

**GUELPH**  
**SYNCHRONIZED**  
**SWIM CLUB**  
**HANDBOOK 2011 – 2012**



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**Welcome to the 2011-2012 season of synchronized swimming with the Guelph Synchronized Swim Club!**

**The executive is looking forward to an exciting Season. Your help in supporting the Club is much appreciated.**

**Please keep this handbook in an accessible place for your reference throughout the season. Please review the handbook with your swimmer.**

# **POLICY STATEMENTS**

## **MISSION STATEMENT:**

The goal of Guelph Synchronized Swim Club (GSSC) is to raise awareness and participation of Synchronized Swimming and, in particular, the Club in the City of Guelph and surrounding areas.

To keep our athletes involved in a healthy, active lifestyle by participating in novice (recreational) and competitive programming at an affordable price. Our hope is that in the future, swimmers will apply the value of maintaining a healthy and active lifestyle and maximize the qualities of teamwork and focused group effort to achieve life long goals.

## **PURPOSE:**

The purpose of the GSSC is to provide adequate facilities and trained personnel for the development of highly skilled competitive and novice (recreational) synchronized swimmers.

## **OBJECTIVES:**

- To motivate each swimmer to her fullest potential.
- To develop a high degree of discipline in athletic training.
- To promote healthy lifestyles and team camaraderie.
- To develop the poise, grace, sportsmanship and leadership qualities of the swimmer.

## **CLUB HISTORY:**

The Guelph Parks and Recreation Department originally offered a recreational synchronized swimming program for many years through Victor Davis Pool. This allowed many Guelph children to be exposed to the sport. The program was one hour per week and offered progression through the Trillium Levels and a year-end show. In January of 1995, Parks and Recreation turned the program over to a group of parents who wished to see the girls have the opportunity to be involved in the sport on a competitive level. Hence the Guelph Synchronized Swim Club was born. GSSC also formed a partnership with the University of Guelph who offers the course and facilities and we provide the expertise in running the program.

Please join us in helping this dynamic Club to continue to grow and develop. It is truly exciting and rewarding for the swimmers.

## **2011-2012 EXECUTIVE COMMITTEE**

The Executive Committee is elected from the membership. Their positions are voluntary and they are responsible to the membership of the association for the daily operations, finances, etc. The election of the Executive Committee will take place at the Annual General Meeting held in September.

The Executive Members are:

<b>Shelly Andrews</b>	President
<b>Sherry Butts</b>	Communications and Events Director
<b>Kate MacDonald</b>	Manager
<b>Joanne Trainor</b>	Secretary
<b>Andrea Rauser</b>	Registrar
<b>Adele Begin</b>	Treasurer
<b>Louise McIntyre</b>	Recreational Director
<b>Greg Meredith</b>	Clothing Coordinator

If you have any questions or concerns, please contact any member of the Executive. Contact information can be found on the GSSC website

Supporting member roles:

<b>Lisa Plant</b>	Marketing and Website Coordinator
<b>Louise McIntyre</b>	Fundraising Committee (Lead)
<b>Katherine Frost</b>	Head Coach

## **PROGRAM LEVEL DESCRIPTIONS**

### **NOVICE (RECREATIONAL) LEVEL:**

- ✓ No experience in synchronized swimming required
- ✓ Should be able to swim one length of the pool and have a basic understanding of the whip kick
- ✓ 13 week sessions
- ✓ Will learn and master the basic skills of synchronized swimming
- ✓ Based on Swim Synchro Program
- ✓ Local exposure to shows and demonstrations
- ✓ Introduction of team concept, team formation and routine development
- ✓ Swimmers are required to participate in fundraising initiatives at least once per registered session
- ✓ Please see page 11 for parent responsibilities and code of ethics

### **PRE- COMPETITIVE (NOVICE) LEVEL:**

- ✓ Swimmer must have completed Beginners 1, 2 and Novice Advanced levels, or be assessed by Head Coach to validate ability to swim at this level
- ✓ Swimmer must commit to entire swimming season (September – April)
- ✓ Mandatory commitment as an individual to the team and sport of synchronized swimming
- ✓ Attendance to all team practices is mandatory
- ✓ Attendance to all Invitational meets and water shows in which the swimmer's assigned team is registered is mandatory
- ✓ Growth is measured in terms of flexibility, endurance and strength (LTAD) in the execution of figures and routines
- ✓ Progress is evaluated through the achievement of personal and team goals, determined by coach and team, and coach and athlete as well as personal score and team score
- ✓ Dress codes in effect at meets, demonstrations and water shows
- ✓ Swimmers are acting as GSSC representatives for the community at all meets and Club events, please see 'Swimmers' Code of Ethics'
- ✓ Swimmers are required to participate in fundraising initiatives throughout the season
- ✓ Please see page 11 for parent responsibilities and code of ethics

## **COMPETITIVE LEVEL:**

- ✓ Swimmer must commit to entire swimming season (September – May)
- ✓ Mandatory commitment as an individual to the team and sport of synchronized swimming
- ✓ Attendance to all team practices is mandatory
- ✓ Attendance at all meets in which the swimmer's assigned team is registered is required
- ✓ Growth is measured in terms of flexibility, endurance and strength (LTAD) in the execution of figures and routines
- ✓ Progress is evaluated through the achievement of personal and team goals, determined by coach and team, and coach and athlete as well as personal score and team score
- ✓ Dress codes in effect at meets, demonstrations and shows
- ✓ Swimmers are acting as GSSC representatives for the community at all meets and Club events, please see 'Swimmers' Code of Ethics'
- ✓ Swimmers are required to participate in fundraising initiatives throughout the season
- ✓ Please see page 11 for parent responsibilities and code of ethics

## **EQUIPMENT & CLOTHING**

### **NOVICE (RECREATIONAL):**

- Swimmer will receive cotton GSSC t-shirt

#### **Recommended:**

- 2 pairs nose plugs
- goggles
- Bathing cap (latex, nylon or silicone)

#### **Required:**

- a **one-piece** bathing suit that fits well and is not baggy when wet

Recreational swimmers may purchase suits, caps, nose plugs through GSSC.

Recreational swimmers may also purchase other Club clothing if they wish.

#### **Other supplies needed:**

Towel, shampoo, soap, deck shoes, an old towel to sit on deck is a good idea.

## **PRE COMPETITIVE (NOVICE)**

- black yoga style or warm-up pants
- black figures swimsuit (for meets)
- white swim cap
- goggles
- 2 pairs nose plugs
- suitable deck shoes or sandals
- black shorts (optional)
- quick-dry GSSC t-shirt (mandatory)
- GSSC spacing swimsuit (for meets)

### Included in fees:

- team routine swimsuit & headpiece
- GSSC swim cap (for meets)

## **COMPETITIVE:**

- GSSC warm-up jacket
- quick-dry GSSC t-shirt
- black yoga style or warm-up pants
- black figures swimsuit (for meets)
- white swim cap
- goggles
- 2 pairs nose plugs
- GSSC spacing swim suit (for meets)
- suitable deck shoes or sandals
- black shorts (optional)

### Included in fees:

- team routine swimsuit & headpiece
- GSSC swim cap (for meets)

## **PARENT CLOTHING:**

- black quick-dry GSSC t-shirts are available for purchase

Swimmers may wear any one-piece athletic style suit for practice but must wear spacing or figures suit during practice at meets (coach will determine which).

Routine swim suits will be fitted early in the season (late September to early October) and all swimmers are required to attend the arranged fitting session with the supplier. Swimmers who miss the fitting session will be responsible for any extra costs associated with fittings or alterations resulting from missing the fitting session. Coaches are responsible for designing routine suits to be reviewed by an executive member

before ordering. The executive may make suggestions and instruct the head coach on changes when there is a question of appropriateness or cost involved.

### **SWIM MEETS / COMPETITIONS POLICY:**

It is the philosophy of the GSSC that our athletes benefit from competition and are expected to participate in competitions available to their ability and level.

**Due to the nature of the sport, it is Club policy that all members of pre-competitive (novice) and competitive teams will participate in all competitions designated for their team. Swimmers and parents should review the schedule of meets at the beginning of the season and be prepared to attend the meets. Coaches will hand out a list of meets pertinent to their teams.**

Each athlete and coach of the GSSC has an obligation to the club and to their team. They are expected to represent GSSC by exemplifying our Code of Ethics.

### **DRESS CODE:**

Please remember that swimmers are representing the GSSC. As such, they are required to dress appropriately to portray a positive image in the eyes of the public at meets (on planes, trains, buses, etc).

Dress code on deck will be uniform and project a Club image. Coaches will decide the deck uniform (i.e. suit, t-shirts, shorts, etc. before the meet).

### **TRAVEL:**

The Club will participate in both home meets/demonstrations and meets in other locations. The latter meets may vary in length from one to several days. Some competitors will require overnight stays and thus will result in expenses.

Swimmers will usually be accommodated in hotel rooms. The Club as far in advance as possible, taking advantage of any group rates available, will reserve rooms. All information will be provided to parents as soon as it becomes available.

Swimmers/parents/coaches will arrange for sharing of rooms amongst themselves. Parent or team parent will be responsible for calling and confirming reservations. Swimmers/parents will be responsible for all expenses associated with the room.

Transportation to meets will generally be by personal vehicle with each swimmer/parent absorbing their own costs. In cases where longer distances are involved, travel may be by bus, in which case all participants will share costs. If air travel is required, each swimmer will pay their airfare. Coaches, in consultation with parents, will determine arrival and departure times.

Swimmers will be responsible for their own food expenses. Swimmers are expected to bring/purchase **nutritious** snacks and meals. In case of longer meets, meal coordinators may be established to arrange for lunch/dinner, etc. If a team meal is arranged, all swimmers are expected to attend.

Swimmers will be responsible for attending **ALL** meetings called by their respective coach when traveling. These meetings generally deal with sharing information about upcoming swim times, etc. and are a vital tool that coaches use to motivate, encourage and support their teams. Swimmers will be encouraged to attend all team events and other competitive events (i.e. solo, duet and other teams).

### **CURFEW:**

The coach at every meet will establish a curfew and swimmers will adhere to it or be subject to discipline. Swimmers who are caught out after curfew are subject to severe penalties at the discretion of the coach and executive committee.

### **ILLEGAL DRUGS AND/OR ALCOHOL:**

When representing the Club, any swimmer found to have illegal drugs, alcohol and/or tobacco in their possession will be subject to immediate and severe reprimand. This behaviour could result in suspension from the team. Furthermore, parents will be notified and are responsible for any expenses incurred.

### **PENALTIES:**

Depending on the severity of the offence, the coach may:

- suspend the swimmer from social events connected with the meet
- suspend the swimmer from the meet
- cause the swimmer to go home (in the event of this happening, the expenses will be the responsibility of the swimmer)
- if the offence is severe enough, the swimmer may be ejected from the Club

### **SWIMMER'S RESPONSIBILITIES:**

Swimmers are to know their team's training schedule. This includes all dry land practices as they apply (may include scheduled dance/pilates classes as well). Team holidays and breaks will be outlined at the beginning of the year. These holidays are subject to changes due to the pool schedules. **Attendance and participation at practice is mandatory unless a reasonable explanation for absence has been cleared with the team coach.**

**The swimmer is responsible for being on time for practice. This means she is to be on deck and ready at least 10 minutes before practice is to begin.**

Swimmers are expected to treat coaches, teammates, pool staff and Club volunteers with the same level of respect with which they wish to be treated. Swimmers are to represent the Club in a positive manner at all times with judges, other clubs, and media personnel, etc. Swimmers are to participate in fundraising activities where appropriate. The swimmer has the responsibility to her and her team to represent the GSSC at all times in the best way possible.

Registration in the competitive level indicates a willingness on the swimmer's part to participate in all reasonable training assigned by the coach. Consequences to swimmers for non-participation may include a verbal warning, followed by a letter home and discussion with parents, followed by movement within the team to alternate status and in some cases, ejection from the team.

### **SWIMMER'S CODE OF ETHICS:**

1. Respect and cooperate with your coach, teammates and opponents at all times:
  - Treat all athletes as you would like to be treated,
  - Be a good sport, cheer all performances, whether it is your Club's teams or your competitor's teams,
  - Work hard for yourself and your team – this will benefit your team's performance,
  - NO swearing and/or disrespectful language.
  
2. Never argue with the Judges' and Officials' decisions. Let your coach ask any necessary questions:
  - Never publicly criticize decisions made by Judges and Officials,
  - Never publicly criticize your coach,
  - Never publicly criticize your teammates, club mates, or swimmers and coaches from another club
  
3. Make a commitment for the entire competitive year:
  - Your commitment includes attending all practices, meetings and meets.

#### **Practice Commitments and Expectations:**

- i. Always be on time and ready to begin,
- ii. Be respectful of your coach and team mates,
- iii. Adhere to the suggestions, rules and instructions of your coach, or her designate,
- iv. Adhere to the rules of the pool and its lifeguards,
- v. Give your best possible effort at all practices,
- vi. Swimmers must follow the Training Participation Policy as set out in Addendum A.

#### **Swim Meet Commitments and Expectations:**

- i. Proper uniform at all times unless otherwise instructed,
- ii. Support all other members of GSSC,
- iii. Positive attitudes towards all other clubs,
- iv. All girls are responsible to their coach and their team rules for competition (i.e. nutrition, curfew, sleeping arrangements, team time),
- v. Guidelines set by coaches, and agreed to by parents/swimmers at meeting held prior to meet, are to be adhered to.

#### **Meeting Commitments and Expectations:**

- i. Meetings called should be attended. If you are unable to attend, it is your responsibility to get information,
- ii. Information/commitment requests passed out, discussed, and agreed to at meetings, will be adhered to.

## **PARENTS' RESPONSIBILITIES / CODE OF ETHICS:**

1. Parents should support and encourage good practice attendance. Consistent attendance at practice supports the individual swimmer's learning as well as the progress of the team. Ensure that your child attends and is on time for all practices. Parents should be aware of the Training Participation Policy that governs practice attendance for swimmers. Support and encourage your swimmer to follow the home training program the coach designs. This will include stretching and land drilling and may include occasional group training (e.g. dance sessions, gym sessions, pilates) as deemed appropriate by the coach.
2. All fees (club and meet) and travel costs must be paid on time or your daughter may not be allowed to participate in practice or competitions until outstanding balances are cleared. Please contact the club treasurer to discuss any payment issues.
3. Be aware of the volunteer hour requirements and fulfill your quota of hours. Parent participation is crucial to the success of the Club and helps to keep costs down for families. If you have particular skills please share them with the Club. Your visible support conveys the message to your swimmer that you value their efforts and support their success.
4. Be respectful of other parents, swimmers, coaches and Club volunteers. Recognize that each swimmer is an individual who matures and learns at a different pace. Address concerns respectfully to the coach and/or head coach first to work with the coach to resolve any concerns. If a resolution cannot be met with the coach, please contact a member of the executive with any questions or concerns. A positive attitude toward practice, attendance and problem solving sends a strong message to swimmers that problems can be worked out. Recognize that part of team sports is learning to work together with a variety of personalities and skill sets and help your swimmer to see this.

Parents are **NOT** allowed on deck during practices but may consult with their coach prior to or following practices, or contact the coach by e-mail if there are questions or concerns.

Please remember that parents are **NEVER** allowed on deck at meets and the Club will be fined for any contravention of this rule. The rule is to facilitate crowd control and ensure swimmer safety by limiting on-deck access to coaches, officials and swimmers.

Swim meet host clubs must comply with any fire and safety regulations set forth by the facility at which the meet is held.

5. Parents are encouraged to watch part or all of practice throughout the season. Although it is absolutely not necessary to attend and watch all practices it is helpful for parents to see the structure of the practice, assess their swimmers compliance with coach's instruction and show their support for their swimmer.
6. It is the parent's responsibility to communicate to the coach any health or other concerns that might affect a swimmer's safety or performance. Medical documentation may be required if ongoing training accommodation is required or if questions of swimmer safety need to be addressed.
7. Be supportive and encouraging of your child:
  - Do not force an unwilling child to participate in sports,
  - Remember that children are involved in organized sports for their enjoyment and not yours,
  - Encourage your child to play by the rules,
  - Ensure your child is available and on time for practice, meetings and swim meets.
8. Be supportive and encouraging of your child's coach:
  - Concerns or questions should be respectfully addressed to your child's coach. If questions and concerns remain, contact either the head coach or president (or both) to address outstanding issues.
  - Your child's coach is qualified to coach synchronized swimming ... she does know what she is doing and training should be adhered to
  - Do not publicly question/criticize your child's coach.
9. Inform your child's coach if your daughter is unable to attend practice for any reason:
  - Inform your child's coach if, due to an injury/illness, your child must modify their training. Provide a doctor's note, if possible, if the injury will cause interruption or modification in training,
  - Messages may be left at the coach's home prior to practice via email or phone.
10. Make a commitment for the entire competitive year:
  - Your swimmer's commitment includes practice, meetings and swim meets.

**Practice Commitments:**

- Always have your swimmer be on time and ready to begin,
- Unless your swimmer is *very* sick (fever/vomiting) she/he should attend practice, not necessarily swimming, but be available to learn new elements in the routine,
- If your swimmer is ill, ensure you or your daughter informs the coach prior to practice,

- Participation in training is mandatory and not selective (i.e. endurance versus routine). Long-term absence from training will require certification from Doctor and a plan put in place to address.

#### **Swim Meet Commitments:**

- Attend the “Meet” meeting when called by coach/executive. This meeting is intended to provide information regarding the swim meet. Meetings may be held separately ... the executive is more interested in providing general information and the coach is interested in determining times for team commitments. Guidelines set by coaches, and agreed to by parents/swimmers at meeting held prior to meet, are to be adhered to.
- **Competitions are not family vacations. The swimmer’s responsibility is to her team.** There will be time available for non-team related activities. Please plan accordingly.
- Support all other members of the GSSC
- Positive attitudes towards all other clubs
- All girls are responsible to their coach and their team rules for competition (i.e. nutrition, curfew, sleeping arrangements, team time).
- Parents are responsible for their children outside of designated team activity times. Coaches are not required to be responsible for transportation or supervision of swimmers outside of team and swim meet related activity times, but need to know where their swimmers are at all times.

#### **Meeting Commitments:**

- Meetings called should be attended. If you are unable to attend, it is your responsibility to get information,
- Information/commitment requests passed out, discussed, and agreed to at meetings, will be adhered to,
- It is mandatory that the Annual General Meeting (AGM) be attended.

## **COACHES RESPONSIBILITIES / CODE OF ETHICS:**

The swimmer/coach relationship is a privileged one. Coaches play a critical role in the personal as well as athletic development of their athletes. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it.

#### **Coaches will at all times:**

1. Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability and fitness level of athletes, including educating athletes as to their responsibilities in contributing to a safe environment

2. Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes
3. Accept and promote athletes' personal goals and refer athletes to other coaches when appropriate
4. Encourage and facilitate athletes to be responsible for their own behavior, performance and decisions
5. Give athletes the opportunity to discuss and contribute to proposed training and performance standards as appropriate. Provide athletes and the parents/guardians of athletes who are minors with the information necessary to be involved in the decisions that affect the athlete as appropriate
6. Refrain from intervening inappropriately in personal affairs that are outside the generally accepted jurisdiction of a synchronized swimming coach
7. Act in the best interest of the athlete's development as a whole person
8. Recognize the power inherent in the position of coach.
9. Do not make some participants more or less worthy as a person than others on the basis of body type, gender, race, place of origin, athletic potential, color, sexual orientation, religion, political beliefs, socio-economic status, marital status, age or any other conditions.
10. Have a responsibility to respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy); informed participation and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights.
11. Interact with others in a manner that enables all participants in sport to maintain their dignity.
12. Build mutual support among fellow coaches, officials, athletes and their family members.

## **CLUB COMMUNICATIONS**

### **WEBSITE / EMAIL:**

Visit the Guelph Synchronized Swim Club website at <http://www.guelphsynchroswim.ca> and email us at [communication@guelphsynchroswim.ca](mailto:communication@guelphsynchroswim.ca)

## **COMMUNICATIONS:**

Coaches will be provided with folders of information that may be distributed to each swimmer at the end of a lesson. These handouts may include information on swim meets, fundraising, swim class time changes, etc. Please ensure that you ask your swimmer if any such information was handed out and that you take the time to go over the information. The information will also be distributed by e-mail. Please ensure the e-mail address that you provided to the Club is up-to-date so that you receive Club updates. Please see <http://www.guelphysynchrosim.ca> for more information.

## **PARENT REPRESENTATIVE:**

Each team will have a designated “team parent”. It will be their responsibility to inform you of information that may be of importance, or business that requires immediate attention.

## **COACHES AND PARENT MEETINGS:**

Monthly coaches meetings will be held with team parents concerning issues or events around that particular group of girls. These meetings usually take place after practice and at the pool.

## **MANDATORY PARENTS MEETINGS WITH EXECUTIVE COMMITTEE:**

Mandatory parent meetings are generally held for competitive team members and their parents only. An initial meeting, generally scheduled during “try-outs” in early September is mandatory for both parents and swimmers. This meeting will provide information on team make-up (following the initial trial periods), calendar for the season, forms to be filled out and volunteer requirements for the year. Other mandatory meetings will be held in March and again in April closer to the time of the regional and provincial meets. Information supplied at each of the 2<sup>nd</sup> and 3<sup>rd</sup> meetings is generally related directly to swim meets, hotels, etc.

## **ANNUAL GENERAL MEETINGS:**

There will be general meetings held over the course of a year. An Annual General Meeting will be held during the term. **It is Mandatory for Parents of Pre-Competitive (Novice), Developmental and Competitive Swimmers to attend this meeting.** At this time, plans for the next year are presented, a review is done of the past season’s performances by the swimmers and a new Executive Committee is elected. Attendance at these meetings is very important and we encourage all parents to participate.

## **WATER SHOWS / DEMONSTRATIONS:**

We feel that the GSSC has a responsibility in communicating with the public. This is achieved through a demonstration at College Royal and an End of the Year Performance. Members of the community are invited to share in the accomplishments of all and gain greater understanding of the sport of synchronized swimming and

particularly the GSSC. As well there is usually a demonstration prior to Christmas break allowing our novice (recreational) swimmers an opportunity to perform for their families and the competitive swimmers an opportunity to showcase their routines to date.

### **OTHER INFORMATION / FEES:**

1. Inability to complete the programs due to medical issues will be brought to the attention of the Executive. The GSSC has a refund policy in place.
2. Fees are payable on the dates specified on the registration form. Failure to do so may result in the suspension of membership in the Club.
3. NSF cheques will be subject to a \$25.00 administration charge. Any outstanding amounts owing to the GSSC not paid within one month of billing will be subject to a 2% per month interest charge.
4. The Guelph Synchronized Swim Club reserves the right to cancel any of the above programs due to insufficient enrollment.

## **CLUB POLICIES**

### **GSSC Practice Participation Policy**

**Purpose:** The Practice Participation Policy is designed to insure that all swimmers participating in synchronized swimming benefit from consistent participation by each individual in the team setting.

Synchronized swimming requires swimmers to learn, practice and work together under the guidance of the coach(es) to achieve individual and team goals. Consistent attendance and participation in practice is required for optimal individual and team learning. Each time a team member is missing from a scheduled practice the team is unable to fully complete the team training activities planned for that session. This requires time from the subsequent practice in order to instruct the missing swimmer and integrate her into the team with the new material. Even though parents and swimmers may believe they are not missing frequently, the team practices are not optimal whether one or a series of swimmers are missing, only occasionally. It is unfair to swimmers with good practice participation to be held back in subsequent practices while material is re-taught for missing swimmers.

#### **ACTIONS:**

In order to address the detrimental consequences of missing practice, swimmers will be allowed to miss only **two practices per routine per season** without consequence.

Once a swimmer has missed two practices the coach will arrange for a makeup training session separate from the regularly scheduled practice. This will apply to all swimmers regardless of the reason for absence (illness, family vacation etc).

**It is important for parents and swimmers to recognize that the purpose of makeup training is to insure the swimmer keeps pace with her team mates without holding**

**the team progress back. There are always unforeseen circumstances that arise in busy families and the makeup training is not intended to be seen as a punishment.**

**Parents and swimmers will be billed for the cost of makeup sessions at the rate of \$20/hour.** The cost will cover pool time, coaches extra planning time, coaching time and administrative time. The swimmer will need to be available for the makeup session which will take one or a combination of the following forms:

1. One on One practice with the swimmer's coach at the coach's convenience
2. One on One practice with an alternate coach if the swimmer's coach is not available
3. Fitness training with another team under the guidance of that team's coach

**Academic and church events related absences:**

In recognition of swimmers' needs to meet academic or religious practice obligations swimmers may also miss **one practice** per season per routine to participate in curriculum related school events such as field trips or alternatively church related events. The swimmer must provide the coach a copy of the school or church issued details of the event that includes date and time within one week of the issued information. Only if the event falls in the two weeks prior to a competition will the swimmer be required to participate in an alternate practice session. Absences beyond the first one for school or church related events will be subject to makeup training time.

**Illness related absences:**

Illness related absences that require multiple missed practices for recovery time will be reviewed on an individual basis and may require documentation that the swimmer has received medical attention. The swimmer will still be required to make up practice time beyond the first two missed sessions of the season and plans will be made with the swimmer, coach and parents for the remainder of the missed time based on individual circumstances.

**Grace Periods**

At the beginning of each season the Club will review the calendar of events and pool closures and determine the feasibility of grace periods during which swimmer absenteeism will not require make up practice time. This time may vary for teams that participate in different swim meet schedules. This will vary from season to season depending on the swim meet schedule and the holiday schedule. For example, March Break may be considered a grace period if it does not fall within two weeks prior to a swim meet.

Thanksgiving, Easter and Christmas grace periods will also be determined and religious holidays not ordinarily scheduled as statutory or public school holidays will be considered on an individual basis. It is very important however that parents communicate in writing to the coach what their swimmers participation will be during grace periods as this will assist the coaches in designing appropriate practices and will also aid the Club in determining whether to cancel pool time that will not be effectively used.

## **Bereavement**

Individual circumstances will be reviewed by the coach if a swimmer is required to miss more than two consecutive practices for bereavement reasons. Bereavement will be considered separately from the initial two allowed missed practices.

**Consequences** of failure to complete scheduled or replacement training:

Swimmers who fail to complete the replacement training or who require frequent replacement training sessions may be made alternate swimmers for one or more competitions. Swimmers who miss critical training sessions in the two weeks prior to a competition may also be considered for alternate position if the swimmer is unable to demonstrate a level of performance expected for competition. **Coaches will provide a written notice to the swimmer, parents and the designated board member that this action is under consideration in order to allow the swimmer and parents to take corrective action. Coaches will consult the president or designate prior to making a swimmer alternate for attendance reasons.**

## **Extra Practice Policy: Guelph Synchronized Swim Club**

Frequently swimmers request extra instruction especially in figures. There are 2 types of extra practices; make-up practices and extra figure practices.

1. Extra practice must take place within the regularly contracted Club pool time. Facilities that rent pool space to the Club have clearly indicated that **instruction outside of the contracted time is not allowed.**
2. Coaches must contact the Club to arrange time for extra practice in order to avoid in-pool crowding, or conflicts in use of equipment (i.e. sound system). If the sound system is to be used, the regularly scheduled groups have priority and it is suggested coaches with extra routine practice consult with the regularly scheduled coaches to determined how best to allot music time.
3. Once a coach has permission from the Club to conduct extra practice in a given time slot, the time should be invoiced through the Club. Coaches are not to collect fees directly from the parent(s). This process gives the Club control over who is in the pool and who is paid, both necessary from an organizational point of view and for insurance purposes through Synchro Ontario.
4. The following fee structure will be in place for the current season:
  - 1 swimmer/coach= \$20/hour
  - 2 swimmers/coach= \$10/hour/swimmer
  - 3 swimmers/coach= \$7/hour/swimmer
  - 4 swimmers/coach= \$5/hour/swimmer
5. Coaches should indicate on their invoice what swimmers have participated in extra practice as this will be billed back to the parents. Extra practices are to be billed

through the Club. Coaches must itemize the practice as extra practice time, noting make-up or extra practice and swimmers name(s) on their invoices. Coaches will be paid at the above mentioned rates. Parents will be billed by the Club. Please note that the entire cost of the practice is going to the coach, the Club has no financial benefit from extra practices. **Parents do not pay the coach directly.**

## **Volunteer & Fundraising Expectations/Policy**

### **Volunteer Expectations**

GSSC is a non-profit, volunteer run sports club. The Club is not able to exist without the contribution of volunteer hours from participants' families. Parents are expected to contribute the majority of the required volunteer hours. Parent involvement will enhance the parent's understanding of the Club and the sport and will improve all swimmers' experience through a well run club.

As part of your Synchro fees each swimmers family must volunteer a number of hours to help out with the Club. For each hour you volunteer you will be credited \$25.00. There are a number of ways in which you can meet your volunteer requirement; be a member of the executive, volunteer at swim meets, help with club clothing, organize fundraisers (bottle drives, etc). Periodically emails will be sent to all club parents with volunteer opportunities.

**Please provide a cheque payable to GSSC and post-dated April 25, 2012** in the amount of: Number of Swim hours/week x 1.75 x \$25.

Pre-Competitive Novice (Recreational) teams: **\$131.25** (3hoursx1.75x\$25)

Developmental teams: **\$240.63** (5.5hoursx1.75x\$25)

Competitive teams: **\$415.63** (9.5hoursx1.75x\$25)

After each time you volunteer please make sure that the club accountant (Adele Begin) is notified. She will keep track of your hours. When your volunteer commitment is met your cheque will be returned. If you do not meet the full volunteer requirement a partial refund will be arranged.

### **Fundraising Policy**

The following outlines the GSSC Club policy for Swimmers Fundraising Commitment.

#### *Individual Fundraising*

To aid the team budgets, at the start of the season each pre-competitive novice (recreational), developmental and competitive swimmer will need to make an individual fundraising commitment as established by the executive committee (dollar amount to be set at start of the season). Post dated cheques will be collected to be used in case these targets are not met. This fundraising commitment is an individual responsibility and separate from any Club event fundraising.

Examples of fundraising that will be used towards the swimmers individual commitment:

- Wreath Sales
- Local Business donation requests
- Gift Card Sales
- Chicken Sales
- Bottle Drives (each team to split the funds between those individuals who participated)
- Etc...

#### Club Fundraising

From time to time, overall club fundraising activities will be organized at club events and these funds will go towards general club revenue.

Examples of fundraising that are for the Club through club events:

- Raffles
- 50/50 draws
- Door Admissions / Donations
- Food Sales
- Etc...

Volunteers working a Club fundraising event will be given time credit to be applied against their volunteer hours commitment. Funds raised at club events will not be applied towards individual fundraising commitments.