

**SASKATOON AQUALENES SYNCHRONIZED SWIM CLUB HANDBOOK**

**2009 – 2010**

<http://saskatoonaqualenes.saskatoon-sk.com/>

## TABLE OF CONTENTS

<b>Title</b>	<b>Page #</b>
<b>Section I</b>	4
Introduction/History	4
Synchronized Swimming Canada	4
Synchronized Swimming Saskatchewan	5
Synchronized Swimming Divisions in Canada	5
Objectives of the Club	5
Saskatoon Aqualenes Board 2009/2010	5
Communication	6
General Information	6
<b>Section II</b>	7
Volunteer Commitments	7
Saskatoon Aqualenes Board	7
General Meetings	9
Board Meetings	9
Spring Planning Session	9
Volunteers Required to Host Meets	10
Mandatory Volunteer Requirement	11
<b>Section III</b>	11
Coaching	11
Components of Training	11
Injury/Illness	11
Coaches Expectations and Recommendations	12
Commitment to Attend Competitions	13
Teams/Solos/Duet Selection	14
Elite Program	14
<b>Section IV</b>	15
Financial Commitments	15
Payment Requirements	15
Overdue Payments and Returned Cheques	16
Withdrawal Policy	16
Fees	16
Affiliation Fees	16
Team Swim Fees	16
Travel	16
<b>Section V</b>	17
Fundraising	17
Buy-outs	17
Bingo	17
Extra Fundraising Credits	18
<b>Section VI</b>	18
Travel	18
General Information	18
Guidelines for out-of-town meets	19

Parents	19
Swimmers	19
Chaperones	20
<b>Section VII</b>	20
Wardrobe	20
<b>Section VIII</b>	21
Categories of Swimmers and Meets	21
Swimmers	21
Meets and Events	21
Meets	22
<b>Section IX</b>	22
Athletes Take Care - What to do if you must take a medication	22
<b>Section X</b>	23
SAQ Discipline Policy	23
Appendix A – Examples of Infractions	27
Appendix B – Incident Report	28
<b>Section XI</b>	29
Conflict of Interest Policy	29
Annual Declaration of Conflict of Interest	32
<b>Section XII</b>	33
Anti-harassment Policy	33
<b>Section XIII</b>	36
Glossary of Terms	36

## **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").

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**

#### **Synchronized Swimming Canada**

Synchro Canada, is also known as CASSA or the Canadian Amateur Synchronized Swimming Association. This governing body sets standards for synchronized swimming throughout Canada to ensure that we remain a world leader in the sport of synchronized swimming. All of our athletes are registered with Synchro Canada annually by Synchro Saskatchewan.

The address of the national office is:  
1010 Polytek Street, Unit 14, Suite 200  
Gloucester, Ontario  
K1J 9H9  
Web Site: <http://www.synchro.ca/e/index.php>

Competitive swimmers are registered with Synchro Canada at the beginning of each season. Publications of interest available from Synchro Canada's Publications Resource Centre, include the following:  
CASSA Official Rules Book  
FINA Rules (International Aquatic Sports governing body)  
History of Synchronized Swimming

## **Synchronized Swimming Saskatchewan**

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

The contact information for Synchro Saskatchewan is:

1870 Lorne Street

Regina, SK

S4P 2L7

Phone: (306) 780-9227

Fax: (306) 780-9445

E-mail: [synchro.sk@sasktel.net](mailto:synchro.sk@sasktel.net)

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

Executive Director, Kathleen Reynolds

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**

- The 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**

President	Gregg Willie	E-mail <a href="mailto:gregg.willie@gmail.com">gregg.willie@gmail.com</a>
Past President	Brent Burbridge	<a href="mailto:brent.burbridge@usask.ca">brent.burbridge@usask.ca</a>
Vice President	Gregg Willie	<a href="mailto:gregg.willie@gmail.com">gregg.willie@gmail.com</a>
Secretary	Barb Millard	<a href="mailto:cammillard@shaw.ca">cammillard@shaw.ca</a>
Treasurer	Michele Smith	<a href="mailto:blonde007@shaw.ca">blonde007@shaw.ca</a>
Fundraising Coordinator	Dianne Janzen	<a href="mailto:bdjanzen@hotmail.com">bdjanzen@hotmail.com</a>
Bingo Coordinator	Dianne Janzen	<a href="mailto:bdjanzen@hotmail.com">bdjanzen@hotmail.com</a>
Team Parent Coordinator	Michelle Knaus	<a href="mailto:gknaus@sasktel.net">gknaus@sasktel.net</a>

Registrar	Cindy Yelland	nc.yelland@shaw.ca
Travel Coordinator	Patti Carmichael	pcarmichael@sasktel.net
Meet Manager	Ken Melvin	MELVIN@petro-canada.ca
Volunteer Coordinator	Susan Nimilowich	snimilowich@xplornet.com
Equipment Coordinator	Glenn Thiessen	gmthiessen@shaw.ca
Hospitality/Social Coordinator	Debbie Kokott	dkokott@sasktel.net
Wardrobe Coordinator	Kim Hargreaves	dkhargreaves@shaw.ca
Head Coach	Laurie Wachs	lwachs@sasktel.net
Web Site Manager	Brent Burbridge	brent.burbridge@usask.ca

## COMMUNICATION

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 should hold an orientation meeting 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.

The Club has a General Meeting in the fall, usually in October, and possibly an Annual General Meeting in the spring. Notice of these meetings will be sent via email and the web site.

Correspondence for the Board may be forwarded personally to a Board member or via your Team Parent.

Mailed correspondence may be sent to:

Saskatoon Aqualenes  
c/o Gregg Willie  
307 Hurley Crescent  
Saskatoon, SK  
S7N 4H9

### Parent-Coach-Swimmer Communication

Injured swimmers should notify their coach immediately.

Swimmers who are sick must notify their coach before practice and stay home if they are contagious.

Coaches should be contacted at home or via their cellular phone or email. Please ensure that the coach receives your communication prior to the planned practice time.

Parents should contact their swimmer's coach immediately about concerns that 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, followed by the club President.

## **Section II**

### **VOLUNTEER COMMITMENTS**

#### **Saskatoon Aqualenes' Board**

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

##### **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 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 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 Board/General meetings

##### **4. SECRETARY**

Records and types all club "Minutes" and distributes copies

Retains and files all important reports and correspondence

Attends all 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 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 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 Board/General meetings  
Sits on Personnel Committee

#### 8. 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 and to represent the parents of the athletes.

#### 9. 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.  
Attends all Board/General meetings

#### 10. REGISTRAR

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.  
Registers athletes for competitions and camps in conjunction with the Team Parents and Coaches.  
Attends Board/General meetings

#### 11. AWARDS COORDINATOR

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

#### 12. 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

#### 13. 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

#### 14. 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

#### 15. 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

#### 16. 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  
Attends Board/General meetings

#### 17. WARDROBE COORDINATOR

Organizes all club wind suit 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  
Attends 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**

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, and interested club members, 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 volunteer personnel are required to wear white shirts. 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 the music for each routine
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, etc.

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

The JUDGES award marks for each competitor. Competitors are assigned a competition number and swim in numerical order for the figure portion of the competition. A routine event involves competition in solo, duet and team events in the various Tiers. 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 necessary music has been received prior to routine competition and are sorted in order of competition. He/she starts the music 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 effortlessness 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.

#### **Injuries**

If you are injured, notify your coach before practice; the coach will advise an appropriate workout if you are able to continue in a limited or diminished capacity.

If your injury prevents you from swimming, see a doctor as soon as possible.

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 to do your best to return to practices when it is deemed to be safe to do so.

## **Illness**

If you are sick, notify your coach before practice and stay home if you are contagious

## **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.

The coach is in charge during practice time and at competitions. Parents are always more than welcome to view the swimmers at practices. Parents must remember to observe facility rules.

Parents are not allowed on deck nor to interfere from the stands during coaching times. This includes solo, duet, land drill, flexibility and dry land. Parents are asked to refrain from speaking to the coach and swimmers during practice sessions. If parents wish to confer with the coach or a swimmer, please wait until the practice is over.

Swimmers are not allowed to enter the water until the lifeguard is on deck and a coach gives them permission to enter the water.

Swimmers are not allowed in the pool office unless special authorization has been given to them by the coaches.

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.

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.

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.

Frequently, during the swim season, extra swim practices are booked for the swimmers. Extra practices may be held prior to a competition. Coaches will notify swimmers as to when and where extra practices will be held.

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.

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.

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.

Swimmers must provide their own locks or money for lockers.

To assure the club's good standing with pool administration, swimmers must always behave respectfully when using the locker rooms.

Showers are always in high 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.

Swimmers are not to engage in horseplay, shoving, or yelling while in the locker room. Floors are slippery and someone could get hurt.

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.

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.

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.

Private coaching is available for figures, routines or general skill development. Please contact individual coaches to work out schedule and payments.

We should all work together to project a positive image of the Saskatoon Aquanets. 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.

### **Competition Attendance**

Parents are always welcome to come and cheer on their athletes at out of town competitions. It is important for morale, and focus, that teams stay together during these times to maintain cohesion and unity. Hotel accommodations for parents should be requested on a separate floor from the athletes, unless the parent is a designated chaperone.

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.

A high standard of morale 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:

Ability

Number of routines the coach feels the swimmer can handle

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 Aqualenes 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.

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**

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.
3. Monthly swim fees must be paid for by one of the following options:
  - Option 1  
Payment by 9 post-dated cheques dated for the 1st of each month;
  - Option 2  
Payment by 2 post-dated cheques dated for the 1st of September and the 1st of January;
  - Option 3  
Payment by 1 post-dated cheque for the 1st of September.
4. Solo and duet fees must be paid for by one of the following options:
  - Option 1  
Payment by 8 post-dated cheques dated for the 1st of each month;
  - Option 2  
Payment by 2 post-dated cheques dated for the 1st of November and the 1st of January;
  - Option 3  
Payment by 1 post-dated cheque for the 1st 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 attending meets.

Any post-dated cheques not used will be returned to the issuer at the end of each season.

### **Overdue Payments and Returned Cheques**

At the time when payment is deemed to be overdue or a cheque is returned, a notice will be sent home with the swimmer, addressed to the swimmer's parents, requesting payment within one week.

At the same time, the Treasurer will contact the swimmer's parents requesting payment within one week.

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.

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

### **Withdrawal Policy**

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.

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

New swimmers have a "grace period" until October 1st before the Withdrawal Policy applies.

The Withdrawal Policy applies to returning swimmers immediately following registration.

Synchro Saskatchewan/Synchro Canada (CASSA) Registration Fees are non-refundable.

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 Fees**

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**

#### **Fundraising**

All Aqualenes families are obligated to do a set amount of fundraising for the club each year. The Fundraising Coordinator will arrange club sanctioned fundraising projects throughout the year. The club participates in bingo fundraising, as well as, other activities. All of these fundraising attributes 100% to the swimmer. The revenues from the swimmer's fundraising are designated to a trust fund in each swimmer's name. Participation in these activities to offset the fundraising portion of your financial obligation to the club is optional.

The club membership has sanctioned a mandatory "Steak Night" purchase of 4 tickets/family, including the Recreational swimmers. The revenue from this is attributed to the club.

Lastly, the club has an optional fundraising activity called Shop and Support. The rebate from this program is attributed 75% to the swimmer's account and 25% to the club.

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. 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.

#### **Buy-Out**

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 to meet your obligation to the club.

#### **Bingo**

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. The Bingo Coordinator will assist with scheduling bingos if you wish to pursue this option. 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 \$50.00. You are responsible for the bingos which you book.

## **Fundraising Credits**

Once the required fundraising commitment to the club is realized, any additional fundraising surplus will accumulate in the individual swimmers account. Any surplus in your fundraising account may be used for swimmer's expenses. Only the following expenses may be paid for with surplus fundraising balances: 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 and non-refundable, at any time or under 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, involving a one, or two, night stay in a hotel/motel. The first competition of the year occurs in November and Provincials are early in the new year. The final competition of the year is usually 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 up to 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

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.

If you are making your own air travel arrangements for an out-of-province meet you must notify Travel Coordinator well in advance.

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.

Make sure your swimmer brings only the amount of money she needs. Please leave all valuables (rings, earrings, watches) at home.

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.

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 chaperoning. Parents are also asked to refrain from singling out their swimmer in any way during this time.

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 Aqualenes 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.

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.

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.

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.

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

Swimmers must act in a responsible, honest and respectful manner at all times. Be friendly and show good sportsmanship to other competitors.

Swimmers must listen to and follow the instructions of the coaches and chaperones.

The Coach will advise if swimmers should be on the pool deck during a competition when they are not competing.

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

Each swimmer is responsible for her own belongings, including money.

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.

Swimmers are not allowed to leave the hotel at any time without permission from their coach.

Swimmers must be in their rooms at:

12 & Under	9:30
14 & Under	10:00
15 -18	10:30
> 18	10:30

Lights out at coaches and/or chaperones instructions.

The bus, van and hotel must be left in a clean and tidy condition.

**NO JUNK FOOD** - candy, chocolate bars, chips, etc. will be confiscated on sight.

Pajamas are not permitted in the hotel hallway.

Long distance calls may not be charged to the swimmers' rooms.

Swimmers are not allowed to watch restricted adult movies. Alcohol and smoking are banned and males are not permitted in the hotel rooms.

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 Aquanets. 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

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.

Once chaperones have been assigned they will be introduced to their teams by the coaches.

Chaperones will receive instructions regarding pool departure times, team meetings, lights out, etc. from the coaches.

If for some reason a coach must leave, the team chaperone along with another coach will be responsible for the team.

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.

There will be at least one chaperone per group present at each restaurant.

Junk food is to be confiscated on sight. It will be returned to the owner upon arrival back in Saskatoon.

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.

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.

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\*

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

Synchronized swimming tiers, across the country, are based upon a uniform skill-based program. The tier system has 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 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.

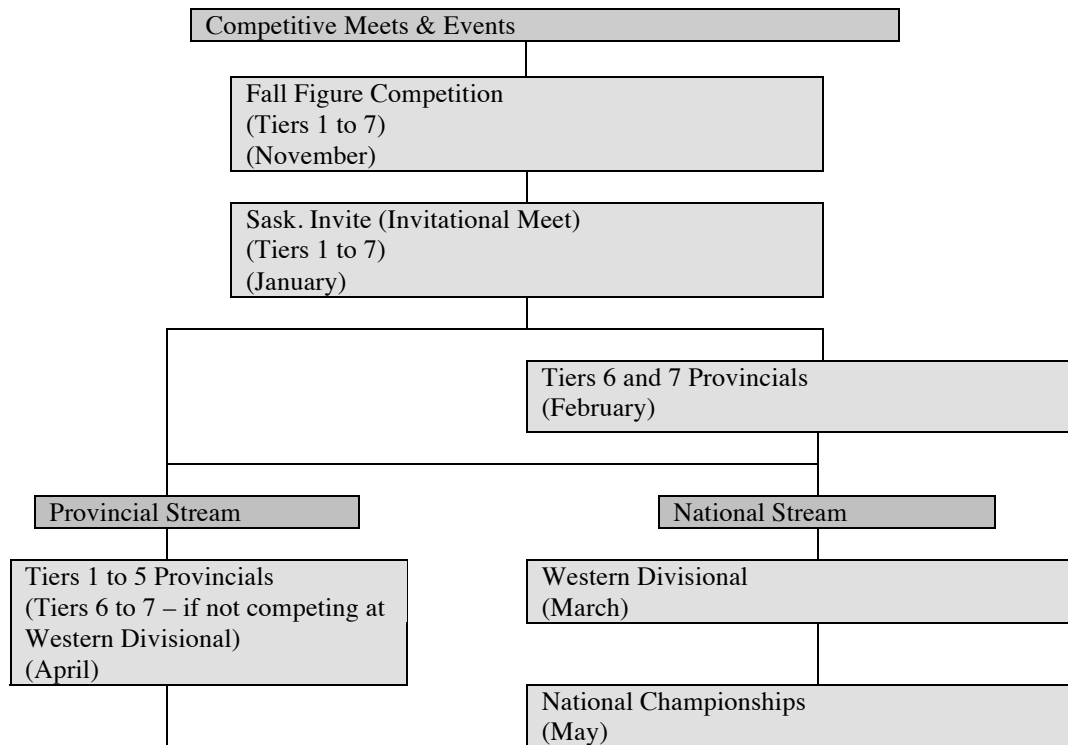
**PROVINCIAL STREAM:** Swimmers compete at local, provincial and regional meets. These swimmers are grouped in Tiers 1 to 7 depending on which Star/Superstar Level they have completed.

**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:



MASY Challenge (May)
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### 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.

### 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.

### 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 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

### ATHLETES TAKE CARE - “WHAT TO DO IF YOU MUST TAKE A MEDICATION”

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.

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.

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:

## **Section X**

### **Saskatoon Aqualenes' (SAQ) Discipline Policy**

#### **Preamble**

This policy is based upon the Discipline Policy adopted by Synchro Canada.

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

SAQ believes that these values and ideals should guide all our communications and actions, and that such conduct is in the best interests of all who participate in the sport of synchronized swimming.

Membership in SAQ brings with it many benefits and privileges. At the same time, members are expected to fulfill certain responsibilities and obligations, including but not limited to, complying with the policies, rules and regulations of SAQ.

This Discipline Policy identifies the standard of behavior which is expected of all SAQ members, swimmers, coaches, and parents included. Members who fail to meet this standard will be subject to the disciplinary sanctions identified within this policy. Parents, coaches and athletes are subject to this policy.

#### **Application**

This policy applies to members of SAQ, and members include athletes, coaches, officials, volunteers, directors, officers and administrators.

Discipline matters arising within the business, activities or events of clubs, provincial associations or affiliates of SAQ shall be dealt with using the discipline policies and mechanisms of such organizations.

#### **Code of Conduct**

##### Respect for Others

SAQ is committed to providing a sport environment in which all individuals are treated with respect. Furthermore, SAQ supports equal opportunity and prohibits discriminatory practices. Coaches, athletes, officials, directors, officers, administrators and volunteers shall conduct themselves at all times in a manner consistent with the ideals and values of SAQ:

1. Their behavior shall at all times be respectful, professional, responsible and sportsmanlike.
2. They shall treat others with respect and shall not speak disparagingly of any other athlete, coach, official, director, administrator, volunteer, program, club or association.
3. They shall refrain from comments or behaviors which are offensive, abusive, racist or sexist.

##### Competition

Coaches, athletes, officials and administrators share responsibility for understanding and complying with the regulations under which competitions are conducted and for the orderly conduct of such competitions:

1. They shall at all times observe the relevant local, provincial, national and international regulations which govern the sport of synchronized swimming.

2. They shall at all times acknowledge the authority of appointed technical officials for a competition and treat their roles and decisions with respect.
3. They shall at all times exercise self-control and show proper respect for peers, opponents and spectators.

### Doping

SAQ recognizes and has adopted the Canadian Policy on Penalties for Doping in Sport, endorsed by the Canadian Centre for Ethics in Sport and Heritage Canada/ Sport Canada. Protest, appeal, arbitration and reinstatement processes shall be those described in the Doping Control Standard Operating Procedures of the Canadian Centre for Ethics in Sport.

SAQ may impose sanctions in addition to those of the Canadian Policy on Penalties for Doping in Sport, as it deems appropriate. Any such further action shall be governed by the procedures described in this policy and in SAQ's Appeals policy.

### **Disciplinary Procedures**

#### Minor Infractions:

Examples of minor infractions are shown in **Appendix A**. All disciplinary situations involving minor infractions occurring within the jurisdiction of SAQ will be dealt with by the appropriate person having authority over the situation and the individual involved (this person may include, but is not restricted to, a board member, management chair, coach, team manager or head of delegation).

Procedures for dealing with minor infractions shall be informal as compared to those for major infractions and shall be determined at the discretion of the person responsible for discipline of such infractions, provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident.

The following disciplinary sanctions may be applied, singly or in combination, for minor infractions:

1. written reprimand to be placed in individual's file
2. verbal apology
3. hand-delivered written apology
4. team service or other voluntary contribution to SAQ
5. suspension from the current competition
6. other sanctions as may be considered appropriate for the offence

Minor infractions which result in discipline shall be recorded using the Incident Report form in **Appendix B**.

#### Major Infractions:

Examples of major infractions are shown in **Appendix A**. Any member of SAQ may report to the Executive Director a major infraction using the Incident Report form in **Appendix B**.

Upon receipt of an incident report, the President shall determine if the incident is better dealt with as a minor infraction, or if a hearing is required to address the incident as a major infraction.

If the incident is to be dealt with as a minor infraction, the President will inform the appropriate person in authority and the alleged offender, and the matter shall be considered dealt with.

If the incident is to be dealt with as a major infraction and a hearing is required, the alleged offender shall be notified as quickly as possible and in any event no later than 3 working days from date of receipt of the incident report, and

shall be advised of the procedures outlined in this policy.

Within 7 days of receiving the incident report, the President shall forward the report shall constitute a Disciplinary Panel consisting of the President, the Vice-President and on other Board member.

The Discipline Panel shall hold a hearing as soon as a possible, but not more than 21 day after the incident report is first received by the President.

The Discipline Panel shall govern the hearing as it sees fit, provided that:

1. the individual being disciplined shall be given 10 days written notice (by courier or fax) of the day, time and place of the hearing. The Panel may decide to conduct the hearing in person or by telephone or video conference;
2. the individual being disciplined shall receive a copy of the incident report;
3. members of the Panel shall select from among themselves a Chairperson;
4. a quorum shall be all 3 Panel members;
5. decisions shall be by majority vote; the Chair carries a vote;
6. the individual being disciplined may be accompanied by a representative;
7. the individual being disciplined shall have the right to present evidence and argument;
8. the hearing shall be held in private;
9. the Panel may request that witnesses to the incident be present or submit written evidence;
10. the Panel shall render its decision, with written reasons within 5 days of the Hearing;
11. once appointed, the Panel shall have the authority to abridge or extend timelines associated with all aspects of the Hearing.

The preceding provisions may be modified, or added to, as required by the provisions of any other pertinent SAQ policy (e.g. SAQ Anti-Harassment Policy).

The Discipline Panel may apply the following disciplinary sanctions singly or in combination, for major infractions:

1. written reprimand to be placed in individual's file
2. hand-delivered written apology
3. suspension from certain SAQ events which may include suspension from the current competition or from future teams or competitions
4. suspension of all SAQ or Sport Canada funding
5. suspension from certain SAQ activities (i.e. playing, coaching or officiating) for periods of up to three years
6. suspension from all SAQ activities for periods of up to three years
7. expulsion from SAQ
8. other sanctions as may be considered appropriate for the offence

The preceding sanctions may be modified, or added to, as required by the provisions of any other pertinent SAQ policy (e.g., SAQ's Anti-Harassment Policy).

Unless the Discipline Panel decides otherwise, any disciplinary sanctions applied shall take effect immediately.

### **Appeals Procedure**

All appeals of disciplinary matters will be taken to a full meeting of the Board of the club. A final binding decision of the majority of the Board will constitute the appeal process.

Notice of appeal must be received in writing no later than 7 days after the Disciplinary Panel ruling.

## **Discipline Policy, Appendix A**

### Examples of minor infractions

- a single incident of disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, administrators, spectators and sponsors
- unsportsmanlike conduct such as angry outbursts or arguing
- a single incident of being late for or absent from SAQ events and activities at which attendance is expected or required
- non-compliance with the rules and regulations under which SAQ events are conducted, whether at the local, provincial, national or international level

### Examples of major infractions

- repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, administrators, spectators and sponsors
- repeated unsportsmanlike conduct such as angry outbursts or arguing
- repeated incidents of being late for or absent from SAQ events and activities at which attendance is expected or required
- activities or behavior which interfere with a competition or with any athlete's preparation for a competition
- pranks, jokes or other activities which endanger the safety of others
- deliberate disregard for the rules and regulations under which SAQ events are conducted, whether at the local, provincial, national or international level
- abusive use of alcohol where abuse means a level of consumption which impairs the individual's ability to speak, walk or drive; causes the individual to behave in a disruptive manner; or interferes with the individual's ability to perform effectively and safely
- any use of alcohol by minors
- use of illicit drugs and narcotics
- use of banned performance enhancing drugs or methods

**Discipline Policy, Appendix B**

**Incident Report**

Date and time of incident: \_\_\_\_\_

Name of writer: \_\_\_\_\_ Position: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

This incident is a: \_\_\_\_\_ minor infraction \_\_\_\_\_ major infraction

Individual(s) involved in the incident:

Objective description of the incident (please be concise, accurate and non-judgmental):

Names of individuals who observed the incident:

Disciplinary action which was taken (if applicable):

Signature of writer: \_\_\_\_\_

Date: \_\_\_\_\_

## **Section XI**

### **Saskatoon Aqualenes (SAQ) Conflict of Interest Policy**

#### **Definitions**

**Stakeholders** - include staff, volunteers, coaches, athletes, officials, contract employees/consultants or any member of SAQ.

**Volunteers** include the Board of Directors of SAQ and other individuals who are appointed to positions for which they receive no compensation (except expenses as outlined in the Association's financial policy).

**Staff** refers to any individual who is paid for their services by SAQ.

**Immediate family** refers to a spouse, child, parent, brother or sister, in-laws, co- habitants and persons including any family member financially dependent on the member.

#### **Purpose**

The ability of the volunteers and staff of SAQ to make deliberate, thoughtful, supportable and unbiased decisions is affected by their individual interests –financial, personal and professional. SAQ expects each person making any decision on its behalf to use their best judgment, and that judgment should not be clouded by personal agendas that conflict with the best interests of SAQ and its stakeholders.

The appearance or suggestion of conflict of interest can damage the Association, either financially, by reputation or both. Meeting some narrow legal definition of conflict is not enough. The Association needs to ensure that even the appearance of conflict is removed. It is important that not only are conflict of interest situations identified and managed, they need to be handled in a manner which is timely, fair, consistent, honest and transparent.

This Conflict of Interest Policy does not identify nor prohibit conflicting interests, but provides a formal process to manage any conflicting interests as they arise. The policy has two basic purposes: first, it allows approval of contracts or transactions by decision makers who have knowledge of the circumstances of a transaction so that decisions are informed. Second, the policy helps ensure that a person, who has revealed their personal interest in regard to a decision on behalf of SAQ, cannot be challenged with respect to the fairness of the decision.

A conflict of interest situation exists where a person, including an entity or association, has any direct or indirect affiliation with any parties to a situation requiring action by SAQ whereby the person or the parties to the situation will derive a benefit of any kind as a consequence of the decision. An affiliation would occur in a situation, real or perceived, where:

- a) a pecuniary interest is derived,
- b) preferential treatment is given,
- c) there is interference in the decision-making process, or
- d) personal advantage of any kind may be derived.

#### **Policy Guidelines**

1. SAQ staff and any SAQ volunteer shall be prohibited from receiving any financial benefit from SAQ, directly or indirectly, except through employment contracts and such benefits as may be approved by this policy. Financial incentives from parties other than SAQ, resulting from the staff members' position with SAQ or as a consequence of decisions made within SAQ to which they are a party, either directly or indirectly, are specifically prohibited.

2. No volunteer or staff should gain unfair advantage or benefit (financial or otherwise) by virtue of his/her position with SAQ or decisions made by SAQ to which they are a party, directly or indirectly.

3. Volunteers and staff should never accept any gift or service which could be viewed as a payment for services rendered through his/her involvement with SAQ, except for employment contracts. A volunteer or staff may accept a gift under \$100.00 which represents the normal exchange of gifts between friends, the normal exchange of hospitality between persons doing business, or tokens exchanged as part of protocol. Volunteers or staff accepting any payment, gift, hospitality, honorarium or gratuity, (which is not actual employment compensation, i.e., salary and benefits) and which is actually or may be viewed as payment for services provided through or by virtue of their work or volunteer efforts for SAQ, would breach the Policy.

Staff and volunteers are required to disclose any conflicts of interest with SAQ to the CEO and President. The President and CEO will consider whether a conflict exists under this policy and explore it where required under this policy. In answering the Conflict of Interest situation the President and CEO will take into consideration the nature of the person's responsibilities and degree of potential apparent conflict. The President will deal with the CEO's declaration if any conflicts are declared. The Board will deal with the President's declaration if any conflicts are declared.

#### **Definition of Conflict of Interest Situations:**

A person is considered to have a conflict in connection with a proposed transaction on behalf of SAQ in the following circumstances:

1. The person has an interest in the proposed decision in the form of a personal, financial or business interest or is an organization involved in the decision, or is a person who holds a position as trustee, director, officer, other key volunteer position or staff member in any such organization that has an interest in the proposed decision.
2. A member of the immediate family or an individual living at the same address that has an interest in the proposed transaction in the form of a personal, financial or business interest in the transaction or in any organization involved in the transaction or an immediate family member or individual living at the same address who holds a position as trustee, director, or officer in any such organization.
3. Persons in any circumstances where any other SAQ member, volunteer, or staff believes that a real or perceived conflict may be present.

#### **The Management of Conflict of Interest Situations:**

1. The Board of Directors must approve all conflict of interest situations involving a transaction with a financial value or benefit in excess of \$200. Conflict situations involving transactions below \$200 must be approved by two impartial SAQ Directors, provided that such transactions must be reported to the Board of Directors.
2. In considering conflict situations, the Board of Directors must consider the following guiding principles:
  - Whether appropriate tenders or competitive bids have been sought to identify appropriate parties and to validate the value of the transaction.
  - Whether SAQ business needs are best satisfied by the party that has caused the conflict situation to arise.
  - Whether entering into the transaction with the party or involving the party in a decision could be perceived by a reasonable person to represent a conflict and whether such perception could damage the reputation of SAQ.
3. When the Board of Directors, a SAQ Committee or any person is discussing a decision involving a conflict of interest:
  - It is the responsibility of that person to declare where a conflict exists. Furthermore, any person may also identify situations where they believe that another person has a conflict.

- The individual who is involved in a conflict of interest situation may not participate in such discussions as an advocate, either formally at the Board or Committee meeting or informally through private contact, communication or discussion, except as provided for below.
- With unanimous consent of the uninvolved Directors or Committee members, a conflicted person may be invited to present information on the matter under discussion and/or respond to related questions but shall not be present for the discussion.
- Conflicted persons may not be present for the vote on the matter.

4. In order for a decision where conflict of interest has been declared, two thirds of the uninvolved Directors or Committee members present at the meeting must vote in favour to approve such decision. In order for such a vote to be held, there must be a minimum of three uninvolved Directors or Committee Members present at the meeting. If there are not three members without a conflict of interest, the decision shall be referred to higher authority.

5. All discussions related to conflict of interest situations will be clearly documented in minutes of the Board of Directors or Committee meeting.

### **Implication of Breach of Conflict of Interest Policy**

1. In a situation where there may have been a violation of SAQ Conflict of Interest Policy, the disinterested Directors need to determine if there is in fact a conflict of interest or a perceived conflict of interest by a person.
2. If it is determined that a person has violated the SAQ Conflict of Interest Policy, the circumstances of such violation shall be reviewed by the disinterested Directors. The disinterested Directors may decide what action is to be taken, including revoking SAQ membership, termination or resignation of a person, as the disinterested Directors deem appropriate. The Board of Directors shall take whatever steps it feels appropriate under the SAQ By-Laws to deal with any situation that cannot be resolved through the process described in the preceding paragraphs.

### **Disclosure**

Copies of this policy will be provided annually to all SAQ volunteers and staff.

1. SAQ members, volunteers, contract employees/consultants and staff shall submit annual declarations on the appropriate forms and are responsible for filing an update to the declaration should any areas of conflict arise. The declarations of Conflict of Interest shall be provided to the President and CEO who shall consider the conflict and decide any action to be taken.
2. Volunteers and Staff shall make disclosure of Conflict of Interest before any relevant staff, Board or Committee discussion, vote or action. In the event that a formal or informal discussion moves into an area where conflict exists or may be perceived to exist, the individual shall immediately declare the conflict and remove themselves from the discussion. Any such event will be reported to the Board of Directors in a timely manner.

**ANNUAL DECLARATION CONCERNING CONFLICT OF INTEREST**

I have read The SAQ Policy regarding conflicts of interest.

To the best of my knowledge and belief, except as disclosed herewith, neither I nor any person with whom I have or had a personal or business relationship is engaged in any transaction or activity or has any relationship that may represent a potential competing or conflicting interest, as defined in the policy.

Further, to the best of my knowledge and belief, except as disclosed herewith, neither I nor any person with whom I have or had a personal business or compensated professional relationship intends to engage in any transaction to acquire any interest in any organization or entity, or to become the recipient of any substantial gifts or favors that might be covered by the policy regarding conflicts of interest.

A) Without exception \_\_\_\_\_

B) Except as described in the attached statement \_\_\_\_\_

Member: \_\_\_\_\_  
(Please print name)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

## **Section XII**

### **Saskatoon Aqualenes (SAQ) Anti-harassment Policy**

(For convenience, this policy uses the term "complainant" to refer to the person who experiences harassment, even though not all persons who experience harassment will make a formal complaint. The term "respondent" refers to the person against whom a complaint is made.)

#### **1. POLICY STATEMENT**

1.1 SAQ is committed to providing a sport and work environment which promotes equal opportunities and prohibits discriminatory practices.

1.2 Harassment is a form of discrimination. Harassment is prohibited by human rights legislation in each province of Canada.

1.3 Harassment is offensive, degrading and threatening. In its most extreme forms, harassment can be an offense under Canada's Criminal Code.

#### **2. APPLICATION OF THIS POLICY**

2.1 This policy applies to all employees as well as to all directors, officers, volunteers, coaches, athletes, officials and members and affiliates of SAQ. It applies to harassment which may occur during the course of all SAQ business, activities and events.

2.2 Harassment arising within the business, activities and events of clubs, provincial associations or affiliates of SAQ shall be dealt with using the policies and mechanisms of such organizations.

#### **3. DEFINITIONS**

3.1 Harassment can generally be defined as comment or conduct, directed toward an individual or group of individuals, which is insulting, intimidating, humiliating, malicious, degrading or offensive.

3.2 For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

3.2.1 submitting to or rejecting this conduct is used as the basis for making decisions which affect the individual; or

3.2.2 such conduct has the purpose or effect of interfering with an individual's performance; or

3.2.3 such conduct creates an intimidating, hostile or offensive environment.

3.3 Types of behavior which constitute harassment include, but are not limited to:

3.3.1 written or verbal abuse or threats;

3.3.2 the display of audio and visual material which is offensive or which one ought to know is offensive;

3.3.3 unwelcome remarks, jokes, comments, innuendo or taunting about a person's looks, body, attire, age, race, religion, sex or sexual orientation and abilities;

3.3.4 leering or other suggestive or obscene gestures;

3.3.5 condescending, paternalistic or patronizing behavior which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;

3.3.6 practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;

3.3.7 unwanted physical contact including touching, petting, pinching or kissing;

3.3.8 unwelcome sexual flirtations, advances, requests or invitations;

3.3.9 physical or sexual assault.

#### **4. CONFIDENTIALITY**

4.1 SAQ recognizes that it can be extremely difficult to come forward with a complaint of harassment and that it can be devastating to be wrongly convicted of harassment. SAQ recognizes the interests of both the complainant and the respondent in keeping the matter confidential.

#### **5. COMPLAINT PROCEDURE**

5.1 A person who experiences harassment is encouraged to make it known to the harasser that the behavior is unwelcome, offensive and contrary to this policy.

5.2 If confronting the harasser is not possible, or if after confronting the harasser the harassment continues, the complainant should request a meeting with an official of SAQ (for the purposes of this policy, an "official" is any member of the Board of Directors, any Area Chair, Ethics Committee Chair, Personnel Leader or staff directors).

5.3 Once contacted by a complainant the role of the official is to serve in a neutral, unbiased capacity in receiving the complaint and assisting in its informal resolution. If the official considers that he or she is unable to act in this capacity, the complainant shall be referred to another SAQ official.

5.4 There are three possible outcomes to this meeting of complainant and official:

5.4.1 It may be determined that the conduct does not constitute harassment as defined in this policy, in which case the matter will be closed;

5.4.2 The complainant may decide to pursue an informal resolution of the complaint, in which case the official will assist the two parties to negotiate an acceptable resolution of the complaint; or

5.4.3 The complainant may decide to lay a formal written complaint submitted to SAQ's Executive Director or President, in which case the official shall advise the President of SAQ, who shall appoint an independent individual to conduct an investigation of the complaint.

5.5 Ideally, the Investigator should be a person experienced in harassment matters and investigation techniques. He or she shall carry out the investigation in a timely manner and at the conclusion of the investigation shall submit a written report to the President.

5.6 Within 7 days of receiving the written report of the Investigator, the President shall appoint three members of SAQ to serve as a Panel.

#### **6. HEARING**

6.1 A Hearing shall take place in accordance with the process set out in SAQ's Discipline Policy, provided that:

6.1.1 The complainant and respondent shall each receive a copy of the Investigator's report.

6.1.2 Both parties shall be present at the hearing to respond to the Investigator's report, give evidence and to answer questions of the Panel.

6.1.3 The Investigator may attend the hearing at the request of the Panel.

6.2 As soon as possible but in any event within "21" days of the hearing, the Panel shall present its findings in a report to the President, with a copy provided to both the complainant and respondent. This report shall contain:

6.2.1 a summary of the relevant facts;

6.2.2 a determination as to whether the acts complained of constitute harassment as defined in this policy;

6.2.3 recommended disciplinary action against the respondent, if the acts constitute harassment; and

6.2.4 recommended measures to remedy or mitigate the harm or loss suffered by the complainant, if the acts constitute harassment.

6.3 If the Panel determines that the allegations of harassment are vexatious, retaliatory or frivolous, their report may recommend disciplinary action against the complainant pursuant to Sections 19 and 20.

## **7. DISCIPLINE**

7.1 When imposing appropriate disciplinary action, the Panel shall consider factors such as:

7.1.1 the nature and severity of the harassment;

7.1.2 whether the harassment involved any physical contact;

7.1.3 whether the harassment was an isolated incident or part of an ongoing pattern;

7.1.4 the nature of the relationship between the complainant and harasser;

7.1.5 the age of the complainant ;

7.1.6 whether the harasser had been involved in previous harassment incidents;

7.1.7 whether the harasser admitted responsibility and expressed a willingness to change;

7.1.8 whether the harasser retaliated against the complainant.

7.2 In imposing disciplinary sanctions, the Panel may consider the following options, singly or in combination, depending on the nature and severity of the harassment:

7.2.1 verbal apology;

7.2.2 written apology;

7.2.3 letter of reprimand from the organization;

7.2.4 a fine or levy;

- 7.2.5 referral to counseling;
- 7.2.6 removal of certain privileges of membership or employment;
- 7.2.7 demotion or a pay cut;
- 7.2.8 temporary suspension with or without pay;
- 7.2.9 termination of employment or contract;
- 7.2.10 expulsion from membership.

Enforcement of the sanctions shall be the responsibility of the Board of Directors.

7.3 Both the complainant and respondent shall have the right to appeal the decision and recommendations of the Panel, in accordance with SAQ's appeal policy.

#### Section XIV

#### 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
D.D.	Degree of Difficulty 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.