within 2 weeks of a competition or event may mean that the swimmer is not prepared to swim at the upcoming event. In this case the Team Coach, in conjunction with the Head Coach may decide to remove the swimmer from her position for that particular meet or event.

The team commitment encompasses the entire synchro season (September to June). If a swimmer wishes to become involved with any new activity (ex. Job, school sport, or activity) during the season, the swimmer or her parents should contact the Team Coach to discuss the commitment involved and ensure it does not conflict with practice and competition schedules.

Parents should be conscientious of practice times. They are responsible for ensuring that their swimmers arrive to practice on time. At the end of practice please ensure that you pick your daughter up in a timely manner. We work as team to ensure that no swimmers are left alone at the pool.

Any future questions and concerns please email chacosynchroclub@hotmail.com or visit our website.