

Killarney Synchro Swim Club



Killarney Synchro Manual

2008 - 09

Introduction

This manual has been designed in order to communicate Killarney Synchronized Swim Club's (KSSC):

- Mission and goals
- Expectations
- Major Policies
- Club organization
- Club operations

KSSC operates as a non-profit organization within the regulations and laws set out in the Societies Act and Societies Regulations of Alberta.

Mission Statement

The Killarney Synchronized Swim Club develops team and individual synchronized swimming skills in a positive and supportive environment promoting sportsmanship, teamwork, and camaraderie.

Goals:

- To provide for the development of synchronized swimming skills through instruction, practice, and participation in major sanctioned competitions to the best of each team member's abilities.
- To enhance individual growth of the swimmers focusing on self esteem, responsibility, leadership, and physical fitness.
- To foster an environment in which swimmers, coaches, and parents can actively participate in team and club activities.
- To encourage the promotion and enjoyment of the sport of synchronized swimming both as an individual and team member.
- To have memorable experiences that build positive character.

Expectations

Swimmers:

- Swimmers are expected to attend all practices (3 to 4 times a week) and give their best effort. If they are unable to attend a practice the swimmer or a parent must contact their coach as soon as possible before the scheduled practice time. When possible, if the swimmer is not well enough to participate, they are expected to attend and watch. The swimmer is expected to contact other team members to arrange for a catch-up briefing or practice, as necessary.
- Swimmers are to demonstrate a positive attitude towards the sport, and treat coaches and fellow swimmers with courtesy and respect. No coarse language, rude or offensive behavior.
- No angry outbursts or disorderly behavior.

- As representatives of KSSC, all swimmers are to be courteous to fellow competitors and to conduct themselves appropriately in all public places.
- The coaching staff will solicit feedback from swimmers from time to time and this is expected to be open, honest and constructive.
- Swimmers will be traveling together as a club to out of town meets, and will be expected to support each other by sitting together and cheering for all KSSC teams and routines.
- No form of abuse of athletes, coaches or officials will be tolerated.
- Swimmers are expected to be in attendance at all swim meets. In the event a swimmer is unavailable to swim at a particular meet, a doctor's note with a medical bye is required by Synchro Alberta in order to attend subsequent meets.
- No use of alcohol, cigarettes, or illegal drugs will be tolerated.

Discipline Policy

Based on the above expectations:

1. Unacceptable behavior during practice will result in the swimmer being removed from the pool for the practice time remaining. In addition, the swimmer will not be allowed to return to practice until a meeting has been held between the swimmer, coach and possibly head coach, and parents to resolve the issues to the coach's satisfaction.
2. Unacceptable behavior will result in the swimmer being removed from the pool and sent home at the parent's expense. (At practices and/or at competitions).
3. Repeated unacceptable behavior may result in the swimmer being ineligible to remain a member of the KSSC.
4. The coach may refuse entry to competitions if the swimmer does not wear the designated routine swimwear, or if the swimmer fails to arrive at the meet at the appropriate time designated by the coach.
5. Consumption and/or possession of alcoholic beverages, illegal drugs, or other illegal substances (tobacco use under the age of 18) by a swimmer during or in the progress of traveling to or from any KSSC activity will result in the immediate suspension of the swimmer. The swimmer will not be able to participate in the KSSC activity. The swimmer will also be denied membership in the KSSC for the balance of the current year and subsequent years at the discretion of

the KSSC Executive. See Grievance Committee for more information.

6. The KSSC executive, at its discretion may terminate membership in the KSSC and the swimmer will forfeit any fees paid for any services or goods received to the date of termination.

Implementation of the discipline policy in specific:

When a coach notes a problem, or a problem is reported to a coach the discipline policy will be implemented as follows:

1. One warning to the swimmer with a description of the behavior or attitude requiring adjustment with suggested changes in behavior or attitude. If this discussion is ineffective;
2. A second warning will be issued; and if the coach wishes, the swimmer will be asked to sit on the pool deck for a time out; or to complete an age appropriate work out. The swimmer will be given direction that the third notification will lead to a 'Parent Alert'. If this is ineffective;
3. Third notification. The swimmer will be asked to take home a 'parent alert' and a further time out on the pool deck will be given. The 'parent alert' is a way of communicating to the parents the nature of the problem, and asking the swimmer and family to decide and notify the coach, of how the behavior or attitude will be addressed.
4. Once the 'alert' goes home, the swimmer cannot reenter swim practice, without the 'alert' being signed by their parents and a behavior plan being created.
5. If the behavior persists during a subsequent practice the swimmer will be given a second 'parent alert'. The swimmer will be asked to leave the training session and to notify their parents that they have been removed from practice and an early pick up is necessary. The swimmer cannot return to practices without a meeting occurring with the parents, swimmer, coach, head coach and/or VP coaching; during which the problem must be resolved through the creation of a behavioral plan in writing intended to stop the behavior. The coach / head - coach/ VP coaching, parents or swimmer may at this point suggest disciplinary measures as deemed necessary through agreement.
6. In the event this is ineffective and the behavior persists subsequently; the swimmer will be indefinitely suspended from practice and the issue will be taken up at the next executive meeting.
7. If the executive requires notification: The executive will strike a committee of three executive members, to review the situation and after representation from the swimmer, family, the coach and/ or head coach, and / or VP coaching; the committee will decide what action should be taken or what consequence should be applied.
8. Coaches will maintain a logbook intended to provide a record of discipline related events.

Consequences of behavior or attitude deemed unacceptable:

1. Consequences include, such possibilities as: time outs; suspensions; suspensions from a meet, requiring the swimmers parents to arrange the return home of the swimmer, at the parents expense; community service; expulsion from the Edmonton Auroras, or other disciplinary measure as deemed appropriate by the executive, executive committee, head coach or designate in accordance with the policy.
2. Records will be kept by the head coach or designate of all parent alerts, coach alerts and other documentation but will be destroyed at the end of the year unless the executive deems it necessary to maintain particular records in the future interest of the club.

Appeal procedure for swimmers:

Parents may arrange a meeting with the Coach to discuss the consequences of the swimmer's actions. The arrangements and the meeting shall occur outside of training times. No interruptions will be allowed during training times or meets. Parents who have an unresolved disagreement with the Coach, or with anyone involved in the implementation of this policy regarding discipline of their athlete, must file an appeal as follows:

1. Notify the VP coaching in writing of the appeal.
2. The VP Coaching will arrange a meeting between the appeal panel [two members of the executive and the Head Coach or designate as assigned by head coach or executive], the Coach and the parent(s).
3. The Appeal Panel will review the situation and render a decision it deems appropriate.
4. The decision of the Appeal panel will be reported to the Board.

Coaches

Clearly KSSC's coaches are the backbone to the development of the swimmers and provide the environment leading to the ultimate level of enjoyment and success of the swimmers. As such, the coaches are expected to:

- Be well prepared for practices, competitions and KSSC events.
- Clearly communicate with the swimmers, head coach and parents regarding all facets of the routines, schedules, development, and outside activities.
- Be positive and nurture an environment for trust amongst the swimmers allowing for skill, teamwork, and character development.
- Ensure that issues between team members are dealt with swiftly and with the support and guidance of the head coach and the KSSC executive.

Parents:

- Parents are encouraged to discuss progress and concerns with their child's coach. If they wish to meet with the coach,

these discussions are to take place before or after scheduled practices, at a time agreed to by the parent and coach.

- Parents are invited to watch the swimmers during practice in the observation areas provided by the facility.
- Parents are not to interfere with practices or competitions.
- General meetings of all parents are held annually. All parents are must attend this meeting to keep informed of various activities within the KSSC.
- KSSC, with the exception of the coaches, is staffed by volunteers. Parents are required to volunteer their services (e.g. swim meet operation, chaperoning, fund raising etc.), as needed during various swim meets, club events, and in the general operation of the KSSC.
- The club's fund-raiser is a casino held approximately every 18 months. Each family will work one shift per swimmer or provide an alternate. This fund raising benefits all swimmers in the club thus participation is mandatory. In the event of a family emergency, provision may be made for a family to makeup this commitment, estimated at \$500 per swimmer.

Parents, coaches and swimmers will be asked to sign a code of conduct and registration contract with the KSSC.

Grievance Committee

This committee, chaired by the KSSC Vice President, is designed to handle certain issues that may arise that are difficult to resolve at the team level. The Committee strives to strike a balance between the needs of the individual swimmers, the team and the KSSC at large. The chair of the committee may call upon the support and expertise of other members of the executive, the coordinators and the head coach.

FUNDRAISING

In order to remain financially viable, the KSSC is dependant on the fundraising activities of its members throughout the Synchro season.

Mandatory fundraiser:

The major fundraising event that the KSSC participates in every 12 – 18 months is the Casino. Participation in this fundraiser is mandatory for all members of the KSSC. One parent from each swimmer family is expected to work at least one shift of the 2 day Casino. Failure to participate in the Casino fundraiser will result in an assessment of \$500 to the swimmer family payable to KSSC. A cheque in the amount of \$500 payable to the KSSC is required at the start of every season. In the event that one parent per swimmer family does not volunteer for the Casino, the cheque will be deposited. Cheques not deposited will be returned to the swimmer family after the Casino fundraiser event.

Non-mandatory fundraisers that have been offered in the past:

Co-op and/or Safeway coupons
Purdy's Chocolates
Fashion Show
Bottle Depot Drop-off
Husky Gas Cards

The club may offer non-mandatory fundraisers throughout the year; this is dependent upon the wishes of the membership and the willingness of someone to co-ordinate the activities. Families are encouraged to participate in these fundraising events, as the monies made help out the club as a whole.

If you have any fundraising ideas for the club, please bring them to the attention of the Executive. New ideas are always encouraged.

Team Selection Criteria

Coaches will select the swimmers for team, duet, and the specific routines. Selection will be based on the head coach and coach (es) assessment of:

- Skills
- Attendance
- Land drills
- Previous and current performance
- Attitude and enthusiasm
- Strength and flexibility
- Synergy with team mates
- Similarity of styles

The head coach's decision on placement and team makeup will be final.

Extra Routines (Solos, Duets, Combo) are evaluated and determined by the Head Coach and coaching staff at the beginning of each season. A swimmer must be on a team to be able to be eligible for an extra routine. Combo routines are only available to Tier 4 & Tier 5 swimmers. Extra Routines and Masters commence practicing in October of each year.

Practice times may change periodically to accommodate coaches' requests for extra time, possible pool closures, etc.

Swimmers are expected to attend all practices as, per KSSC's practice schedule, and give their best effort. If a swimmer is unable to attend a practice, the swimmer or a parent must contact their coach to advise the coach of the swimmer's absence as soon as possible before the scheduled practice time. If possible, the swimmer is expected to attend the practice and watch from the deck. In that synchronized swimming is a team event, the swimmer is expected to contact other team members to arrange for a catch-up briefing or practice, as necessary.

Privacy of Information and Personal Information Consent Form

Effective January 1st, 2004, legislation was enacted regarding the collection, storage and distribution of personal information. The Killarney Synchronized Swim Club (KSSC) is covered under the Personal Information Protection Act (Alberta) and the Personal Information Protection and Electronic Documents Act (Federal) even though it is a non profit organization.

As such, KSSC is required to state what information will be gathered, how it is to be used, and to whom it may be distributed. By signing the consent, you will be agreeing to the terms of KSSC's compliance with the new legislation.

Information Gathered

With the annual registration the following information is gathered either from the family, the swimmer or from other sources:

- Swimmer's name, birth date, address and telephone numbers.
- Family information regarding address, telephone numbers, parent names and contact information (business telephone numbers, cell numbers, e-mail addresses).
- Alberta Health Care number, Alberta Synchro number, Synchro Canada number, star or swimming level.

In addition, in the case of coaches, normal employment information (name, address, telephone number(s), Social Insurance Number (SIN), Alberta Health Care number), is also gathered and used either for employment reporting purposes and for contact with the KSSC membership.

Uses of the Information

The contact information is for communication within the KSSC and for use during travel. The contact information, including family and swimmer's name, telephone numbers and addresses will be part of the membership directory published and distributed to the club members and coaches

Health Care numbers are only used in the case of medical aid being required.

The Alberta Synchro and Synchro Canada numbers are only used for registration during competitions in addition to the swimmer's name.

Distribution of Information

KSSC will not sell or cause to be distributed any of the information gathered by KSSC to any third parties. The only uses are those described above. Further, because KSSC has adopted a Privacy Policy, KSSC will strive to ensure that those parties receiving information provided by KSSC for swimming competitions or for registration within Synchro Canada or Alberta Synchro also have adopted a policy protecting the information in the same manner.

Organization and Administration

The executive of the KSSC is responsible for the day to day business of the club. The executive and coordinator positions are elected at the annual general meeting of the club at the start of the swimming season. The executive and volunteer positions consist of the following:

Executive Positions

- President
- Vice President
- Secretary
- Treasurer
- Directors (3)

Coordinator Positions

- Meet Manager
- Fund Raising Coordinator
- Publicity Coordinator
- Casino Coordinator
- Social Coordinator
- Hospitality Coordinator
- Travel Coordinator
- Music Coordinator
- Clothing/equipment Coordinator
- Team parent representative
- Chaperones
- Webmaster
- Videographer
- Registrar

A summary of responsibilities of the executive, coordinator positions, and coaching staff is attached in the Appendix.

If questions arise regarding the interpretation of any information contained in this handbook or policy not specifically covered, a motion will be presented to the Executive and a majority vote on the matter will be final.

Finances

During the annual operation of the KSSC a number of expenses are incurred such as **CASSA** registration fees, coaches' salaries and expenses, team travel and pool rental fees. These expenses are met through a combination of fees charged to the swimmers and fund raising conducted by the KSSC. Fees to be charged for the current year will be provided in a separate information package at the beginning of the year.

The club will cover land travel (excludes airfare) and accommodation costs, for out of town swimming competitions. Personal expenses for each swimmer (suits, headpieces, nose clips, meals) will be assumed by the parents of the swimmer. In rare circumstances, it may be necessary for the KSSC to assess additional fees for unforeseen expenses during out of town meets (e.g. costs relating to weather restricted travel forcing last minute itinerary changes) and/or increased expense of travelling to meets. When traveling by air, all swimmers travel by confirmed ticket to and from meets, as booked by the club. The club strives to buy airline tickets at sale prices, the average cost per swimmer to be paid by parents. The cost of airfare for coaches and the club President is born by the swimmer's parents in the average cost per competing swimmer.

Additional invitational meets that the club chooses to attend will incur additional costs for the swimmers. Participation in these meets will be discussed and voted upon at the annual general meeting at the beginning of the swimming season to ensure the expectations are known. As the season's meet schedules become known they will be communicated to swimmers and their parents.

Fund Raising

Due to the complexity in allocating optimal fund raising proceeds to individual accounts, no additional fund raising is required.

Announcements and Information

Information concerning swimming practices, team and club activities will be communicated through notices by coaches, phone calls by the team parent representatives, and/or through the monthly newsletter. **Do not assume your swimmer is giving you all the pertinent information.** See notices prepared by the coaches, executive, or coordinator positions that will be posted to the KSSC website at www.killarneysynchro.com

Competition Groups

Recently, the organization of the teams has changed and is based upon a swimmer's capability and not on age. The categories in which KSSC competes are:

Tiers I, II, III, IV, V and VI

Swimmers are placed in Tiers through successful completion of Star levels, which are graduated based upon skills requirements, ability and swimming success. KSSC regularly performs Star testing between September and November of each year to ensure the appropriate placement and development of swimmers. Additional testing will be performed as required, when time permits and as judge availability exists.

Star testing intervals are based upon the following criteria:

- The swimmer's skills and capabilities relative to the Star level the swimmer is attempting to achieve. Since the Star levels ultimately determine the Tier in which the swimmer is placed, it is crucial to ensure the testing and the Tier's requirements appropriately match.
- The swimmer's age is taken into account, however the new system is meant to encourage, and make it possible for swimmers of all ages to compete within the same Tier level.
- The needs of the KSSC are considered to ensure that an appropriate number of swimmers is in each Tier thus permitting the best opportunities for further growth and team competitiveness.

APPENDIX 1

Summary of Responsibilities

HEAD COACH

- Hire and manage coaches
- Supervise workouts and general training
- Arrange pool bookings and schedule team practices
- Liase with Synchro Alberta
- Ensure swimmers are registered for meets and with Synchro Alberta
- Work with the Meet Manager to host meets
- Work in conjunction with the parent executive to make decisions regarding the operation of the club
- Skill acquisition, development and refinement
- Fostering teamwork by working for the good of the team as well as each individual swimmer
- Increasing the swimmer's and coaches' self esteem and confidence
- Support the progression of all swimmers through the star program

PRESIDENT

- Be aware of and coordinate the overall operation of the KSSC in conjunction with Synchro Alberta
- Chair executive and parent meetings

VICE PRESIDENT

- Executive liaison contact for parent concerns
- Oversee and work with Directors to help ensure duties are fulfilled
- Assume the duties of the President in the event of his/her absence
- Stewardship of the Club Handbook
- Chair the Grievance Committee

PAST PRESIDENT

- Supports the new president in performing their new duties.
- Provides context to previous KSSC business and decisions.

SECRETARY

- Record and publish the minutes of executive meetings

- Maintain and publish a roster of swimmers
- Handle club correspondence

TREASURER

- Work with the president and head coach to set the budget for the year and monitor the financial position throughout the season
- Handle all incoming and outgoing monies (e.g. fees, pool rentals, wages).
- Prepare financial statements for the AGM and monthly Executive meeting
- Complete and file all financial reports regarding the casino and all others associated with a non profit club including government agencies.

DIRECTORS

- Contact person for the chairpersons
- Each director shall be responsible for ensuring chair people fulfill their obligations
- Report concerns and information on behalf of the chairpersons to the executive
- Director 1 – Publicity (recruiting, webmaster, computers, registrar, bulletin boards, advertising, pamphlets, and newsletters).
- Director 2 – Social, Casino, Fundraising, Clothing Sales
- Director 3 – Meet Manager, Food Coordinator, Music, Hospitality, Travel, Watershow Coordinator

MEET MANAGER

- Coordinate the meets hosted by KSSC
- Ensure the registration of swimmers with Synchro Alberta

VOLUNTEER COORDINATOR

- Work closely with all committees to determine the volunteer needs, staff and schedule volunteers as needed.
- Communicate with volunteers and committee organizers to ensure needs and expectations are met.

PUBLICITY CHAIRMAN

- Promote the summer camps and tryouts
- Publish promotional brochure and handbook
- Obtain advertising for programs of KSSC sponsored meets
- Ensure information on the club web site is updated
- Distribute KSSC information to schools, community groups and other organizing bodies.

FUNDRAISING CHAIRMAN

- Plan and coordinate fundraising activities

CASINO CHAIRMAN

- Apply for licensing and booking of casino, distribution and collection of volunteer forms
- File casino reports, working with the treasurer
- Organization of job roster

SOCIAL CHAIRMAN

- Coordinate social activities for the swimmers (e.g. year end)

HOSPITALITY CHAIRMAN

- Coordinate hospitality committee for officials, volunteers, and swimmers at meets hosted by KSSC

TRAVEL CHAIRMAN

- Arrange accommodation and travel for swimmers at out of town meets

CLOTHING CHAIRMAN

- Arrange for the purchase and distribution of club clothing.
- Maintain a stock caps and nose clips.
- Provide catalogues for swimmers to order and purchase equipment.
- Order, pick up, and distribute club equipment and clothing for club members.
- Maintain financial and inventory records.

MUSIC CHAIRMAN

- Arrange repairs to music systems
- Coordinate music at routine meets hosted by KSSC

FASHION SHOW COORDINATOR (not a regular club function, year to year decision)

- Coordinate the show's overall layout, venue selection and show announcers
- Arrange volunteers for clothing supply, food service, music, ticket sales.

REGISTRAR

- Prepare annual Synchro Alberta registration.
- Prepare club phone list and emergency medical and contact list.
- Prepare and mail (when necessary) registration packages to current member swimmers and all interested newcomers.
- Monitor Club phone and e-mail and reply to inquiries from interested swimmers.

WEBMASTER

- Maintain the club's web site.

PARENT/TEAM REPRESENTATIVE

- Liaise between the swimmers, parents, coaches, and executive
- Report teams accomplishments to the Publicity Chairman
- Distribute and collect forms etc.
- Be available to address concerns

TEAM PHONE REPRESENTATIVE

- Keep team members/parents informed of any relevant information from coaches and/or the executive.

FOOD COORDINATOR

- Coordinate athlete meals during meets (breakfast and lunches and dinners that are ordered-in during out of town meets).

NEWSLETTER COORDINATOR

- Prepare regular communication with parents, coaches and swimmers through the monthly newsletter publication
- Posting of the newsletter and other correspondence to the web site.

- Publishing of the newsletter and notices for distribution.
- Attend all Executive meetings.

WATERSHOW COORDINATOR

- Planning of function
- Coordinate volunteers
- Scheduling with pool
- Advertising

CHAPERONE

- Accompany the swim team while dining out and stay with the swimmers in the hotel/motel rooms
- Assist the coach with suits, dressing, hair, as needed
- Take control of the swimmers money when requested
- Ensure curfews, and monitor/correct behavior when necessary
- Ensure proper etiquette in all situations except on deck.
- Help with swimmers when requested
- As part of the registration contracts, a chaperone code of conduct is also included

APPENDIX 2
Organizational Chart

