

SASKATOON AQUALENES

SYNCHRONIZED SWIMMING CLUB

RULES & REGULATIONS

Original October 1996
Revised September 2008

INTRODUCTION

The Saskatoon Aqualenes Synchronized Swimming Club (SAQ) welcomes all members, new and returning to the club. This manual is intended as a means of providing members and members' families with some basic and frequently required information concerning the SAQ. We strongly urge all swimmers, parents and coaches to read this manual carefully. If there are any further questions or areas which are not sufficiently covered, please feel free to contact the Head Coach or members of the Board.

The SAQ is committed to providing a positive sport experience for each swimmer in a safe, structured and co-operative environment. Our club hopes to foster the development of responsibility, commitment and good sportsmanship in all our swimmers. Our coaches emphasize the social, emotional, physical and educational development of each swimmer.

HISTORY

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.

Our Club is affiliated with SYNCHRO SASK and SYNCHRO CANADA. These ruling bodies set standards for synchronized swimming throughout Canada to ensure that we remain a world leader in the sport of synchronized swimming. The club renews, yearly, a membership with the Saskatoon Zone #6 Sports Council. This ensures greater communication between sports groups in the province and throughout Saskatoon.

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.

CLUB COLORS

The SAQ colors are red, silver and black. These colors are displayed in the club wind suits worn by swimmers and coaches at club events.

SAQ SWIM PROGRAMS

The SAQ offers two types of synchronized swimming programs. Both are excellent, offering rewarding experiences for the swimmers. Below is an outline of the programs available. If you have any further questions, please ask your swimmer's coach or the Head Coach.

I. RECREATIONAL (REC): is an introductory program for swimmers wishing to learn the basics of synchronized swimming without the high intensity of competition. The REC program provides each swimmer with a relaxed progression of synchro skills. REC swimmers are grouped according to their age and swimming ability. They will perform a team routine under the direction of their coach. Swimmers should realize that learning a "Team routine" takes months of patience and practice. As all Synchro programs involve mainly deep-water swimming, parents

should ensure their swimmer has a Red Cross Aqua guest 5 badges or the equivalent. REC swimmers range in age from 7 years to 15 years old. REC swimmers have one lesson per week, lasting 2 hours and attend one competition well as participating in our club's Water Shows

II. **COMPETITIVE:** is a program for swimmers who would like a more challenging competitive Synchro environment. These programs provide the opportunity for swimmers to develop their Synchro skills to the maximum for top level swimming at the local to national levels of competition. There are two levels in the competitive program.

Tier 1 – 5, the swimmers compete at a provincial level. This program not only improves general fitness, strength and swimming skills, but also provides swimmers with knowledge about nutrition, develops goal setting and team work skills throughout the season. Practicing between 5 and 10 hours per week (depending upon age and competitive level),

Tier 6 -7, Swimmers in this program desire to become elite athletes in synchronized swimming. These athletes are highly dedicated and competitive, training 15 - 25 hours per week. Training includes: Skill development, land drill, weight training and various other forms of cross training. These athletes compete provincial, nationally and occasionally internationally.

SWIM PROGRAM GUIDELINES

- a) 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.
- b) 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.
- c) Team membership is the decision of the Head Coach and comes completely under her jurisdiction.

The following is a comprehensive listing of all SAQ 'Rules and Regulations.'

SAQ RULES AND REGULATIONS

1.0 FEES AND REGISTRATION

This information varies from year to year and is included in the Registration Package.

2.0 SWIM PRACTICES

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

2.2 Swimmers are to be ready 30 minutes prior to practice time for compulsory stretching and warm up exercises. This warm-up time is critical in the prevention of injuries.

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

2.4 Swimmers are under the direction of their coaches and are expected to co-operate in making the most of their valuable practice time.

2.5 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.

2.6 Each swimmer is responsible for her own swimming equipment at practices, including nose clips, cap, suit, and towel. Runners, gym clothes, mobbing, skipping ropes, etc. are required as instructed by the Team Coach.

2.7 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.

3.0 SWIM PRACTICE GUIDELINES

3.1 Frequently, during the swim season, EXTRA swim practices are booked for the swimmers. EXTRA practices are usually held one week prior to a competition. Coaches will notify swimmers as to when and where extra practices will be held.

3.2 Parents are always more than welcome to view the swimmers at practices. Parents must remember to observe facility rules.

3.3 Parents are asked to refrain from speaking to the coach and swimmers during practice sessions. If parents wish to confer with the coach or swimmer, please wait until the practice is over.

3.4 Land drill training is an important training tool which teaches swimmers the proper counts and synchronization to their routine music. Land drill runs approximately 30 - 45 minutes, once a week after a swim practice.

3.5 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.

3.6 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.

4.0 LOCKER ROOM GUIDELINES

4.1 Swimmers must provide their own locks or money for lockers.

4.2 The locker rooms at all pool facilities are used by other people besides synchronized swimmers. To assure the clubs good standing with pool administration, swimmers must always behave respectfully when using the locker rooms.

4.3 Showers are always in big demand right after a practice or competition. Swimmers are asked to respect everyone's use of the showers by showering quickly and getting out so others can use them.

4.4 Swimmers are not to engage in horseplay, shoving, or yelling while in the

locker room. Floors are slippery and someone could get hurt.

5.0 DUETS AND SOLOS

5.1 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.

5.2 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.

5.3 The decision to do a solo and/or duet must be reached by OCTOBER 31 of every year. No solos or duets will begin after this date.

5.4 Parents and/or swimmers are responsible for routine suits and head pieces, all of which must be ready for the competitive season.

5.6 Music for solos and/or duets is decided by the coach and swimmer(s); however, the Head Coach always has FINAL approval on the choice of music.

6.0 TRAVEL AND ACCOMMODATIONS

6.1 The club TRAVEL COORDINATOR arranges all transportation and accommodation for swimmers, coaches and chaperones who are attending out of town compulsory competitions. Compulsory competitions are meets which are club sanctioned and that swimmers are required to attend. All swimmers must travel and stay with the club at these meets. The club may pay expenses for the coaches who are designated by the head coach to attend these meets. Otherwise, swimmers are responsible for transportation, accommodation, entry fees, coach and chaperone expenses which are equally divided among all swimmers attending the meet.

6.2 Swimmers attending optional competitions are required to make their own travel arrangements. Optional competitions are meets that are invitational and the decision to attend is made by each team as a group. Approval from the Head Coach must be obtained in order to attend optional meets. Swimmers attending optional meets must pay for all entry fees and travel costs. In addition, they are required to pay transportation, per diems and accommodation costs for their coaches and chaperone as well as the coach's wages. Solo and/or duet swimmers attending optional meets without a team must ensure that the team coach attending the meet is available to oversee their routine, and if not, they must bring their own coach at the swimmer's expense.

6.3 All teams MUST have a chaperone accompany them on out of town trips. It is the responsibility of each team group to supply a chaperone for their team. Parents are encouraged to take turns as chaperones. If a chaperone cannot be found for a team, that team will not be allowed to attend the competition.

6.4 Chaperones must know where their assigned team is at all times. Team coaches must be kept informed of the swimmer's whereabouts. Chaperones and parents are asked not to interfere with the coach and swimmers when they are pool side. Coaches are responsible for swimmers at

POOL SIDE ONLY. At all other times, the swimmers are the responsibility of the chaperone. Chaperones are asked to ensure the swimmers clean up after themselves in the locker room.

6.5 Each year a 'Hand Book' is published online, and is available to all members, outlining travel policies and guidelines. All parents, swimmers and coaches are asked to read the 'Hand Book' carefully. Take this guide along as a handy reference when going on a trip as a chaperone.

6.6 Team parents must make sure their team's routine suits and head pieces get to the competition. This is especially important for the younger swimmers. Team parents may want to assign this duty to the chaperone accompanying the group. Solos and duets are responsible for getting their own routine suits and headpieces to the competition.

7.0 COMPETITIONS

7.1 Swimmers must be on their best behavior at all competitions and workshops. Good manners and respectable behavior are expected at all times.

7.2 Swimmers are required to wear their club wind suits to and from competitions and during award ceremonies. Club colors must be worn on deck and all swimmers are expected to maintain a neat, well groomed appearance at all times.

7.3 For FIGURES competitions. Swimmers must wear a plain black bathing suit and a white cap, devoid of any identifying marks. Competitors have the option to wear nose clips and goggles. They may not wear distracting jewelry (watches, bracelets) or nail polish.

7.4 All swimmers are responsible for their own personal possessions.

7.5 No food, hair gel, pins, etc are to be used on deck at any time. Swimmers are to use the locker rooms for routine preparations and are expected to clean up the area afterwards. Food is to be eaten in designated areas only.

7.6 JUNK FOOD is not to be consumed by swimmers at competitions.

7.7 All swimmers are expected to remain on deck and cheer on other club routines. The club encourages all swimmers to display club pride and show strong support for other club swimmers.

7.8 Chaperones are expected to assist their assigned teams with hair and makeup prior to a routine event. If assistance is not required, the chaperone is asked to help with a team that does require assistance.

7.9 Swimmers and spectators must remain seated while competition is underway.

8.0 WARDROBE

8.1 The Wardrobe Coordinator is responsible for ordering and distributing club wind suits and other club clothing in the fall.

8.2 All competitive athletes will be required to purchase a club swimsuit, which will be worn during practices at competitions only.

9.0 EQUIPMENT

9.1 Two CDs for all routines are supplied to the coaches by the club. These CDs must be properly labeled and used for competitions only. CDs from previous years may be used for practices.

9.2 All club equipment at the pool is the responsibility of the club coaches. All equipment must be handled with care and respect. The Head Coach oversees the use of all equipment by the coaching staff.

9.3 The club DVD, cameras, and TV are to be kept a safe distance from the edge of the pool.

Swimmers are only allowed to handle the equipment when it is safe to do so and at the discretion of the supervising coach.

9.4 Inquiries regarding lost possessions may be made at the designated location at the applicable facility.

10.0 COACHES

10.1 All coaches must attend club functions and competitions with their swimmers. If a substitute is necessary, the coach must make sure the substitute is fully prepared.

10.2 Each team coach must have a minimum of two (2) parent/coach meetings per year. Good communication between the pool and home is very important.

10.3 All coaches must clearly spell out and ensure adherence to behavior rules for themselves and their swimmers.

10.4 Coaches are to make themselves aware of the discipline policies laid in this manual (see 11.0).

10.5 All club items borrowed by coaches must be returned to the club in good condition. Any lost or damaged items will be replaced at their own personal expense.

10.6 Coaches are required to check their files during every practice for hand outs to be distributed to their swimmers.

10.7 Club wind suits distributed to coaches are rent free but must be returned upon leaving the club. Any wind suit lost or damaged by a coach must be replaced at the coach's expense.

10.8 Land drill training may take place in the hallways or quietly out of the way. Coaches must ensure that theft land drill practices do not get out of hand or too noisy.

10.9 Coaches MUST respect each other's rights regarding the following:

- * pool space
- * microphone usage
- * music time
- * video usage

All coaches are asked to respect and co-operate with each other.

10.10 Attendance at monthly coaches' meetings is mandatory.

10.11 Coaches are asked to be professional and diplomatic when dealing with athletes, parents, colleagues, and volunteers.

10.12 At competitions, coaches must inform their swimmers where and when they will be competing. Team chaperones must be kept well informed of the scheduling so they can ensure that all swimmers will be ready and pool side at the assigned time.

10.13 Coaches must hand in two complete and properly labeled competition CDs to the Head Coach prior to December 15.

10.14 Coaches are required to attend in-services and are to be trained in first aid as a condition of employment.

10.15 Coaches must educate swimmers and parents regarding the need for proper nutrition and sleep while the athlete is in training to avoid episodes from occurring in the pool.

10.16 If an episode occurs at the pool and the lifeguard does not consider it to be serious enough to warrant transporting the swimmer to hospital by ambulance, the following will apply:

- * If the swimmer is under the age of eighteen, the parent must be notified. The swimmer cannot return to the water without verbal permission of the parent. The parent will be responsible to have the swimmer taken to a medical facility and checked for illness as soon as possible:

however, a medical certificate is not necessary for the swimmer to return to the pool. The coach must fill out an incident form (name of swimmer, nature or episode, action taken at the time of the episode, follow-up and recommendations) which will be kept on file with the club.

* If the swimmer is over the age of eighteen, the swimmer and coach will jointly make the decision whether the swimmer will return to the pool.

11.0 DISCIPLINE

11.1 Some examples of unacceptable behavior are:

- * displaying a lack of respect for other swimmers, chaperones, coaches, officials or other meet personnel
- * refusal to participate in practices
- * not paying attention and interrupting during practices
- * not adhering to restaurant, hotel or transportation policies when attending club functions
- * drinking alcohol, smoking, or swearing while attending a club function.

11.2 There are two disciplinary procedures that are imposed when a swimmer displays inappropriate behavior. For practices, the procedure is as follows:

- 1) The matter will be brought to the swimmers attention.
- 2) If this fails to get a favorable result, the swimmers parents will be notified.
- 3) If the problem persists, the swimmer will be asked to leave the practice. Parents will be notified immediately and asked to come and pick up their swimmer from the pool.
- 4) The swimmer will not be allowed to return to practices until the problem has been resolved.
- 5) If after returning to practices, the behavior is not resolved, the swimmer will be suspended from further practices and club functions for the remainder of the swimming season.

For competitions and club functions, the procedure is as follows

- 1) The matter will be brought to the swimmer's attention.
- 2) If this fails to get results, the Swimmer's parents will be called collect, at which time the parents will be expected to speak with their swimmer.
- 3) If this still fails to get favorable results, then parents will be called again and told that their swimmer is being sent home at their expense as soon as possible.
- 4) The swimmer will be automatically subject to a 'probation period' which could result in suspension from further competitions, at the discretion of the Board of Directors and for whatever period of time the Board deems necessary.

12.0 ATTENDANCE

12.1 Parents are asked to contact their swimmer's coach to inform her if their swimmer will be absent from a particular practice. This is necessary as the coach may have to alter her session plan. If a swimmer cannot go in the water due to illness or to injury, she is expected to attend the practice to participate in dry land activities and to keep up with the team choreography.

12.2 If it is necessary for a swimmer to be absent for several swim times, please inform the team coach regarding the swimmer's return date. Since synchronized swimming is a team sport, the absence of one team member greatly affects the whole team.

12.3 When absenteeism becomes problematic for the team and the coach, the following will occur:

- 1) The matter will be brought to the swimmers attention.
- 2) If this fails to get a favorable result, the swimmer's parents will be notified.
- 3) If the problem continues, the swimmer may become an alternate and would not compete with the team in routine competitions until such time as designated by the Head Coach.

13.0 ALCOHOL POLICY

13.1 Illegal use, or abuse, of alcohol by any club swimmer at club functions is absolutely prohibited. If a drinking incident does occur, the following procedures will follow:

- 1) The Head Coach will remind the swimmer of the alcohol policy and report the incident to the club Board.
- 2) Parents will be phoned, informed of the incident and what measures will be taken.
- 3) A formal letter will be sent to the swimmer and the parents informing them of an 'automatic probation period.' This is effective immediately extending until the end of the following swim season. This 'probation period' means that the swimmer's activities will be closely monitored by coaches and chaperones when on trips.
- 4) If a second incident occurs, the swimmer will be automatically suspended from swimming for an indefinite period of time as determined by the Board of Directors.

14.0 FUND RAISING

Fund raising information varies from year to year and will be included in the registration package.

15.0 Long Term Disability Policy

15.1 A swimmer who has a disability which prevents her from participating in the water doing a full training session can apply for a partial refund of her swim fees if the following conditions are met.

- swimmer provides a doctor's and/or physiotherapist's note to her coach and the board, stating the nature of the disability and the expected date she can return to training in the water.
- the swimmer is able to continue the swimming season.
- the swimmer is in good standing with the following fees paid; affiliation fee, swim fees and fundraising.

15.2 The board will review the request after the two week waiting period.

15.3 Long term is defined as a disability that is more than 6 consecutive weeks including the two week waiting period. Maximum benefit period will be 14 weeks consecutive weeks including the two week waiting period.

15.4 Refund commences after the two week waiting period.

15.5 The partial refund will consist of 50% of the monthly swim fees. The refund will be transferred into the swimmer's fundraising account.

15.6 If the swimmer's disability is extended from the original doctor's and/or Physiotherapist's note. The swimmer will need to get a new note with expected date of return.

VOLUNTEERS

Volunteers are the backbone of our organization. They are needed for competitions, workshops, Executive and Board positions, transportation, etc. The following is a list of Executive I Board

positions that need to be filled. Participation by all member families is necessary in order to efficiently run our club.

Executive

1. **PAST PRESIDENT**

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

2. **PRESIDENT**

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

3. **VICE PRESIDENT**

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

4. **SECRETARY**

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

5. **TREASURER**

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

6. **FUNDRAISING COORDINATOR**

- Responsible for all fundraising ventures
- Organizes all bingo bookings, trains workers, and is the contact between the club and the bingo hail management
- Retains proper records of all fundraising credits and deposits all fundraising monies
- Handles all inquiries regarding fundraising

- Attends all Executive/Board/General meetings
- Sits on Bingo Association Committee

7. **HEAD COACH**

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

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

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

Board

WEB SITE/NEWSLETTER COORDINATOR

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

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

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

3. **TRAVEL COORDINATOR**

- Organizes all transportation and required accommodation for out-of-town compulsory competitions
- Assigns all chaperones and distributes permission forms and all travel schedules
- Collects all travel monies from team parents and retains a proper record of who

has paid

- Determines the individual travel costs for each swimmer
- Keeps the treasurer well informed of all incoming travel bills, etc.
- Handles all inquiries regarding the Travel and Accommodations
- Attends all Board/General meetings

4. **PUBLICITY COORDINATOR & HISTORIAN**

- Publicizes all club events such as competitions, promotional programs, fall registration
- Organizes the necessary coverage of all club events
- Sets up advertising of recruitment programs re new swimmers
- Handles all inquiries regarding publicity and promotions
- Coordinates team pictures
- Responsible for keeping a photographic record of all events that club swimmers participate in
- Retains a proper record of competition “results” and data of all club swimmers to be kept in the album and/or scrapbook
- Clips out all newspaper coverage of the club swimmers and keeps in the albums
- Responsible for the general upkeep of the club camera and assigns to chaperones on out-of-town trips
- Purchases all camera film and has film processed. Submits all bills to the treasurer for reimbursement
- Keeps the club display case updated on a bi-yearly basis
- Retains all valuable synchro information (i.e. newsletters) and keeps it in an organized fashion
- Handles all inquiries regarding club history, club camera, etc.
- Attends all Board/General meetings

5. **MEET MANAGER**

- Coordinates meet committee
- Organizes all competition officials, personnel, judges, etc.
- Mails all Meet Info packages to all incoming clubs
- Arranges the “Scoring” and “Judges” clinics, if interest warrants
- Handles all inquiries regarding local swim competitions
- Attends all Board/General meetings

6. **VOLUNTEER COORDINATOR**

- Arranges volunteers for meets, social activities, and other club events
- Acts as a contact between the Executive/Board and club members
- Relays important messages to all team parents who in turn phone their team members
- Attends all Board/General meetings

7. **EQUIPMENT COORDINATOR**

- Responsible for repair and maintenance of all club equipment
- Retains an accurate record of equipment & serial numbers for insurance purposes; ensures that all new equipment is properly insured
- Coordinates the proper set up of equipment for local competitions i.e.: music

system & speakers, tables and chairs, video cameras, curtains, etc.
(Coordinates the take down of all equipment)

- Arranges all equipment “orientation” of new equipment for coaches
- Purchases all new equipment required by the club Handles all inquiries regarding club equipment
- Attends all Board/General meetings

8. **SYNCHRO SASK LIAISON**

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

9. **HOSPITALITY/SOCIAL COORDINATOR**

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

10. **WARDROBE COORDINATOR**

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

For parents of swimmers who have swimming related concerns, the club asks they follow the following lines of communication:

1st line of communication - Coach of the swimmer

2nd line of communication - Head Coach

3rd line of communication - President

4th line of communication - Executive and Hoard of Directors

MEETINGS

General Meetings - held 2-3 times per year (fall, mid-season and spring). 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 6 weeks. Only Executive and Board members have voting privileges. Any club member may attend.

Executive Meetings - held every month. Only Executive members are required to attend. Board members or club members needing to bring up concerns or questions should contact the appropriate Executive member.

Spring Planning Session - held every spring. Board, Executive and interested club members to attend to share/discuss ideas for next years program. Final decisions will be made by the Executive.

LINES OF COMMUNICATION

As all Board members do not attend Executive meetings, Board members will report important information to the President or another executive member. Any inquiries or concerns Board members may have, should be directed to the President or another executive member

FINANCIAL POLICIES

1.0 Audit Procedures

1.1 the accounts of the club shall be audited annually. The procedures and provisions for an audit shall correspond with those established by the Non-Profit Corporations Act.

2.0 Membership / Assessments

2.1 Swimmer affiliation / assessment fees, as set by the Board, Synchrono Saskatchewan and Synchrono Canada, shall be remitted to the club at the time of registration. These fees shall be submitted to Synchrono Saskatchewan on behalf of the swimmer.

2.2 Coach affiliation fees, as set out by Synchrono Saskatchewan and Synchrono Canada, shall be submitted to Synchrono Saskatchewan prior to October 15 of each swim year. Coaches will in turn be assessed this fee. Upon receipt of two coaching professional development course registration receipts, the coach will be reimbursed.

2.3 Members of our club who sit on the Synchrono Sask. Board of Directors will have their affiliation fees paid by the club.

3.0 Officers

3.1 The budget is prepared by the treasurer and submitted to the general membership at the Annual General Meeting for approval.

3.2 The Executive of the club is responsible for the day to day operations of the club and ensuring that expenditures stay within the budget. Expenditures in excess of authorized expenses must be approved by the Executive and ratified by the Board.

3.3 Each Committee Chair shall submit to the Executive anticipated expenditures for the current swim year. Anticipated expenditures shall be submitted prior to the first Executive meeting of the new swim year for approval and inclusion in the budget.

3.4 The signing officers of the club shall be members of the Executive. Cheques must be endorsed by two (2) of three signing officers.

3.5 Whenever possible the Officers or representatives of the club shall obtain quotes from suppliers etc to ensure that a reasonable expenditure is being made without sacrificing safety or other major concerns.

4.0 Advances and Administrative Expenses

4.1 Application for accountable advances maybe made to the Executive. These advances must be supported by receipts with any unaccountable funds being returned to the Saskatoon Aqualenes.

4.2 Expenditures shall be monitored by the Treasurer and the President of the club.

4.3 Claims for reimbursement of administrative expenses must be supported by receipts and where possible quotes should be provided.

4.4 Team coaches shall be provided with a daily allowance to cover all sustenance expenditures for out-of-town meets.

4.5 Coach expense claim forms must be completed and submitted with all receipts for reimbursement.

4.6 Authorized Volunteer Expense claims must be completed and submitted with all receipts for reimbursement. Team chaperones will be reimbursed for expenditures at out-of-town meets to a maximum as determined by the Board. Receipts must be submitted for reimbursement.

4.7 The Saskatoon Aqualenes will provide travel, sustenance and accommodation allowances from time to time to designated individuals from the Club representing the Club on related business.

4.8 Coaches will be provided with a coaching allowance for each day their attendance is required at a meet. Travel time is included in calculations.

5.0 Refunds

5.1 Refunds of fees may be granted provided notice has been issued to the Treasurer or Registrar two weeks prior to the withdrawal of the swimmer, with the exception of affiliation / assessment fees. All other fees shall be refunded on a prorated basis. 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.

5.2 Refunds of swim fees cannot be granted to those choosing to make payment through the National Sports Trust Fund. All monies received by the National Sports Trust Fund are considered to be donations. Tax receipts are issued directly by the National Sports Trust Fund.

5.3 All monies generated to go towards the athletes fundraising accounts are not subject to refund at anytime. Should an athlete withdraw from the Club or not return the following year, all monies shall be held in the athlete's name for a period of one year. Should a balance remain following the one year, and the athlete does not return to the Club, the balance shall be designated to a Trust Fund within the Club, to benefit all athlete members, as designated by the Executive and the Board.

6.0 Acknowledgements

6.1 On certain occasions a presentation of a gift to a member of the Club, or otherwise, may be desired. All unbudgeted proposals must be approved by the Executive.

6.2 Executive members will receive complete or partial waiver of their fund raisin² commitment in recognition of services to the club as determined by the Board at the beginning of

the swim year.

7.0 Fund Raising

7.1 All Aqualenes families are obligated to do a set amount of fund raising for the club each year. Bingos are one source of revenue and fund raising for the club. A side from the bingos the Fund Raising coordinator will have many other sanctioned fund raising projects. A 100% of the revenue from swimmer fund raising projects will be designated to a trust fund in each swimmer's name, refer also to 7.4. Other projects will be club fund raisers, which will be mandatory, 100% of the revenue will go towards the club. To see what amount of fund raising each family must raise, refer to the registration information package.

7.2 At the time of registration, post dated cheques for fund raising are to be submitted, payable to the Saskatoon Aqualenes for the following dates:

December 15 - 1/2 the total obligation

April 15 - second 1/2 of the total obligation

May 15 - the cheque will only be cashed if the total required amount of fund raising has not been fulfilled. Fund raising obligations must be fulfilled no later than May 15.

7.3 The following is ONLY what fund raising credits may be used for:

- * Swimmer's transportation and accommodation
- * Swimmers pool fees
- * Swimmer's competition fees
- * Swimmer's registration costs
- * Swimmer's camp fees
- * Swimmer's wardrobe fees

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

7.5 Bingos

a) All families are responsible for contacting the Fund Raising Coordinator and scheduling their own bingos on a date as determined by the Fund Raising Coordinator. The number of bingo which each family is permitted to book at any time will be indicated at the beginning of the swim year. 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 Fund Raising Coordinator, who will contact individuals from the list when / if any openings occur.

b) 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

(The Fund Raising Coordinator is directly responsible for all transactions which take place; therefore, the Coordinator will designate those responsible for assuming the duties of the back counter.)

c) 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 Fund Raising Coordinator the age of

the worker(s) so that a proper adult/child ratio can be maintained. The Fund Raising Coordinator can limit underage workers.

- d) All bingo workers are required to contact the Fund Raising Coordinator a minimum of two weeks in advance if they require a replacement worker.
- e) Families who sign up for a bingo, but fail to provide a worker for their scheduled bingo, will be levied a fine of \$40.00. You are responsible for the bingos which you book.
- f) With Board approval, competitive athletes may work extra bingos to help curb transportation costs to Competitions.
- g) Bingo dates are also available in the summer months of June, July and August. All fund raising credits earned prior to August 31 are held in trust in the swimmer's name. After the swimmer registers in the fall the credits can be designated to approve expenses, refer to 7.4.

7.6 Other Fund Raising Activities

Families may elect to fulfill their fund raising requirements through the various fund raising activities (other than bingos) approved by the Fund Raising Coordinator and the Board. Regardless of which activities the families choose to pursue, the Fund Raisins Coordinator must be contacted and advised, and all commitments must be fulfilled as indicated in 7.3 and 7.4.

8.0 COACHES

8.1 All SAQ coaches receive a daily allowance for each day they spend at a competition. One day equals 8 hours. Coaches are paid their daily allowance in accordance with the number of hours spent at the competition. For example: four (4) hours= 1/2 the daily allowance EIGHT (8) hours = the full allotted amount.

8.2 Daily allowance payments are as follows: a) out-of-province = \$50.00 per day (maximum allowable amount) b) in-province - \$36.00 per day (maximum allowable amount)

8.3 With Executive/Board approval, the club will reimburse club coaches TWO-THIRDS (2/3) the cost of all recognized Coaching courses, up to a maximum allowable amount of \$200.00 per course.

9.0 ENTRY FEES FOR COMPETITIONS

9.1 All team, figure, solo and duet entry fees are the responsibility of the individual swimmers.

10.0 REFUNDS

10.1 All refunds of swim costs to swimming members are subject to approval by the club Executive/Board, as many factors must be taken into consideration, such as:

- a) Swimmers reasons for departure
- b) Date of departure
- c) Financial commitment that has been met
- d) What group the swimmer was in (e.g. REC or COMPETITIVE)
- e) Whether the swimming member's cheque to SYNCHRO CANADA have been sent? (if cheques have been sent to SYNCHRO CANADA, refunds cannot be made.)

11.0 BREACH OF PAYMENT

11.1 Swimmers who have withdrawn from the club shall remain liable for monies that still may be owing the club. Swimmers will not be allowed to return to the club until all outstanding bills have been paid.