

**Handbook**

**2008 – 2009**

# SASKATOON AQUALENES SYNCHRONIZED SWIM CLUB

## HANDBOOK

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## Section I

### INTRODUCTORY INFORMATION

#### History of Synchronized Swimming and the Saskatoon Aqualenes

Synchronized swimming was founded in Canada in the 1920's as a competitive sport. In 1923 a group of Montreal swimmers qualifying for their Royal Lifesaving Society Diploma were required to execute figures demonstrating their aquatic ability. After their examination they, decided it would be fun and challenging to organize figure competitions among themselves. The first Provincial Championship was held in Quebec on February 24, 1924. In 1925 rules for National Championships were accepted by the governing body, the Canadian Amateur Swimming Association.

Now many years later, synchronized swimming has extended to every province and is rapidly growing in popularity throughout the world. It made its debut in the 1984 Summer Olympics in Los Angeles. In 1988, Canada won 2 gold medals at the Olympics, and in 1992, 1 gold and 1 silver medal. Solo and duet events were dropped and team competition was added for the 1996 Olympic Games where Canada won the silver medal. The 2000 Olympics in Sydney will see the return of duet competition and Canada won a bronze medal in Team competition. Synchro is also part of the World Aquatic Championships, the Pan American, Pan Pacific and Commonwealth Games. At the most recent Pan Am Games in Winnipeg, Canada won the Gold medal, defeating the U.S. Team for the first time since the early 1980's. Annual European Invitational and National Championships provide competitive opportunities for our more experienced athletes. Most recently, Canada won bronze medals in both team and duet competition at Worlds Competition in Japan.

The Aqualenes Synchronized Swimming Club was formed in 1973 under the direction of Karen (Clark) Dumas. For the first ten years, the Club was sponsored by the Saskatoon Optimist Club and was known as the Optimist Aqualenes. In 1983 the sponsorship from the Bridge City Cosmopolitan Club was accepted. Our name changed to the "Bridge City Cosmo Aqualenes." In 1996 we became the Saskatoon Aqualenes Synchronized Swimming Club ("SAQ").

Our Club is affiliated with SYNCHRO SASK and SYNCHRO CANADA. These ruling bodies set standards for synchronized swimming throughout Canada to ensure that we remain a world leader in the sport of synchronized swimming.

We are greatly in debt to the founders of our club, the dedicated swimmers, parents, coaches and sponsors who have all contributed to the wonderful success of the Aqualenes and our proud tradition of excellence.

## **NATIONAL, REGIONAL AND PROVINCIAL ASSOCIATIONS**

### **Synchro Canada**

Synchro Canada is also known as CASSA or the Canadian Amateur Synchronized Swimming Association.

The address of the national office is:

Synchro Canada  
1010 Polytek Street, Unit 14, Suite 200  
Gloucester, Ontario  
K1J 9H9  
<http://www.synchro.ca/e/index.php>

Competitive swimmers are registered with Synchro Canada at the beginning of each season.

Other publications of interest are available from Synchro Canada's Publications Resource Centre. They include the following:

CASSA Official Rules Book  
FINA Rules (International Aquatic Sports governing body)  
History of Synchronized Swimming

### **Synchro Saskatchewan (SSK)**

Synchro Saskatchewan is the provincial association for synchronized swimming. SSK sponsors meets, training camps and training of coaches and officials.

The address for Synchro Saskatchewan is:

Synchro Saskatchewan  
1870 Lorne Street  
Regina, SK  
S4P 2L7

Our swimmers are registered yearly with Synchro Saskatchewan. All athletes must be registered with CASSA and/or SSK in order to compete.

### **Synchro Divisions in Canada**

Atlantic: Clubs from Newfoundland, Prince Edward Island, New Brunswick and Nova Scotia

Eastern: Clubs from Quebec and Ontario

Western: Clubs from Manitoba, Saskatchewan, Alberta, British Columbia, Yukon

## **OBJECTIVES OF THE CLUB**

In pursuit of excellence in synchronized swimming:

- To provide instruction in basic synchronized swimming skills, to provide an opportunity for the members to develop these skills to the maximum of their mental and physical capabilities be that at the recreational, provincial, national or international level.
- To foster, promote, and make available, the sport of synchronized swimming.
- To teach interested members the skills necessary to become synchronized swimmers.
- To provide the opportunity for members to develop to the maximum potential and strive for national and international recognition.
- To give members the opportunity to compete in swim meets at various levels - local, provincial, national and international.
- To develop and maintain a high level of coaching through sponsorship of coaches participation at recognized clinics and workshops.
- To promote the amateur sport of competitive synchronized swimming through the cooperation of CASSA and other organizations and individuals with similar objectives.
- To promote good sportsmanship, leadership and character.

## SASKATOON AQUALENES BOARD 2007/2008

		<b>E-mail</b>
<b>President</b>	Brent Burbridge	<a href="mailto:brent.burbridge@usask.ca">brent.burbridge@usask.ca</a>
<b>Past President</b>	Raylene Matlock	raylene.matlock@saskatoonhealthregion.ca
<b>Vice President</b>	Gregg Willie	GWillie@innovationplace.com
<b>Secretary</b>	Barb Millard	cammillard@shaw.ca
<b>Treasurer</b>	Michele Smith	blonde007@shaw.ca
<b>Fundraising Coordinator</b>	Dianne Janzen	bdjanzen@hotmail.com
<b>Bingo Coordinator</b>	Dianne Janzen	bdjanzen@hotmail.com
<b>Team Parent Coordinator</b>	Wanda Burbridge	brent.b@sasktel.net
<b>Registrar</b>	Cindy Yelland	nc.yelland@shaw.ca
<b>Travel Coordinator</b>	Patti Carmichael	pcarmichael@sasktel.net
<b>Meet Manager</b>	Ken Melvin	MELVIN@petro-canada.ca
<b>Volunteer Coordinator</b>	Susan Nimilowich	snimilowich@xplornet.com
<b>Equipment Coordinator</b>	Glen Thiessen	gmthiessen@shaw.ca
<b>Hospitality/Social Coordinator</b>	Debbie Kokott	dkokott@sasktel.net
<b>Wardrobe Coordinator</b>	Cindy Yelland	nc.yelland@shaw.ca
<b>Head Coach</b>	Laurie Wachs	lwachs@sasktel.net

### Other Information:

**Aqualenes' Web Site:** <http://saskatoonaqualenes.saskatoon-sk.com/>

**Synchro Sask** Executive Director, Kathleen Reynolds  
1870 Lorne Street  
Regina, SK  
S4P 2L7  
Phone: (306) 780-9227  
Fax: (306) 780-9445  
E-mail: [synchro.sk@sk.sympatico.ca](mailto:synchro.sk@sk.sympatico.ca)

**Web Site:** <http://www.synchrosask.com/>

## **COMMUNICATION**

### **General Information**

Communication is a vital part of the operation of the Saskatoon Aqualenes. Information regarding competitions, meetings, social activities and fundraising is transmitted to the membership by the following means:

1. The club has a web site. Notices, minutes and other communications are available on the site. url: <http://saskatoonaqualenes.saskatoon-sk.com/>
2. Memos containing valuable information regarding meets, special events, meetings, deadlines, etc. are sent home throughout the year via the swimmer. Please check on a regular basis with your swimmer, in her bag if necessary, to see if a memo has been sent home. Provide your swimmer with some large zip lock plastic bags to keep the memos dry and readable.
3. Any notice sent home to all club members must be approved by the President.
4. All teams hold an orientation in the fall and all parents and swimmers are expected to attend. A "Team Parent" will be chosen at this meeting.
5. "Team Parents" from each team relay messages to the families in their group.
6. Parents are asked to register an email address with the club. A club email roster will be created. Reminders, announcements and other communications will be sent by email regularly. Please provide the Registrar with any email changes that may occur during the year.
7. The Club has a General Meeting in the fall, usually in November, and possibly an Annual General Meeting in June.
8. Cheques and other correspondence for the Treasurer may be sent to the pool via your swimmer's coach.
9. Mailed correspondence may be sent to: Saskatoon Aqualenes, c/o Brent Burbridge, 306 Braeshire Rise, Saskatoon, SK, S7V 1B2.

### **Parent-Coach-Swimmer Communication**

1. Injured swimmers should notify their coach immediately.
2. Swimmers who are sick must notify their coach before practice and stay home if they are contagious.
3. Coaches should be contacted at home.

4. Parents should contact their swimmer's coach immediately as concerns arise to prevent misunderstandings and dissent arising within a team. Individual parents should first discuss problems with the coach. Parents may also arrange a team meeting with a coach. If not satisfied with the coach's response, parents should contact the Head Coach and President.

## **Section II**

### **VOLUNTEER COMMITMENTS**

#### **Saskatoon Aqualenes Executive/Board**

Volunteers are the backbone of our organization. They are needed for competitions, workshops, Executive and Board positions, transportation, etc. The following is a list of Executive/Board positions that need to be filled each season. Participation by all member families is necessary in order to efficiently run our club.

#### **Executive**

1. **PAST PRESIDENT**

- Advises the President on all presidential duties
- Responsible for seeking new nominations for the Executive/Board just prior to the annual general meeting in the spring
- Attends all Executive/Board/General meetings
- Sits on Personnel Committee

2. **PRESIDENT**

- Presides over all club meetings
- Supervises all Executive/Board members in the execution of their duties
- Responsible for ensuring all corporation papers are filed yearly
- Attends all Executive/Board/General meetings
- Attends Sport Council meetings
- Sits on Personnel Committee

3. **VICE PRESIDENT**

- Acts as chairperson in the absence of the President
- Is responsible for the administration of grant funding yearly
- Acts as an assistant to the President when assistance is required
- Attends all Executive/Board/General meetings
- Attends all Sport Council meetings

4. **SECRETARY**

- Records and types all club “Minutes” and distributes copies
- Retains and files all important reports and correspondence
- Attends all Executive/Board/General meetings

5. **TREASURER**

- Responsible for retaining proper accounts of deposits and disbursements
- Submits regular financial statements to the Board; presents a comprehensive budget at the beginning of each year
- Administers all payroll for coaches and other hired personnel
- Submits a year end statement and report; financial statements at year end are reviewed and/or audited
- Attends all Executive/Board/General meetings

6. **FUNDRAISING COORDINATOR**

- Responsible for all fundraising ventures
- Organizes all bingo bookings, trains workers, and is the contact between the club and the bingo hall management
- Retains proper records of all fundraising credits and deposits all fundraising monies
- Handles all inquiries regarding fundraising
- Attends all Executive/Board/General meetings
- Sits on Bingo Association Committee

7. **HEAD COACH**

- Acts as a liaison between the coaching staff and club
- Coordinates all the swimming programs and retains the ultimate authority in all matters pertaining to coaching. All coaches are responsible to and under the direction of the Head Coach
- Cooperates with club in establishing new policies and helps to enforce them
- Books facilities
- Handles all inquiries regarding coaches and swim programs
- Responsible for organizing the annual club water show every spring, including the programs, music person, etc. Arranges advertising with the Publicity Coordinator. Ensures that all coaches/swimmers/parents are informed re photo session and schedule.
- Handles all inquiries regarding the water show.
- Attends all Executive/Board/General meetings
- Sits on Personnel Committee

8. **MEMBER AT LARGE (TEAM PARENT COORDINATOR)**

- A Board member who is elected by the general membership to ensure a more balanced representation of all members of the club.

## Board

### **WEB SITE/NEWSLETTER COORDINATOR**

- Responsible for maintaining the club web site
- This has become the most timely and reliable method of communicating with the club membership
- The club may send out a sporadic newsletter if warranted.

### 2. **FEES AND REGISTRATION/TROPHIES AND AWARDS**

- Organizes and presides over fall registration: collects fees from all members
- Retains a proper record of fees collected and submits all monies to the treasurer
- Handles all inquiries regarding fees and registration
- Responsible for the care and maintenance of club trophies and awards
- Organizes all the engraving and ordering of keeper trophies/certificates for banquet
- Retains a proper record of who has all the trophies & awards for collection just prior to the banquet
- Purchases all special awards, trophies and certificates donated to the club or the club has requested
- Handles all inquiries regarding trophies and awards
- Attends Board/General meetings

### 3. **TRAVEL COORDINATOR**

- Organizes all transportation and required accommodation for out-of-town compulsory competitions
- Assigns all chaperones and distributes permission forms and all travel schedules
- Collects all travel monies from team parents and retains a proper record of who has paid
- Determines the individual travel costs for each swimmer
- Keeps the treasurer well informed of all incoming travel bills, etc.
- Handles all inquiries regarding the Travel and Accommodations
- Attends all Board/General meetings

### 4. **PUBLICITY COORDINATOR & HISTORIAN**

- Publicizes all club events such as competitions, promotional programs, fall registration
- Organizes the necessary coverage of all club events
- Sets up advertising of recruitment programs re new swimmers
- Handles all inquiries regarding publicity and promotions
- Coordinates team pictures
- Responsible for keeping a photographic record of all events that club

- swimmers participate in
  - Retains a proper record of competition “results” and data of all club swimmers to be kept in the album and/or scrapbook
  - Clips out all newspaper coverage of the club swimmers and keeps in the albums
  - Responsible for the general upkeep of the club camera and assigns to chaperones on out-of-town trips
  - Purchases all camera film and has film processed. Submits all bills to the treasurer for reimbursement
  - Keeps the club display case updated on a bi-yearly basis
  - Retains all valuable synchro information (i.e. newsletters) and keeps it in an organized fashion
  - Handles all inquiries regarding club history, club camera, etc.
  - Attends all Board/General meetings
5. **MEET MANAGER**
- Coordinates meet committee
  - Organizes all competition officials, personnel, judges, etc.
  - Mails all Meet Info packages to all incoming clubs
  - Arranges the “Scoring” and “Judges” clinics, if interest warrants
  - Handles all inquiries regarding local swim competitions
  - Attends all Board/General meetings
6. **VOLUNTEER COORDINATOR**
- Arranges volunteers for meets, social activities, and other club events
  - Acts as a contact between the Executive/Board and club members
  - Relays important messages to all team parents who in turn phone their team members
  - Attends all Board/General meetings
7. **EQUIPMENT COORDINATOR**
- Responsible for repair and maintenance of all club equipment
  - Retains an accurate record of equipment & serial numbers for insurance purposes; ensures that all new equipment is properly insured
  - Coordinates the proper set up of equipment for local competitions i.e.: music system & speakers, tables and chairs, video cameras, curtains, etc. (Coordinates the take down of all equipment)
  - Arranges all equipment “orientation” of new equipment for coaches
  - Purchases all new equipment required by the club Handles all inquiries regarding club equipment
  - Attends all Board/General meetings
8. **SYNCHRO SASK LIAISON**

- Must be a club member who has been voted to the Synchro Sask Board and who attends the Synchro Sask meetings
- Acts as a liaison between Synchro Sask and the club; keeps the club well informed on Synchro Sask meetings, new policies, important data.
- Handles all inquiries concerning Synchro Sask and acts as a referral person
- Attends all Board/General meetings

9. **HOSPITALITY/SOCIAL COORDINATOR**

- Arranges all social activities for the club throughout the swim season
- Responsible for arranging beverages and snacks at General meetings; submits all food bills to the Treasurer
- Canvasses for food donations for local competitions; sets up the “Judges” room at competitions
- Responsible for coordinating a minimum of two (2) social activities for club swimmers per year
- Handles all inquiries regarding social events
- Required to attend Board/General meetings

10. **WARDROBE COORDINATOR**

- Organizes all club wind suit/hoodies fittings and orders
- Distributes club wind suits to team managers who in turn hand suits out to their team group
- Arranges for the collection of wind suit rental and deposit monies
- Keeps the pool office well supplied with nose clips and caps
- Organizes hair clinics and head piece session if interest warrants
- Handles all inquiries regarding wardrobe
- Required to attend Board/General meetings

**General Meetings**

Held up to 2 times per year (fall, and one other date). At the spring general meeting, all Executive/Board members are required to submit a written report, summarizing all duties accomplished in the past year. All recommendations should be included. All club members are encouraged to attend the General meetings.

**Board Meetings/Executive Meetings**

Held approximately every 4 - 6 weeks. Any club member may attend, or members needing to bring up concerns or questions, can contact the appropriate Board/Executive member.

**Spring Planning Session**

Often held in the spring. Board, Executive and interested club members to attend to share/discuss ideas for next year's program.

### **Volunteers Required to Host Meets**

A synchronized swim competition requires many volunteers to ensure it's smooth operation. Training for volunteer duties is "on the job" where new parents are teamed up with experienced parents. Courses are offered for those interested in judging and refereeing. All workers should arrive at least 15 minutes before their shift. All on deck personnel are required to wear white clothing.

Volunteers at meets are as follows:

- |                       |  |
|-----------------------|--|
| MEET MANAGER          | - organizes the meet   |
| JUDGES                | - award a mark for each competitor                             |
| REFEREE               | - reads the judges' figure marks aloud                         |
| ASSISTANT REFEREE     | - assists the referee  |
| SCORERS               | - records and calculates the scores on sheets provided         |
| TIMERS                | - times and records routines                                   |
| RUNNERS               | - takes judges routine marks to announcer's table              |
| ANNOUNCER             | - announces judges marks and routine scores                    |
| COMPUTER SCORER       | - enters the scores and tabulates the results                  |
| MUSIC                 | - coordinates and plays each routine tape                      |
| SOCIAL                | - food donation and/or preparation for hospitality rooms       |
| VIDEO                 | - videotapes routine events                                    |
| SALES                 | - selling merchandise at meets                                 |
| SET UP/TAKE DOWN      | - setting up and taking down of tables, chairs, curtains, etc. |
| OFFICE/ADMINISTRATIVE | - photocopying results and preparing result packages           |

The MEET MANAGER is in charge of all competitions hosted by the Saskatoon Aqualenes.

The JUDGES award marks for each competitor. A routine event involves competition in solo, duet and team events in the various Tiers. Judges sit in lifeguard chairs to have a better view of the routines as they are performed. Competitors are assigned a competition number and swim in numerical order. Judges award marks for technical merit and artistic impression. Sometimes judges give both marks to each routine. Higher level competitions usually have two separate judging panels, one for technical merit and one for artistic impression.

In meets which combine figure and routine competition, a "Championship" score will be awarded to each routine. This mark is calculated by adding 50% of the figure score and 50% of the routine score. In duet and team competition, figure scores for all of the swimmers involved in the routine are averaged to calculate their championship score.

Routine and Championship placing are often but not always the same because figure scores can pull a routine up or down. High-Performance level Senior age athletes do not compete in figure meets. Instead they compete in two routine events – a short Technical and longer Free Routine. Championship scores are calculated by adding 35% of the Technical Routine and 65% of the Free Routine.

In the Figure events the REFEREE calls for the judges to show their marks and reads them out. The ASSISTANT REFEREE ensures the swimmers are lined up in the proper order. In Routine events the REFEREE readies swimmers for the start of their routine and blows a whistle to start the music. The ASSISTANT REFEREE ensures swimmers are in the proper order.

SCORERS record the marks on figure sheets provided. Depending on the number of judges SCORERS may have to cross off the high and low marks and add the remaining three. This procedure continues until all swimmers have completed the figure.

The MUSIC COORDINATOR ensures that all tapes have been received prior to routine competition and are placed in order of competition. He/she starts the tape as directed.

TIMERS use stop watches to time and record the length of each routine.

RUNNERS sit beside each lifeguard chair and take the judge's marks to the announcer's table.

COMPUTER SCORER enters the scores and tabulate the results. Technical merit scores are worth 50% of the final mark and artistic impression scores are worth 50%. The routine score is calculated.

The ANNOUNCER introduces the competitor in routine events and at the end of the routine calls for the judges to show their marks and reads out the judges' technical and artistic marks.

### **Mandatory Volunteer Requirement**

Each swimmer's family is required to volunteer for two - 2 hour shifts (4 hours/meet) at each meet held by the club during the competitive year. In order to encourage this volunteerism, each family will be required to give post-dated cheques for \$50.00/meet to the club (dated for the week immediately after the meet is scheduled) at the time of registration.

If volunteer requirements are not met during the year, these cheques will be cashed.

## Section III

### COACHING

#### Components of Training

Becoming a good synchronized swimmer requires the integration of many components of training. Some of these are:

1. Efficient Swimming Skills

Learning the four basic strokes (butterfly, backstroke, breaststroke and freestyle) are important, as swimming is our main form of aerobic fitness. Throughout the season you will hear the word “workouts”. Our goal is to improve technique, speed and “feel” in the water.

2. Precision of Timing and Speed of Movement

In order to be synchronized the swimmers are taught to execute the precise movement of an arm or a leg on a precise beat of music or a precise count. If you watch a practice often you will see coaches “banging” with a stick on a pool ladder or a metal oar. They are coaching timing which takes many repetitions to perfect.

3. Flexibility, Core Strength and Extension

In order to be able to glide with fluidity from one movement to another and in order to maintain accurate positions these three elements are essential. Training for these components takes place both in and out of the water. Our athletes need to commit themselves to daily practice of these skills.

4. Techniques for Sculling and Kicking

There are several basic skulls and kicks that are the foundation for our sport. These techniques take years of work to become “fine tuned” but much of the training at all levels is devoted to learning to be more efficient at these transitional motions. Efficiency also creates an impression of effortless in the water.

5. Performing Qualities

Synchro is a very beautiful, athletic and graceful sport. It demands a high level of self-confidence, poise, charisma and acting skills in order to present a complete performance package.

#### Coaches Expectations and Recommendations

1. The Saskatoon Aqualenes are dedicated to pursuing excellence in the sport of synchronized swimming and the behaviour of the athletes should reflect a positive image of the club. Swimmers and parents are encouraged and expected to promote a professional attitude regarding sportsmanship, competition and fair play. This behaviour should be demonstrated both in and out of the water in daily training and at meets.
2. Attendance at regular practices should not be lower than 85% because synchronized swimming is first and foremost a team sport. Athletes must also do the required abdominal, core strength and flexibility exercises faithfully every day.
3. Punctuality is extremely important. Swimmers should be on deck 15 minutes prior to each practice to warm up and stretch out their splits, shoulders, back and toe point. This warm up and stretch time is critical in the prevention of injuries. Practice times will begin in the water (to the minute) and athletes should be prepared by having swim caps and goggles on two minutes prior to water time. Continual tardiness will not be tolerated and those consistently late will not be given priority in coaching time or attention.
4. Nutrition is an important part of competitive sport. Swimmers should bring a water bottle to every practice and drink plenty of water before, during and after exercise. Athletes should pack a high carbohydrate snack (e.g. crackers, fruit, cereal bar, juice box) in their bag to eat within 15 minutes of training to replenish glycogen stores.
5. A minimum four-week trial period is needed when new training ideas or programs are introduced in order for the athletes to adapt to the changes. Patience and a positive, supportive attitude by the family is important in the acceptance and successful implementation of new training programs. Athletes that have full confidence in their coach's capability will receive the maximum benefit from their training.
6. Injuries
  - if you are injured, **notify your coach at home** before practice; the Coach will advise an appropriate workout
  - see a doctor or physiotherapist immediately
  - inform the Coach of any treatment recommendations from the healthcare professional
  - be honest with yourself with what you can and cannot do
  - remember that the coaches trust you
  - if you are sick, notify your coach at home before practice and stay home if you are contagious

7. The Coach is in charge during practice time and at competitions. Parents are not allowed on deck or to interfere from the stands during coaching times. This includes solo, duet, land drill, flexibility and dry land.
8. Swimmers are not allowed to enter the water until the lifeguard is on deck and a coach gives them permission to enter the water.
9. Swimmers are not allowed in the pool office unless special authorization has been given to them by the coaches.
10. Club swimmers and coaches that utilize public pools for extra swim practices on their own time (pool time NOT booked by the club) must adhere to the public swim rules and are responsible for paying the admission costs.
11. Each swimmer is responsible for her own swimming equipment at practices, including nose clips, cap, suit, and towel. Runners, gym clothes, tubing, skipping ropes, etc. are required as instructed by the Team Coach.
12. In the event that swim practices are canceled on short notice due to circumstances beyond our control (e.g. pool closure), the swim practice will be used by coaches for land drill or implementing other training techniques.
13. Frequently, during the swim season. EXTRA swim practices are booked for the swimmers. EXTRA practices are usually held one week prior to a competition. Coaches will notify swimmers as to when and where extra practices will be held.
14. Parents are always more than welcome to view the swimmers at practices. Parents must remember to observe facility rules.
15. Parents are asked to refrain from speaking to the coach and swimmers during practice sessions. If parents wish to confer with the coach or swimmer, please wait until the practice is over.
16. Land drill training is an important training tool which teaches swimmers the proper counts and synchronization to their routine music. Land drill training times will be scheduled by the team coach in the fall.
17. Parents are asked to direct any concerns to their swimmer's coach or the Head Coach, not to other parents. One properly directed concern or complaint does more for all concerned than many misdirected ones.
18. All swimmers are required to attend the compulsory competitions. Each swimmer plays an important role in executing a team routine. When one swimmer is missing the whole routine must be revised, creating extra work for the team coach and the rest of the team. This can be detrimental for a team, especially close to a competition date. Parents and swimmers must understand the high

commitment level required by all team members and the necessity of swimmers' attendance at all competitions.

19. Swimmers must provide their own locks or money for lockers.
20. The locker rooms at all pool facilities are used by other people besides synchronized swimmers. To assure the club's good standing with pool administration, swimmers must always behave respectfully when using the locker rooms.
21. Showers are always in big demand right after a practice or competition. Swimmers are asked to respect everyone's use of the showers by showering quickly and getting out so others can use them.
22. Swimmers are not to engage in horseplay, shoving, or yelling while in the locker room. Floors are slippery and someone could get hurt.
23. Family holidays, vacations and school field trips that include the swimmer should not be planned 2 weeks prior to Sask Invite, 4 weeks prior to Provincials, 5 weeks prior to Westerns or MASY Challenge and 6 weeks prior to Nationals. Athlete absences during the competition season must have coach approval. Unapproved absences may be subject to sanctions according to the Club Discipline Policy.
24. When a competition falls on a Sunday swimmers are allowed a practice or day off:
  - Provincials            1-2 days off
  - Westerns                3-4 days off
  - MASY Challenge    1-2 days off
  - Nationals               3-7 days off
25. A large time commitment is required to become a skilled synchronized swimmer. The integration of school, homework, swimming and socializing become more challenging as the time commitment for swimming increases dramatically between the ages of 12-15 years. Parents and swimmers need to pace themselves through this period, learning more efficient time management skills. This will help the swimmers during their athletic career and will also prepare them to handle pressure and high stress situations that arise later in life.
26. Questions or concerns regarding the training program should be discussed with the Coach immediately. We want to prevent any misunderstandings or dissent arising within a team or the club. If not satisfied with the coach's response, parents should contact the Head Coach and the President.

27. Private coaching is available for figures, routines or general skill development. Please contact individual coaches to work out schedule and payments.
28. We should all work together to project a positive image of the Saskatoon Aqualenes. We should promote all of our athletes by focusing on their strengths and avoiding discussion of any weaknesses. We should avoid proliferation of misinformation or negative comments on deck or in the stands.
29. Parents are always welcome to come and cheer on their athletes at out of town competitions. It is important for moral and focus that teams stay together during these times to maintain cohesion and unity. Hotel accommodations should be requested on a separate floor from the athletes unless the parent is a designated chaperone.
30. Parents must refrain from interfering in any way with the schedules and routines of the athletes and their coaches at competitions. Parents are not allowed on deck and should refrain from singling out their daughter(s) for any reason whatsoever.
31. A high standard of moral and ethical behaviour is expected from all athletes, coaches, parents and volunteers. Inappropriate actions or behaviour that could reflect negatively on the image of the Saskatoon Aqualenes will be subject to discipline.

### **Team Selection**

From time to time, a swimmer may be enrolled in a program that may not meet her swimming ability. Should this occur, the Head Coach will contact the parents to recommend another program for their swimmer. The Head Coach is well qualified to recognize when a swimmer will more likely enjoy another program more suited to her needs and ability.

Decisions made should be received in a positive, co-operative manner. If you have any concerns about a coaching decision, please arrange to meet with your swimmer's Team Coach at the earliest possible time. Further concerns should be brought to the attention of the Head Coach.

Team membership is the decision of the Head Coach and comes completely under her jurisdiction.

### **Solo/Duet Selection**

Solos and duets will be announced shortly after team training begins. Selection will be based on the following factors:

1. Ability
2. Number of routines the coach feels the swimmer can handle

3. Height, compatibility, attitude, self-motivation and work habits.

**Swimmers wishing to do an additional routine must confer with their parents first,** as this may mean additional swimming costs. If parents agree, the swimmer must approach the Head Coach to request the same. The FINAL decision rests with the Head Coach. If the Head Coach agrees, she will assign a coach for that routine. Coaches may also recommend to parents that their swimmer take on a solo/duet.

Team formation always takes priority in synchronized swimming. If a team is available. The team comes first with NO EXCEPTION. Swimmers doing a duet and/or solo must remember that these are considered a privilege. If a swimmer fails to show for team practice or displays inappropriate behavior, the solo and/or duet may be forfeited at the Head Coach's discretion. If a team is unavailable, that swimmer may do a solo or duet.

Parents and/or swimmers are responsible for routine suits and headpieces, all of which must be ready for competition by December 31. Music for solos and/or duets, is selected by the coach and swimmer(s).

### **Elite Program**

The Saskatoon Aquatics Elite Program is designed to provide the next level of opportunity for every athlete from our newest to our most experienced swimmers. The Program provides an increased emphasis on height and flexibility for Tiers 6/7 athletes. It is a program that includes increased use of outside experts and improving the coach/athlete ratio at all levels. Members of the Elite Program also attend High Performance Training Camps hosted by Synchro Saskatchewan. These high performance Camps take place on selected weekends throughout the competitive season. The camps focus on technical skill development, mental training, fitness and flexibility, nutrition and team building with the intent to prepare elite level athletes for Western Divisional and National competitions. The anticipated results are podium performances at Nationals as well as the placement of athletes on National Teams.

The Elite Program is assessed at the end of each competitive season. Results from the past three years are extremely positive. In each of those years team results at all levels have improved significantly. In the 2001-2002 season our National Age Group Open Team was awarded a Bronze Medal at Nationals. The Tier 6 Team finished first overall in the team competition in both the 2005-2006 Western Regional Competition and the Espoir National Championships.

The following are answers to a few questions that athletes and parents may have about the Elite Program:

**Q: What impact will the Elite Program have on my athlete's education?**

**A:** *All athletes swimming in Tiers 6 and 7 will be required to make some compromises in their schooling. Compromises necessary to accommodate the training/competition schedule would involve the timing of classes and do not*

*have to translate into a negative impact on your swimmer's scholastic achievement. Many of the athletes continue to maintain Honours standing. Skills that athletes learn during training such as discipline, goal-setting, time-management and self-confidence are in great demand with educators and employers and allow athletes to succeed in all areas of their life. Ultimately a decision of this magnitude regarding education rests with the athlete and their family.*

**Q: My athlete is only 10 years old and won't be part of the Elite Team for several more years. What do I need to know?**

**A:** *The Elite Program is designed to allow seamless movement from one level to the next so while they are being trained to reach their highest performance level at the Tiers 1 to 5, they are also receiving training that will allow them to move effortlessly to Tier 6. Skills such as sculling, kicking, endurance, team work, timing and precision are built upon each year to that by the time they are 15 years old they are fully prepared to tackle the challenges of the Elite Team.*

**Q: What do Elite Team athletes say about the program?**

**A:** *The training is very hard and they feel that their skill level has improved tremendously.*

**Q: Who should I contact regarding any other questions?**

**A:** *Any specific technical questions can be answered by the Head Coach.*

## **Section IV**

### **FINANCIAL COMMITMENTS**

#### **Financial Policy**

It is the goal of the Saskatoon Aqualenes to operate efficiently and with a balanced budget. Our major expenditures are coaching salaries and pool rental. Our major sources of income are swimming fees, bingos, fundraising and grants.

#### **Payment Requirements**

1. Payment to cover Synchro Sask/Synchro Canada Affiliation fees due at registration.
2. Payment to cover swim fees must be provided to the Saskatoon Aqualenes no later than the deadline announced at the beginning of each swimming season.
3. Payment to cover monthly swim fees must be provided by one of the following options:

Option 1

- Payment by 9 post-dated cheques dated for the 1<sup>st</sup> of each month;

Option 2

- Payment by 2 post-dated cheques dated for the 1<sup>st</sup> of September and the 1<sup>st</sup> of January;

Option 3

- Payment by 1 post-dated cheque for the 1<sup>st</sup> of September.

4. Payment to cover monthly solo and duet fees must be provided by one of the following options:

Option 1

- Payment by 8 post-dated cheques dated for the 1<sup>st</sup> of each month;

Option 2

- Payment by 2 post-dated cheques dated for the 1<sup>st</sup> of November and the 1<sup>st</sup> of January;

Option 3

- Payment by 1 post-dated cheque for the 1<sup>st</sup> of November.

5. Payment to cover of the purchase of a club jacket.
6. Payment to cover wardrobe costs (i.e. nose clips, caps, team suits, etc.).
7. Payment to cover the cost of travel to meets.
8. Any cheques not used will be returned to the issuer at the end of each season.
9. Payment to cover fundraising/buyout must be provided by 3 post-dated cheques.

**Overdue Payments and Returned Cheques**

1. At the time when payment is deemed to be overdue or a cheque that is returned, a notice will be sent home with the swimmer, addressed to the swimmer's parents, requesting payment within one week.
2. At the same time, the Treasurer will contact the swimmer's parents requesting payment within one week.
3. If payment is not received after one week the swimmer's parents are notified in writing that if immediate payment is not received, the swimmer participation will be suspended in 7 days. Written notification will be sent by registered mail to the parents.
4. The writer of a cheque returned for any reason will be responsible for all bank service charges incurred to the Club. In addition to the bank service charges

there will be an additional \$10.00 charge for each cheque returned.

5. It will be the responsibility of the parent(s) to inform their child that they will not be allowed to participate.

### **Withdrawal Policy**

1. A swimmer wishing to withdraw from the Club shall provide a written notice to the Treasurer or Registrar two weeks prior to the withdrawal of the swimmer.
2. If a swimmer withdraws from the swim program after January 15 a refund will not be issued unless a swimmer provides a physician's certificate stating that she is unable to finish the swim year or if the swimmer is moving out of the area
3. New swimmers have a "grace period" until October 1st before the Withdrawal Policy applies.
4. The Withdrawal Policy applies to returning swimmers immediately following registration.
5. Synchro Saskatchewan/Synchro Canada (CASSA) Registration Fees are non-refundable.
6. Monthly swim fees are payable until the expiry of the two week notice period.

Any unused post-dated cheques will be returned.

### **Fees**

#### **Affiliation Fees**

Registers the swimmer with the appropriate governing body, either Synchro Saskatchewan and/or Synchro Canada. This fee is very important for insurance purposes and is due and payable at registration.

#### **Team Swim Fees**

Team fees cover regularly scheduled team coaching time, pool cost and administrative costs. Team schedule and payment information for individual teams is available at registration.

#### **Solo/Duet Swim Fees**

Covers the cost of extra coaching during the year.

## Travel

Travel expenses are the responsibility of each family and must be paid promptly once invoiced and **PRIOR** to athlete travel. Athletes with unpaid travel invoices will **NOT** be permitted to **travel** to the meet. Families may still be responsible for the costs incurred by the Club. Travel expenses will include:

- **hotel** – the cost per room is split between swimmers sharing the room
- **land transportation** – the cost of the bus or van is shared by the passengers
- **air transportation** – the cost is borne entirely by the swimmer
- **competition and entry fees** – the cost is borne entirely by the swimmer
- **hospitality fees** – banquet and athletes hospitality room cost is borne entirely by the swimmer
- **chaperone expenses (travel, accommodation and per diem)** – is split among the swimmers being supervised

The Club pays for coaching per diem costs. Other coach expenses related to travel to competitions, including hotel and transportation, are the responsibility of the team members.

## Section V

### FUNDRAISING/BUY-OUTS

#### Fundraising

All Aqualenes families are obligated to do a set amount of fundraising for the Club each year. Bingos are the main source of revenue and fundraising for the club. Aside from bingos, the Fundraising Coordinator will have other club sanctioned fundraising projects.

Any family may choose to “buyout” rather than actively fundraise.

At the time of registration, post-dated cheques for fundraising are to be submitted, payable to the Saskatoon Aqualenes for the following dates: November 15 – first half the total obligation; March 15 second half of the total obligation; April 15 buy-out equivalency. The buy-out equivalency cheque will only be cashed if the total required amount of fundraising has not been fulfilled. Fundraising obligations must be fulfilled no later than May 15. To see what amount of fundraising each swimmer must raise, refer to the registration information package.

All revenues from fundraising activities (with the exception of Bingos) receive a 60/40 split in favour of the swimmer when the event is a designated club fund raiser. Otherwise, other fundraising attributes 100% to the swimmer. The revenues from the swimmer's portion are designated to a trust fund in each swimmer's name. Other projects, whenever possible, will be voluntary.

## **Buy-Outs**

Any family may choose to "buyout" rather than actively fund raise. Three post-dated cheques payable to the Saskatoon Aqualenes are submitted at the time of registration.

## **Bingos**

Our main source of fundraising income is from BINGO! These funds subsidize pool rental and coaching salaries. It is important that our parents realize how necessary their support and cooperation is in the successful operation of the bingo hall.

The Bingo season begins September 1 and runs until August 31. Credits and debits of total bingos worked will be carried over from one season to the next. Bingo schedules are available at registration and you are allowed to schedule bingos at your own convenience. Completed bingo schedules will be published in the newsletter.

All families are responsible for contacting the Bingo Coordinator and scheduling their own bingos. All bookings for bingos are on a first call - first booked basis. Families who choose to work excess bingos may leave their name with the Bingo Coordinator, who will contact individuals from the list when/if any openings occur.

According to the Liquor and Gaming Commission regulations and the Saskatoon Charity Association:

- It is recommended that no one under the age of 14 years be allowed to work bingos
- No one under the age of 16 years may sell Nevada tickets
- Only a responsible adult may work the back counter

Families who sign up two workers at a bingo must provide a minimum of one parent worker. Families signing up for a bingo must indicate to the Bingo Coordinator the age of the worker(s) so that a proper adult/child ratio can be maintained. The Bingo Coordinator can limit underage workers.

Families who sign up for a bingo, but fail to provide a worker for their scheduled bingo, will be levied a fine of \$40.00. You are responsible for the bingos which you book.

It is often difficult to walk the floor after we've spent eight hours at our regular jobs, or we have a headache, but THE MORE WE SELL, THE MORE WE MAKE! Bingo players are a peculiar lot. They come to play and have a good time. If they enjoy themselves and receive great service, they usually spend more. Our bingos can be successful money-makers if you follow the guidelines below:

- Please smile and be courteous, friendly and helpful.
- Acknowledge winners immediately.
- Have your money and cards organized so that you are an efficient seller.
- Always spread throughout the hall – especially at the start of bonanza sales.
- Keep conversation with other volunteers to a minimum.
- Please have your cell phone muted or turned off.

### **Other Fundraising Activities**

Families may elect to fulfill their fundraising requirements through the various fundraising activities (other than bingos) approved by the Fundraising Coordinator and the Board. Regardless of which activities the families choose to pursue, the Fundraising Coordinator must be contacted and advised, and all commitments must be fulfilled.

### **Extra Fundraising Credits**

Once the **REQUIRED** fundraising commitment is reached, additional fundraising credits may be used for **Swimmer's** expenses. The following is **ONLY** what extra fundraising credits may be used for: **Swimmer's** transportation and accommodation; **Swimmer's** pool fees; **Swimmer's** competition fees; **Swimmer's** registration costs; **Swimmer's** camp fees; **Swimmer's** wardrobe fees.

Fundraising fees are non-transferable and non-redeemable/refundable, at any time or in any circumstance. The provincial laws under *The Liquor and Gaming Commission Act*, (or which this club is subject to abide by), provides the policy which must be adhered to.

## **Section VI**

### **TRAVEL**

#### **General Information**

Provincial Competitive swimmers attend two or three out-of-town meets each swim season, usually traveling within the province and involve one or two night stays in a hotel. The first competition occurs in November with Provincials in April and the MASY Challenge in May. The MASY Challenge is held in Alberta, Manitoba and Saskatchewan on a rotating basis. **It may also be sporadically held in the Yukon.**

Elite swimmers travel out of the province to Divisional and National competitions that involve being away for 5 days in late March, in May for Tier 5, and June for Tier 7.

Travel expenses are the responsibility of each family and must be paid promptly once invoiced and **PRIOR** to athlete travel. Athletes with unpaid travel invoices will **NOT** be permitted to **travel** to the meet.

Within the province travel is arranged by bus or van. The cost per person is divided by the total number of passengers. All swimmers are expected to travel with the team/club and will be billed accordingly.

Out-of-province travel may be by air or bus depending on the distance to be traveled. All swimmers are expected to travel with the club when traveling by bus. Most swimmers fly together as arranged by Travel Coordinator, however, families may sometimes wish to make their own travel arrangements to take advantage of Air Miles, etc.

Teammates room together. At the younger age levels, chaperones will accompany the swimmers and share their hotel rooms, one chaperone per room and/or team. Chaperones for Tiers 7 Teams will stay in separate rooms. Coaches room together. **UNDER NO CIRCUMSTANCES DO SWIMMERS ROOM IN THE SAME ROOM AS COACHES.**

Arrangements are made for supper together. Swimmers pay for their own meals and are responsible for their own wallets and money. Due to early swim times where breakfast may not be available, swimmers are encouraged to pack a nutritious breakfast, e.g. fruit, bagels, juice boxes. Arrangements will be made for food throughout the day.

Prior to an out-of-town meet, a notice is sent home with specific travel times, costs and clothing requirements. Please read these notices carefully. The swimmers share the cost of the bus and hotel. Accommodation, travel and per diem for a chaperone is split among the swimmers she is supervising.

Parents who are interested in chaperoning should contact their swimmer's coach, Team Parent, and Travel Coordinator well before each meet. Any questions or constructive suggestions should be directed to Travel Coordinator.

### **Guidelines for Out-of-Town Meets**

## Parents

1. It is very important to NOTIFY the coach and Travel Coordinator as soon as possible if your daughter will not be attending an out-of-town meet.
2. If you are making your own air travel arrangements for an out-of-province meet you must notify Travel Coordinator well in advance.
3. Please ensure that your swimmer has packed the proper swim apparel. Notices will be sent home 5 days prior to out-of-town meets listing all requirements.
4. Make sure your swimmer brings only the amount of money she needs. Please leave all valuables (rings, earrings, watches) at home.
5. It is your responsibility to make sure your swimmer arrives at the place of departure on time. You must also pick her up at the end of the meet at the designated time and place. Punctuality is essential.
6. Teams stay together during this time to maintain cohesion and unity. Parents should request accommodations on a separate floor (if possible) from the athletes unless they are a chaperone. Parents are also asked to refrain from singling out their swimmer in any way during this time.
7. Parents are always welcome to cheer on their athletes at out of town competition. Parents are asked to promote a professional image of the Saskatoon Aquanets by focusing on the strengths of the athletes and club and avoiding discussion of any weaknesses. We should avoid any negative comments in the stands.
8. Parents must refrain from interfering in any way with the schedules and routines of the athletes and coaches at competitions. Parents are not allowed on deck during competitions.
9. When at out-of-town competitions the competition is the priority at all times. Swimmers may be requested to be at the pool to cheer on other athletes and to watch other events as requested by the coach(s). **DO NOT MAKE ARRANGEMENTS** to take your swimmer out during non-competition hours.
10. Coaches (not chaperones) are in charge and are responsible for any decisions regarding the swimmers during the time absent at an out-of-town meet.
11. Please ensure you are familiar with the swimmers' guidelines and discuss them with your daughter. Failure to comply with the guidelines could result in the swimmer being sent home at her parents' expense or other disciplinary measure.

## Swimmers

1. Swimmers must act in a responsible, honest and respectful manner at all times. Be friendly and show good sportsmanship to other competitors.
2. Swimmers must listen to and follow the instructions of the coaches and chaperones.
3. The Coach will advise if swimmers should be on the pool deck during a competition when they are not competing.
4. The Club wants to project a professional image at all times. The dress code for competitions is as follows:
  - CLUB TRACK SUIT OR DESIGNATED (by coach) OUTFIT MUST BE WORN
  - T-shirts should be clean and tidy
  - Club swim suits and caps should be worn during practice and warm ups
  - Hair should be neat at all times
5. Each swimmer is responsible for her own belongings, including money.
6. Swimmers must always travel in pairs or groups, never alone. The “buddy system” is enforced at all times. If you are leaving your hotel room for another part of the hotel you must notify your coach and/or chaperone.
7. Swimmers are not allowed to leave the hotel at any time without permission from their coach.
8. Swimmers must be in their rooms at:
 

12 & Under .....	9:30	14 & Under (NAG) ..	10:00
15 -18 (Juniors).....	10:30	Senior .....	10:30

Lights out at coaches and/or chaperones instructions.
9. The bus, van and hotel must be left in a clean and tidy condition.
10. NO JUNK FOOD - candy, chocolate bars, chips, etc. will be confiscated on sight.
11. Pajamas are not permitted in the hotel hallway.
12. Long distance calls may not be charged to the swimmers’ rooms.
13. Swimmers are not allowed to watch restricted adult movies. Alcohol and smoking are banned and males are not permitted in the hotel rooms.
14. Swimmers are reminded that some rules enforced during out-of-town meets are - more restrictive than those at home but they are necessary to maintain a professional image of the Saskatoon Aqualenes. Failure to comply with the

above guidelines may result in a swimmer being sent home early at the parents' expense or other disciplinary measure including suspension.

## **Chaperones**

1. Chaperones, regardless of what team they are assigned to or what room they sleep in, are there for the group as a whole. Chaperones must refrain from singling out their daughter in any way.
2. Once chaperones have been assigned they will be introduced to their teams by the coaches.
3. Chaperones will receive instructions regarding pool departure times, team meetings, lights out, etc. from the coaches.
4. If for some reason a coach must leave, the team chaperone along with another coach will be responsible for the team.
5. Rooms will be requested to be consecutively spaced. Rooms without chaperones will be placed between those with chaperones. Chaperones for Junior & Senior Teams will be in separate rooms.
6. There will be at least one chaperone per group present at each restaurant.
7. Junk food is to be confiscated on sight. It will be returned to the owner upon arrival back in Saskatoon.
8. The chaperone's accommodation, transportation, and per diem costs will be shared by the swimmers she is supervising, the chaperone will also be expected to contribute her equal share of expenses.
9. Chaperone responsibilities are to be shared during the year by team parents. Parents interested in chaperoning are asked to contact the Team Parent. It is the responsibility of the Team Parent to advise the Travel Coordinator well in advance of the competition.
10. From time to time a chaperone may be required to videotape, play music during a practice or other duties as requested by the coaches.

It should be stressed once again that although chaperones are assigned to specific teams, they are responsible for the group as a whole.

## **Section VII**

### **Wardrobe**

#### REQUIRED FOR ALL COMPETITIVE AGE LEVELS

- comfortable swim suits\* (one piece) for regular practices
- nose clips\* (lots!)
- swim caps\* and goggles for practice
- black figures suit and white cap (for figures competition)
- club jacket and pant combination as purchased by swimmer
- club swim suit and cap (for competitions only – as requested by the coach)
- team routine suits as chosen, solo/duet suits as required

#### OPTIONAL FOR ALL AGE LEVELS

- club tee shirt\*
- club hoodies\*
- sports bag in club colours\*

#### TRACK SUITS MUST BE WORN TO ALL MEETS

- may be purchased from the Wardrobe Coordinator

## **Section VIII**

### **CATEGORIES OF SWIMMERS AND MEETS**

#### **Swimmers**

For the 2002-2003 competitive season there will be significant changes to the competitive structure as synchronized swimming across the country moves into a skill-based program. This new structure will introduce achievement levels called Star and Superstar that the swimmers can aspire to and will be tested on and awarded each

year. The focus of this new system is to allow swimmers to progress at their own pace and be grouped on teams with swimmers of similar skills.

### Recreational Swimmer

PRE-COMPETITIVE: The focus of these swimmers is "Learn to Synchro". The swimmers perform in Club Water shows which are held twice during the season.

### Competitive Swimmer

The Competitive Swimmer has the choice to follow either the Provincial Stream or the National Stream.

PROVINCIAL STREAM: Swimmers compete at local, provincial and regional meets. These swimmers are grouped in Tiers 1 to 7 depending on which Star/Superstar Level they have completed.

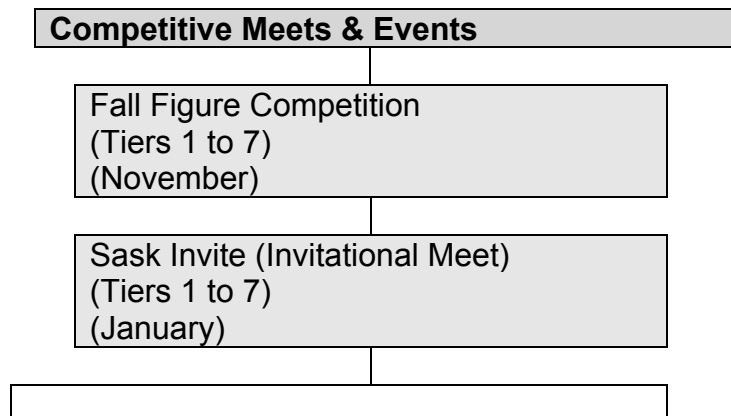
NATIONAL STREAM: Swimmers compete at Local, Provincial, Divisional, National and International levels. They are grouped in Tiers 6 to 7 depending on their age. They must also have completed the required Superstar level. Tier 6 (14 & Under) require Superstar 3, Tier 7 (15 - 17 (Junior)) and (Senior (18 & over)) require Superstar 5.

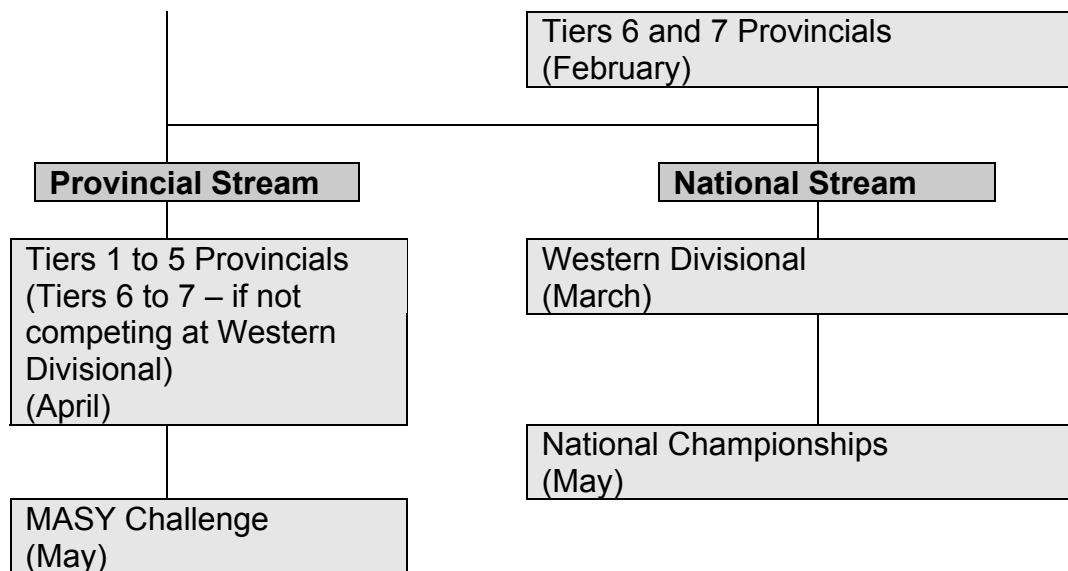
MASTERS: These swimmers are 18 years and older with abilities ranging from novice to advanced (former competitive synchro swimmers). They compete at provincial, national and international meets

All swimmers are registered with Synchro Saskatchewan and Synchro Canada.

### **Meets & Events**

The competitive swimmers will be grouped according to their skill level in Tiers 1-7. These Tiers will then be grouped to form two streams of competition within the Province and will look as follows:





## International Competitions

At every level athletes need the opportunity to prepare for a higher level of competition. Meets throughout the year enable swimmers to have exposure to different levels of athletes and judges and to prepare for the final competition of the year. Athletes who go on to compete at international meets will have a distinct advantage the following year. They become familiar with the judges and their expectations, can learn from the styles of other countries and become aware of the pressures involved in international competition.

The road to the Olympics is long and arduous. It begins with talented, hardworking athletes who persevere through all setbacks. The athlete needs to place in the medals at Provincials, Divisionals and Nationals or receive recognition through a great performance or unique choreography. The next step is to qualify for National Team Trials and place on a National Team. Exposure to as many judges as possible is necessary to develop a reputation that includes an individual style and image. A high profile at all levels - provincially, nationally and internationally - is very important to the athlete's total development and exposure.

As a high performance club, we recognize, encourage and support the need to compete internationally as a part of the overall development of our athletes towards the ultimate goal - the Olympics. Individual clubs bid on meets that appear in the international calendar that usually comes out in December. Synchro Canada decides which clubs will attend, based on the competition criteria and results from the previous year. Clubs sometimes attend meets not on the international calendar that they have located on the internet or through some other source of information. This varies, and needs to be sanctioned by Synchro Canada.

## Meets

The Saskatoon Aqualenes are respected in the synchro community for sponsoring well run meets. Our volunteers are responsible for this reputation and family participation in the operation of a meet is necessary. Families will be notified in advance of a meet and their responsibilities.

The Saskatoon Aqualenes usually host 2 or 3 competitions per year which could include: Fall Figure Competition, Sask Invite, Tiers 1 to 5 Provincials, Tiers 6 and 7 Provincials, and on occasion MASY Challenge, Divisional or National Meets.

Synchronized swimming is judged in two disciplines: figures and routines. Figures are set designs which increase in difficulty as the swimmer progresses through the sport. Routines combine figures and propulsion techniques innovatively to create a flowing interpretation of a musical score.

At the figures event, judging of figures for each category is usually divided between two or more panels, each panel judging different figures. Swimmers are assigned competition numbers before the meet and swim in rotation before each panel.

### 1. FIGURES

Involves the judging of each swimmer in 4 figures which vary according to tiers. A “figure” is a combination of body positions and transitional movements which such strange names as Kip, Nova, Aurora and Eiffel Tower.

### 2. ROUTINES

Involves swimmers in solo, duet and team competition. A “routine” is a timed program containing parts of figures, strokes and body movements choreographed and synchronized to music.

Most judges are recruited from the Synchro community. Many have a daughter in the sport or have been swimmers themselves. Everyone who is interested in learning more about synchronized swimming should take at least one judging course. They are provided free of charge by Synchro Saskatchewan. It’s a great way of learning exactly what swimmers are trying to achieve and it certainly gives an appreciation for the technical skills required of the swimmers.

Beginning judges may start by taking a refereeing course. This course covers figure design as well as competition regulations. Referees gain experience and knowledge without having to give a mark. There are two judging routes interested candidates may pursue. The first is a Star Examiner Course. After you have passed the Star Examiner course you are eligible to do Star Testing for Stars 1 to 5 from there you may progress to the National route. It is a more comprehensive program covering both figures and routines and progresses through many levels of accreditation and expertise up to and including the Olympic level.

Those interested in finding out more about judging should call the Synchro Saskatchewan. Information regarding judging courses will be announced in the newsletter. The more qualified judges we have, the better it is for our athletes. Please consider taking a judging course this year.

## Section IX

### NUTRITION

#### THE MOST IMPORTANT AND MOST OFTEN NEGLECTED ITEM

**WATER! WATER!** About 60% of our body is water and our need for water increases greatly with exercise. Sweat acts as our body's "air conditioner" and needs to be replaced or our performance is affected. **ATHLETES LOSE MORE CONTESTS THROUGH NOT DRINKING ENOUGH WATER THAN ANY OTHER NUTRITIONAL CAUSE!**

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

WHEN?	HOW MUCH?
2 hours before exercising	2 cups
10-15 minutes before exercising	1-2 cups
15-20 minute intervals during exercise	1/3-1 cup
10-20 minutes after exercising	about 1 cup

REMEMBER. . . .

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

For detailed information, see the Sport Medicine and Science Council of Saskatchewan at: <http://www.smscs.ca/services/nutr/related.htm>

#### Rules of the Nutrition Game

1. Have a regular schedule for meals and snacks.
2. Follow the Canada Food Guide and eat from all food groups daily.
3. Increase servings of carbohydrate foods during times of training and competition.
  - bread, cereals, crackers, rice, pasta, potatoes, muffins.
4. Limit consumption of foods high in fat, sugar, salt and alcohol.

5. Drink plenty of cool water before, during and after training and competitions.
6. Within 15 – 30 minutes after practice eat 50 – 100 grams of a carbohydrate snack to replenish your glycogen (e.g. crackers, bagel, fresh or dried fruit. cereal bar, juice box) and 10 – 20 grams of protein.
7. Eat pre-event meals which are high in carbohydrates and low in protein, fat and fibre. Eat meals 3-4 hours before competing.
8. Avoid eating foods or beverages high in sugar just prior to competing. During activity small amounts of foods or beverages containing sugar can be eaten or drunk - fruit, crackers, diluted fruit juice.

### **Pre-event Eating**

As an athlete, nutrition plays an important role in the health and performance of the swimmer. Follow the guidelines below to help achieve a peak performance.

**PURPOSE:** The purpose of a pre-event meal is only to prevent hunger. The meal itself has little effect on the energy in your muscles.

**EAT FOODS HIGH IN CARBOHYDRATES:** Foods that are high in carbohydrates are digested quickly (e.g. pancakes, breads) and this is what you want. Carbohydrates are found in fruits, breads, cereal, grains and pasta. When choosing high carbohydrate foods make sure they are not high in fat as well (e.g. scones, croissants, cookies). Good carbohydrate choices from milk products are low fat milk, yogurt, milkshakes, and also contain some protein.

**KEEP FAT AND PROTEIN INTAKE LOW:** Protein and fat are digested slowly. Foods like hamburger and steak (high in protein and fat) and french fries and donuts (high in fat) should be avoided or kept to a minimum in your pre-event meal.

**AVOID HIGH FIBRE FOODS:** High fibre foods (e.g. bran muffins, beans, cabbage) slow digestion and cause stomach problems. High fibre foods affect everyone differently – on the day of competition it is best to avoid the ones that disagree with you.

**EAT 3-4 HOURS BEFORE YOUR EVENT:** It can take 1-4 hours to completely digest a meal, depending on what is eaten, it is best to eat 3-4 hours prior to event time. Blood should be available to working muscles, not in the stomach which may lead to cramps.

**SAMPLE PRE-EVENT MEALS/SNACKS:** Listed below are meals and a snack that are high in carbohydrates and relatively low in protein and fat.

<u>BREAKFAST</u>	<u>LUNCH</u>	<u>SNACK</u>
1 cup apple juice	1 chicken sandwich	1 blueberry muffin
1 cup rice krispies	1 cup vegetable soup	1 cup low fat yogurt
1 cup 2% or skim milk	1 cup 2% or skim milk	1 medium orange

1/2 banana  
1 slice toast  
1 tbsp. jam or jelly

4 fig Newton cookies  
1/2 cup applesauce

## **Section X**

### **ATHLETES TAKE CARE**

#### **“WHAT TO DO IF YOU MUST TAKE A MEDICATION”**

1. The Athlete must inform the physician prescribing the medication that she is an athlete under doping control restrictions and that she cannot take any substance on the International Olympic Committee banned list.
2. The athlete should ask the physician to determine if there is an alternative drug that can be taken if the recommended drug contains a banned substance.
3. If the physician indicates there is no alternative drug to take, the athlete should have the Declaration of Drug Use Form filled out. This form must be forwarded by the athlete to:

Canadian Centre for Ethics in Sport (CCES), 1600 James Naismith Drive, Suite 205, Gloucester, Ontario K1B 5N4 Fax: 613-748-5746 - Toll Free: 1-800-672-7775

<http://www.cces.ca/>

## **Section XI**

### **SAQ DISCIPLINE POLICY**

#### **Authority**

To ensure that the Club's goal is achieved, the Head Coach/designate shall have authority over all swimmers in matters of discipline. It is important to note Synchronized Swimming is a team sport.

Other members of the coaching staff will reinforce the Code of Conduct as directed by the Head Coach and as set out in this document.

#### **Code of Conduct**

Swimmers must:

1. Obey all the conduct rules of the facility:

- No horseplay
  - Obey the lifeguard at all times
2. Be on time for training sessions; notify the coach if you will be delayed.
  3. Pay attention to instruction given by coaches.
  4. Cooperate with the coaching staff. Treat the coaches, other swimmers and the facility staff in a respectful manner.
  5. Physical contact resulting in abuse will not be tolerated between the swimmer and others; e.g. severe pinching, objects used to inflict pain and/or injury.
  6. When at competitions, all swimmers will abide by the rules of conduct as described in the handbook.
  7. Attendance as described in the handbook.

Attitude:

1. All swimmers shall display good sportsmanship.
2. Older swimmers are expected to be positive role models for the younger swimmers and to set a good example of behaviour.
3. All swimmers are expected to create a supportive atmosphere in both training and competitive settings.

## **DISCIPLINE CONCERNS**

Minor Discipline Concerns refer to basic behaviours encountered in daily pool use.

Examples of minor infractions:

- Disregarding pool rules or horseplay

Major Discipline Concerns refer to actions that may pose danger to the individual swimmer and/or those around her, minor infractions that have become an ongoing problem and behaviour that is obstructive to the training program.

Examples of major infractions

- Disregarding a coach's instructions
- Infraction of travel policy rules
- Frequent absences

## **Consequences**

The coaching staff will determine the severity of an infraction and the nature of its consequences. Inappropriate behaviour will not be tolerated.

Consequences for inappropriate behaviour are:

1. Talk with the swimmer about the inappropriate behaviour; if that is ineffective:
2. Reprimand (which will be documented by the Coach); parents will be notified by phone or in person and letter.
3. Time-out. The athlete will remain on the steps next to the pool deck.
4. Leave for the remainder of the training session. The athlete will notify their parents to arrange an early pick-up.
5. Suspension from a number of practices (determined by the Coach) after which a swimmer may return to training.
6. Indefinite suspension from practice: parents required to meet with President and the Coach to resolve the problem before the swimmer may return.
7. Suspension from a meet. If infraction occurs during an out-of-town meet, the swimmer may be sent home at the expense of the parent. Parents will be contacted to arrange pickup in Saskatoon.
8. Expulsion from the Saskatoon Aqualenes Synchronized Swim Club.
9. Other disciplinary measures as deemed appropriate by the Head Coach.

### **Appeal Procedures**

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

Parents who have an unresolved disagreement with the Coach regarding discipline of their athlete may file an appeal as follows:

1. Notify the President in writing of the appeal.
2. The President will arrange a meeting between the Appeal Panel (2 members of the Executive and the Head Coach), the Coach and the parent(s).
3. The Appeal Panel will review the situation and render a decision it deems appropriate.

## Section XII

### GLOSSARY OF TERMS

#### ***Artistic Impression***

One part of a routine score which includes:

- Choreography - variety, creativity, pool coverage, patterns, transitions
- Music Interpretation - use of music
- Manner of Presentation - total command

**CASSA** - Canadian Amateur Synchronized Swimming Association

#### ***Championship Score***

A combination of figure and routine scores:

Solo Championship

- 50% solo routine score + 50% figure score

Duet Championship

- 50% duet routine score + 50% averaged figure scores

Team Championship

- 50% team routine score + 50% averaged figure scores

#### ***Degree of Difficulty (D.D.)***

Numerical value from 1.3 to 3.5 placed on each figure. The number is used to calculate figure scores. Higher numbers indicate more difficulty. Only used in Tiers 6 and 7.

#### ***Figure***

A succession of prescribed movements which combine very specific body positions and transitions. Figures bear strange names such as Kip, Eiffel Tower and Aurora.

#### ***FINA***

“Federation International Natation Amateur”, the international governing body which sets policies for all water sports, including Synchronized Swimming.

#### ***Free Routine***

Second event in Senior Age Category Routine Competition. Longer routine than Technical Routine and worth 65% of Championship Score.

#### ***Gel***

A gelatin mixture (Knox Gelatin) used on the swimmers' hair to hold the hair in place during competition. It washes out easily and does not harm the hair.

#### ***Hair Pieces***

Decorations worn on the head of the swimmer during routine competition - often made of shiny material or appliquéd with sequins.

**Judge**

A trained individual appointed to evaluate figures and routines and assign marks according to the criteria laid out in the rules.

**Marks for Figures**

Each judge assigns one mark between 0 - 10 for each competitor. Figures are judged from the standpoint of perfection - high and controlled, with each section of the figure clearly defined and in uniform motion (unless otherwise specified).

**Marks for Routines**

Each routine receives two marks - one for Technical Merit and one for Artistic Impression. Marks may be assigned by one or two panels of judges.

**Meet** - The synchro word for competition.

**Meet Manager**

The person in charge of the overall planning of a synchro competition.

**Referee**

The official in charge of the swimmers, officials and pool-side management of a meet.

**Routine**

A timed program performed to music containing movements choreographed to synchronize the swimmers' movements to the music and to each other. Within a routine a swimmer attempts to demonstrate maximum skill, ease of execution and music interpretation. Routines may be solo, duet, or team (minimum 4 swimmers).

**Synchro Canada (CASSA)** - The national organization for synchronized swimming.

**Synchro Saskatchewan (SSK)** - The provincial organization for synchronized swimming.

**Synchronized Swimming**

The rhythmic interpretation in the water of specific movements, strokes and figures. The sport requires a high level of aquatic ability together with strength, endurance, breath control, flexibility, balance and rhythm.

**Technical Merit**

One part of a routine score which includes:

- Execution - of strokes, figures, propulsion techniques, precision of patterns
- Synchronization - one with the other and with the music
- Difficulty - of strokes, figures and parts thereof, patterns, synchronization

**Technical Routine** - First event in Senior Age Category Routine Competition. Short routine with required Technical Elements that must be performed in order as specified.