

Moose Jaw Aqua Otters

Parent Handbook

Season 2016-17

Table of Contents

Club Mission Statement.....	2
Season Objectives	2
The Sport of Synchronized Swimming.....	2
Recreational Program.....	4
Competitive Program	4
Additional Programs – Solos and Duets	5
Star Program	Error! Bookmark not defined.
Volunteers	5
Coaching Staff	6
Coaching Expenses	6
Coach Screening	6
Financial Commitments	6
Fees per athlete	6
Payments to the club	7
Withdrawal Policy	7
Fundraising	8
Wardrobe and Equipment	8
Team Commitment	8
Practices	8
Nutrition & Fluids.....	9
Recovery Nutrition.....	10
Snacks at Practice	10
Travel to Meets	10
Parent’s Role.....	10
Disciplinary Procedures	11
Glossary of Terms.....	14
Appendix A.....	15
Appendix B	16

Moose Jaw Aqua Otters Club Information and Principals

Club Mission Statement

“The MJ Aqua Otters Synchro Club is a local organization lead by volunteers, with support from Synchro Saskatchewan, working together to create opportunities for all children to participate in the sport of synchronized swimming. The club provides self-esteem, self-confidence and friendship in a fun, supportive environment.”

Fundamental Club Goals

1. Support our Athletes
2. Excellence in Coaching and Programming for our Swimmers
3. Maintain a Solid Financial Base for Our Club

Season Objectives

- FUN!
- Physical development – flexibility, core strength, endurance
- Respect of others and self
- Development of Synchronized swimming skills
- Foster an environment that inspires teamwork and friendships
- Develop coaching through mentoring of assistant coaches
- Athletes Performing at Personal Best Level

The Sport of Synchronized Swimming

Figures: Basic synchro skills performed without music, in which judges look for two aspects of technical merit:

- 1.Design of body positions
- 2.Control of movement

Routines: A combination of swimming techniques, required movements, and original hybrids, choreographed to music in which judges score in two areas:

- 1.Technical Merit
- 2.Artistic Impression

The sport of synchronized swimming is judged in two disciplines: figures and routines.

Figures are set designs which increase in difficulty as the swimmer progresses through the sport. Routines combine figures and propulsion techniques innovatively to create a flowing interpretation of a musical score. At the figures event, judging of figures for each category is usually divided between two or more panels, each panel judging different figures. Swimmers are assigned competition numbers before the meet and swim in rotation before each panel.

Judges

Most judges are recruited from the synchro community. Many have a daughter in the sport, or have been swimmers themselves. All judges are volunteers, so please show them the respect they deserve. Everyone interested in learning more about synchronized swimming should take at least one judging course. They are provided free of charge by Synchro Sask. It is a great way of learning exactly what swimmers are trying to achieve and it certainly gives an appreciation of the technical skills required of the swimmers.

Beginning judges may start by taking a refereeing course. This course covers figure design as well as competition regulations. Referees gain experience and knowledge without giving a mark.

There are two judging routes interested candidates may pursue.

1. Star examiner course - once you pass this course, you are eligible to do Star Testing for Stars 1 to 5.
2. National Route - more comprehensive program covering both figures and routines Synchro
Saskatchewan High Performance Program Competitive athletes born before the year 1998 are eligible to participate in the Synchro Saskatchewan High Performance (HP) Program. There is a small fee for this program. Admission into the program is based on trials held by Synchro Sask. The trials process is defined by Synchro Sask. For more information, contact the Head Coach or Synchro Sask High Performance Director.

Guide to the Synchro Canada Age Group System

For the majority of swimmers the competitive season usually begins in the fall of one year, and ends by June of the next.

Age Groups replaced the Tier System. This is to bring synchronized swimming into accordance with the Long Term Athlete Development module. Athletes will be categorized as follows (age is as of December 31, 2015):
Age Groups:

AGE GROUPS

	8 and Under	10 and Under	12 and Under	13-15 Year Olds
Competitive Year	Birth Years	Birth Years	Birth Years	Birth Years
2016	2008 and Prior	2006-2007	2004-2005	2001-2003
2017	2009 and Prior	2007-2008	2005-2006	2002-2004
2018	2010 and Prior	2008-2009	2006-2007	2003-2005
2019	2011 and Prior	2009-2010	2007-2008	2004-2006
2020	2012 and Prior	2010-2011	2008-2009	2005-2007
	16-18 Year Olds	Junior 15-18 Year Olds	Senior 15 + Year Olds	Masters (18 +)
Competitive Year	Birth Years	Birth Years	Birth Years	Birth Years
2016	1998-2000	1998-2001	2001 and prior	1997 and prior
2017	1999-2001	1999-2002	2002 and prior	1998 and prior
2018	2000-2002	2000-2003	2003 and prior	1999 and prior
2019	2001-2003	2001-2004	2004 and prior	2000 and prior
2020	2002-2004	2002-2005	2005 and prior	2001 and prior

Masters (all age groups).

Novice swimmers are athletes that are 13 or older and entering their first year of competitive swimming. Athletes can only be in this category for one year.

***NOTE SASKATCHEWAN EXCEPTION**

Exception to Team Age Provincial Stream: The average age of the athletes on a team will determine the age category that team competes in. The formula to figure out the average age of your team is as follows: Add the ages of each member of the team together and then divide by the number of athletes on the team.

For example: $15+16+14+13+15=73$ then $73/5=14.6$. This team would compete in 13-15. Age is the athlete's age as of Dec 31, 2011. Synchro Saskatchewan will have two Streams for athletes to enter: Provincial and National. Provincial Stream will encompass all age groups (8 & Under, 10 & Under, 12 & Under, Novice, 13-15, 16-18, Junior FINA, Senior FINA, Masters, AWAD). National Stream will be for athletes intending to compete at Western Divisionals and Nationals (13-15, 16-18, Junior FINA, Senior FINA).

See the Synchro Saskatchewan Rules and Regulations handbook or the Synchro Canada website.
<http://synchro.ca/> - for further information.

Recreational Program

Designed for those athletes that have obtained Star 3 and beyond, but do not want to compete at regularly scheduled meets.

Program Objectives:

- Allows the opportunity to participate in synchronized swimming for fun, socialization and fitness.
- Promote physical activity while having fun in the water
- Teach the fundamentals of synchronized swimming
- Athletes will be introduced to the Star testing process, with coaches determining which Star level they will be tested at to ensure a smooth progression to other programs in the Club.
- To provide the opportunity to complete Star testing at every level
- To provide an opportunity to belong
- Provide role modelling and mentoring for younger athletes
- Creates a greater opportunity for creativity as routines will not be as structured as in competitive program
- An opportunity is available to attend meets in a pre-swimming capacity; medals or ribbons will not be awarded

Time Commitment:

- Recreational Athletes meet 2 times/week for a 90 minute stretch and water session
- Athletes must commit to completed 'homework' as prescribed by coach. This is to include stretching drills, drills to reinforce skills, and practicing team routine.
- Athletes must commit to completed 'homework' as prescribed by coach. This is to include stretching drills, drills to reinforce skills, and practicing team routine.

Competitive Program

Designed to provide athletes with the opportunity to learn the skills of synchronized swimming, develop routines and engage in competition at a provincial or inter-provincial level. Teams will be determined by the Head Coach. Teams are comprised of a maximum of 8 members and a minimum of 4.

Program Objectives

- To provide an opportunity for physical fitness training, at an elevated level
- To provide the opportunity to complete Star testing at every level
- Ensure that while learning the sport of synchronized swimming, the athlete develop strong team work skills
- Foster whole wellness concept through physical activity, nutrition counselling, goal setting, and socialization
- Teams will compete at meets throughout the competitive season as determined by the coaching staff, in consultation with the team and parents. A maximum of 5 meets.
- Compete at personal best levels

Time Commitment:

- Competitive Athletes meet 3 times/week for a 90 minute stretch and water session
- Competitive Athletes meet 1 time/week for 60 minute dryland training.
- Athletes choosing to participate at the competitive level must discuss this with the head coach and the head coach will coordinate with parents and athletes to achieve goals.
- Athletes must commit to completed 'homework' as prescribed by coach. This is to include stretching drills, drills to reinforce skills, and practicing team routine.
- The Moose Jaw Aqua Otters do not have enough club time to develop adequate physical fitness levels to the level we would like.
- All athletes and their parents are required to sign and follow the Moose Jaw Aqua Otters Code of Conduct. This Code can be found at Appendix B.

Additional Programs – Solos and Duets

- The Moose Jaw Aqua Otters Club policy is that team routines are the first priority. Solos and Duets can be swum at any competitive levels of synchronized swimming. Extra practice time and extra pool fees will be required for those wishing to compete in these routines.
- Athletes interested in doing an extra routine, must apply to the Head Coach by October 15 of each season.
- The Head Coach will award extra routines based on coaching time available, attitude, self-motivation, dedication and commitment of the swimmers and parents. These extra routines will be worked on only during Saturday practices.
- Extra private coaching time will be made available, but for an extra fee to cover pool time.
- Athletes must remember that these routines are a privilege. If an athlete fails to maintain the MJ Aqua Otters Code of Conduct, or fails to show for team practices, the privilege will be revoked.
- Anyone wanting to do an extra routine must apply to head coach in writing prior to January 31st. These routines will be determined as above.
- If not enough athletes are available for a team, a solo or duet will be arranged during normal practice time, at no additional fees.

Volunteers

Volunteers are the back bone of our organization. We cannot run this club without volunteers. The Club is run by an Executive Board. However, most decisions are made on a club level with club input.

The Executive Board is made up of:

- President
- Secretary/Treasurer/Communications
- Club Apparel Coordinator
- Head Coach – appointed by President

The Executive will be chosen at the Annual General meeting in the October. The

Vice-President will be chosen for a 1 year term – (Complete Season) as vice-president and assume the role of president upon President's completion. All other Executive will serve a one year term. · There is no maximum amount of time a person can be re-elected to a role.

- The current President will call for nominations at the beginning of the season.
- Club members are allowed to self-nominate.

All Executive must be members of the MJ Aqua Otters Club, and must have paid their volunteer fee to Synchro Sask.

In the event that an election is required to choose an executive board member, a secret ballot will occur, facilitated by the present President.

Please note - all members of the executive, including the Treasurer are volunteering their time. Please be respectful of the time that they volunteer.

Coaching Staff

The coaching staff is made up of volunteers. The coaches do so for the love of the sport and athletes.

Coaching Expenses

The coaches will be reimbursed for travelling expenses and educational experiences as deemed appropriate by the Executive and the General members of the club. Expenses will be budgeted and voted on at the Annual General Meeting. Any expenses out of that realm will be voted on by the Executive. Large discrepancies from budget will be reviewed by the membership at a meeting.

Coach Screening

As the safety and well-being of the athletes is our number one concern, the following process has been outlined:

Head Coach – The head coach will be appointed by the President, under direction of the Executive.

Coaching Staff

- All people wanting to coach in the Moose Jaw Aqua Otters club must apply to the head coach. The head coach will accept or deny their application.
- Accepted coaches will be placed into a team as determined by the head coach.
- Denied applications can be appealed to the Executive Board.
- Once accepted as a coach, the coach has 30 days to submit a cleared criminal record check to the Secretary of the Executive Board.
- Any and all appointed coaches may be removed from their positions, if deemed necessary by the Head Coach and/or President of the Moose Jaw Aqua Otters.
- Coaches of the Moose Jaw Aqua Otters pledge to always put the best interest of the athlete and the Club before their own best interest.

Financial Commitments

It is the goal of the MJ Aqua Otters to operate efficiently and with a balanced budget. With the long term goal of long term club financial stability, it is necessary to build and maintain a 1-2 year club reserve. This reserve will assist in weathering out any lows in club enrolment. The club's major sources of income are swimming fees, grants, corporate donations, and fundraising.

All expenditures are the responsibility of the Moose Jaw Aqua Otters Executive Board. Major expenditures include pool fees and equipment. An operating budget will be presented at the Annual General Meeting to be approved by the club membership. Any expenditures not budgeted over \$500.00 must be voted on by executive. Any expenditures of \$1000.00 that are not budgeted for must be voted on by the membership.

Fees per athlete

Ensure payments are made expeditiously.

Synchro Sask fees - this fee is set by Synchro Sask at their spring annual general meeting. These fees allow the athlete to be registered with our governing body and give basic insurance in case of an accident

Club Fees - this fee will be set by the Moose Jaw Aqua Otters Executive, based upon financial commitments and will be voted on as part of passing the budget at the annual general meeting

Additional Fees that will arise during the year:

- Any equipment required, such as, but not limited to: nose clips, swim caps, goggles, towels, practice swim suit, testing swim suit, team routine swim suit, and team apparel
- Fees to attend competitions and clinics
- All travel expenses related to competition travel. For the most part, the family is responsible for all travel arrangements and costs
- Meal expenses
- Costs for teambuilding activities - ie sleepover, bowling etc
- Team photos
- Costs associated with hosting a meet - ie food donation, silent auction items

Payments to the club

Synchro Sask. registration fees are required upon enrolment

Club fees - payment to cover monthly fees must be provided by one of the following options:

- Option 1 - Payment by monthly post dated cheques, dated for the 1st of the month
- Option 2 - Payment by 2 post dated cheques, one for the beginning of the season, and the second dated for January 1st
- Option 3 - Payment in one cheque for the entire year's fees

Note: We are willing to work with families on a case to case basis to ensure payment is feasible for families and the club. Our club relies on parent fees to operate and therefore unpaid fees could potentially hurt or club and its mission.

Payments for merchandise

All merchandise will be paid for in advance (prior to order made). Your amount owing will be communicated to you either in person, phone call or email. At this time, a time for pick up will also be communicated. You will not be allowed to pick up merchandise until your amount is paid.

Overdue payments and returned cheques

At the time when payment is deemed to be overdue or a cheque is returned, a notice will be sent home with the athlete, addressed to the parents, requesting payment within 7 days. At the same time, the Treasurer will contact the parents either by phone or by email requesting payment in 7 days.

If the payment is not received after 7 days, the parent's will be notified in writing that if immediate payment is not received, the athlete's participation will be suspended in 7 days.

The writer of a cheque returned for any reason will be responsible for all bank charges incurred to the Club. In addition to the bank service charges there will be a \$40.00 charge for each cheque returned.

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

Withdrawal Policy

Our club has a 'risk free' trial policy for new athletes. The withdrawal policy will be in effect as of October 31 for first time athletes, and immediately at the beginning of the synchro season for returning athletes.

An athlete wishing to withdraw from the club must provide a written notice to the Head Coach. The Head Coach will then inform the Treasurer. Synchro Sask registration fees are non-refundable.

Withdrawal from the club prior to January 1st of the season will result in all unused monthly fees being returned to the family.

Withdrawal from the club after January 1st will result in the family forfeiting the fees paid to the club for the remainder of the season. Fees will be returned with a doctor's certificate or if the family is moving out of the Moose Jaw area.

Fundraising

Fundraising is a necessary factor in running our club. It is the goal of the club to be accessible to all members of our community; therefore we try to keep the monthly fees as low as possible. The economies of scale associated with fundraising require all families to participate. While we do not set a required amount of participation, as synchronized swimming is a team sport, we do anticipate your participation. As well, when we go out into the community for support of 'synchronized swimming' we raise the awareness of our sport in the community. Any funds raised through fundraising and/or corporate sponsorships will be deposited to the general Club funds. Fundraising to benefit one athlete or on behalf of a particular group of athletes will be allowed.

Wardrobe and Equipment

Practices

- One piece comfortable swim suit. Suits may not be revealing and cover an appropriate amount of skin
- Nose clips - please always have a couple of spares (available on deck \$5 each)
- Goggles - please ensure goggles are adjusted for your child prior to practice (available on deck \$10 each)
- Swim caps - swim caps are required for all practices. It is a safety issue for athletes that are swimming in close quarters to one another (available on deck \$5 each)
- Jewellery of any kind is not allowed. It is the coach's discretion to what applies as jewellery.

Swimming Routines - water show and competitions

- Team swim suit
- Nose clip
- No goggles are allowed
- Team cap for pre-swim warm up is encouraged
- Athlete's hair and makeup will be the responsibility of the parents of the team. All teams are to prepare for competition as a team.

Competitive Swimmers attending meets

Anytime you are representing your club, you are expected to wear team colours. Track suit and team back pack are required. T-Shirt is optional, but encouraged. When attending a meet, it is advisable to have more than one white cap as well as several nose clips. It is unnerving to an athlete to be running around before a competition to find or replace an item.

Team Commitment

Synchronized swimming is a team sport. Each athlete must know they can depend on their team mate. Imagine being shoulder to shoulder, with legs kicking next to someone you don't trust. As a club, we will spend a lot of time working on team work. A commitment to all club activities is very important.

Club Newsletter - a list of dates of meets and major activities will be provided to each family at throughout the season. You must let the Head Coach know as soon as possible if you have a conflict.

Extra activities - these are planned to enhance team and build on the synchronized swimming experience please try to attend these.

Practices

Athletes must arrive at the pool on time, with enough time to get settled on deck with their caps and nose clips.

If you will not be attending a practice, it is imperative that you notify your coach ahead of time. Many Synchro drills are prepared with a certain number of athletes required. One missing athlete can change a lesson plan.

Nutrition & Fluids

Nutrition is a very important part of our lives. It is important that as adults we encourage and model good eating habits.

A drop in hydration could lead to a 4-5% drop in performance. Fluids are a key component of nutrition that is over looked by athletes. It is very important to monitor hydration status. Key in synchronized swimming is that athletes do not know that they are sweating in the water. Ensure you bring a bottle of water to the pool.

As athletes, it is very important to remember that success in a sport only happens when the body and mind is healthy and strong. We highly encourage you to maintain a balanced diet so your body can continue to perform at a high level of intensity. Injuries are common with poor diet and exercise habits; it is our goal to help you avoid this problem. If you pay attention to your body, you will notice that it tells you what it needs. Self-deprivation can be counterproductive; moderation is key. Keep these points in mind:

- Follow Canada's Food Guide. Contrary to popular belief, carbohydrates are not all bad. In fact, you need them to maintain a balanced diet. "Good" carbs include: whole-wheat bread and pasta, brown rice, and small servings of potatoes.
- Crash and/or fad diets only hurt our bodies. You should never try to drop weight fast. Frequent weight fluctuations cause problems for your heart. If you are truly concerned with your image or weight, talk to a doctor, dietician, or coach for ways to diet safely and effectively.
- Remember: you are still growing. Limiting intake of healthy foods stunts your growth and is very harmful!
- There are certain foods that should be avoided: caffeine (it's a legal drug), soda (anything carbonated, because it contains carbon dioxide, artificial sweeteners and preservatives), too many saturated fats (anything from animals: butter, red meat, dairy, processed foods with hydrogenated oils, etc.), salt (processed foods), and excessive sugar (especially the "empty-calorie" kind, like corn syrup, white sugar, honey, etc.). A small amount of these items are not harmful, but 3 cans of pop and 2 cheeseburgers per day is very unsafe. The key to this category is moderation. The exact amount that is safe is based on your current health and activity level.
- Other foods are always good for you (in moderation, of course): fruits and vegetables (berries, oranges, carrots, leafy greens like romaine lettuce, and other green veggies), low-fat and non-fat dairy (skim milk, low-fat yogurt, some cheeses, cottage cheese, etc.), and protein (lean meat like chicken breast and fish, dry beans and lentils, etc.). Remember that you need a balanced diet of all these aspects (including protein and carbs) to maintain a healthy weight.
- Drink water!! Please have a water bottle at practice and meets.
- On this team, you will never be judged by how skinny you are or what size suit you wear. Healthy athletes succeed more because their bodies can perform. Make an effort to combine good foods together. If you do this now, it will be easier for you to remain healthy into college and beyond.

Recovery Nutrition

The body stores carbohydrates for energy in the form of muscle glycogen. During training or competition, your body uses a lot of its stored muscle glycogen. If an athlete is glycogen depleted, their body cannot recover and may not perform well at the next training session. Therefore it is important to supply the body with the proper combination of food after intense activity for recovery.

For optimum recovery, your body needs a specific amount of carbohydrate and protein.

The goal amounts of these are:

Carbohydrate - 50 to 100 g of carbohydrate 15-30 minutes after activity

Protein – 10 to 20 g within the first 15-30 minutes after activity

Athletes are encouraged to bring a non-messy, healthy snack to eat after practice. It is important that any mess be cleaned up immediately.

Snacks at Practice

Do not bring junk food to the meet or practice. Unacceptable types of food include:

- Carbonated drinks, sugared drinks.
- Salted snacks like chips, peanuts, etc.
- Candy including chocolate, liquorice and sugared gum
- Snacks in shells such as sunflower seeds, pistachios
- Drinks in glass containers as this possesses a serious safety concern.

Travel to Meets

The Moose Jaw Aqua Otters is a very new club and therefore we will continue to travel to meets as a family unit. Therefore the following arrangements and expenses will be made and met by the individual athlete's family / guardian.

Travelling to the city of the competition: The parents are to ensure that the athlete is in the designated city at the time specified by the head coach.

Accommodations: Hotel rooms will be blocked by Synchro Sask for each meet. These hotel arrangements will be communicated to the families. At this point, it becomes the family's responsibility to book rooms. Athletes are not required to stay at the hotel with the team. You may choose to stay elsewhere, but be aware of time schedules of your athlete.

Chaperoning: Parents will be responsible for the well-being of your athlete. In the meet schedule, specific times when the athlete is the responsibility of the coaches will be noted. At these times, under no circumstances are you to communicate with your athlete.

Parent's Role

Parents play a huge role in their athlete's success in synchronized swimming. Below are some parent guidelines:

- Support club policies and regulations even if they differ from personal rules.
- Ensure regular and committed attendance by your swimmer since this is a "team" sport.
- Notify coach if swimmer will be absent from practice.
- Ensure swimmer understands the Rules of Conduct. Encourage respectful behaviour to others – including you.
- Be prepared to pick up swimmers promptly after practice. We would highly recommend that you come into the pool to pick up your athlete, rather than have them go out alone into the parking lot. The

coaches try to ensure for the safety of your athlete until they are in your care, and this helps put our minds at ease.

- Ensure your swimmer has the proper equipment and attire for the meet as well as training session,
- Positive attitudes and behaviour are the best public relations tools we have.

At the competition, the parents' role is to provide support and comfort. It is not appropriate for parents to make negative comments about any swimmer, coach, official or marks, particulate in front of a swimmer. Show your appreciation for every performance and be positive so your athlete and team can make the most out of the experience of competition.

Volunteer your time. We recognize your time is valuable but without the volunteer contribution of every parent/guardian, we cannot successfully operate the Club. Whether it is a position on the Executive, a Director position, helping at a meet or coordinating a one time job, your help is important.

Disciplinary Procedures

Minor Infractions

All disciplinary situations involving minor infractions occurring within the jurisdiction of Moose Jaw Aqua Otters will be dealt with by the appropriate person having authority over the situation and the individual involved (this person may include, but is not restricted to, a board member, coach, or head coach).

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

The following is an example of minor infractions:

- a single incident of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others
- unsportsmanlike conduct such as angry outburst or arguing
- non-compliance of the rules, regulations and code of conduct

The following disciplinary sanctions may be applied:

- written reprimand
- verbal apology
- written apology
- term of service or voluntary contribution as deemed appropriate
- suspension from current competition
- other sanctions that are considered appropriate to the situation

Major Infractions

Procedures for dealing with major infractions shall be more formal. Any member of Moose Jaw Aqua Otters can report a major infraction to the President of the club using an Incident Report, as in Appendix E.

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

If the incident is to be dealt with as a major infraction and a hearing is required, the alleged offender should be notified as quickly as possible. Within 7 days a disciplinary panel will meet. This panel will include the President, Vice-President, and one other board member.

The following disciplinary sanctions may be applied:

- written reprimand
- verbal apology
- written apology
- suspension from certain Moose Jaw Aqua Otters events
- suspension from all Moose Jaw Aqua Otters events
- expulsion from Moose Jaw Aqua Otters
- other sanctions that are considered appropriate to the situation

The following is an example of major infractions:

- repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others harassment
- repeated unsportsmanlike conduct such as angry outburst or arguing
- repeated incidents of being late for or absent from MJ Aqua Otters events and attendance where attendance is expected or required
- repeated or deliberate non-compliance of the rules, regulations and code of conduct
- activities or behaviours which interfere with a competition or with any athlete's preparation for competition
- pranks or practical jokes which endanger the safety of others
- any use of alcohol by minors
- use of illicit drugs
- use of performance enhancing drugs

Appeals to this Process:

All appeals will be taken to a full meeting of the Executive Board of the club.

What do I do if I have a concern?

The coaches of this club, as well as the Executive Board are all volunteers, and are involved with this club to:

- Support their daughters love for the sport
- Support their community to ensure that the sport will continue

Glossary of Terms

Figure: A succession of movements done as prescribed in the current syllabus, often carrying strange names. These are competed while wearing a black swim suit, white cap, nose plug and goggles in order to make the athlete appear the same as every other swimmer.

Routines A timed program containing technical elements, strokes and body movements and swum to music.

D.D. Degree of Difficulty: refers to the number value placed on each figure from 1.4 to 3.5 – the higher the number the more difficult the figure. This number is used in calculating the athlete's score in competition.

Head Piece: Decoration worn on the head of the swimmer during routine competition.

Gel Refers to a gelatine mixture used on the athlete's head to hold the hair in place during routine competition. It washes out with very warm water and doesn't harm the hair or head – it's just messy.

Whites: Volunteers are required to dress in white on the pool deck during a competition.

FINA Federation International Natation Amateur: This the name of the international governing body which sets policy for water sports around the world including synchronized swimming.

NSO National Sports Organization – Synchro Canada

PSGB Provincial Sport Governing Body – Synchro Sask

Pre-swimmers: A swimmer who swims before the competitors at a competition. A Pre-swimmer's scores are not counted as competition scores but are announced. The purpose of a pre-swimmer is to warm up the judges and provide an opportunity for judges to categorize the skill level.

Annual General Meeting – The Moose Jaw Aqua Otters Club shall hold 1 annual general meeting per season. This meeting shall be held in October of each year and will serve as:

- Orientation to the upcoming season
- Election of Executive Members
- Review of past season financial results

Final Season Meeting – The Moose Jaw Aqua Otters Club shall hold 1 annual wrap up meeting no later than May 30 of each year and will serve as:

- Executive board member review – each board member will submit a written report summarizing all duties accomplished in the past year. Recommendations for the upcoming year should be included.
- All club members are encouraged to attend this meeting to share their comments and review documents

Club Meetings – Club meetings will be held on a regular basis throughout the season. Meeting dates and times are to be set at each meeting for the following meeting. A call for agenda items will be made 2 weeks prior to the next meeting. An agenda must be submitted by the President to all club members a minimum of 3 days prior to the meeting. Any items not on the agenda at that time may be deferred to the next club meeting, at the discretion of the President. A minimum of 4 club meetings will be held during the season.

Executive Board Meetings – Board member meetings will be held every 6-8 weeks during the club season. Meetings are to be called by the President.

Appendix A

Moose Jaw Aqua Otters Club Code of Conduct

Our code of conduct can be summarized as follows:

As an athlete, I will:

1. Listen:
 - Listen carefully to those who are talking with you.
2. Respect:
 - Others (coaches, team-mates, officials, opponents, parents).
 - The equipment and facilities loaned to you for your use.
 - Yourself – through positive thoughts, words and actions.
3. Work:
 - Give my best effort at all times, both in individual work and in team work.

As Parents, we will:

1. Act with respect – demonstrate dignity, modesty, fairness, justice, maturity, leadership, a positive attitude
2. Act with respect for others in word and in action.
3. Create a sport environment that is fun, safe, and conducive to learning.
4. Facilitate open, honest, and construction communication between the coach and athlete.

As Coaches, we will:

1. Be the program leaders and be aware of all that is happening in the program.
2. Plan and lead fun, safe, and purposeful practice sessions.
3. Involve parents in the program, and clearly communicate what is expected of them
4. Put the best interest of the athlete first in all matters.
5. Create an environment that will promote all the values identified in this code, in training and in competition.

We agree to abide by the terms of the MJ Aqua Otters Code of Conduct. Any violation of the code may result in disciplinary action at the coach's discretion, such as, (but not limited to), suspension from practice, removal from future competition, or temporary or permanent dismissal from the team.

Athlete Name: _____

Athlete Signature: _____

Parents Name: _____

Parents Signature: _____

Date: _____

Appendix B

Incident Report Form

To be completed by club leaders as soon as practical after the incident. This report should be kept by the club secretary as a formal club record. In the event of any serious injury (an injury requiring medical treatment) copies of the incident report must be forwarded to Synchro Sask.

Report prepared by: Contact details:	Date prepared: Club name and address:
Date of Incident:	Time of Incident:
Type of Event: <i>Practice, Meet, Parent meeting, Club activity, etc.</i>	
Location:	
Type of Incident: <i>Injury, missing person, damage to property, theft, fire, etc.</i>	
Incident Details:	
Actions Taken:	
External Involvement: <i>Were authorities or other agencies notified at the time? If so who, by whom, and how? Did they then take a role in managing the incident? If appropriate have the Insurers been notified?</i>	
Final Outcome: <i>What was the final outcome of the incident? When was it resolved?</i>	
Future Prevention: <i>Can this incident be prevented at future Club activities? If so, how?</i>	
Supplementary Information: <i>This section can include a list of attachments, such as a map, witness statements etc.</i>	

Privacy Note

The inclusion of the names of individuals and their contact details in this report must be done in accordance with relevant Privacy laws.