

**CALGARY WINTER CLUB**

**SEA SPRITES SYNCHRONIZED SWIM CLUB**

**HANDBOOK**  
**(REVISED 2007)**

## WHAT IS SYNCHRO?

Synchronized swimming is a hybrid of swimming, gymnastics, and ballet and involves competitors (either individuals, duets or teams) combining strength, endurance, flexibility, grace and artistry with exceptional breath control while upside down underwater. Synchronized swimming is an Olympic sport open to women since 1984. Olympic and World Championship competition is not open to men, but other international and National competitions allow male competitors.

Synchro Canada is the national sport organization for synchro that offers a recreational and competitive program for synchronized swimming and Synchro Alberta is the provincial sport organization.

Swimmers in Synchro Canada's recreational program work on developing skills of the sport through the acquisition of "stars". Stars are awarded based on competent performance of figure and routine skills. Swimmers in the competitive program compete figures and routines in front of a panel of judges and receive points on a ten point scale for individual figures as well as for routines.

Figures are comprised of basic positions, sculls, and transitions performed in front of a panel of judges. Competitive athletes perform 4 individual 'figures' in front of judges and their scores on all 4 figures are calculated to formulate a final figure score. Athletes are ranked according to who has the best overall performance of figures. Routines are combinations of figures and strokes choreographed to music and are also judged on a ten point scale.

In Canada, a continuous stream of opportunities is provided for athletes starting with stars 1-4 in the recreational program. From here, swimmers may opt to continue in recreational swimming or may opt to enter the competitive stream that is comprised of 7 tiers. When appropriate (generally once a year), CWC athletes challenge a tier test which allows the athlete to compete at a higher level. Tier 1 is the entry point into competition and is an introduction to the competition stream. Tiers 1-5 compete at meets within Alberta and one inter-provincial championship per year. Tier 6 athletes have the option to compete in the same regional and provincial meets, as well, may qualify for Western, National, and International competitions. Tier 7 athletes are senior-aged athletes and compete at regional, provincial, and (when qualify) Western, National, and International competitions.

## WHO ARE THE SEA SPRITES?

The Calgary Winter Club Sea Sprite Synchronized Swimming Club (the "Sea Sprites") is a competitive Synchro club. The Executive is elected annually from the parents of the swimmers to determine the strategic direction of the Sea Sprites and support the coaches in providing a quality swim program. The Sea Sprites also provides volunteers to organize and run swim meets and to assist other clubs in running meets that our swimmers attend. The Sea Sprites is a member of Synchro AB/Synchro Canada.

### Mandate

1. An introduction to the Synchro program which provides swimmers with an introduction to the basics of synchronized swimming in a recreational participation-focused setting . (Synchro 1A, B and C).
2. A recreational Synchro (Fun with /Learn to) program which will provide our swimmers an opportunity to develop and improve their skills. Girls in this program work towards attaining stars outlined in the National Synchro Canada Star Program.
3. A Pre Competitive program which will provide our swimmers an opportunity to develop, and improve their skills, with an opportunity to pre-swim figures and/or a team routine in at least one competition.
4. An introduction to competition program which provides swimmers an opportunity to continue to

develop and improve their skills in the National Tier 1 program in a competitive environment

5. 5. A competitive program, which will provide the swimmers an opportunity to continue to develop and improve their skills in the National Tier 2-5 program in a highly competitive environment.
6. 6. An elite program which will provide swimmers an opportunity to continue to develop and improve their skills in the National Tier 6 Open program. These swimmers would compete in South Trials and Provincials as well as National and eligible International competitions. This program would also provide training which would allow swimmers to make the transition to a Tier 7 level.

Our goal is to have swimmers enter the program at a developmental level, remain with the Sea Sprites until they graduate from high school and beyond. Swimmers who pursue excellence as a member of a competitive swim club learn discipline, commitment, and develop a keen competitive instinct that helps them in all aspects of their lives. Our expectation is that our members will take the skills they learn as swimmers and apply them throughout their life in their pursuit of personal excellence. All members must work together as a team as well as individually in order to realize their maximum potential. In summary, we are not only striving for excellence in competitive swimming, but we are also striving to build well-rounded, autonomous individuals who will continue to work for personal excellence after they finish swimming.

Our programs are designed to help develop self-confidence, a good work ethic, team building and goal setting abilities in our athletes. Swimmers will be recruited from within the CWC membership and member wait list.

### **Membership**

Membership is open to all CWC members in good standing as recognized by the CWC. Returning swimmers, who pre-register, are given priority. Then, full CWC members will be given priority over wait list members. With CWC board approval we may augment an elite level team with non-members.

Members of the Sea Sprites will include swimmers, parents and coaches. Voting Members are parents who are at least 18 years of age.

### **NOTE:**

If questions arise regarding interpretation of any section of this Handbook or regarding policy not specifically covered in the Handbook, a majority vote of the Executive of the Sea Sprites will be final.

### **CLUB MANDATE**

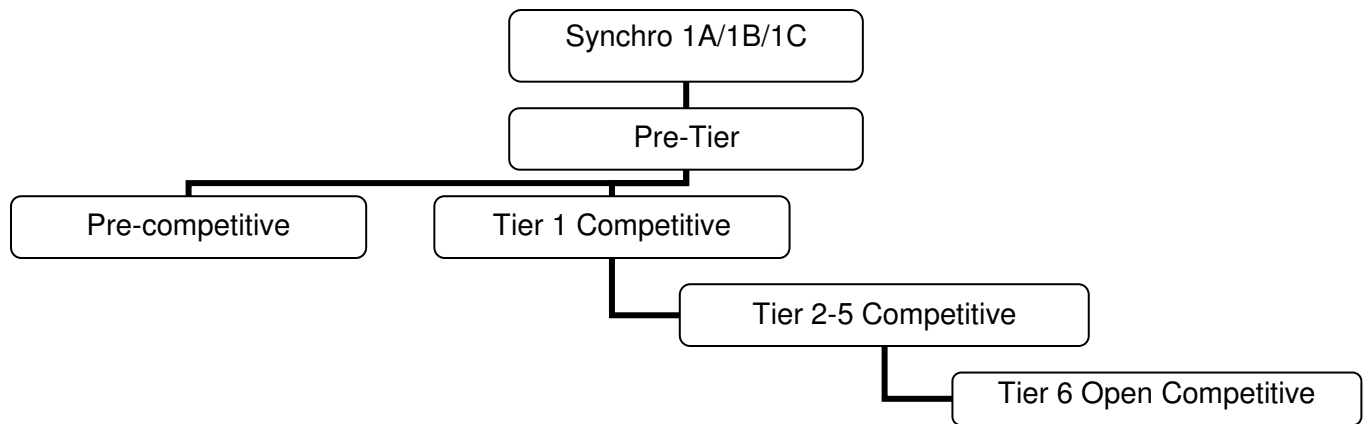
The Sea Sprites is a synchronized swim club. Our mandate is:

To foster long-term interest and excellence in the sport by offering five levels of participation:

1. An introduction to the Synchro program which provides swimmers with an introduction to the basics of synchronized swimming in a recreational participation-focused setting. (Synchro 1A, B and C).
2. A recreational Synchro (Fun with /Learn to) program which will provide our swimmers an opportunity to develop and improve their skills. Girls in this program work towards attaining stars outlined in the National Synchro Canada Star Program.
3. A Pre Competitive program which will provide our swimmers an opportunity to develop, and improve their skills, with an opportunity to pre-swim figures and/or a team routine in at least one competition.
4. An introduction to competition program which provides swimmers an opportunity to continue to

develop and improve their skills in the National Tier 1 program in a competitive environment

5. A competitive program, which will provide the swimmers an opportunity to continue to develop and improve their skills in the National Tier 2-5 program in a highly competitive environment.
6. An elite program which will provide swimmers an opportunity to continue to develop and improve their skills in the National Tier 6 Open program. These swimmers would compete in South Trials and Provincials as well as National and eligible International competitions. This program would also provide training which would allow swimmers to make the transition to a Tier 7 level.



### **SYNCHRO 1A/B/C PROGRAM**

This program is for swimmers age 6 and up with AQ4. Girls participate in a recreational learn to swim program in a non-competitive environment. Synchro 1A runs from September until mid December. Synchro 1 B runs from mid January until the end of April. Synchro 1C runs from May to June.

**Time Commitment:** One hour per week

**Fees:** Fees are set each year based on the operating budget for the upcoming year, and are payable to the CWC Sea Sprites starting September of each year. Payment can be submitted in full or in monthly instalments.

**Swimmer Commitment:** To develop basic and fundamental synchro skills.

**Parent Commitment:** To fundraise for the betterment of the club. All parents are encouraged to participate in these activities. (See Appendix K).

### **PRE TIER PROGRAM**

This program is for swimmers age 8 years and up with AQ 5, or swimmers completed Synchro 1A, 1B, or 1C. They participate in the National Synchro Canada Star Program in a non-competitive environment. The season includes a training and team placement camp that takes place in September. This is a development based full year program to introduce girls to the sport of synchronized swimming. Girls work on developing mastery over pre-fundamental and fundamental skills in figures and routines. Girls are

registered with the Synchro Alberta recreational program and work towards mastering skills outlined in the Synchro Canada recreational star program.

**Time Commitment:** 2.25 hours per week.

**Fees:** Fees are set each year based on the operating budget for the upcoming year, and are payable to the CWC Sea Sprites starting September of each year. Payment can be submitted in full or in monthly instalments.

**Swimmer Commitment:**

- To adhere to the Sea Sprites Club Code of Conduct (see Appendix A)
- To develop basic and fundamental synchro skills.
- To abide by the “CWC Sea Sprites Recreational Athlete Expectations” (see Appendix C)

**Parent Commitment:**

- To adhere to the Sea Sprite Club Code of Conduct (see Appendix A)
- To abide by the “CWC Sea Sprites Parent Expectations” (see Appendix F)
- To fundraise for the betterment of the club. All parents are encouraged to participate in these activities. (See Appendix K).
- To return completed registration forms to registrar within 1 week of registration.
- Failure to comply will result in the swimmer not being able to participate in the program until forms are returned.
- To volunteer for club committees, and such club activities as water shows and social activities.

**PRE COMPETITIVE PROGRAM:**

This program is for girls with prior experience in the pre-tier program. This program is suited for swimmers wishing to show off and expose their skills to audiences beyond that of the year end water show. Training for girls in the pre competitive program will focus on fun, skill development, and a safe progressive approach to mastery of synchronized swimming. Girls in the Sea Sprites pre-competitive program will be provided opportunities to pre-swim for both figure and routine events. The program is designed as a non-threatening introduction to competition. The program is intended for girls with 1-2 years at the pre-tier level.

**Time Commitment:** Four hours per week, September to June

**Fees:** Fees are set each year based on the operating budget for the upcoming year, and are payable to the CWC Sea Sprites starting in September of each year. Payment may be made in full or monthly instalments. The fees must include membership with Synchro AB for preswim opportunities.

**Swimmer Commitment:**

- To adhere to the Sea Sprites Club Code of Conduct (see Appendix A)
- To understand the commitment to teamwork.
- To abide by the “CWC Sea Sprites Recreational Athlete Expectations” (see Appendix C)

**Parent Commitment:**

- To adhere to the Sea Sprites Club Code of Conduct (see Appendix A)
- To abide by the “CWC Sea Sprites Recreational Parent Expectations” (see Appendix F)
- To volunteer on the Executive, club committees or in such club activities as the Water Show, social activities.
- To fundraise for the betterment of the club. All parents are encouraged to participate in these activities. (See Appendix K).

- To return completed registration forms to registrar within 1 week of registration. Failure to comply will result in swimmer not being able to participate in the program until forms are returned.

### **INTRODUCTION TO COMPETITIVE – TIER 1**

This program is for swimmers who want to participate in a competitive environment and have passed their Synchro AB Tier test at their tier level each year. There are generally three to seven competitions per year, some which may be out of province. The season also includes a training and team placement camp that takes place in September. Swimmers may or may not be awarded a bonus routine.

#### **Time Commitment:**

Time commitment will vary depending on the tier each girl swims and whether she has chosen to do a bonus routine. Training will take place at the CWC and other venues as necessary.

#### **Fees:**

Fees are set each year based on the operating budget for the upcoming year, and payable to the CWC Sea Sprites starting in September of each year. Payment may be made in full or monthly instalments.

#### **Swimmer Commitment:**

- To adhere to the “CWC Sea Sprites Code of Conduct” (Appendix A), “CWC Sea Sprites Athlete Expectations” (Appendix B), CWC Sea Sprite Athlete Expectations for Competitions” (Appendix E), and “CWC Sea Sprites Athlete Expectations for out of town meets” (Appendix F)
- To understand the commitment to teamwork.
- To participate in the competitive program schedule.
- To abide by the CWC Sea Sprite Attendance Policy (Appendix D)
- To participate in all swim meets sanctioned by Head Coach & Executive.

#### **Club Commitment:**

- The Sea Sprites Club is committed to ensuring active participation of all club members through a system, which will:
- Place swimmers in groups of up to a ten-person competitive team
- Give responsibility for the team configuration to the coaching team
- Guarantee every swimmer a team routine
- Team opportunities take priority over solos and duets
- In circumstances where a duet, solo or team is not proceeding to the next level of competition the swimmer’s practice time will still continue during regular practice.

#### **Parent Commitment:**

- To adhere to the “CWC Sea Sprites Code of Conduct” (Appendix A), “CWC Sea Sprites Parent Expectations” (Appendix G-H)
- To volunteer on the Executive, club committees or in such club activities as the Spring Water Show, social activities. Volunteers are also required to help run the meets.
- All parents are encouraged to participate in these activities. (See Appendix K).
- To provide transportation and supervision when club transportation cannot be provided in preparation for and at meets as well as costuming.
- To return completed registration forms to registrar within 1 week of registration. Failure to comply will result in the swimmer not being able to participate in the program until forms are returned.
- To provide swimmer support to all meets sanctioned by Head Coach and Executive.
- To read and sign the CWC Sea Sprite Attendance Policy (see Appendix D)

### **HIGHLY COMPETITIVE - TIER 2-6 MIXED TEAM PROGRAM**

This program is for swimmers who are interested in a competitive environment and have met Synchro AB requirements for Tiers 2-6. The season includes a training and team placement camp that takes place in September. Depending on the number of athletes, swimmers may or may not be awarded a bonus routine. There are generally four to seven competitions per year, some of which may take place out of province.

**Time Commitment:** 6-15 hours/week over three to five days, September to June. Training takes place at the CWC pool, and other venues as necessary.

**Fees:** Fees are set each year based on the operating budget for the upcoming year, and are payable to the CWC Sea Sprites starting September of each year. Payments may be made to the CWC Sea Sprites starting September of each year. Payments may be made in full or monthly instalments. When there are extra bonus routines fees for service will be administered.

**Swimmer Commitment:**

- To adhere to the “CWC Sea Sprites Code of Conduct” (Appendix A), “CWC Sea Sprites Athlete Expectations” (Appendix B), CWC Sea Sprite Athlete Expectations for Competitions” (Appendix E), and “CWC Sea Sprites Athlete Expectations for out of town meets” (Appendix F)
- To understand the commitment to teamwork.
- To participate in the competitive program schedule.
- To participate in all swim meets sanctioned by Head Coach and Executive.
- To abide by the CWC Sea Sprites Attendance Policy (Appendix D)

**Club Commitment:**

- The Sea Sprites Club is committed to ensuring active participation of all club members through a system, which will:
- Place swimmers in groups of up to a ten-person competitive team
- Give responsibility for the team configuration to the coaching team
- Guarantee every swimmer a team routine
- Team opportunities take priority over solos and duets
- In circumstances where a duet, solo or team is not proceeding to the next level of competition the swimmers practice time will still continue during regular practice.

**Parent Commitment:**

- To adhere to the “CWC Sea Sprites Code of Conduct (Appendix A)”, “CWC Sea Sprites Parent Expectations (Appendix G)”, CWC Sea Sprite Parent Expectations for Competitions (Appendix H)”.
- To volunteer on the Executive, club committees or in such club activities as the Spring Water Show, social activities. Volunteers are also required to help run the meets.
- All parents are encouraged to participate in these activities. (See Appendix K).
- To provide transportation and supervision when club transportation cannot be provided in preparation for and at meets as well as costuming.
- To return completed registration forms to registrar within 1 week of registration. Failure to comply will result in swimmer not being able to participate in the program until forms are returned.
- To provide swimmer support to all meets sanctioned by Head Coach and Executive.
- To read and sign the CWC Sea Sprites Attendance Policy (Appendix D)

**INTRODUCTION TO ELITE - TIER 6 OPEN PROGRAM**

This program is for swimmers who are interested in a competitive environment and have met Synchro AB requirements. The season includes a training and team placement camp that takes place in August. Depending on the number of athletes, swimmers may or may not be awarded a bonus routine. There are

generally four to seven competitions per year, some of which may take place out of province.

**Time Commitment:** 12 to 18 hours/week over three to five days, September to June. Training takes place at the CWC pool, and other venues as necessary.

**Fees:** Fees are set each year based on the operating budget for the upcoming year, and are payable to the CWC Sea Sprites starting September of each year. Payments may be made to the CWC Sea Sprites starting September of each year. Payments may be made in full or monthly instalments. When there are extra bonus routines fees for service will be administered.

**Swimmer Commitment:**

- To adhere to the “CWC Sea Sprites Code of Conduct” (Appendix A), “CWC Sea Sprites Athlete Expectations” (Appendix B), CWC Sea Sprite Athlete Expectations for Competitions” (Appendix E), and “CWC Sea Sprites Athlete Expectations for out of town meets” (Appendix F)
- To understand the commitment to teamwork.
- To participate in the competitive program schedule.
- To participate in all swim meets sanctioned by Head Coach and Executive.

**Club Commitment:**

- The Sea Sprites Club is committed to ensuring active participation of all club members through a system, which will:
- Place swimmers in groups of up to a ten-person competitive team
- Give responsibility for the team configuration to the coaching team
- Guarantee every swimmer a team routine
- Team opportunities take priority over solos and duets
- In circumstances where a duet, solo or team is not proceeding to the next level of competition the swimmers practice time will still continue during regular practice.

**Parent Commitment:**

- To adhere to the “CWC Sea Sprites Code of Conduct (Appendix A)”, “CWC Sea Sprites Parent Expectations (Appendix G)”, CWC Sea Sprite Parent Expectations for Competitions (Appendix H)”.
- To volunteer on the Executive, club committees or in such club activities as the Spring Water Show, social activities. Volunteers are also required to help run the meets.
- All parents are encouraged to participate in these activities. (See Appendix K).
- To provide transportation and supervision when club transportation cannot be provided in preparation for and at meets as well as costuming.
- To return completed registration forms to registrar within 1 week of registration. Failure to comply will result in swimmer not being able to participate in the program until forms are returned.
- To provide swimmer support to all meets sanctioned by Head Coach and Executive.
- To read and sign the CWC Sea Sprites Attendance Policy (Appendix D)

**WHAT EQUIPMENT DO CWC SEA SPRITE ATHLETES REQUIRE**

<b>Team</b>	<b>Noseclip</b>	<b>Cap</b>	<b>Goggles</b>	<b>Practice Suit</b>	<b>Figure Suit</b>	<b>Routine Suit and headpiece</b>	<b>Tracksuit</b>
Synchro 1A	Mandatory	Optional	Mandatory	Choice color/style	Not required	Not required	Not required
Pre-Tier	Mandatory	Yellow	Mandatory	Club Blue	Not required	Modify blue suit Arrangements made by	Not required

						team costume rep	
Pre-Competitive	Mandatory	Mandatory Choice color	Mandatory	Choice Color	Can borrow, may require a black suit for pre-swimming	Required for preswim Arrangements made with team costume rep	Not required
Competitive	Mandatory	Mandatory Choice – prac Yellow/White comp	Mandatory No goggles at competition	Choice – practice Blue – competition	Mandatory black – no marks	Required for team and bonus routine Arrangements made by team costume rep	Mandatory – track jacket, white shirt, and black yoga pants.

### TRYOUTS

Athletes registered in the competitive Sea Sprites program need to demonstrate ability commensurate with the requirements for the program. This is done through a tryout process held (generally) at the beginning of the season for Tier 1-6 athletes and following the last competition of the season for Tier 6 Open athletes.

Tryouts are also used to assist with team, solo/duet, and COMBO selection. Attempt is made to match athletes in terms of ability, age, and maturity through the tryout process with final decision being left to the discretion of the coaching staff and Head coach.

### COMPETITIONS and SANCTIONED TRAINING CAMPS

The competition schedule changes year to year, however, in general Sea Sprite athletes in the Tier 1-6 Wildrose program participate in the following:

- Tier 1-2 Synchro Alberta Training Camp
  - An opportunity for Tier 1 and 2 athletes to train with other provincial athletes
- November transitions meet
  - Athletes compete in portions of figure elements
- December figures meet
  - Athletes compete in figures only
- January/February- Alberta Winter Games Trials (when applicable), Michelle Cameron Invitational
  - Athletes compete in team, duet, and figures for AWG and figures, duet, team, and solo for MCI
- February – Alberta Winter Games/South Trials
  - AWG - Athletes compete once every 2 years in Alberta Winter Games. There is age eligibility criteria and host events for athletes who qualify from one of several zones across Alberta. Athletes are hosted in an Alberta city/town for 3-4 days and compete in figures, team, and/or duet
  - South Trials – Athletes compete in figures, duet, solo, and teams to qualify for provincials (WildRose Classic)
- March – Synchro Alberta Routine Meet
  - Athletes compete in routine only.
- April – WildRose Classic
  - Athletes compete in figures, duet, solo, and teams against the rest of the province's competitors qualifying from North and South trials.

- May – MASY Invitational
  - Athletes compete team, figures, and duet against athletes in Manitoba, Saskatchewan and other Alberta athletes.
- June/July/August – Synchro Alberta Training Camp
  - Athletes qualifying in Tier 3-5 figures (placing top 10 at provincials) are invited to participate as a select athlete in the Synchro Alberta provincial training camp.

Sea Sprite athletes in the Tier 6 Open Program will compete in the following:

- November transitions meet
  - Athletes compete in portions of figure elements
- December figures meet
  - Athletes compete in figures only
- January- South Trials.
  - South Trials – Athletes compete in figures and team (duet/solo if applicable) in order to qualify for Provincials.
- February – Tier 6/7 Provincials
  - Athletes compete in figures and team (duet/solo if applicable) against the rest of the provincial qualifiers from North and South trials.
- March – Tier 6/7 Westerns
  - Athletes compete in figures and team (duet and solo if applicable) against the rest of Western Canada qualifiers from Provincial trials.
- May – Tier 6 Esport Nationals
  - Athletes compete in figures an team (duet and solo if applicable) against the rest of Canada qualifiers from Western and Eastern divisionals.

#### **TIER TESTING**

Athletes typically prepare for tier testing at the end of each season and usually progress one tier per year. Tier test recommendations are up to the coaching team's discretion.

#### **WATERSHOWS**

Athletes perform in two watershows during a regular season. One at Christmas and one in June. Parent volunteers are required to assist in planning and set up for these special events .

#### **CLOTHING, COSTUMING, HAIR**

Athletes in the competitive program are required to purchase a CWC tracksuit. The track suit requirements are:

- A CWC Sea Sprites track jacket
- A pair of black yoga pants
- A white t-shirt

This is the uniform to be worn on and off transportation to out of town meets, upon entry and exit to competition venues, during all competitions, and especially during award and opening/closing event ceremonies. The only exception is when athletes are representing a Zone for Alberta Winter Games when athletes are required to wear their ZONE uniform instead of the club uniform.

Athletes in all programs except Synchro 1A/B/C are required to make arrangements for competition and watershow costuming (suit and headpiece for all events the athlete is competing – solo, duet, team, combo). Coaches provide direction to a parent representative who is responsible to make arrangements for fitting/sewing/ordering as required.

Athletes in all competitive programs (and pre-competitive) are required to put hair in a bun and secure it in place with gelatin for watershow and competition performances. In some cases athletes may be allowed to wear caps for the Christmas watershow, however, for most performances athletes must wear their hair in full preparation for competition and the year end show. Equipment is required to ensure “good hair care” and the specific details will be provided from your coach or head coach prior to a performance event.

### **CWC SEA SPRITE MEMBER EXPECTATIONS**

Members are expected to abide by the Sea Sprites code of conduct (See appendix A) as well as specified expectations – parents, swimmer (Appendix B-F)

### **CONSEQUENCES OF UNMET EXPECTATIONS**

All members of the Sea Sprite Club are required to behave in accordance with the Sea Sprite Code of Conduct and follow the Sea Sprite expectations. It is important that each member exhibit **proper manners and behavior at all times**, particularly at swim meets. Improper behavior of any kind reflects on the other members of the Sea Sprites Club, the Coaches, Chaperones and the Calgary Winter Club.

A breach of the code of conduct or expectations will be addressed using the following discipline policy.

At the discretion of the Head Coach, and with the full sanction of the Sea Sprite Executive, discipline will be administered as follows:

#### **Procedures:**

1. Uncooperative behavior during workouts will result in a time out on deck. Disruptive behaviors will be discussed with swimmers individually. These situations will be brought to the attention of parents and should the behavior continue a plan for dealing with the particular problem would be formulated by Parents, Coach and Head Coach. If necessary the Sea Sprites Executive and the Calgary Winter Club Aquatics Director will be involved in the process.
2. Repeated unacceptable behavior will result in the **individual** being refused entry to subsequent meets.
3. Unacceptable behavior at swim meets will result in the **individual** being removed from the meet and sent home at their own expense.
4. Entry to swim meets may be refused by the Head Coach or coach if the **swimmer** does not wear appropriate attire or the swimmer fails to arrive at the meet at the appropriate time designated by the coach.
5. The use of performance enhancing drugs is prohibited. Consumption and/or possession of alcoholic beverages, tobacco, drugs or other illegal substances by a **individual** during or in the process of traveling to and from any workout, swim meet or other Sea Sprite events will result in the immediate suspension of the swimmer from the Sea Sprites for the balance of the swim year. The swimmer may be denied membership in the Sea Sprites Club in subsequent years at the discretion of the Sea Sprites Executive.
6. Unlawful or inappropriate behavior by the **individual** during the swim year will result in the immediate suspension of the swimmer from the Sea Sprite Club for the balance of the swim year. The swimmer may be denied membership or be put on probation in subsequent years at the discretion of the Sea Sprites Executive.

### **PARENT VOLUNTEER COMMITMENT**

The CWC Sea Sprites runs on the power of volunteers. As a member of the CWC Sea Sprites you will be required to volunteer your time. Whenever required for competitions hosted by the Calgary Winter Club Sea

Sprites, one member of each family of a competitive athlete is required to sign up and cover a volunteer shifts in preparation for or during the competition weekend. Whenever required for Calgary competitions, one member of each family should expect to cover volunteer shifts throughout the competition weekend. Failure to do so will result in a penalty of \$ 200.00.

In terms of club activities, at least one member of each Sea Sprite family must complete his/her obligation to the program by filling one (or more) of the following volunteer coordinator/assistant coordinator positions (**bold**), or, by fulfilling two (or more) of the following volunteer task positions (*italics*).

Volunteer Coordinator/Assistant Coordinator Positions (**bold**), task positions (*italics*):

- i. Team Representatives (one per team)**
- ii. Meet Manager/Synchro AB Liason Coordinator and Assistant**
  - a. Hospitality chair
  - b. Awards chair
  - c. Announcer
  - d. Official Synchro AB Videographer
  - e. Coordinator of Runner/Timer/Scorer/food room volunteers
  - f. Music and sound manager
  - g. Promotions chair
- iii. Registrar Coordinator and Assistant**
- iv. Fund-raiser Coordinator and Assistant**
  - 1. 4 Volunteers responsible for running the details associated with at least one fundraising initiative under the direction of the coordinator/assistant coordinator.
- v. Newsletter Coordinator and Assistant**
- vi. Video/Sound Coordinator**
- vii. Travel/Chaperone Coordinator and Assistant**
- viii. Social Committee Coordinator and Assistant**
- ix. Suit Coordinator and Assistant**
- x. Christmas Watershow Coordinator and Assistant**
- xi. Year End Watershow Coordinator and Assistant**
  - a. Head of decorations
  - b. Head of recognition
  - c. Music manager
  - d. Videographer
  - e. Promotions
- xii. Clothing Order Coordinator and Assistant**
- xiii. Photo Coordinator and Assistant**

## SEA SPRITES ORGANIZATIONAL STRUCTURE

### SEA SPRITES SYNCHRONIZED SWIM CLUB EXECUTIVE

The Sea Sprites **EXECUTIVE** is comprised of:

Past President  
President  
Vice President  
Secretary  
Treasurer

Director I (Competitive Issues)  
Director II (Club Issues)  
Aquatics Director or Assistant Aquatics Director (non-voting)

All members of the Executive are expected to attend all Executive and general meetings. There must be at least one member of the Executive on every adhoc committee.

### **CALGARY WINTER CLUB/SEA SPRITE EMPLOYEES**

Head Coach  
Coaching staff

### **SEA SPRITES EXECUTIVE**

#### **EXECUTIVE MEMBERS**

The executive members (“Executive”) must be duly elected at an Annual General Meeting of the Sea Sprites unless a vacancy occurs between annual meetings.

The Executive may appoint individuals to the Executive to fill vacant positions or to fill additional positions as further needs are identified. Such appointments are only to be in effect until the next Annual General Meeting.

The Sea Sprites Executive consists of the positions outlined below.

The Sea Sprites Executive is elected annually at an Annual General Meeting held in May. All Executive Members are unpaid parent volunteers.

The professional staff from the Aquatics department will be a non-voting ex-officio member of the Executive. Unless otherwise stated any items requiring approval of the CWC Management will consider Aquatics Director approval to be such approval.

#### **GENERAL ROLES AND RESPONSIBILITIES OF THE EXECUTIVE:**

- a) Be directly responsible to the Sea Sprites membership and the CWC Management. To liaise with the Board of Directors through the Activities Council and Aquatics Committee. All programs, activities and events will require prior knowledge and approval of CWC Management and must follow CWC rules, regulations and policies.
- b) To define governance policies as they relate to the purpose, aims, mandate and future of the Sea Sprites Club.
- c) Be responsible for establishing registration fees for all programs.
- d) To hold Executive meetings as deemed necessary, with a minimum of eight meetings during the year.
- e) General meetings shall be held as necessary with a minimum of 2 per year.
- f) To provide notice of the Annual General Meeting of the Sea Sprites by advertising same in the Sea Sprites newsletter at least one month prior to the date of the meeting.
- g) To provide notice of Special Meetings of the Sea Sprites at least one week prior to the date of the meeting.
- h) To submit proposals to the CWC Management for capital projects for the five-year capital plan.
- i) To plan special events, regular activities, registration procedures and other general schedules for submission to CWC Management annually.
- j) To work with CWC Management and the Aquatics Director to establish adequate time in the schedule to insure that a maximum number of members can be accommodated in programs, training and lessons, while allowing open time for the general membership.
- k) Annually review the Rules & Regulations for the CWC and make suggestions in writing to CWC Management for consideration of additions, deletions or changes.

## **RESPONSIBILITY OF THE EXECUTIVE MEMBERS:**

### PAST PRESIDENT

- a) Ex-officio member of the executive.

### PRESIDENT

- a) Co-ordinate/support the members of the Sea Sprite Club in carrying out the responsibilities of the executive (as stated above).
- b) Strike committees as necessary in consultation with the Sea Sprites Executive.
- c) Chair all meetings, including: registration in September and October, the Annual General Meeting at which you will present the annual year end Club report (which is to be copied to Synchro AB and the Aquatic Director) and oversee elections for the next year's executive.
- d) Set the agenda for all executive and general meetings.
- e) Co-ordinate club activities with the Head Coach.
- f) The Aquatics Director, with input from the President and Vice President will do an annual review of the Head Coach. The review will include expectations, performance appraisal, job descriptions, goal setting, roles and responsibilities. Parent feedback will be solicited prior to the review at meetings and from evaluations.
- g) As part of the budget committee assist in preparing the budget for the upcoming season.
- h) Attend the Synchro Alberta Annual General Meeting (typically held in May or June) and the Club Presidents meeting held by Synchro AB.

### VICE PRESIDENT

- a) Attend CWC Aquatics committee bi-monthly meetings as the Sea Sprites representative.
- b) Assist the President in their duties as required.
- c) Chair the monthly executive and general meetings in the President's absence.
- d) Co-ordinate the yearly review and update the Sea Sprite Handbook and Club Constitution with the executive.
- e) Attend all Executive and appropriate General Sea Sprite meetings.
- f) Liaise with the Head Coach regarding the Head Coach's monthly report prior to the Executive and General Meetings and report back all decisions from each meeting.
- i) The Aquatics Director, with input from the President and Vice President will do an annual review of the Head Coach. The review will include expectations, performance appraisal, job descriptions, goal setting, roles and responsibilities. Parent feedback will be solicited prior to the review at meetings and from evaluations.
- g) Attend the Synchro Alberta Annual General Meeting.

### SECRETARY

- a) Take minutes at all meetings and distribute to executive members, Head Coach, aquatics director, coaches and Synchro binder.
- b) Book all rooms for Registration nights, the Annual General Meeting, Executive and General Meetings.
- c) Collect all registration information from the Registrar and place in the Sea Sprite binder. Ensure all phone lists are distributed to all members.
- d) Correspondence - handle as required.
- e) Maintain the Sea Sprite Handbook.

### TREASURER

- a) Co-ordinate with the Sea Sprites Budget committee (Treasurer, President, Secretary, and Aquatics Director) to prepare a budget for the swim season in consultation with the Head Coach.
- b) Work in co-operation with the Sea Sprites executive to address issues that have a financial impact on the Club.
- c) Prepare the grant application to Synchro Canada and to submit the member's donations to Synchro Canada.
- d) Be responsible for cash deposits.
- e) Maintain the accounting records.
- f) Reconcile the Sea Sprite records with the CWC accounting department.

- g) Reconcile the employee time sheets that have been approved by the Head Coach/Aquatics Department Director with the Sea Sprites CWC payroll account.
- h) Submit a monthly financial summary of the income and expenses to the executive and Aquatics Director.
- i) Attend all Executive and appropriate General Sea Sprite meetings.

### DIRECTORS

A minimum of two directors will be contact persons for committee positions. Each director will be responsible for ensuring committee coordinators fulfill their obligations and will report to the Executive any information, concerns, etc. on their behalf. Responsibilities may include:

#### **Director 1.**

- a) Act as Competitive Chair
- b) Responsible to coordinate and report on those responsible for Meet Manager, Music and Sound, Water show, Hospitality, Travel and Chaperone positions.
- c) Attend all Executive Meetings and appropriate General Meetings.
- d) Communicate between Sea Sprites Executive and Synchro Alberta.

#### **Director 2.**

- a) Act as Club Chair.
- b) Responsible to coordinate and report on those responsible for Registration, Newsletter and publicity, Fundraising, Clothing, Social Chair, Photos and the Web Master.
- c) Attend all Executive and appropriate General meetings, as well as the Annual Synchro Alberta General Meeting.
- d) Keep Sea Sprite Executive apprised of Synchro Alberta activities and initiatives.

#### **Director 3.**

The Sea Sprite Executive may appoint a third director to the Board to oversee special activities or programs.

### **MEETINGS –**

Executive meetings to conduct Sea Sprite business will be held at least 8 times per year from September until June. All meetings will be held at the Calgary Winter Club unless the Sea Sprite Executive advises otherwise. Executive meetings are held prior to general meetings and are limited to the Executive and invited guests. The purpose of the Executive meetings is to address governance, club financial matters, and future club directives and discuss policies based on feedback from all members. General meetings are held to coordinate operational matters solicit and forward feedback from members.

An Annual General Meeting shall be held at the Calgary Winter Club no later than the end of June to provide a review of the year through the President's report, the Treasurer's report and electing the new Executive. The Executive changeover will commence after the AGM.

In the fall, a registration night will be held for the competitive swimmers. Financial reports and the upcoming season's budget will be presented to the members.

No later than the first week of October registration nights will be held for the non-competitive swimmers. Voting for a non-competitive program representative will also be held.

**Quorum:** The quorum for all Sea Sprite meetings shall be half plus one of the voting Executive members. If a quorum is present at the start of a meeting, the meeting may continue even if a quorum is not maintained throughout.

#### **AGM:**

The Sea Sprites will conduct an Annual General Meeting once each calendar year in the month of June.

Any voting Member of the Sea Sprites may attend the Annual General Meeting and have the right to make motions and second motions. Only Voting Members present at the meeting have the right to vote. Proxies will not be accepted.

## **Special Meetings:**

The Sea Sprites will conduct Special Meetings as required to deal with issues requiring the input and approval of the Sea Sprites members other than the Annual General Meeting.

Any Member of the Sea Sprites may attend a Special Meeting. Only Voting Members present at the meeting have the right to vote, make motions and second motions. Proxies will not be accepted.

**SEA SPRITE VOLUNTEER COORDINATORS ARE EXPECTED TO ATTEND GENERAL MEETINGS.  
ALL TASK VOLUNTEERS ARE EXPECTED TO ATTEND GENERAL MEETINGS ESPECIALLY WHEN  
THEY HAVE REPORTS TO PRESENT.**

## **VOLUNTEER POSITIONS WITH THE SEA SPRITES**

The following describes the volunteer coordinator and assistant coordinator positions that need to be filled in order to ensure the smooth and effective running of the Sprites program. Filling ONE of these positions meets the volunteer requirements for a parent in the Sprites program.

Duties of the assistant coordinator are to be delegated by the coordinator to assist the coordinator in fulfilling the responsibilities of the position. The intent of the assistant position is that he/she will take over as coordinator in the following year.

Under each volunteer coordinator position are a number of volunteer "task" positions that are intended to support the work of the coordinator. Filling two or more of these task positions meets the volunteer requirements for a parent in the Sprites program.

Some of these duties may be combined and performed by a single person (i.e. registrar and meet manager).

### **REGISTRAR and ASSISTANT REGISTRAR**

- ❖ Co-ordinate the assembly of the registration package handed out in September with the Secretary for every Sea Sprite swimmer.
- ❖ Registration:
  - CWC Synchro Registration - In conjunction with the Head Coach, yearly organize
  - a fall registration for all Sea Sprites Programs. Ensure each swimmer completes and signs a Sea Sprites registration, health form and code of conduct form. When registration is complete prepare rosters for each level and submit all forms to the Secretary.
  - Synchro Alberta Registration - Ensure that swimmers complete provincially and
  - Nationally required forms (Waivers, CASSA forms) as necessary. Complete club registration forms and forward, with payment, to Synchro Alberta before the deadline (before November 1 deadline). Once finalized put copies in the Sea Sprite binder.

### **MEET MANAGER & SYNCHRO ALBERTA LIAISON**

- ❖ Ensure registrations are submitted for all competitions the CWC Sea Sprites attend.
- ❖ fill out registration forms and copy to the Head Coach and Treasurer
- ❖ request cheque for fees from Treasurer
- ❖ inform Executive of requirements of competition
- ❖ confer with competition meet manager should any questions or concerns arise
- ❖ inform coaches of competition requirements
- ❖ if out of town meet, pass on hotel information to Travel Co-ordinator
- ❖ Co-ordinate the meet with the Meet Assistants if being hosted by CWC Sea Sprites.
- ❖ meet with Head Coach and Executive to decide on which club to invite
- ❖ send out invitation package
- ❖ collect registrations and fees
- ❖ set final schedule and inform clubs
- ❖ liaise with Synchro Alberta re any meet requirements

- ❖ request Sanction fee from Treasurer and forward to Synchro Alberta
- ❖ liaise with Aquatics department re pool requirements and other rooms required for meet
- ❖ liaise with head judge re requirements for judges panels and referees
- ❖ liaise with Social Co-ordinator re food for judges and competitors
- ❖ ensure score sheets are prepared
- ❖ ensure volunteers are briefed and organized: registration desk, hospitality, scores, security, computer – input and results, awards, set-up, music and clean up.
- ❖ Attend all bi-monthly general meetings. Attend the Synchro Alberta Annual General Meeting.
- ❖ Keep Sea Sprites apprised of Synchro Alberta activities and initiatives.
- ❖ Communicate between Sea Sprites Executive through Director 1 and Synchro Alberta.

#### **ASSISTANT MEET MANAGER(S)**

- ❖ Assist the meet manager in all areas with communications and co-ordination of meets in their respective program.
- ❖ Determine need for and order ribbons and labels for meets

#### **TRAVEL/CHAPERONE CO-ORDINATOR**

- ❖ Attend bi-monthly general meetings.
- ❖ Together with Head Coach prepare chaperone/swimmers lists and present them to the Executive.
- ❖ Communicate chaperone/swimmers lists to the respective parents.
- ❖ With the help of travel assistants research and book accommodation, transportation, and club dinners.
- ❖ Communicate travel information to parents.
- ❖ Communicate parent feedback to the Executive.
- ❖ With Director 1 organize and chair chaperone meetings.
- ❖ Keep Records of Travel Arrangements/Expenses.

#### **ASSISTANT TRAVEL CO-ORDINATOR**

- ❖ Assist the travel co-ordinator in all areas with communications and co-ordination of travel to meets.

#### **FUND RAISING COORDINATOR**

- ❖ Plan and co-ordinate all fund raising activities as determined by the Executive and/or club at large.
- ❖ Maintain the individual swimmer's fundraising account on a spreadsheet throughout the year.
- ❖ Report to Director 2 monthly prior to the Executive meetings, to keep the Executive up to date on how the fundraising year is going, and a plan of the activities that are planned or being planned.

#### **ASSISTANT FUNDRAISING CO-ORDINATOR**

- ❖ Assist with the coordination of fundraising activities.

#### **CLOTHING ORDERS**

- ❖ Co-ordinates the ordering of Track Suits.
- ❖ Prior to ordering any clothing submit the proposal to the Executive through Director 2.

#### **ASSISTANT CLOTHING COORDINATOR:**

- ❖ Assists with the distribution, pick up, and delivery of clothing orders

#### **SUIT COORDINATOR**

- ❖ Investigates bathing suit designers and coordinates plans for orders etc with team suit coordinators

#### **ASSISTANT SUIT COORDINATOR**

- ❖ Assist the suit coordinator in investigating, measuring, ordering, delivering, revising team suit orders.

#### **NEWSLETTER & COMMUNICATION COORDINATOR**

- ❖ Co-ordinate and produce the monthly Sea Sprite newsletters and any other
- ❖ "promotional" materials or activities as necessary, includes occasional promotional items to Aquatics

- ❖ Director for publishing in the CWC newsletter and handbills for distribution to CWC members.
- ❖ Maintain the CWC Sea Sprite bulletin board and trophy case.
- ❖ Collect and co-ordinate all information for the Web-site.
- ❖ Communicate with the Head Coach and Executive through Director 2.

#### **NEWSLETTER ASSISTANT**

- ❖ Assist the newsletter coordinator by editing newsletter, copying and distributing newsletter
- ❖ Assists the newsletter coordinator by revising and updating the bulletin board and trophy case.

#### **PHOTO CO-ORDINATOR**

- ❖ Plan and carry out necessary arrangements for the Sea Sprites photos
- ❖ (Co-ordinate Club photo days with Director 2, and Head coach).
- ❖ Determine a service provider in consultation with the Executive.

#### **VIDEO/SOUND CO-ORDINATOR**

- ❖ Responsible for care and maintenance of video camera and sound equipment.
- ❖ Responsible for working with music volunteers for the Water Show and for meets as necessary.
- ❖ Responsible for co-ordinating video operators for various meets and occasions (water shows) as requested by coaching staff.
- ❖ Responsible for purchasing video tapes as required.
- ❖ Responsible for keeping video library for year-end video creation and copying it for distribution to each swimmer.
- ❖ Responsible for candid photos throughout the season.

#### **WATER SHOW CO-ORDINATOR**

- ❖ Co-ordinate the annual water show held in December and June at the CWC.
- ❖ Report to Director

#### **ASSISTANT WATERSHOW CO-ORDINATOR**

- ❖ Assist with coordinating the June and Christmas watershow.

#### **TEAM REPRESENTATIVE (one per team)**

- ❖ Act as a parent co-ordinator of your program group including activities such as orientating the parents to the activities of the Sea Sprites and acting as a liaison, clearly communicating information from the meetings to the parents.
- ❖ Attend General meetings and represent the interests/concerns of parents of your program to the Executive.
- ❖ Select; in consultation with your parent group a costume co-ordinator for each team. The costume co-ordinator will organize the fitting, purchasing, payment and distribution of the teams' costume with coaching guidelines.
- ❖ Report any concerns to the Vice President who will approach the head coach or Executive and dialogue will continue from there.
- ❖ Coordinate team gift for Team Coach at year end.

#### **SOCIAL CO-ORDINATOR**

- ❖ Plan and carry out necessary arrangements for Social events throughout the year, for example the Christmas Party and the Year End Party.

### **CALGARY WINTER CLUB/SEA SPRITE EMPLOYEES**

#### **HEAD COACH/ASSISTANT HEAD COACH**

- ❖ The Head Coach/Assistant Head Coach is responsible for the design and implementation of the overall program plan of the Sea Sprites. This involves pool side assistant coaching and leadership as well as defining the Coaches' responsibilities, reviewing the coaching staff's performance, providing an avenue of communication between the parents and coaching staff, and making staff recommendations.

## **COACHING STAFF**

The coaching staff are responsible to oversee the following as appropriate to the level of coaching they have been assigned:

- Oversee physical training
- Teach basic and advanced skills
- Teach and perfect figures
- Select and prepare music
- Plan and implement synchronized swimming practices
- Assist with team and extra routine selection
- Choreograph and perfect routines according to pre-set timelines set by head coach.
- Provide feedback, encouragement and support to swimmers
- Revise routines as necessary
- Include competition simulation and prep to practice schedule
- Attend competitions with their teams (unless where extenuating circumstances arise)
- Travel with team for out of town meets
- Set goals for their team
- Liaise between judges and swimmers
- Communicate with parents through newsletter submissions, meetings, report cards ,and phone reps.

## **PARENT/COACH COMMUNICATION PROCESS**

Communication between the club executive, coaches, parents, and swimmers is facilitated through several different means. A club newsletter is distributed monthly, which includes information from the coaches, executive and parents. Notices and letters are also sent by individual coaches and members of the executive in paper and via email through your team representative. These notices usually contain very important information (e.g. travel plans or schedule changes). Please check to make sure that your daughter passes on the notices and they do not get left at the bottom of a swim bag or at the pool.

The CWC Sea Sprites host monthly general meetings throughout the season. These meetings cover pertinent decisions made by the executive and important upcoming information. As well, provide an opportunity for parents to raise questions or concerns to the members of the executive. Each team has a parent representatives that is required to attend to obtain pertinent information to members of the team. All other members are invited and encouraged to attend. The executive shall determine the time, place and will also see to it that the necessary arrangements are made.

An important part of the communication process at CWC Sea Sprites are parent representatives. Each team has a volunteer parent who contacts all members of the team to pass on information via phone or email. This role is essential to getting information out fast and is very efficient to alert all parents when arrival times or travel plans change.

Report cards formally inform both parents and swimmers on the progress that swimmers have made throughout the year. The coach issues two report cards to swimmers at mid and end of the season. Only one report card is provided per Synchro 1A/B/C.

Communication is also facilitated by competitive and club chairs who sit on the CWC Sea Sprite executive. These positions are filled by a parent volunteer who connect the parents to the Executive. This position allows for an official channel by which information can be conveyed.

Throughout the year, head coach and coach –led meetings are also be scheduled to facilitate information dissemination surrounding competition schedules, plans for the following season, and special initiatives.

Should for any reason a problem arise with swimmers, parents or coaches communication is essential. Direct

communication between the affected parties should always be the first step in dealing with problems. Should the problem continue a meeting will be set up with the coach, parents, swimmer and head coach to clarify the situation and discuss alternatives. If the problem persists the affected parties should discuss the situation with the Parent/Coach Liaison who will bring the issue forward to the executive.

Parent education sessions are also provided a few times throughout the year. These are on specific topics such as nutrition, hair care, sport psychology, etc. Most are for the competitive parents, however, recreational parent education sessions are also provided once in a while. Parents are encouraged to attend these informative sessions.

Timely communication is key. Coaches and athletes are busy and “at work” when on deck. Parents are asked to be conscientious of this time and are asked not to interrupt the coach or athlete during regular training times. If an urgent message needs to be communicated, parents may tell the lifeguard their message and ask for it to be passed along urgently.

### **GENERAL GUIDELINES FOR COMMUNICATION AT COMPETITIONS**

General communication between parents and coaches at a competition may take place during a swim competition with two notable exceptions:

- On the pool deck during events
- After the posted curfew please refrain from any telephone calls or visits to the coach’s rooms after the curfew hour is in effect.

### **QUESTIONS OR CONCERNS OF A MORE SPECIFIC NATURE**

During the course of a swim meet parents may have questions or concerns with regards to their daughter.

Due to the athlete-centered focus that coaches and swimmers must have during an event, it can be difficult for a coach to meet separately with parents in regards to individual performances. This can also be very distracting for a coach and swimmers during an event. For this reason it is optimal that a concern be discussed once the meet is over and a meeting can be arranged at the Calgary Winter Club. This should occur in a timely manner during the week following the competition.

Should it be felt that the concern is of a more urgent nature, the following will serve as a guideline for the communication process between parents and coaches during the course of a swim meet.

- The Head Coach will act as a liaison between all parents and coaches while at a swim meet.
- The parent should communicate their request for a meeting with the Head Coach
- The meeting will be held at a mutually agreed upon time between the Head Coach and the parent(s).

If concerns are not resolved during the initial meeting, there will be an additional meeting scheduled the following week with the Head Coach and individual coach(s) in attendance. In addition, the Aquatics Director and a member of the Sea Sprite Executive may be asked to attend. This option will also apply in the event that there was no meeting at the swim meet, and the first meeting is being held post competition at the Calgary Winter Club.

### **AWARDS**

The following awards will be presented at the end of each swimming year at the Sea Sprites wind-up.

#### ***1. Individual Acknowledgement***

Presented by each of the recreational coaches.

Presented to each swimmer in recognition of their specific individual accomplishment(s) throughout the year. Presentation (\$10.00 gift certificate) to recognize the Recreational Swimmers with the best attendance from each recreational and recreational plus team.

### **2. Most Improved Swimmer Award**

Presented by each of the comp coaches.

Presented to the swimmer who has demonstrated the greatest improvement, through hard work, in all technical aspects of the sport. (i.e.: strength, durance, flexibility, figure and routine execution).

### **3. Exemplary Swimmer Award**

Presented by each of the comp coaches.

Presented to the swimmer, who during all components of the training process, consistently demonstrates a positive attitude and influence.

### **4. Swimmer of the Year Award**

Presented by the team comp coaches.

Chosen by the swimmers in each competitive group.

Presented to the swimmer who they feel has made the most meaningful contribution to the group's growth and development. The swimmers are counselled in the awareness of such qualities as leadership (setting a positive example), sportsmanship, communication, and peer support, which have an impact on the entire group.

### **5. Other Presentations**

Presented by the Head Coach.

Star Awards, In-Club Awards, etc.

With approval of the Executive a \$ 10.00 gift certificate may be awarded to the recreational swimmer who raises the most fundraising funds throughout the year.

## **MEET PROCEDURES POLICY**

### **Meets – Schedules and Club Responsibilities**

- a) Synchro Alberta sets the Meet Schedule usually in the spring of each competitive year. The Host clubs / locations for Meets are usually finalized by Synchro Alberta by October of the competitive year. Try and select a meet to host prior to the end of the year to help with preparation and booking of a pool etc.
- b) The Head Coach and the Meet Manager will review the Meet Schedule once it has been finalized.
- c) Upon receipt of Meet Registration Packages the Head Coach and the Meet Manager will meet to determine travel schedules. It will be determined at that time if additional practice times need to be accounted for in the travel schedules. The Meet Manager will advise the Travel co-ordinator and parent representatives of the Meet Schedules.
- d) In the week prior to a Meet the Head Coach will provide the swimmers with the club Meet schedule.
- e) The Parent Representatives or a designate chaperones if any and the Head Coach and /or the coaches shall review the club meet schedule in the week prior to the meet. Plans shall be made at this time for any team activities set forth in the club Meet schedule.
- f) The Parent Representatives or a designate are to act as a liaison with the coaches and swimmers and parents and / or chaperones during a meet. They will attend any coach or coach / swimmer conference held during a meet as requested.
- g) The Head Coach or a Parent Representative shall have the club health records for all swimmers at each meet. The person responsible for the records will be determined by the Head Coach for each Meet.

### **Travel - Out of Town Meets**

6. The club shall arrange for swimmers and coaches to travel and be accommodated as a group for out of town meets whenever possible. If there is room, parents may also travel with the club.
7. The club shall designate chaperones for all meets where group transportation has been arranged. Chaperones will be responsible for swimmer supervision at all times when they are not under the

- supervision of the coaches.
8. The parents of each swimmer will assume all travel costs and personal expenses for out of town travel for the swimmer. Travel costs include accommodation, meals, transportation, etc. In some cases the travel costs for coaches and chaperones may result in additional billing.
  9. If group travel is not arranged e.g. for local meets or for other considerations, each swimmer's family is responsible for providing transportation to and from all venues. If chaperones have not been provided for then each swimmer's family is responsible for the supervision of the swimmer, when the swimmer is not under the supervision of a coach.
  10. It is the general expectation that coaches and swimmers to be housed at same venue any exceptions are to be discussed with parent rep/chaperone and coach in advance.

### **GENERAL FINANCE POLICY**

1. Parents of the swimmer are responsible for 100% payment of Program Fees, Non Refundable Deposit, Meet costs, travel costs, costumes, and coaching costs.
    1. A fee will be charged to each member that is determined annually by the Executive to cover expected costs and allow a reasonable contingency fund with final approval from the Aquatic Department
    2. All swimmers fees will be billed on their CWC monthly statements.
    3. CWC Management will approve and maintain all funds.
    4. Registration fees, entry fees for Special events, additional levies on fees for the program or projects
    5. that conform to the CWC Rules and are approved by CWC management may generate funds.
    6. Any funds at year end are carried forward to the following year.
    7. All funds must be self supporting and not supplemented from the general funds of CWC.
    8. The CWC Management will approve the budget of special events to ensure they are self supporting. A special event may be designated as a fund-raiser by requesting approval in writing from CWC Management prior to event.
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## **APPENDIX A**

### **SEA SPRITES CODE OF CONDUCT**

All members are ambassadors for the sport of synchronized swimming in general and the Calgary Winter Club specifically. In all dealings with other Calgary Winter Club Sea Sprites Synchronized Swim Club members, other members of the Calgary Winter Club, and the synchronized swimming community at large (i.e. meets, camps, meeting, practices, special events) every member is expected to:

1. Be courteous, punctual and helpful.
2. Treat everyone with dignity and respect.
3. Adhere to all approved regulations and policies of the Calgary Winter Club as per the Sea Sprites Synchronized Swim Club Handbook.
4. Make restitution for any personal or property damage caused during the Sea Sprites' events.
5. Wear the team uniform, if applicable, when requested to do so.
6. Sign and abide by the attendance policy.

## APPENDIX B

### SEA SPRITES COMPETITIVE SWIMMER EXPECTATIONS

1. Obey all of the rules of the facility.
2. Athletes will treat their bodies with respect and due care.
3. Be on time for all training sessions; notify the coach in advance if you will be delayed or absent (See Attendance Policy).
4. Attend all mandatory practices.
5. Attend all pre-competition practices including competition simulations
6. Attend all swimmer education sessions.
7. Attend all training camps.
8. Attend all competitions.
9. Participate in fitness assessment and training times and follow through on recommendations made by your trainer.
10. Pay attention and follow instructions given by CWC coaching staff.
11. Behave in an appropriate manner at all times that will create a positive and supportive team environment for swimming. The following will not be tolerated:
  - a. Using abusive language
  - b. Engaging in continual disruptive behavior
  - c. Demonstrating a consistent lack of effort(commensurate with ability)
  - d. Demonstrating any form of unsportsmanlike behavior
  - e. Engaging in unlawful behavior
12. Treat the coaches with respect.
  - a. Whining, rolling eyes, or back talking when presented with expected or required coach directives will not be tolerated.
  - b. Questions are welcome by athletes regarding the rationale for coaching initiatives, however, this should be done following practice in a 1:1 situation. Questioning coach competence or directives in front of the team will not be tolerated.
13. Show up on time, or early, and start independent flex or core activities upon arriving to the facility (see attendance policy).
14. Be prepared for drill activities when asked to do so. Excessive tardiness in preparing for drills and activities will not be tolerated.
15. Treat fellow swimmers with respect:
  - a. Don't insult people or make fun of them.
  - b. Listen to others when they speak.
  - c. Value other people's opinions.
  - d. Don't mock or tease people.
  - e. Don't talk about people behind their backs
  - f. Be sensitive to other people's feelings.Participate according to the rules and in the spirit of fair play.
16. Treat facility staff with respect:
  - a. Listen and obey the directives of facility staff.
  - b. Whenever appropriate be polite and thank staff for the work they do for you to support your training.
17. Treat officials with respect:
  - a. Listen carefully and provide full attention to officials when being spoken to
  - b. Obey and follow directives provided by officials
  - c. Appreciate the hard work and volunteer capacity that officials provide; whenever possible thank officials for their time.
18. When at competitions, all swimmers will abide by the "CWC Sea Sprites Athlete Competition Expectations"
19. When at an out of town competition, all swimmers will abide by the "CWC Sea Sprites Athlete OUT OF TOWN Competition Expectations"
20. Behave as "good will" ambassadors of the CWC Sea Sprites whenever they participate or represent the CWC Sea Sprites at training or competition.
21. Engage in independent stretching at home at least twice a week.
22. Engage in independent landrill at home at least once a week.

## APPENDIX C

### SEA SPRITES RECREATIONAL SWIMMER EXPECTATIONS

1. Obey all of the rules of the facility.
2. Be on time for all training sessions; notify the coach in advance if you will be delayed or absent
3. Pay attention and follow instructions given by CWC coaching staff.
4. Behave in an appropriate manner at all times that will create a positive and supportive team environment for swimming.  
The following will not be tolerated:
  - a. Using abusive language
  - b. Engaging in continual disruptive behavior
  - c. Demonstrating a consistent lack of effort(commensurate with ability)
  - d. Demonstrating any form of unsportsmanlike behavior
  - e. Engaging in unlawful behavior
5. Treat the coaches with respect.
  - a. Whining, rolling eyes, or back talking when presented with expected or required coach directives will not be tolerated.
  - b. Questions are welcome by athletes regarding the rationale for coaching initiatives, however, this should be done following practice in a 1:1 situation. Questioning coach competence or directives in front of the team will not be tolerated.
6. Show up on time, or early, and start independent flex or core activities upon arriving to the facility (see attendance policy).
7. Be prepared for drill activities when asked to do so. Excessive tardiness in preparing for drills and activities will not be tolerated.
8. Treat fellow swimmers with respect:
  - a. Don't insult people or make fun of them.
  - b. Listen to others when they speak.
  - c. Value other people's opinions.
  - d. Don't mock or tease people.
  - e. Don't talk about people behind their backs
  - f. Be sensitive to other people's feelings.Participate according to the rules and in the spirit of fair play.
9. Treat facility staff with respect:
10. Listen and obey the directives of facility staff.
11. Whenever appropriate be polite and thank staff for the work they do for you to support your training.
12. Treat officials with respect:
  - a. Listen carefully and provide full attention to officials when being spoken to
  - b. Obey and follow directives provided by officials
  - c. Appreciate the hard work and volunteer capacity that officials provide; whenever possible thank officials for their time.
13. Behave as "good will" ambassadors of the CWC Sea Sprites.

## APPENDIX D1

### Tier 1-5

#### ATTENDANCE POLICY

The CWC Sea Sprites competitive program requires that swimmers attend all practices and swim meets.

It is a guiding principle of the CWC Sea Sprites that there are direct correlations between practice and meet attendance, swimmer performance improvement, overall team and group moral and team and group improvement.

The commitment to one's team, coach, and club should be clearly understood by the swimmer before the season starts. This alleviates problems arising further down the road. For competitive athletes, it is important to note that when the competition season begins, the highest degree of attendance and focus from the swimmer is a necessity. Specifically, a **minimum** requirement for all Sea Sprites swimmers is that they must attend a minimum of 75% of assigned group practices and participate in all swim meets that the swimmer is eligible to attend.

In the event that a swimmer does not meet the minimum criteria the swimmer will not be eligible to register for the immediately following swim season.

#### **Expectations for Attendance:**

In the event that a swimmer does not meet the minimum criteria within a two month period, **the swimmer will be placed as an alternate for the team**. In the event that a swimmer does not meet the minimum criteria of attendance over the course of a season, **the swimmer will not be eligible to register for the immediately following swim season**.

The Swimmer **may** be allowed to register for the immediately following swim season upon submission of a **written explanation** to the coaching team for that swimmer's failure to meet the minimum requirements and, if, in the sole opinion of the Sea Sprites Executive, taking into account the recommendations of the coaching team acting upon predetermined guidelines (see appendix), the failure to meet the minimum requirements was justified in accordance with the goals and guidelines of the Sea Sprites.

In the event that a swimmer must miss a scheduled practice, a phone call to the coach by the parent or swimmer is required. The sooner the coach is aware of the swimmer's absence, the more preparation time is allowed so the practice can be organized to cause the least amount of disruption for other members of the team. Absences by any team member affect the entire team, as the presence of all members is essential if progress is to be made.

To deal with issues arising from poor attendance during the current season, parents and swimmers with more than two unexcused absences within one-month will be contacted and a parent-coach meeting will be arranged with the head coach. The commitment of the swimmer and coach's expectations of the swimmer will be discussed.

#### **Vacation-Extended Absences:**

Parents are encouraged to schedule vacations when swimmers do not have scheduled practices (e.g. Christmas break). If a vacation is to be taken during scheduled practice times, written notice should be provided to the coach and head coach well before hand so as to be able to plan around a swimmers absence.

Should the vacation fall within a tight time frame prior to a competition, or, should the vacation be for an extend amount of time, it is at the discretion of the coach and the head coach whether the swimmer is capable of continuing as an active member or whether for the benefit of the team the swimmer should not swim at the given competition. The decision will be presented to, and approved by, the board.

#### MANDATORY PRACTICES:

Mandatory practices are dates outlined by the coaching staff in the fall of each year and highlight for families when it is imperative that an athlete attend practice. If, under extreme and special circumstances, an athlete is unable to attend a mandatory practice, the coach must be notified in advance and a private lesson booked by the family with the coach. Whenever a mandatory practice involves a bonus routine practice, arrangements need to be made with the family of the other participants of the bonus routine to make up the missed practice.

#### EXTENUATING CIRCUMSTANCES:

It may be the case that an athlete misses practices and/or a competition and violates the attendance policy as a result of extenuating circumstances that beyond the athletes and the family's control (namely a funeral, illness, injury). In this instance, the athlete may be placed as an alternate for the team for an impending competition. For subsequent competitions, reasonable effort will be made to allow the swimmer to rejoin the team.

## APPENDIX D2

### Tier 6

#### ATTENDANCE POLICY

The CWC Sea Sprites competitive program requires that swimmers attend all practices and swim meets.

It is a guiding principle of the CWC Sea Sprites that there are direct correlations between practice and meet attendance, swimmer performance improvement, overall team and group moral and team and group improvement.

The commitment to one's team, coach, and club should be clearly understood by the swimmer before the season starts. This alleviates problems arising further down the road. For competitive athletes, it is important to note that when the competition season begins, the highest degree of attendance and focus from the swimmer is a necessity. Specifically, a **minimum** requirement for all Sea Sprites swimmers is that they must attend a minimum of 85% of assigned group practices and participate in all swim meets that the swimmer is eligible to attend.

In the event that a swimmer does not meet the minimum criteria the swimmer will not be eligible to register for the immediately following swim season.

#### **Expectations for Attendance:**

In the event that a swimmer does not meet the minimum criteria within a two month period, **the swimmer will be placed as an alternate for the team**. In the event that a swimmer does not meet the minimum criteria of attendance over the course of a season, **the swimmer will not be eligible to register for the immediately following swim season**.

The Swimmer **may** be allowed to register for the immediately following swim season upon submission of a **written explanation** to the coaching team for that swimmer's failure to meet the minimum requirements and, if, in the sole opinion of the Sea Sprites Executive, taking into account the recommendations of the coaching team acting upon predetermined guidelines (see appendix), the failure to meet the minimum requirements was justified in accordance with the goals and guidelines of the Sea Sprites.

In the event that a swimmer must miss a scheduled practice, a phone call to the coach by the parent or swimmer is required. The sooner the coach is aware of the swimmer's absence, the more preparation time is allowed so the practice can be organized to cause the least amount of disruption for other members of the team. Absences by any team member affect the entire team, as the presence of all members is essential if progress is to be made.

To deal with issues arising from poor attendance during the current season, parents and swimmers with more than two unexcused absences within one-month will be contacted and a parent-coach meeting will be arranged with the head coach. The commitment of the swimmer and coach's expectations of the swimmer will be discussed.

#### **Vacation-Extended Absences:**

Parents are encouraged to schedule vacations when swimmers do not have scheduled practices (e.g. Christmas break). If a vacation is to be taken during scheduled practice times, written notice should be provided to the coach and head coach well before hand so as to be able to plan around a swimmers absence.

Should the vacation fall within a tight time frame prior to a competition, or, should the vacation be for an extend amount of time, it is at the discretion of the coach and the head coach whether the swimmer is capable of continuing as an active member or whether for the benefit of the team the swimmer should not swim at the given competition. The decision will be presented to, and approved by, the board.

#### MANDATORY PRACTICES:

Mandatory practices are dates outlined by the coaching staff in the fall of each year and highlight for families when it is imperative that an athlete attend practice. If, under extreme and special circumstances, an athlete is unable to attend a mandatory practice, the coach must be notified in advance and a private lesson booked by the family with the coach. Whenever a mandatory practice involves a bonus routine practice, arrangements need to be made with the family of the other participants of the bonus routine to make up the missed practice.

#### EXTENUATING CIRCUMSTANCES:

It may be the case that an athlete misses practices and/or a competition and violates the attendance policy as a result of extenuating circumstances that beyond the athletes and the family's control (namely a funeral, illness, injury). In this instance, the athlete may be placed as an alternate for the team for an impending competition. For subsequent competitions, reasonable effort will be made to allow the swimmer to rejoin the team.

**APPENDIX E**  
**CWC SEA SPRITE ATHLETE COMPETITION EXPECTATIONS**

When at a competition, Sea Sprites are required to:

1. Attend all portions of the meet.
2. Wear their full track suit – including black pants (plain black; pants only), a respectable white/blue/yellow top, and track jacket throughout the weekend including when they enter and exit Talisman centre.
3. Bring a minimum of 2-3 noseclips for the competition
4. Bring all the required hair “stuff” and extras for emergency use
  - a. Hair nets
  - b. Bobby pins
  - c. Black or brown Elastics
  - d. Gel (you are required to bring YOUR OWN)
  - e. Gel container (you are required to bring YOUR OWN)
  - f. Gel brush (you are required to bring YOUR OWN)
  - g. Kettle (one per team)
  - h. Nail polish Remover (Note that nail polish on fingers or toes is NOT permitted)
5. Ensure that at least one member of your team has a ghetto blaster
6. Bring adequate amounts of nutritious and energy-filled meals and snacks. Bring foods that are easy to eat and digest quickly (simple carbs) as well as protein and complex carbohydrates for longer breaks. (There is NO hospitality and bring ample food in your bag as you may not have adequate time to purchase food from the kiosk).
7. Stay well nourished and hydrated throughout the weekend.
8. Pack ample dry towels to stay warm.
9. Pack and check that you have packed your suit and headpiece for all events
10. Treat fellow competitors, spectators, and officials with exceptional levels of respect and dignity. This includes:
  - a. Keep our deck space clear of clutter, organized.
  - b. Please be sure to pick up garbage (even if it is not yours) throughout the day to keep the deck area safe, clean, organized, and presentable.
  - c. Be considerate of other people’s needs to move around the deck space and see routines. Try not to block walkways or viewing areas.
  - d. Treat outcomes in a sportsman-like manner being sure to congratulate those that swim well and demonstrating support for those around you.
11. Respect and listen to your coach
12. Respect and offer reliable support to your team-mates
13. Stay on deck and accounted for at all times throughout the weekend
14. Arrive ON TIME, prepared, with hair done and with all materials in your bag
15. Stay focused, stay positive, and enjoy your time at South Trials!

**APPENDIX F**  
**CWC SEA SPRITE ATHLETE OUT OF TOWN COMPETITION EXPECTATIONS:**

When at a competition

1. **DO NOT GO ANYWHERE ALONE!**  
Specifically the elevator, stairwell, underground parkades, public washrooms. Use the BUDDY SYSTEM! Please make sure your chaperone knows where you are at all times. Check in with her - she is there to help ensure your safety.
2. While in the hotel room, keep the door locked at all times. (Make sure you know how to lock and unlock the door.) If you have problems please ask a chaperone or coach. **DO NOT OPEN THE DOOR TO ANYONE YOU DO NOT KNOW.** Ask for the person to identify him/her self before you open the door.
3. Know where the emergency fire exit is and how to get out of the hotel from your room in case of emergency. Make sure that you know where you are supposed to meet your chaperone in the event of an emergency. **REMEMBER NEVER USE THE ELEVATOR IN AN EMERGENCY EVACUATION.**
4. Keep track of your key at all times. While you are competing leave the key with your chaperone.
5. Take advantage of the FREE safety deposit boxes at the hotel. Do not leave large amounts of money in your room! Obtain a safety deposit box from the front desk and put the bulk of your money in it OR ask your chaperone to take care of your money for you. Remove money only as you need it.
6. Do not use anything from the hotel bar/refrigerator. You and the other swimmers in your room will be held responsible for the cost.
7. Do not make any long distance phone calls unless they are collect. If you have access to a Calling Card, know the number and how to use it. Be aware there may be a charge for local calls and that they will be billed to your room.
8. Movie rentals are only on the discretion of coach and chaperone. Bring cards or board games to entertain you.
9. Adhere to the coach's guidelines with respect to nutrition, dress code, curfew, bed times, etc. Sleepwear should not be worn in hallways or other public areas. Swimsuits should be covered except when at the pool.
10. You are responsible for your belongings. **KEEP TRACK OF THEM!!**
11. Pack all competition clothing and articles in a separate bag. This will make preparation for travel to the pool easier. The schedules for the meet will be posted in you room, keep track of it.
12. At the conclusion of any activity, **ALL** swimmers are expected to assist in clean up.
13. In consideration of your roommates, make sure that your belongings are kept tidy and garbage is cleaned up.

Dress code at meets will be at the discretion of the Head Coach. Team Tracksuits must be worn at times outlined by the head coach.

## APPENDIX G

### **SEA SPRITE PARENT EXPECTATIONS:**

1. Encourage your child to participate in all club activities. (e.g. practices, watershows, and competitions)
2. Communicate with other members of the club, ask question, raise concerns and make suggestions.
3. Make coaches aware of when swimmers will be absent.
4. Inform coaches and/or executive of any necessary information.
5. Do not make contact with your child during training. IN the event of an emergency, a message can be passed through the lifeguard to the head coach (or assistant head coach).
6. Encourage your child/children to be on time and behave in a responsible and respectful manner.

## APPENDIX H SEA SPRITE PARENT EXPECTATIONS AT COMPETITION:

Competitions are long and exhausting for everyone – this includes parents. Don't plan on doing too many things that weekend. Most of your time will be at the pool or going back and forth between the pool. You will find that you will want to come early in order to ensure you get a good seat. Bring reading material and activities for younger siblings (they seem to suffer the most).

### The Parents' Role

- ❖ You are the cheerleaders. Offer support, encouragement. Try not to show your daughters that you are nervous for them. Remind them to have a good time. Keep your remarks positive.
- ❖ Be available to help the coaches if they need you. They may or may not want you to help with hair. Be sure to ask them.
- ❖ Bring a few snacks (fruit is great), drinks and treats for your daughter. Remember that they are off junk food for the weekend. Keep extra towels in the car.

### During the Competition

- ❖ Do not walk in front of the audience while a swimmer is competing. Many people will do this, but that does not make it OK.
- ❖ Clap after your children swim, but please keep voices down while marks are being called. Some people are trying to write them down.
- ❖ Be careful of what you say while in the stands. You don't know who is sitting beside you.

### Contact with your Daughter and Coach During the Competition

- ❖ You will not see much of your daughter while she is at the pool. She will seek you out periodically, but this is really a time for her to be with her team and her coach.
- ❖ Please do not take your daughter away from the pool. If she plans to spend some time with you, make sure she informs the coach, or other teammates.

### Contact with Coaches:

- ❖ Parents are not allowed on deck. If you need to get a message to your coach/daughter, please go through Michelle. Refer to handbook. ***THIS INCLUDES TIMES WHEN YOU ARE ON DECK VOLUNTEERING.*** When you are on deck to assist with the competition and need to get a message to your daughter, please do so through the head coach or your daughter's coach (if appropriate). Athletes should not be distracted.
- ❖ This is a stressful time for coaches. Some of the coaches will be more nervous than the girls. They have many responsibilities throughout the weekend. As parents we do not want to be another source of stress for them. Here is how you can help:
- ❖ ***Don't be late.*** Ensure your daughter is ON TIME and PREPARED when she arrives. If there is a problem, contact the head coach.
- ❖ Don't burden coaches with questions that are unrelated to the competition, or to ask them how your daughter did in figures. They will be polite and talk to you, but you may be taking them away from something they have to do.
- ❖ You may have questions about how things work. Other parents may be able to explain this to you.
- ❖ Coaches need positive feedback too. Even if things don't work out, find something positive to say.

## **APPENDIX I CHAPERONE POLICY**

### **RESPONSIBILITIES OF A CHAPERONE (PARENT):**

- ❖ The chaperone(s) will:
- ❖ Be responsible to the Head Coach on an out of town swim meet.
- ❖ Ensure the safety and well being of the swimmers while travelling to and from a swim meet.
- ❖ Be available to the swimmers and provide guidance when necessary.
- ❖ Be polite, courteous and helpful to the swimmers.
- ❖ Ensure the swimmers behave and act responsibly and are respectful to others.
- ❖ Ensure that each swimmer has the hotel's name and phone number and the chaperone's name and room number.
- ❖ Meet with the Head Coach prior to travel and identify the coach's expectations with regard to nutrition, rest times, meal times, schedules, dress codes and activities. The Head Coach will designate the meeting time.
- ❖ Obtain a copy of the swimmer room assignments and of the competition and practice schedule.
- ❖ Upon arrival at the destination with the swimmers, the chaperone will meet with her swimmers to get to know one another and discuss expectations for the weekend.
- ❖ Not officiate at a meet unless there is another parent chaperone available to take over her duties temporarily.
- ❖ Carry a "Chaperone Kit" to be supplied by the Club. (Contains items such as: bobby pins, gel, feminine hygiene items, etc.) The Travel/Chaperone Coordinator will stock prior to each meet.
- ❖ Post a schedule of events in each hotel room on the bathroom or hotel room door so that the swimmers know where they are expected to be and when.
- ❖ Ensure the swimmers are accounted for at all times.
- ❖ Arrange to have the group be on time for practices, meals, group activities, etc.
- ❖ Remain in the same facility as the team at all times.
- ❖ Assist the swimmers in ensuring that they have not forgotten anything.
- ❖ Ensure that the swimmers have a "buddy" at all times.

### **AT THE POOL:**

The chaperone(s) will maintain indirect supervision and be available, but not interfere with the swimmers or coaches during the competition.

### **TRANSPORTATION:**

The chaperone(s) will:

- ❖ Have access to a private vehicle (personal or rented) at all out of town meets.
- ❖ Take regular attendance before the bus or other modes of transportation leaves.
- ❖ Ensure that the coach chaperone is aware of her responsibilities if the parent chaperone isn't traveling with the team. (i.e.- when parent chaperones are taking a private vehicle and the swimmers are traveling by bus.)

### **MEDICAL INFORMATION:**

The chaperone(s) will:

- ❖ Have access to each swimmer's health form that will be part of the chaperone kit.
- ❖ Be aware of any medical conditions or allergies that a swimmer may have.
- ❖ Be aware if a swimmer is required to take medication during the trip and discuss the instructions with the swimmer's parent(s) prior to departure.
- ❖ Be aware of parental concerns regarding homesickness, sleep walking, etc.
- ❖ Should a medical problem arise, inform the coach of what action is being taken. Another parent chaperone or the coach will assume responsibility for the team until the problem is resolved.
- ❖ Have ready access to the Sea Sprite first aid kit.

## APPENDIX J

### SEASPRITES' TEAM TRAVEL GUIDELINES

The Sea Sprites will endeavor to travel whenever possible as a team to and from competition. The Sea Sprites will provide supervision for all Club athletes while they are competing with their team at an out of town meet. This supervision may include transportation to and from meets and parent or coach chaperone supervision from departure from the Calgary Winter Club until arrival back at the Calgary Winter Club.

Coaches are required to travel both ways with their teams unless the Executive approves an exception.

Competitive Sea Sprites athletes are also expected to uphold high standards of behavior at competitions. Athletes are expected to:

1. Treat fellow team mates, competitors, coaches, spectators, and officials with exceptional levels of respect and dignity. This includes:
  - Keep our deck space clear of clutter and organized.
  - Please be sure to pick up garbage (even if it is not yours) throughout the day to keep the deck area safe, clean, and presentable.
    - Be considerate of other people's needs to move around the deck space and see routines.
    - Try not to block walkways or viewing areas, or walk around on deck when routines are performing.
    - Treat outcomes in a sportsman-like manner being sure to congratulate those that swim well and demonstrating support for those around you.

## **APPENDIX K**

### **FUNDRAISING**

Funds raised through Sea Sprites fundraising initiatives will be allocated as follows:

Funds raised by recreational athletes (Synchro 1A/B/C programs, pre-tier, and precompetitive programs) will be allocated to the Sea Sprites general fund to fund equipment, materials, and the overall running of the Sprite program.

Funds raised by the competitive athletes will go towards off-setting costs incurred by an athletes' individual travel expenses. If the dollar amount earned through fundraising initiatives exceeds that which is owing for the athletes' travel, funds will be applied for the athletes fees in the subsequent year of training. If the swimmer does not return to the program, her overages of fundraising dollars will go towards the Sea Sprites general fund.