



HANDBOOK

Website: seastarssynchro.com

Facebook: Sea Stars Artistic Swimming

Instagram: [seastars_synchro](https://www.instagram.com/seastars_synchro)

Email: seastarssynchro@gmail.com

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Mission Statement

The mission of the St. John's Sea Stars is to train and develop artistic 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 artistic 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/guardian supported. In pursuit of this vision, we provide a range of artistic 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

Artistic swimming began in St. John's in the 1960s 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 artistic swimming, our affinity for the water and our unique heritage with the sea. The official club colors 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 currently the preferred site to host competitions and watershows given its viewing gallery. The club is a not-for-profit organization run by a volunteer executive.

Club Executive

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

The Executive meets, at minimum, once per month in person or virtually. The

Executive is comprised of the following:

President

Vice President

Secretary

Treasurer

Equipment Manager

Fundraising/Sponsorship Coordinator

Member at Large

Coaching

Club coaches are trained under the National Coaching Certification Program (NCCP) criteria. Visit <https://coach.ca/> for more info on the NCCP. Our coaches have all been artistic 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 upgrade their technical knowledge. All coaches have had criminal background and vulnerable sector checks done through the RCMP.

Our senior competitive swimmers are provided with coaching opportunities to gain both volunteer hours as well as coaching experience.

Communication

General Information

General information will be regularly sent via email from either your team parent

representative, the club president or from the club email account (seastarssynchro@gmail.com). Please notify the club 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/guardian meetings per year. The first meeting will be the Annual General Meeting/Parent Info Meeting held every September/October and the second meeting in the winter to plan travel for competition.

The club website (<https://seastarssynchro.com/About.php>) contains information on the club including forms, photos, schedules and upcoming competitions/events.

The club also has a Facebook account (Sea Stars Artistic Swimming).

Communication with Coaches

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

Canada Artistic Swimming

Canada Artistic Swimming is the national governing body for artistic swimming in Canada. It is a non-profit association that operates through a national volunteer board of directors and a number of action committees composed of interested members from across Canada. A professional staff administers association business

from the national office based in Ottawa. Canada Artistic Swimming 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 Canada Artistic Swimming.

Website: <https://artisticswimming.ca/>

NL Artistic Swimming

NL Artistic Swimming is the provincial body that governs artistic 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, training for judges and coaches and the recruitment and retention of athletes in the sport.

Website: <https://nlartisticswimming.com/>

Club Programs

Artistic 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 at the following website.

www.canadiansportforlife.ca

The club offers recreational/pre-competitive and competitive programs. 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.

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

Our club uses the AquaGo Program, a CAS artistic swimming fundamentals program (<https://artisticswimming.ca/aquago/>). This 6 level program has 4 pillars focusing on artistic swimming skills, swimming fundamentals, athletic abilities and flexibility while having fun. It begins with very basic water skills, progressing to a precompetitive level for ages approximately 5-10. Registration is accepted throughout the season and they swim once per week. Precompetitive athletes have completed the Aqua Go program and swim twice per week, building on the artistic swimming skills they have acquired and preparing for competition the following season. Both rec and precomp swimmers will participate in our December and 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

artistic swimming backgrounds and fitness levels. The team works on basics early in the fall, decides on music for the year's routine and starts learning a routine while building on the basics.

Competitive Age Group Program

This program is based on the Canada Artistic Swimming's competitive structure. Artistic 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 team camaraderie and club spirit as they gain experience throughout the competitive program. As an artistic swimmer, athletes learn respect, cooperation, commitment and above all, good sportsmanship.

The age of the swimmer in December of the last year of a season determines to which competition age group they belong. An athlete who turns 13 in October 2025 would belong to the 13-15 age group for the 24/25 competition season.

10&Under Age Group

These athletes train approximately 6 hours per week and compete annually at the NLAS Provincial Championships. They may compete at the Atlantic Regional Championships or another appropriate out-of-province competition. 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 NLAS Provincial Championship and at the Atlantic Regional Championships or another appropriate out-of-province invitational competition, such as Ontario Open Championships. 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 NLAS Provincial Championships. They may compete in other out-of-province meets including Atlantics or the Ontario Open Championships. 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 and compete annually at the NLAS Provincial Championships. They may compete in other out-of-province meets including Atlantics or the Ontario Open Championships. 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

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 and may mean an extra practice per week.

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

NLAS and Canada Artistic Swimming Fees

All competitive athletes are required to register with NLAS and Canada Artistic Swimming. This is done during registration on our online registration portal <http://seastarsartisticswimming.rampregistrations.com/>

Monthly Fees

Monthly fees cover operating expenses including pool rental and coaching. The biannual registration fee covers registration for various NLAS events and some regional competitions (figure and routine meets). A routine suit is also covered by these fees.

Please ensure that fees are paid in a timely fashion using either EMT to seastarssynchro.treasurer@gmail.com or through the online registration portal using credit card at <http://seastarsartisticswimming.rampregistrations.com/>. Automatic reminders will come from RAMP if you choose to pay online and/or the treasurer will make contact via email at the end of the season with a reminder of any out-standing fees.

Expenses Associated with Competition

Every competition has associated entry fees for each swimmer/team. These are

included in the season's registration fee. Out of city and province competitions have additional expenses for transportation, accommodations and meals. The athletes also share the cost of their coach's travel, accommodations and per diem/meals. This is in addition to regular monthly fees. A small social/miscellaneous allowance is usually recommended for every swimmer and each event will typically hold a banquet with an additional fee.

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 (for figure competitions, bought by swimmer)
- Competition suits (team, extra routines) and headpieces (selected by the coach and may be ordered through a catalog or custom-made, included in fees)

- Club Jacket (ordered through the club, not included in fees)
- Club suit (ordered through the club, not included in fees)
- Black shorts (bought by swimmer, yoga style for stretching)
- Black yoga pants (bought by swimmer)
- Club bag (can be 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 swimmer)

Reimbursement of Fees

If a swimmer decides to withdraw from the program, the head coach and treasurer must be notified. The St. John's Sea Stars Withdrawal from Competitive Program form (please see Appendix) must be completed. Registration fees (CAS, NLAS and club registration) and money made through fundraising are non-refundable. Monthly fees will only be charged in full for the months in which the athlete was active. If team apparel has been ordered (names embroidered or specific sizing) then the participant will be responsible for full payment. If a situation occurs and the apparel can be used by another swimmer, then this policy may not apply.

Fundraising

Aside from monthly fees, fundraising is the Club's only other source of revenue. The St. John's Sea Stars may raise funds throughout the year to help subsidize club events, club expenses, equipment purchases, equipment maintenance and travel. Travel to out-of-town competitions is an important part of artistic swimming. Fundraising may be a club or an individual team event. It is expected that all families will actively participate in club fundraising efforts. The club executive

must approve individual team fundraisers. There are also opportunities for swimmers to fundraise individually under the Sea Stars name.

The minimum fundraising amount of \$200 is expected to be raised (or paid if not raised) by each competitive swimmer to go towards the club operations by the end of each season. There will be at least two club fundraisers where swimmers can raise this sum (NLAS 50/50 ticket sales not included) and individual amounts will be tracked by the club. Any funds raised above this amount will kick back to benefit the individual swimmer and may be applied to fees or travel expenses. Volunteer hours (swimmer or parent) at fund-raising events can also be applied to reach the goal of \$200.

Travel for Competition

Given the small base of artistic swimming in the province, the club has to travel in order to compete. This planning process begins early in the season. When competitions are out of town, the team parent representative will plan all aspects of the travel for the swimmers, coaches and chaperone(s). This includes transportation, hotel accommodations, meals and the schedule (determined by the coach) while away.

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/guardian meeting facilitated by the parent representative who is chosen in the fall. The executive will approve the final decision in the fall and a tentative expense budget will be communicated to all parents by the parent rep

soon after.

Role of the Parent Representative:

- Facilitate a fall/early winter parent meeting with the coach to discuss team travel (to be approved by the executive).
- Once approved by the executive, make the travel arrangements and create a tentative budget to be provided to parents and coach. See Appendix and website for budget spreadsheets.
- Facilitate parent meeting with the coach to share detailed travel arrangements.
- Book hotel, flights for coaches and ground transportation while at the competition (to be reimbursed by the Club once receipts provided)
- Communicate regularly with parents/guardians regarding travel plans and ensure swimmers' hotel rooms and flights are booked. Note that it is the parents who book the swimmer's flights and put a credit card down to hold the swimmers' room.
- Organize team meals/food delivery during competitions (note: the rep will likely need help from parents/chaperones in executing this)
- Establish a WhatsApp or text group for use during competitions
- Track and document all coaches expenses and notify parents/guardians of their portion (to be paid to the Treasurer account)
- The parent representative is **NOT** a chaperone. If a swimmer is traveling without a parent/guardian, it is the responsibility of that swimmer's parent/guardian to arrange for another parent/guardian to chaperone their

child

Travel Itinerary

Swimmers must follow the schedule set by the coach or parent representative 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 without pre-approval from the coach/chaperone.

Please note: should there be no designated chaperones for travel to a competition because each parent wishes to accompany their swimmer, as has often been the case with younger teams, **the accompanying parent will assume the role of chaperone** below and accept these responsibilities as outlined.

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 as recommended by the coaches (including grocery shopping, cooking, meal order/pick-up and restaurant reservations).
- Assuming all accrued expenses (groceries/meals, hotel, incidentals) to be reimbursed by club (with receipts).

Travel Expenses

Transportation

All athletes are required to travel to the competition with their team. Parents/guardians are responsible for flight bookings, with the support of the parent representative. Ground transportation will be arranged by the parent representative. While at the competition, there will be travel and food expenses for the team and coach including car rentals/taxis. This expense will be factored into the total cost and shared amongst all families.

Hotel Accommodations

All swimmers are required to stay in the same accommodations. Parents/guardians are responsible for booking hotel rooms. 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.

Meals

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

Team Coach Expenses

All athletes are required to share the expenses of their coaches' travel, accommodations and meals (or per diem (\$50.00/day) if/when coaches are not included in a meal with the athletes). In accordance with the Rule of Two (<https://coach.ca/sport-safety/responsible-coaching-movement/rule-two>), two coaches must accompany a team to a competition. Also, following these guidelines, coaches are not permitted to share accommodations with swimmers, nor do they provide transportation to athletes. They will require their own hotel room and a means of transportation. The parent representative will coordinate a way to collect and pay these expenses in a way that works for the team.

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 may not be exact. Swimmers will have to submit different amounts based on what they are doing. Here is the basic breakdown:

The following are included in club registration fees:

Athlete surcharge - \$50-125 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

The following will be collected by the parent rep:

Banquet - \$30 per swimmer

Coach per diem - \$50 per day divided up amongst team members
or meals provided along with the athletes

Hotel ~\$950 (5 day competition), divided amongst team members

Flight ~\$600 per coach, divided amongst team members

Coach pay (2 coaches, 5 day competition)-\$1400, divided amongst team members

Ground transportation for coaches—for example, car rental ~\$600

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 NLAS and Canada Artistic Swimming (CAS). This code of conduct applies to both practices and competitions.

General Behavior

Swimmers are expected to demonstrate a positive attitude with the knowledge that they, alone, are responsible for their actions. They must treat teammates, coaches, officials, staff and volunteers 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. Inappropriate or destructive behavior in change rooms or pool facilities will not be tolerated.

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

The use of any substances banned by the NLAS and/or CAS will not be tolerated.

Swimmers are expected to respect each other. Fighting or striking another athlete will not be tolerated. Non-physical ways of making other swimmers feel excluded or disrespected, including on social media, are also not tolerated. This includes hurtful or disrespectful language or behavior meant to exclude or insult others.

Commitment

Competitive Swimmers will:

- Commit to swim the entire season.
- Attend all competitions.
- Attend all pre-competition practices .

- 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 and/or their guardians (depending on the age of the swimmer) 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 artistic swimming, which increases with age and competition level.

At Home

For the competitive groups, swimmers may be required by their coach to log at home artistic swimming activities. These activities may include:

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

Violations of the code of conduct

In the event that a swimmer is deemed to have violated any aspect of the code of conduct, the club may, at the discretion of the head coach, determine that one or any of the following penalties may be imposed:

- a verbal warning
- email to parents
- removal from practice
- suspension from team
- any other penalty as determined necessary by the head coach in consultation with the executive

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 NLAS and Canada Artistic Swimming.

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 any substances banned by the NLAS and/or CAS will not be tolerated.

Commitment Coaches will:

- Attend coaches meetings as required.

- Keep informed on sound coaching principles and rules of competition.
- Develop team respect for the ability of the opponents, as well as for the judgment of the officials.
- Recognize and value the importance of a parent/guardian's need to be informed of decisions concerning their children.
- Refrain from posting images of swimmers online without parent/guardian consent.
- 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 traveling to competition.
- Respect the rule of two.

<https://coach.ca/sport-safety/responsible-coaching-movement/rule-two>

Parent/Guardian Code of Conduct

The most important responsibility of parents/guardians is to support and encourage their child in their development of artistic 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 artistic 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.

- Ensure that your child attends and is punctual for each practice. Notify the coach in advance of anticipated absence.
- Assist your child by ensuring they have all the necessary gear, nutritious snacks and bottled water for each practice. Notify the club if this presents financial concerns.
- Ensure that your child is appropriately dressed for all competitions and club related activities.
- Attend club competitions with a positive attitude. Athletes need and appreciate your support and encouragement.
- Take an active role in fundraising and volunteering.
- Pay all fees in the time frame 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 chaperones/parent representatives when traveling to competition.
- Understand and respect the role of all coaches. Disrespect and abuse will not be tolerated by the Club and can result in disciplinary action against you and/or your swimmer.

Violations of the code of conduct

In the event that a parent/guardian is deemed to have violated any aspect of the code of conduct, the club may, at the discretion of the head coach, determine that one or any of the following penalties may be imposed:

- a verbal warning
- email warning
- removal from practice/pool
- suspension of swimmer from team
- any other penalty as determined necessary by the head coach in consultation with the executive.
- in the event of a violation, swimmer's fees may or may not be refunded

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 artistic swimming.

Effective: _____ Parent Signature: _____

_____ Date: _____

Coach Signature: _____ Head Coach Signature: _____

Appendix B 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 or their parent/guardian will need to discuss when they will miss practices personally with their coach. **Time missed should not be requested two weeks prior to competition except in exceptional circumstances and in consultation with the coach well in advance.** Competition schedules will be set in the fall and competitive athletes and parents are expected to commit to these dates and practices.

Appendix C 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 and parents/guardians must follow the itinerary set by the team coach and parent representative/chaperone (shopping, visiting friends and relatives can only be arranged when it does not conflict with the team itinerary).
- Swimmers are not permitted to leave the pool venue without first obtaining permission from the coach.
- Swimmers are expected to stay at the pool to watch and support their teammates and any other events designated by the coach.
- The team uniform is to be worn throughout the event.
- Jewelry is not permitted during competitions (except small stud-type earrings).
- Fingernail/toenail polish is not permitted.
- Parents/guardians 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 role to make an inquiry or an appeal.
- Parents/guardians (generally) are not permitted on the pool deck or in locker rooms.
- Flash photography is usually not permitted (please check with specific organizing committee).

Appendix D 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 artistic 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 NLAS and artistic swimming 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 artistic 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 NLAS and Canada Artistic Swimming. 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 seven (7). The board shall consist of the president, past or vice president, secretary, and treasurer and registrar of St. John's Sea Stars, and four parent representatives. 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 artistic 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.

Fundraising 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:

FUNDRAISING - 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 artistic 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 upon the request in writing of ten members. 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 two-thirds majority at a parent/guardian meeting called for the purpose of by-laws amendment. For amendment balloting to be valid, at least two-thirds of the current St. John's Sea Stars families must be present.

Appendix D Executive - Roles and Responsibilities

President (Voting member)

- Oversee the operation of the club.
- Liaise with NL Artistic swimming.
- Work with the secretary to respond to emails.
- 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.
- Oversees coordinator roles/parent representatives.

Secretary (Voting member)

- Prepares and distributes minutes of all executive meetings.
- Provides executive meeting minutes to all parents by posting on the team website.
- Forwards any club announcements/information to parents through the gmail account.
- Responds to emails received through gmail account (or forwards to appropriate person).
- Prepares team lists and contact information and makes 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 ongoing monitoring (i.e. reconcile monthly bank statements) and reporting to the executive and club.
- Collects all swimmer fees/monitors RAMP online payments.
- Deposits all revenues.
- Makes contact with any parents who may be overdue on fees directly or

through RAMP.

- 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 (position currently being covered by head coach)

- Register all swimmers in the club
- Register all swimmers with NLAS
- 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 NLAS operating guidelines

Committee Positions

Meet Manager

- Responsible for the overall organization for any competitions that are hosted by the club

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

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. winter break, weather days)

- 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
- Keeps club website updated