

**HANDBOOK**

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# Mission Statement

The mission of the St. John’s Sea Stars is to train and develop synchronized swimmers in pursuit of excellence to the highest level possible in a positive and supportive environment.

# Club Objectives

* To encourage each athlete to achieve their full potential.
* To encourage a high degree of skill development and self-discipline.
* To foster the development of a good work ethic in the sport of synchronized swimming and throughout life.
* To foster the development and practice of sportsmanship and community spirit.
* To increase each athlete’s confidence and positive self image.

# Vision Statement

The St. John’s Sea Stars is dedicated to being a progressive volunteer sport association based on a tradition of excellence. The club is athlete centered, coach driven, parent supported. In pursuit of this vision, we provide a range of synchronized swimming opportunities to all members of the community, including recreational and competitive groups. We strive for excellence by providing training, evaluation and performance opportunities for athletes and coaches locally, nationally and internationally.

Club History

Synchronized swimming was started in St. John’s in the 1960’s at the pool at Memorial University of Newfoundland**.** In 1979, the club moved to the Aquarena under the name Newfoundland Aquarena Aquatic Club (NAAC). Twenty-four years later, the club adopted the new name of the *St. John’s Sea Stars and* a distinctive club logo. The design signifies the artistic nature of synchronized swimming, our affinity to the water and our unique heritage with the sea. The official club colours are red and black. Today the club offers a variety of programs including recreational and competitive. The club swims at the Aquarena and at the MUN pool. The MUN pool is the preferred site to host competitions and watershows given its viewing gallery. The club is a not-for-profit organization run by a volunteer elected executive.

# Club Executive

The Executive is the governing body of the St. John’s Sea Stars and is comprised of volunteers selected at the Annual General Meeting each Fall. Selected members serve for the upcoming competitive year.

The Executive schedules to meet at a minimum of once per month. The **2016-2017** Executive is comprised of the following:

President

Vice President

Secretary

Treasurer

Registrar

Parent Representatives from each team are encouraged to attend meetings.

* 10 and Under
* 11-12
* 13–15
* Junior

Meet Manager

Clothing Manager

New Swimmer Representative

Fundraising/Sponsorship Coordinator

Advertising and Recruitment Coordinator

# Coaching

Club coaches are trained under the National Coaching Certification Program (NCCP) criteria. Our coaches have all been synchronized swimmers (at various levels). They are part time coaches either working or attending post-secondary institutions. They attend clinics and seminars offered both provincially and nationally to continually up-grade their technical knowledge. All coaches have had criminal background and vulnerable sector checks done through the RCMP.

Older competitive swimmers from the 13-15 team, as well all interested swimmers from the Junior teams are provided with coaching opportunities gain both volunteer hours as well as coaching experience. These volunteer hours may be used for high school volunteer hours (make sure teacher approval is granted).

# Communication

##

## General Information

General information will be regularly sent via email from either your team parent representative or from the club email account (seastarssynchro@gmail.com). Please notify the secretary of any change in your phone number, address or email through an email sent to the club email address.

The club will facilitate two parent meetings per year. The first meeting will be the Annual General Meeting held every fall and the second meeting will be scheduled sometime between February and March.

The club website (www.seastarssynchro.com/) contains **all** information on the club including forms, photos, schedules, upcoming competitions/events.

The club also has a twitter account (@StjohnsSeaStars) and a Facebook account (St. John’s Sea Stars Synchro Club).

## Communication with Coaches

The team coach will primarily communicate with team parents through email but may also give out notes at practice. The team coach will sometimes plan team meetings at the end of practice.

Please feel free to contact the coach through email or in person. The coach will be glad to meet with you before or after the practice. Please do not interrupt a practice session to speak to your child’s coach unless it is an emergency.

# Sport Governance

## Synchro Canada

Synchro Canada is the national governing body for synchronized swimming in Canada. It is a non-profit association that operates through a national volunteer board of directors and a number of action committees comprised of interested members from across Canada. A professional staff administers association business from the national office based in Ottawa. Synchro Canada provides technical and administrative services to its athletes, coaches, officials, volunteers and provincial member associations. Each swimmer of the St. John’s Sea Stars must be registered as a member of Synchro Canada.

Website: www.synchro.ca

## Synchro Newfoundland and Labrador

Synchro Newfoundland and Labrador is the provincial body that governs synchronized swimming in the province. It is a non-profit association comprised of a volunteer executive. This association is responsible for the conduct of meets, provincial and national registration, and training for judges and coaches.

Website: www.synchronl.com

# Club Programs

Synchronized swimming is both a technical and artistic skill-based sport. It is fun and challenging at all levels! The Sea Stars believe strongly in, and follow the practices of the Canadian Sport for Life Structure (CS4L), more specifically the Long Term Athlete Development Program (LTAD). Further information on these can be found on the following website.

www.canadiansportforlife.ca

The club offers a recreational/pre-competitive and competitive program. In each program, swimmers learn a progressively more difficult set of skills within the year and with each year of experience.

Swimmers are encouraged to stream into our Competitive Age Group Program (10&Under, 11 - 12, 13-15 and Junior) that allows swimmers to perform and be evaluated within their age groups in team, duet and solo events within the province and elsewhere in Canada (and potentially internationally).

Although our club offers the opportunity for solo and duet competition, the club focus is on team routines. The team event provides the most learning opportunities for each athlete in terms of strength, endurance, musicality and ability to work together. Athletes may be selected to swim a duet or a solo. This decision is made by the coach in consultation with the head coach and is dependent upon available pool time, coach availability and the assessment of a swimmer’s abilities.

Both programs run September through June.

##

## Recreation/Pre-competitive Program

This program serves as an introduction to synchronized swimming. Swimmers are grouped by skill as per the Star Program (ages 6-12). Registration is accepted throughout the season. The recreational/pre-competitive athletes swim once or twice per week depending on skill level, learning basic synchronized swimming skills and swimming routines to music, while having fun. The Star Program runs in 11 week blocks. Swimmers in each block will participate in end of session Water Shows, and may participate in our winter or year-end Water Shows.

## Masters Program

The club offers a masters program with the goal of having fun and staying fit**.** The program is designed for swimmers 19 years and older and welcomes those from all synchro backgrounds and fitness levels. Teams work on basics early in the fall, decide on music for the year’s routine and start learning a routine while building on the basics.

## Competitive Age Group Program

This program is based on Synchro Canada’s competitive structure. Synchronized Swimming is a unique and challenging sport. While developing a high level of physical fitness, athletes also acquire grace, poise, confidence and pride. The swimmers develop a team camaraderie and club spirit as they gain experience throughout the competitive program. As a synchronized swimmer, athletes learn respect, cooperation, commitment and above all, good sportsmanship.

**10&Under Age Group**

These athletes train approximately 6 hours per week and compete annually at the Synchro NL Provincial Championships. They may compete at the Atlantic Regional Championships or another appropriate out-of-province competition. The team parent group makes this decision. For swimmers who are interested in competing in a solo/duet, this decision is made by the coach and is dependent upon coach and pool availability.

**11-12 Age Group**

These athletes train approximately 10 hours per week and compete annually at the Synchro NL Provincial Championship and at the Atlantic Regional Championships or another appropriate out-of-province competition. Swimmers are required to complete two additional figure practices per month when this is offered. For swimmers who are interested in competing in a solo/duet, this decision is made by the coach and is dependent upon coach and pool availability.

**13-15 Age Group**

These athletes train approximately 14 hours per week and compete annually at the Synchro NL Provincial Championships and at The National Qualifier. They may compete in other out of province meets including the National Championship (ESPOIR). The team parent group makes this decision. Swimmers are required to complete three additional figure practices per month when this is offered. For swimmers who are interested in competing in a solo/duet, this decision is made by the coach and is dependent upon coach and pool availability.

**Junior FINA**

These athletes train approximately 14 hours per week. They compete annually at the Synchro NL Provincial Championships, the National Qualifier and the Canadian Open Synchronized Swimming Championship (COSSC). They may compete in other out of province meets. The team parent group makes this decision. Swimmers are required to complete four additional figure practices per month when this is offered. For swimmers who are interested in competing in a solo/duet, this decision is made by the coach and is dependent upon coach and pool availability.

## Additional Competitive Program Information

### Extra Figure Practice – Depending on Coach Availability

If we have enough available coaches, the club will hold extra figure practice. If practices are held, the club requires **competitive swimmers** to complete extra figure time in addition to figure practice during regular team practice. The Open Figure Time is designed for this purpose. Athletes will have the opportunity to focus on individual figure skills. Championship scores in synchro competition are comprised equally of routine scores and the teams combined figure scores. Depending on the age group, athletes will have a monthly figure hour requirement that will be signed off by their coach.

### Dryland Training

The amount of dryland training will vary for each **competitive team** and is included within the practice hours set for each team. The form of this training will vary throughout the year.

### Extra Routines – Solo/Duet

Competitive swimmers may be interested in competing in a solo/duet. This decision is made by the coach and is dependent upon coach and pool availability. Swimmers selected to compete in a solo or duet will practice one extra hour per week. There is an additional fee for competing in an extra routine**.**

### Criteria for Program Placement

For seasons when there are enough swimmers for more than one team at an age level, swimmers will be assessed for team placement. Athletes will be assessed in the areas of swimming skills, stamina, flexibility, core body strength, figure skills and routine skills. In consultation with the head coach, coaches will place athletes on the appropriate team. **Please note**: Due to the nature of the sport, competitive athletes who are unable, for whatever reason, to comply with the required time commitment will not be selected for a team no matter what their level and ability.

# Fees and Expenses

## Synchro NL and Synchro Canada Fees

All competitive athletes are required to register with Synchro NL and Synchro Canada. The registration fee for 2016-2017 is $125.

## Monthly Fees

Monthly fees cover operating expenses including pool rental and coaching. Competitive monthly fees include registration for various Synchro NL events and some regional competitions (figure and routine meets). Please ensure that fees are paid on time in accordance with the established fee structure—postdated cheques, dated the first of each month, from September to June (may be left at the front desk of the Aquarena - clearly marked for "SeaStars Synchro" and including the swimmer’s name on the memo line and what the cheque is for).

## Expenses Associated with Competition

Every competition has associated “meet entry fees” for each swimmer/team. Out of city and province competitions have additional expenses for transportation, accommodation and meals. The athletes also share the cost of their coach’s travel, accommodations, and per diem. A small social/miscellaneous allowance is usually recommended for every swimmer.

## Club Gear Expenses

All swimmers (Recreational and Competitive) require the following for practice:

* Practice swim suit
* Swim cap
* Goggles
* Nose clip (as nose clips are frequently lost, a spare kept in the swimmers backpack is recommended)

* Water bottle

##  Competitive Team Required Clothing/Gear

* A plain black suit and white swim cap (figure competitions)

* Competition suits (spacing, team, extra routines) and headpieces (selected by the coach and may be ordered through a catalogue or custom made)
* Club Jacket (Ordered through the club)
* Black shorts (bought by parent, yoga style)
* Black yoga pants (bought by parent)
* Club bag (Ordered through club or bought by parent)
* Hair gel supplies: Knox gelatin, granny pins, bobby pins, hair nets, 1 inch paint brush, small plastic container (bought by parent)

Reimbursement of Fees

If a swimmer decides to withdraw from the program, club secretary, the coach and treasurer must be notified. The St. John’s Sea Stars Withdrawal from Competitive Program form (please see Appendix) must be completed. The post-dated cheques for the following months will be returned to you without penalty. However, registration fees, travel deposit funds, and money made through fundraising cannot be returned after November 15.

## Fundraising

In addition to monthly fees, fundraising is the Club’s only other source of revenue. The Sea Stars operate a ongoing weekly 50/50 Lotto, called The Gold Medal Lottery. **Each swimmers family is expected to participate in selling tickets, maintaining community lotto boxes, and volunteering with the general operation of the lottery.** The revenue from the lotto is used to help subsidize club events, club expenses, equipment purchases, and equipment maintenance.

Sea Stars teams may also raise funds throughout the year to help subsidize travel costs. Travel to out of town competitions is an important part of synchronized swimming. The club executive must be informed of individual team fundraisers. There are also opportunities for swimmers to fundraise individually under the Sea Stars name.

# Travel for Competition

Given the small base of synchronized swimming in the province, the club has to travel in order to compete. Early in the season, travel with respect to out of town competitions (as defined in the Competitive Age-Group Program) will be explored and determined by the coach in consultation with the head coach and parents. When competitions are out of town, the team parent representative will plan all aspects of the travel for the swimmers, coach and parent chaperone(s). This includes transportation, hotel accommodations, meals and the schedule (determined by the coach) while away. In particular, this will be the responsibility of the team parent representative with a member of the executive in consultation with the coach and parents.

## Planning Process

Early in the season, travel with respect to out of town competitions (as defined in the Competitive Age-Group Program) will be explored and determined by the coach in consultation with the head coach and parents. This consultation will be in the form of a parent meeting facilitated by the parent representative. The executive will approve the final decision no later than **October 31** with a tentative expense budget communicated to all parents by the parent rep no later than **November 15.** Please note that in some cases, the coach/team may wish to confirm any out of province competition after provincial competition. In this case, the team will be expected to clearly identify the options being considered and the estimated expenses with each. This information must be made clear to all parents by **October 31** with estimated costs for each shared by **November 15.**

The parent representative will:

* Facilitate a parent meeting (by October 15) with the coach to discuss team travel to be approved by the executive.
* Seek interest/confirm who will be the chaperone(s).
* Once approved by the executive, make the travel arrangements and create a tentative budget to be provided to parents and coach no later than November 15. See Appendix and website for budget spreadsheets.
* Facilitate parent meeting with the coach no later than November 30 to share detailed travel arrangements.

• Collect swimmer payment for travel and submit specifically to the treasurer as soon as possible the following fees:

* Meet entry fees
* Banquet fees
* The coach per diem

## Travel Itinerary

Swimmers must follow the schedule set by the coach or parent chaperones governing mealtimes, training times, and bedtimes, etc. Swimmers are under the responsibility of assigned coach/chaperones at **all times** during the trip. Swimmers are not allowed to leave with parents/family until the competition is over. This must be approved from the coach. For 13-15 and Junior teams, unless otherwise agreed upon with the coach, parents (other than parent reps) should stay at a separate hotel than swimmers.

## Role of the Chaperone(s)

The chaperone(s) is responsible for the following:

* Ensuring that the schedule set out by the coach is strictly adhered to (mealtime, pool arrival/departure, bedtime).
* Ensuring/organizing ground transportation while at the competition (would be included in initial travel plans).
* Providing nutritious meals/snacks to swimmers (with attention to any swimmer allergies) as recommended by the coaches (including grocery shopping, cooking, and restaurant reservations).
* Assuming all accrued expenses (groceries, hotel, incidentals) to be reimbursed by club (with receipts).

## Travel Expenses

### Transportation

All athletes are required to travel to the competition with their team. As such, the parent representative will be making the reservations as a group. Parents will be invoiced the cost of their swimmer travelling to the event. Unfortunately “using points” for this travel is not possible for swimmers, coaches or the primary chaperone.  While at the competition, there will be travel expenses for the team and coach. This could mean car rentals/taxis. This expense will be factored into the total cost.

### Hotel Accommodations

All swimmers are required to stay in the same accommodations. The parent rep, in consultation with the coach, will determine the hotel and will book a block of rooms in the hotel. If the team parents decide that there will be some arrangement of girls staying in the same room(s), there **must be** one parent chaperone in each room with a maximum of 3 – 4 swimmers per room (unless room configuration allows for more).

### Meals

The cost of meals will be determined by the parent rep and factored into the total cost. Meal planning will be determined by the parent representative.

### Team Coach Expenses

All athletes are required to cost share the expenses of their coach’s travel, accommodations and per diem ($50.00/day).

It is the responsibility of individual parents to make their own travel and accommodations if they are also attending the competition.

In summary, listed below are the **approximate** competition fees for *out-of-province* meets. These are based on past competitions and as fees increase each year, they are most likely an underestimate. Swimmers will have to submit different amounts based on what she is doing. Here is the basic breakdown:

Athlete surcharge - $50 per swimmer

Figures - $32 per swimmer

Team - $80 (cost divided amongst team members)

Duets - $65 (cost shared - $32.50 per swimmer)

Solos - $32 per swimmer

Hospitality Fee - $10 per swimmer

Banquet - $30 per swimmer

Coach per diem - $50 per day divided up amongst team members

The **above fees** are **made out to the Sea Stars and collected by the parent rep**. Once the parent rep has collected all of these competition fees, the cheques are passed on to the treasurer.

In addition to the above fees, there are other costs that you will have to pay.

Coach’s flight - divided up amongst the team members

Coach’s accommodations - divided up amongst the team members

Flight to competition

Accommodation costs - divided up amongst the team members

Daily expense fee (covers food and transportation) – usually about $20 per day

The **parent rep will coordinate a way to collect and pay these latter expenses** in a way that works for the team.

If you have any questions or concerns about the anticipated expenses for out-of-province competitions, please contact your parent rep or the treasurer at seastarssynchro.treasurer@gmail.com.

# Swimmer Code of Conduct

Membership with the Sea Stars is a privilege and swimmers must accept the membership with a full sense of responsibility and pride. The swimmers are expected to fulfill certain responsibilities and obligations as identified within this Code of Conduct, including, but not limited to, complying with the policies, rules and regulations of Synchro NL and Synchro Canada.

**General Behavior**

Swimmers are expected to demonstrate a positive attitude at all times with the knowledge that they, alone, are responsible for their actions. They must treat their teammates and coaches with respect and courtesy.

Swimmers must obey the rules of the pool and facilities in use. They must obey the directives of the facility staff while in the pool and on the premises.

The use of profane or improper language is not acceptable. Angry outbursts and arguing are not acceptable.

The use of alcohol or drugs in any non-medicinal fashion will not be tolerated under any circumstances.

**Commitment**

Swimmers will:

* Commit to swim the entire season.
* Attend all competitions.
* Attend all pre-competition practices (two weeks before).
* Demonstrate a commitment to their team by attending all practices on time and prepared (15 minutes prior to the scheduled practice time).
* Be appropriately dressed wearing full team uniforms at competitions and club events.
* Notify their coach in advance if going to be late or absent from a practice.

**Other Activities**

Swimmers who choose to participate in other activities should meet with their coach to resolve any potential scheduling conflicts. The club supports multi- sport involvement, but swimmers must acknowledge the time commitment that is required with synchro.

**At Home**

For the competitive age group, swimmers may be required by their coach to log at home synchro activities. These activities may include:

* Independent core and flexibility training
* Regular independent land drilling
* Participation in other activities that promote overall fitness

# Coach Code of Conduct

Membership with the Sea Stars is a privilege and coaches must accept the membership with a full sense of responsibility and pride. The coaches are expected to fulfill certain responsibilities and obligations as identified within this Code of Conduct, including, but not limited to, complying with the policies, rules and regulations of Synchro NL and Synchro Canada.

**General Behavior** Coaches are expected to demonstrate a positive attitude at all times with the knowledge that they, alone, are responsible for their actions. They must treat all swimmers and other coaches with respect and courtesy. Coaches must obey the rules of the pool and facilities in use. They must obey the directives of the facility staff while in the pool and on the premises. The use of profane or improper language is not acceptable. Angry outbursts and arguing are not acceptable. The use of alcohol or drugs in any non-medicinal fashion will not be tolerated under any circumstances.

**Commitment** Coaches will:

* Attend monthly coaches' meetings.
* Keep informed on sound coaching principles.
* Develop team respect for the ability of the opponents, as well as for the judgment of the officials.
* Recognize and value the importance of parental need to know decisions concerning their children.
* Never discuss or make comments to a judge about a swimmer’s work during the course of a competition.
* Attend the Annual General Meeting.
* Understand the governance structure, roles and responsibilities of the club as stated in the Club By-laws (Appendix F).
* Understand and respect the role of the chaperone(s) when travelling to competition.

# Parents Code of Conduct

The most important responsibility of parents is to support and encourage their child in their development of synchronized swimming skills and routines. Dedication and co- operation is the best way for your child to achieve his/her personal goals. Your child has chosen an exciting and demanding sport. There are many benefits to be gained from synchronized swimming other than fitness and skill. Time management, work ethic and the ability to get along with others are all important things learned with this sport.

* Please ensure that your child attends and is punctual for each practice.
* Please assist your child by ensuring she has all the necessary gear, nutritious snacks and bottled water for each practice.
* Ensure that your child is appropriately dressed for all competitions and club related activities.
* Attend club competitions when possible. Athletes need and appreciate your support and encouragement.
* Take an active role in fundraising.
* Pay all swimmer program/competition fees in the timeframe requested.
* Attend the Annual General Meeting.
* Understand the governance structure, roles and responsibilities of the club as stated in the Club By-laws (Appendix F).
* Understand and respect the role of the chaperone(s) when travelling to competition.
* Understand and respect the role of the coach.

# Appendix A Withdrawal from Competitive Program

This form is to be completed by the parent and returned to the treasurer of the St. John’s Sea Stars, or coach, in the event of withdrawal from any competitive program. All fees will be applicable to the swimmer until this form is received.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will no longer be attending synchronized swimming. Effective: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coach Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Head Coach Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Appendix B Schedule of Events 2016-2017 Season

\*Subject to Change.

**September**

September 6 Registration

September 10 Season Commences Competitive Teams

September 11 **Club AGM** 6:00pm - 8:00pm (Location Cowen Heights Elem.)

September 17 Try Synchro Every Saturday (Rec, 10U, 11-12)

September 19 The Max Dryland Starts 6:30pm-8:30pm (competitive swimmers)

**October**

October 10 Thanksgiving

October 30 Spooktacular, Aquarena

October 31 No Max Dryland (Halloween)

**November**

November 11 Remembrance Day, Practice cancelled.

November 19 Club Brunch (Tentative)

November 21 Last Max Dryland Practice

November 26 Canada Games Clinic

November 27 Figure Meet, LTAD Skills Testing CBS

**December**

December 17 Last Practice before Christmas

December 25,26 Christmas Break

December 27-31 Christmas Synchro Clinic – details to come

**January**

January 1 New Years Day

January 21 Winter Water Show (MUN Pool)

January 28/29 Winterfest, Mount Pearl

**February**

February Parent’s Meeting

February 17–19 Provincials (St. John’s)

**March**

March 21-26 National Qualifier, Quebec City,

(Competitive Age Groups:13-15, Junior)

**April**

April 8 LTAD Skills Testing St. John’s (Tentative)

April 14-16 Easter

**May**

May 23 – 28 OOAGs, (Competitive Age Groups 10U, 11-12)

**May 27**  **Year End Watershow Last day for Recreation Program.**

**May 30 – June 4** **ESPOIR 2017, (location TBA) (ages: 11-12 and 13-15)**

**June**

**May 30 – June 4** **ESPOIR 2017, (location TBA) (ages: 11-12 and 13-15)**

**June 9-11** Trilliums, Napeon (Competitive Age Groups 10U, 11-12)

**June 17 Year End BBQ/Awards Night**

June 24 Provincial Team Trials (All competitive swimmers)

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# Appendix C Team Practice Schedule 2016 – 2017

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **AGE GROUP**  | **MON** | **TUE**  | **WED**  | **THU**  | **FRI**  | **SAT**  | **SUN**  |
| **Recreational** 50/80 min/wk |  | 3:30-5:00pm (Star IV and up) |  |  |  | 4-5:20pm (Star I -III)5:30-6:50(Star IV and up) |  |
| **10&U** **Competitive**5.5 hours pool2 hour Dryland | 6:30-7:30pm**The Max\*\***Dryland | 3:30 – 5:00pm |  | 4:00–6:00pm |  | 3:30pm-6:00pm Pool time |  |
| **11-12 Competitive**8 hours pool/ 3 hours Dryland | 6:30-8:30pm**The Max\*\***Dryland | 3:30 – 5:00pm |  | 4-6:00pm | **MUN Pool**5:00-8:00pm(\*\***Extra Routine/****Figure**) | 3-4:00pm Dryland 4-6:30pm Pool time | 8-10:00 am |
| **13-15 Competitive** 11 hours pool/ 3 hour Dryland | 6:30-8:30pm**The Max\*\***Dryland | **MUN Pool** 8:00 10:00pm Pool time |  | 5:45-7:45am 3:30 -6:00pm | **MUN Pool**5:00-8:00pm(\*\***Extra Routine/****Figure**) | 4-6:00pm | 7-11:00 am |
| **Junior Competitive**11 hours pool/ 3 hour Dryland | 6:30-8:30pm**The Max\*\***Dryland | **MUN Pool** 8:00 10:00pm Pool time |  | 5:45-7:45am 3:30 -6:00pm  | **MUN Pool**5:00-8:00pm(\*\***Extra Routine/****Figure**) | 4:50-6:50pm | 7–11:00am  |
| **Adult Masters** 19+ 2hoursYOB 1995 or earlier  |  | **MUN Pool** 7:30-9:30 pm |  |  |  |  |  |

**\*\*The Max, 6 St. Clare Ave.**

**~~\*\*\*High Performance Swimmers must have level blue or equivalent at registration??~~**

# Appendix D Attendance Policy

When a swimmer is absent from practice, the whole team feels the impact. Therefore, attendance at all practices is mandatory. However, the club values and is supportive of the swimmers’ lives outside of the pool and will work with swimmers and parents to make sure that the demands of practice time are fair and acceptable to all. To that end, the club will adhere to the following guidelines:

**Absence is due to illness/family emergency**

The coach must be advised by a text, email or a call as soon as possible.

**Missed Practice Rule**

While attendance at all practices is mandatory**,** the club recognizes that there are times when a swimmer is unable to attend. Therefore, each swimmer will need to discuss when they will miss practices personally with their coach. Time missed cannot be requested two weeks prior to competition.

**Pre-competition**

Swimmers are not permitted to be absent from practice two weeks prior to competition. It is crucial for the team and individual swimmers to be prepared for competition and missing a practice at this time is unacceptable. This also includes missing a last practice for early departure for competition.

**Unacceptable reasons for missing practice:**

**1.Work (and babysitting)**

The synchro schedule is set in September. Swimmers with part-time jobs will be expected to adjust their work schedules accordingly.

**2.Homework**

It is important that swimmers learn to manage their time effectively as it relates to homework and practice and as such having to complete homework is unacceptable for missing practice. However, education always comes first and therefore exceptions may be made on an as needed basis such as exam time.

**3. Menstruation**

# Appendix E Competition Guidelines

* Swimmers must attend all competitions including spacing.
* The arrival time at the pool for any event is one hour prior to the scheduled warm-up, unless otherwise specified. This will allow the necessary time for the coach to gather the swimmers together for review, land drill, stretching and focus. As events can sometimes run ahead of schedule, this will ensure not being late and running the risk of being disqualified.
* Swimmers must follow the itinerary set by the team coach and chaperone (shopping, visiting friends and relatives can only be arranged when it does not conflict with the team itinerary).
* Swimmers are expected to follow the Swimmer’s Code of Conduct.
* Swimmers are not permitted to leave the pool venue without first obtaining permission the coach.
* Swimmers are expected to stay at the pool to watch and ‘cheer on’ their teammates and any other events designated by the coach.
* The team uniform is to be worn throughout the event. Denim is not permitted.
* Jewelry is not permitted during competitions (except small stud-type earrings).
* Fingernail/toenail polish is not permitted.
* Parents are not permitted to approach a referee, judge or any other official. If there is a question about the marks or the results, it is the coach’s job to make an inquiry or an appeal.
* Parents (generally) are not permitted on the pool deck.
* Flash photography is usually not permitted (please check with specific organizing committee).
* Teams will usually get ready for competitive events at a designated location, such as the hotel, but coaches will list the location in their schedule.

# Appendix F Sea Stars By-Laws

1. **NAME**1.1 This organization shall be called St. John’s Sea Stars.

2. **OBJECTIVES**

* 2.1  Primary objectives of St. John’s Sea Stars shall be:
	+ To encourage swimmers to achieve their full potential.
	+ To encourage a high degree of skill development and self discipline.
	+ To foster the development of a good work ethic in synchronized swimming and throughout life.
	+ To develop and practice sportsman-like behavior and team/club spirit.
	+ To increase swimmer confidence and positive self image.
* 2.2  St. John’s Sea Stars shall maintain club membership in Synchro NL and Synchro

Canada.

3. **DURATION**3.1 The duration of St John’s Sea Stars shall be perpetual.

4. **NON-PROFIT PURPOSE**

4.1 GENERAL: This organization is one which does not contemplate pecuniary gain or profit to the members thereof and is organized for non-profit purposes.

4.2 EARNINGS: No part of the property or earnings of St. John’s Sea Stars shall be paid or distributed to or inure to the benefit of any private individual member, officer, or participant of the organization called St. John’s Sea Stars except as approved by the Board of Directors as reasonable reimbursement for goods or services furnished or rendered.

4.3 DISSOLUTION: Upon dissolution of St. John’s Sea Stars, any remaining assets and obligations of St. John’s Sea Stars shall be transferred to the successor organization, if any, established to assume the function of St. John’s Sea Stars, and if there be no successor, any remaining assets after payment of the obligations of St. John’s Sea Stars, shall not inure to the benefit of any private individual or corporation, but shall be distributed to another synchronized swimming organization, or if none exists, then to another organization operated exclusively for charitable or educational purposes.

5**. MEMBERSHIP**: All parents or guardians of swimmers affiliated with St. John’s Sea Stars are members of this corporation. All other persons interested in promoting the objectives of this corporation are eligible to apply to the Board of Directors for membership, and after acceptance by majority vote of the directors shall become members. There shall be no discrimination as to race, creed, or sex.

5.1 CLASSES OF MEMBERS: The following classes of membership shall be recognized in St. John’s Sea Stars:

A. ATHLETE MEMBERS: All athletes shall be registered with Synchro NL and Synchro Canada. All athlete members shall list their affiliation as St. John’s Sea Stars or be in the process of transferring their affiliation to St. John’s Sea Stars.

B. PARENT/GUARDIAN MEMBERS: All parents or legal guardians of athlete members who are in good standing with St. John’s Sea Stars shall be parent/guardian members.

C. COACH MEMBERS: All coaches of St. John’s Sea Stars shall be coach members. Coach members may be on the Board of Directors if elected as either an officer or as an at-large representative. Coach members are welcome at any parent/guardian meetings, but shall have no voting privileges unless already a member under B.

D. AFFILIATE MEMBERS: Any persons not listed in A, B, or C who wish to contribute to the activities of St. John’s Sea Stars may be affiliate members. Such members are welcome at any Board of Directors meeting or parent/guardian meetings, but shall have no voting privileges.

5.2 FEES: Fees shall be proposed by the Board of Directors and reviewed on a regular basis. Fees shall be adopted at parent/guardian meetings. 5.3 CODE OF ETHICS: All members of St. John’s Sea Stars shall conduct themselves in conformance with the Code of Conduct and Expectations as defined in the current SJSS Handbook.

6. **BOARD OF DIRECTORS**

6.1 The affairs of St. John’s Sea Stars shall be managed and directed by a Board of Directors numbering at least seven (7). The board shall consist of at minimum the president, past or vice president, secretary, and treasurer and registrar of St. John’s Sea Stars, and at least one parent representatives from each team. All members of the Board of Directors must be athlete members, parent/guardian members, or coach members of St. John’s Sea Stars. All members of the Board of Directors must be at least 18 years of age.

6.2 None of the members of the Board of Directors shall receive any compensation for his or her services.

6.3 DUTIES OF THE BOARD OF DIRECTORS: The Board of Directors shall be responsible for determining the direction and focus of the organization; executing the fiscal expenditures of the organization; conducting the business of the organization on behalf of its members; procuring coaching services; and acting as an arbitration board to mediate problems or complaints. The board shall also establish those ad hoc committees it requires to conduct the organization's business. The Board of Directors shall accept new members and the resignation of existing members. All accounts should be in good standing upon leaving the club.

6.4 BOARD OF DIRECTORS MEETINGS: The regular meetings shall be at least quarterly. The date and site for the next meeting shall be determined during each monthly meeting. Whenever possible, the president shall notify the other board members at least seven (7) days prior to the scheduled meeting should any changes in the established date or site occur. In the event that an urgent meeting is required outside of the normal monthly meeting, the President shall arrange for a meeting site and shall notify all board members of the reason for the meeting, as well as the date, time, and location of the meeting. Only members of the Board of Directors shall have voting rights. However, other members may be allowed to speak when recognized by the chair of the meeting.

6.5 BOARD OF DIRECTORS VOTING: Each member of the Board of Directors shall be entitled to one vote on each issue. A quorum shall be defined as fifty percent (50%) of the eligible voting members. Unless otherwise stated in the by-laws, a simple majority of any quorum shall decide the action on an issue. In the case of a tie, the issue shall be considered defeated.

7. **BOARD OF DIRECTORS: ELECTIONS AND DUTIES**

7.1 TERMS AND ELECTION METHOD: The officers and parent representatives of St. John’s Sea Stars shall be elected by the parent/guardian members of St. John’s Sea Stars to a one year term. Elections shall normally be held annually during September at a parent/guardian meeting. An athlete representative may be elected by a vote of the athlete members annually during September to a one year term.

7.2 NOMINATIONS: A Nominations Committee consisting of at least three (3) individual members shall be appointed by the Board of Directors by August 1. Nominations shall also be accepted from the floor during the general membership meeting.

7.3 PRESIDENT - DUTIES: The president shall serve as chairperson at all the Board of Directors and parent/guardian meetings with all the powers delegated to such a person as stated in Robert’s Rules of Order. The president of St. John’s Sea Stars shall select the agenda, time, place and host of all monthly meetings. The president of St. John’s Sea Stars or the president's delegate shall represent St. John’s Sea Stars in all other meetings and shall have the authority of voting on behalf of Synchronized St. John’s Sea Stars at those meetings. The president or the president's representative shall be the contact person when dealing with outside agencies.

7.4 VICE PRESIDENT/PAST PRESIDENT - DUTIES: The vice president/past president shall assume the chairmanship of the monthly meeting and parent/guardian meetings if and when the president is unable to participate. The vice president of St. John’s Sea Stars shall assume all responsibilities delegated to the office by the president, including the authority to vote on behalf of St. John’s Sea Stars.

7.5 SECRETARY - DUTIES: The secretary shall prepare the minutes of each Board of Directors meeting and retain a permanent file of the minutes. In addition, the secretary shall prepare copies of these minutes and arrange for them to be distributed to all members. The secretary shall list all unfinished business from the previous minutes and present it to the president for action at the ensuing meeting. The secretary shall, by the initiation of the president, notify the Board membership of the next meeting and the agenda of that meeting not less than one week prior to the next scheduled meeting. The secretary shall also advise all the membership at least one week prior to any parent/guardian meeting. The notice shall include time, place and agenda for the meeting. The secretary shall prepare all correspondence, notices, and invitations of St. John’s Sea Stars as directed by the president. The secretary shall maintain a listing of all standing policies as adopted under Article 11 of these by-laws.

7.6 TREASURER - DUTIES: The treasurer shall receive all monies and pay all bills approved by the Board of Directors. The treasurer shall be required to keep adequate records of all transactions enacted during the particular term of office and shall report at each meeting the progress of these transactions. The treasurer shall prepare a yearly budget proposal for consideration and approval by the Board of Directors. The budget shall include proposed expenditures, expected income and recommended fees. The treasurer shall have the fiscal authority of $100.00, provided that the allocation maintains the intent of the by-laws. All expenditures over $100.00 shall be processed by the treasurer, but only with a two-thirds majority of the Board of Directors attending the meeting in which a particular allocation is presented to the board. The treasurer shall serve as chair of the Finance Committee. The treasurer shall submit an annual report by Sept 1 to all club members.

7.7 PARENT REPRESENTATIVES - DUTIES: The parent representatives shall be voting members of the Board of Directors. As such, they are expected to participate in Board of Directors meetings.

7.8 ATHLETE REPRESENTATIVE - The athlete representative shall be an ex-officio member of the Board of Directors.

7.9 VACANCIES OF BOARD OF DIRECTORS: All vacancies in the Board of Directors of St. John’s Sea Stars, except the office of president, shall be filled at a parent/guardian meeting. Nominations shall be from the floor. A vacancy in the office of president shall be filled by the vice president/past president. If a member of the Board of Directors does not maintain membership with St. John’s Sea Stars as described in Article 2.0, their position shall become vacant. Any member of the Board of Directors is in danger of forfeiture of his/her office if he/she has failed to attend three consecutive meetings. At such time the Board shall review the situation and determine the course of action.

8. **ST. JOHN’S SEA STARS COMMITTEES** Both standing and ad hoc committees shall be established and staffed to carry out various aspects of the St. John’s Sea Stars business under the direction of the Board of Directors.

8.1 STANDING COMMITTEES: The following shall be standing committees staffed by three (3) or more persons from the St. John’s Sea Stars membership. Whenever practical, athlete members may be assigned to positions on these committees.

Fund Raising Committee, Handbook Committee

The responsibilities of the committees shall be as directed by the Board of Directors but shall include at least the following activities:

FUND RAISING - Present ideas for funding raising projects to the membership; organize approved fund raising projects; keep financial records of approved fund raising projects and temporarily maintain monies received from such projects until they can be given to the treasurer.

HANDBOOK - Prepare and update the St. John’s Sea Stars Handbook. Distribute the handbook annually to members and to new members when they join Sea Stars Synchronized Swimming.

8.2 AD HOC COMMITTEES: Ad Hoc Committees shall be established by the Board of Directors as necessary to conduct St. John’s Sea Stars business. A nomination committee shall be appointed per Article 7.2.

9. **PARENT/GUARDIAN MEETINGS**

9.1 There shall be a general membership meeting held at least bi-annually or more frequently if deemed necessary by the Board of Directors. All parent/guardian members shall be notified in writing of purpose, date, time, and location of such meetings at least a week in advance. Special meetings may be called at the request of ten members, in writing. A quorum shall be those attending any meeting for which proper notice has been given.

9.2 Each family shall be entitled to one vote on any issue.

10. **DISSOLUTION OF ST. JOHN’S SEA STARS**

10.1 Dissolution of St. John’s Sea Stars can be effected by a majority vote taken at a parent/guardian meeting acting on a recommendation of two-thirds of the Board of Directors. Dissolution shall be in accordance with Article 4.3 of the by-laws.

11. **STANDING POLICIES**

11.1 Standing Policies established under these by-laws and designated as such at the time of approval, shall be maintained in a separate list and shall be binding until such time as they are amended or repealed. The Board of Directors may propose such policies, but the policies must be approved by a majority vote at a parent/guardian meeting and shall be included in the St. John’s Sea Stars Handbook.

12. **BY-LAWS APPROVAL AND AMENDMENTS**

12.1 The initial by-laws of St. John’s Sea Stars shall be approved by the affirmative vote of a majority of the individual members of St. John’s Sea Stars parent/guardian members.

12.2 Thereafter, such by-laws may be altered, amended, or repealed as the purpose of St. John’s Sea Stars may from time to time require, by the affirmative vote of a majority through an online format for the purpose of by-laws amendment.

# Appendix G Executive - Roles and Responsibilities

**President (Voting member)**

* Oversees the operation of the club.
* Liaise with Synchro NL.
* Works with the secretary to respond to emails received through gmail account.
* Attend other meetings/events as requested.
* Ensures insurance from sport NL is provided to MURC.
* Sets meeting dates for the year.

**Vice President (Voting member**)

* Works with the President on club operations and issues.
* Oversee coordinator roles/parent representatives.

**Secretary (Voting member)**

* Prepares and distributes minutes of all executive meetings.
* Provide executive meeting minutes, on request, to any Sea Stars member.
* Forwards any club announcements/information to parents through the gmail account.
* Responds to emails received through gmail account (forwards to appropriate person).
* Prepares team lists and contact information and make available on club gmail account.

**Treasurer (Voting member**)

* Responsible for the creation of the budget (i.e. calculation of swimmer fees, purchase of equipment, coaching fees) (with executive) and on-going monitoring (i.e. reconcile monthly bank statements) and reporting to the executive and club.
* Collects all swimmer fees.
* Deposits all revenues.
* Makes contact with any parents who may be overdue on fees.
* Prepares cheques for any club expenses.
* Prepares monthly cheques for coaches.
* Works with team travel coordinators/parent reps in preparation of budget and collection of money for travel.

**Registrar (Voting member)**

* Register all swimmers in the club
* Register all swimmers with Synchro NL
* Prepare team lists and contacts
* Works with the head coach on the following:
* Prepare entry forms for meets
* Forward to head coach any changes to the Synchro NL operating guidelines

**Team Parent Representative (4 voting members)**

* First point of contact for parents on the team with any questions
* Work with the treasurer and head coach to plan team travel and budget
* Requests approval of any team fundraisers from the vice president
* Coordinate team activities
* Acts as a chaperone for away meets (if available)

**Athlete Representative (**ex-officio)

• Bring interests/concerns/suggestions of swimmers to the attention of the executive

**Committee Positions**

**Meet Manager**

• Responsible for the overall organization for any competitions that are hosted by the club (i.e. Seastars Invitational)

**Club Clothing Manager**

* Responsible for managing all club clothing orders for new and returning swimmers.

**New Swimmer Representative**

* Acts as contact person for new club members.

**Club fundraising/Sponsorship**

* Explores possibilities of club fundraising for the executive to consider
* Organizes approved club fundraisers
* Explores club sponsorship opportunities - brings forward possibilities to the executive for consideration
* Takes the lead on approved club sponsorship logistics

**Advertising/Recruitment Coordinator**

* Explores possibilities for advertising and recruitment for the executive to consider
* Organizes advertising and recruitment opportunities
* Represents the club with the president at any functions related to promotion of the sport/recruitment

# Appendix H Fee Structure (2016 – 2017)

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| --- |
| **RECREATION**  |
| 12 & Under  | Star I – Star IIIStar IV- and Up | $165.00/11 week$180.00/11 week | 80 min/wk 160 min/wk |
| Adult Masters (19+)  | YOB 1996 or earlier  | $45.00/month  | 2.0 hr/wk  |
| **COMPETITIVE**  |
| 10 & Under  | YOB 2006, 2007  | $150.00/month  | 7.5 hr/wk  |
| 12 & Under  | YOB 2004, 2005  | $170.00/month  | 11 hr/wk  |
| 13-15  | YOB 2001, 2002, 2003  | $200.00/month   | 14 hr/wk  |
| Junior  | YOB 2000, 1999, or 1998  | $200.00/month   | 14 hr/wk  |
| Notes: * All competitive athletes are required to pay a one-time Synchro NL / Synchro Canada Registration fee of $125.00, due at registration with the Club. This fee is made out to the Seastars.
* Each competitive athlete is required to pay entry and all additional fees associated with the Synchro NL Provincial Championships and any out-of- province competition they attend.
* Solo ($400.00) and duet ($200.00 per swimmer) fees are extra, and are due to be paid to the Club once the selected athletes are confirmed with their coaches. Extra costs may occur if more time is required.
 |

# Appendix I Role of Head Coach

* Oversee all aspects of the recreational and competitive programs including working with the executive to create the practice schedule for both programs
* Works with all coaches on all aspects of both programs
* Is the first point of contact for coach questions/concerns
* Allocates and monitors coaching assistants for competitive coaching potential
* Attends all try outs for potential swimmers for both programs
* Confirms all pool times and informs secretary of any changes that need to be made (i.e. Christmas break, weather days)
* Collects all doctor notes of any swimmers who are not permitted to swim and follows up with parent/guardian on how swimmer is doing with respect to illness/injury
* Prepares yearly calendar of all events to be included in club handbook
* Works with the treasurer and parent reps in the planning of team travel