

Club Policies Manual



Guelph Synchronized Swim Club
2019 – 2020
www.guelphsynchroswim.ca
v.1

Welcome to Guelph Synchronized Swim Club!

This handbook was created to support and inform all levels of swimmers and parents by outlining all applicable policies, guidelines and procedures, unless otherwise specified. We hope this handbook assists our swimmers to be successful and have a great season. Please note that information in this handbook is subject to change. If there are any discrepancies between Executive motions or coaches' decisions and the policies and procedures defined in the handbook, the most recent Executive motion will take precedence.

Please refer to:

Guelph Synchro website www.guelphsynchroswim.ca often for updates, a calendar of events and other resources you may find helpful.

AND

Join the Guelph Synchro Swim Club Facebook page

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Mission Statement

Our mission is to deliver programs that will help inspire and develop athletes of all ages and abilities to achieve their goals as artistic swimmers in a fun, positive, and inclusive environment while fostering personal skill development. By participating in the various levels of artistic swimming they will enhance their physical, social and emotional development, which they will be able to utilize to achieve life-long goals.

We hope our swimmers develop lifelong friendships and enjoy sport for life!

Why Artistic Swimming?

The name of the sport internationally was changed to Artistic Swimming at the FINA Congress in 2017, at the suggestion of the International Olympic Committee to better align with other artistic sports. As a result, the Canadian and Ontario sport bodies have changed their names to include artistic swimming. The Guelph Synchronized Swim Club is working towards a name change for the 2020-21 season.

Artistic Swimming offers an ideal environment for swimmers to learn and grow. It is a multifaceted activity and allows participants to develop a variety of physical skills, while also benefiting from the many psychological and social aspects of the sport. While the focus of artistic swimming is on the team component through which swimmers learn how to be exemplary team-players, the swimmers also train and compete individually (compulsory figures, solo), or as a pair (duet), and develop the ability to self-motivate, engage in healthy self-talk and learn independence.

Artistic swimming helps swimmers develop a strong sense of self-confidence - the kind of confidence that will lead them to success and to the belief that they can succeed at anything if they work hard enough.

It empowers and teaches swimmers about self-esteem, self-discipline, healthy body image, team-work and time-management. Swimmers will learn how to set goals and push themselves to excel.

Most of all, artistic swimming can be lots of fun, and having fun is the key to swimmers pursuing an active and healthy lifestyle and then maintaining that lifestyle throughout life.

Who's Who

Canada Artistic Swimming is responsible for the development and operation of the sport through a wide variety of programs. These programs encompass research and development; marketing and communications; participation; swimmers, officials' and coaches' development; and competitions.



Ontario Artistic Swimming is the sport body that oversees artistic swimming in this province. This includes varsity competition, competitive clubs and community recreation programs. Our mission is to develop, promote, support and regulate artistic swimming through the implementation of an integrated sports system that is accessible to all Ontarians by providing opportunities for enjoyment and the pursuit of individual goals.



Fédération Internationale de Natation (FINA): FINA is the International Federation (IF) based in Lausanne, Switzerland, that is recognized by the International Olympic Committee (IOC) for governing international competition in the aquatic sports. FINA currently oversees competition in five aquatic sports: swimming, diving, artistic swimming, water polo and open water swimming.



Did You Know?

- Artistic swimmers can hear the music underwater through underwater speakers;
- It is against the rules to touch the bottom of the pool during a routine;
- A lift/throw or boost in artistic swimming is done by lifting the body of one or more swimmers above the water's surface. Swimmers are not allowed to use the pool bottom to execute these lifts;
- Artistic swimmers swim with their eyes open underwater. They do this to be able to maintain their balance underwater, see where they're swimming, and to line up with their teammates to make patterns and set-up for specific moves in their routine;
- The nose plug is an artistic swimmer's most vital piece of equipment because it prevents water from entering the nasal cavity during the upside-down movements and allows the swimmer to stay underwater for long periods of time;
- Deck work (or "deck drill") consists of the movements the swimmers perform on the deck once the music starts and before entering the water. Deck work is intended to set the mood for the routine and can only be a maximum of 10 seconds in length. Deck work does not factor into the final score; and
- Most artistic swimmers carry an extra nose plug (or two) in the hip of their bathing suits during a routine in case theirs gets knocked off. Some swimmers even choose to wear two nose plugs at once to ensure that water does not enter their nose.

What to Expect at a Figure Competition

Each swimmer within a specific age group swims the same set of 4 figures. The figures are judged out of 10. The marks are averaged for each figure and the 4 scores are added together to determine the winner.

Each swimmer in their respective age group will be given a number, which is randomly assigned and determines the order in which they compete. It is each swimmer's responsibility to remember their number (the coaches will have the lists). **Note - the number they are assigned will be different at every competition**

After the swimmers have stretched and been given their numbers, they will get ready to get in the water for the warm-up.

During the competition the pool deck and the stands will be silent to allow the swimmers to concentrate on what they are performing. You will not be able to communicate with your child during the competition. There will be two to four panels of judges placed around the pool, usually one in each corner. Each panel is responsible for judging one of the four figures; the panel will consist of three to five judges. The swimmers will rotate from panel to panel in order of their numbers. The numbers will be divided evenly between each panel. Example; panel number one will start with swimmers 1-20, panel number two will start with swimmers 21-40, panel number three will start with swimmers 41-60 and panel number four will start with swimmers 61-80.

The swimmers will have time in between each of their figures. This time will be spent on deck preparing for their next figure and watching their teammates. During this time the swimmers may also want to eat a SMALL, HEALTHY snack. Each swimmer will finish the competition at different times depending on their number. Once the swimmers have swam all of their figures, they will be instructed to go and get changed and return to the deck.

Parents play an important role in supporting their swimmers. Do not expect to see swimmers during the competition, as they will be focusing on their performance. Keep in mind that if you are watching swimmers perform they may be difficult to spot, as all swimmers will be dressed in black bathing suits and white bathing caps. A tip to find swimmers is have them use an easily recognizable towel or robe in between figures.

Figure Scoring

- All judgments are made from the standpoint of perfection;
- Judges look at “design” and consider the accuracy of positions and transitions as specified in figure description;
- They also consider “control”—the extension, height, stability, clarity, uniform motion, unless otherwise specified in the figure description;
- Judges watch to see if the figures are executed in a stationary position (unless otherwise specified in the figure description);
- The judges award points on a scale of 0.0 - 10.0 (in tenths);

- The final result is determined by adding the results of the different figures performed; and
- Each figure has a designated degree of difficulty score that is used to calculate the final score of each figure. More difficult figures will have a heavier weighting in the total figure event score.

What to Expect at a Routine Meet

Each team will swim to music combining figures and arm movements to create a program that is choreographed and artistic with the music. The marks are given in 3 categories - Execution (how well they execute the skills and movements), Artistic Impression (originality and creativity) and Difficulty (how challenging is the arm action, figures, highlights and patterns). The marks are averaged and added together to determine the routine winner.

50% of the routine score and 50% of the combined team's figure scores are added together to determine the championship score which constitutes the overall winner.

The Warm-up and Spacing

For the warm up they will be instructed to wear their club spacing suits and teal caps. During the 15-30 minute warm-up the swimmers will have the opportunity to swim lengths and practice the routine. A whistle will then blow, indicating the end of warm-up time.

The Competition

Each team in their respective age group will be given a number. The numbers are randomly assigned in the order in which they will compete.

The routine competition is very different from a figures competition as lots of cheering is encouraged!! Each team will swim through their routine once and will be marked by several judges.

Routine Scoring (in a Nutshell)

- At an artistic swimming competition there are two, five - seven member, panels of judges, where one panel is tasked with scoring the technical merit and the other with scoring artistic impression;
- Technical merit covers three specific areas: execution, synchronization and difficulty. Execution covers strokes and other propulsion techniques and the precision of patterns. Movements should be smooth and effortless, and swimmers should be high in the water;
- The form of swimmers in maintaining patterns, completing movements, and swimming with speed, strength and power should not deteriorate as the routine progresses;
- Synchronization looks at how "in tune" the swimmers are in body positions, movements and transitions. Synchronization must be maintained above and below the water line;

- Levels of difficulty are determined by the demands the routine places on the strength and technical proficiency of swimmers. As in many other sports, the swimmers are rewarded for performing difficult moves and tasks well;
- Judges assessing artistic impression rate the “look and feel” of routines;
- They judge the creativity of: choreography, aesthetics of patterns, fluidity of movements, fluidity of transitions and the effect the music has on the mood of the performance;
- The judges award points on a scale of 0.0 - 10.0 (in tenths);
- When the judges have recorded their scores, the highest and lowest on each panel are discarded and the other three are averaged out; and
- At the senior level, artistic swimming competitions often include: solo technical, solo free style, duet technical, duet free style, team technical, team free style and combo, while the younger age groups (ages 18 and below) may have solo free style, duet free style, team free style, compulsory figures and combo.

Training

Land Drilling

Land drilling is essential in artistic swimming, which includes determining counts, setting patterns, clarifying position presentation, and practicing movements out of the pool. Swimmers are required to land drill independently, outside of normal practice time. Team land drilling will be done for a minimum of one hour per week. Anyone with an extra routine will be required to land drill for their solo, duet, or combo over and above their team's land drill time. Parents are asked to encourage their swimmer's compliance with these expectations. Your swimmer's coach will provide instructions and music in order to practice land drilling at home.

Dry Land Training

As pool time is always very limited, it is reserved for training that can only be done in the water. Dry land strength, stretching, and conditioning exercises bring about optimal fitness more efficiently than relying only on training in the water. Dry land workouts include squats, lunges, push-ups, and many types of body-core exercises to develop a tighter, stronger swimmer. Balancing strength-building exercises with stretching builds flexibility and helps prevent injury.

Stretching

Proper stretching prevents injury and increases flexibility. Flexibility is extremely important in many of the intricate positions and movements that artistic swimming demands. Many positions are not possible without good hip, back, and shoulder flexibility. For example, certain sculls require flexibility in the shoulders to be effective. Although proper stretching does not require a solitary, quiet environment, it does demand thoughtful, concentrated effort to prevent injuries.

Swimming Drills

Much of the conditioning for artistic swimming involves speed-swimming drills, including laps of freestyle, butterfly, backstroke, and breaststroke. These drills are designed not only to increase strength and endurance, but also to increase the speed with which one can move through the water.

Nutrition

Nutrition is an important aspect of an artistic swimmer's training. Proper nutrition is important not only while the swimmer is competing, but throughout the entire season, in order to build a strong and healthy body.

Communication

Club Meetings

In order to have a complete understanding of swimmer's involvement and your required commitment within the club, please make every effort to attend requested meetings.

There are two **mandatory** membership meetings held during the year.

- The first meeting is a member administration and finance meeting held in September/ October; and
- The second meeting is the Annual General Meeting held in June

Team Specific Meetings

These meetings are held as required to cover team expectations, training goals and competition highlights.

Website

It is the responsibility of each member to check for updates regularly and ensure they are working with the latest calendar version found on the website www.guelphsynchroswim.ca

Email

Email is our primary source of information distribution to our members. It is the quickest and most efficient form of communication and provides the most current information possible to you. Strong communication depends on you to be an active participant.

Email address:

Competitive/Novice/Recreational Representatives

Each level has a designated representative to be the primary liaison with the coaches and executive.

Parent/Coach/Swimmer Communication

Parents are encouraged to contact their team coach immediately if you have any questions or concerns. The coaches will respond back to your email communications within 24 hours and will arrange in-person meetings as appropriate. Please do not interrupt the Coach when they are on deck.

Finance

Payment Policy

Annual membership fees cover a portion of the expenses incurred for pool space rental, coaching fees and costs related to equipment acquisition and replacement. The remaining costs are subsidized by club fundraising.

The \$250 Registration fee and the first month's program fees are non-refundable due to administration costs, operating costs, carry costs, and contractual obligations. The annual registration fee is set based upon swimmer registration, pool fees and other club expenses.

The Club has a fiduciary responsibility to ensure that everyone is in good financial standing. Therefore, the following policies are in effect:

- NSF cheques, failed credit card transactions, direct deposit payments, fundraising payment, clothing or equipment payment, or any other payments made to Guelph Synchronized Swim Club will result in a \$50 service fee charged to the member's account.
- Members choosing to pay membership fees through e-transfer are required to submit e-transfer payment to treasurer@guelphsynchroswim.ca by midnight of the 1st of each month. Failing to do so will result in a \$25 service charge applied to your account for each month the corresponding payment has not been made. If payment is not received in 15 days then your swimmer may be removed from practices at the discretion of the club.
- Final invoices on accounts will be provided to all members by June 1, 2020. At which point, final payments will be due to the Treasurer by June 15, 2020. Failure to settle and close account by June 15, 2020 will result in a 5% monthly interest charge on outstanding balance until final payment is made. Registration for the 2020-2021 year will not be made available for members that have accounts in arrears. This will account for any charges incurred to the member from Sept 1, 2019 through July 1, 2020. Any charges made between July 2, 2020 through August 31, 2020 will be due August 15, 2020.
- No member will be allowed to register for future seasons or programs until the previous season's accounts are settled. If necessary, failure to settle accounts by August 31, 2020 will result in claim with the Ontario Small Claims Court.
- At the end of 2019-2020 year (July 1, 2020) if a member is in a credit owing balance, the member must advise the treasurer at treasurer@guelphsynchroswim.ca they wish a cheque issued for the credit balance by July 15, 2020. A cheque will be available to member by August 15, 2020. Failure to provide such notice, will result in the credit owing balance to roll over into the 2020-2021 year registration fees.

Withdrawal Policy

Any withdrawal from the club or request to change a swimmer's program, with cause, must be formally submitted in writing to the Executive 30 days prior to the effective date.

A penalty for the withdrawal or change will be pro-rated based on age level and the point in the swimming year up to November 1st, after which there will be no refund (due to financial commitments made to coaches, pool contracts and competition expenses). Ontario/Canada Artistic Swimming registration fees are non-refundable after the club has submitted them to Ontario Artistic Swimming.

In the case of an extraordinary circumstance (i.e. injury or serious illness) and required notice of cancellation is not able to be given, an appeal can be made to the executive. A subcommittee will be struck to determine the refund schedule if the Executive deems a refund is in order.

Novice and Provincial Competitive Members will be responsible for money owing for team apparel or extra routines. Member will also be responsible for any remaining Volunteer commitment units or equivalent charge (i.e. \$50/unit). Member will be responsible for fundraising commitment prorated of the remainder of the year.

Making Payments

All regularly occurring payments must be arranged with the Treasurer before the start of the swim season. Cheques should be made payable to Guelph Synchronized Swim Club.

Fundraising

Fundraising is an important part of the revenue base of Guelph Synchro. In order to keep our fees as low as possible, the club expects our membership to participate in both personal fundraising commitments and club events. The fundraising commitment will be provided to all Novice and Competitive Members in September.

Club Based Fundraising

Benefits the whole club directly and is mandatory for every swimmer's family. Examples of club-based fundraisers are:

- Water Show Raffle; and
- Hosting Competitions

Swimmer Based Fundraising

This fundraising benefits each family's account. Each family has a mandatory fundraising value set at the beginning of the season. If families choose not to participate in Swimmer Based Fundraising, this amount can be paid in full to Guelph Synchro.

- Once a family has achieved their fundraising requirement any further money raised will be divided - 75% going directly to the swimmer for their tuition fees and 25% going to the Club for general operating expenses; and
- The treasurer will monitor the fundraising amounts throughout the year and provide an update to all families in January/February.

Examples of swimmer-based fundraisers are:

- Gift cards purchased through the club;
- Sale of Elmira Poultry, McMillans Products
- Events such as Paint Night and Zumba

Volunteer Commitment

Guelph Synchro is a not for profit organization that relies heavily on the generosity and commitment of our parent base to make the club run smoothly and efficiently.

Each Novice and Provincial Competitive Swimmer's family is expected to complete 4 volunteer credits throughout the seasons. This can be achieved through organizing a fundraiser, helping at a water show or volunteer on the board of directors. A list of volunteer opportunities will be provided in early September.

A deposit towards the volunteer commitment is required at the beginning of the season. Each family is expected to provide a \$200 deposit (\$50/credit). If a family completes a portion of the volunteer hours, then that percentage of the cheque will be returned. Volunteer credits will be monitored throughout the year and an update will be provided to families in January/February.

Extra Figures

Any swimmer wishing to further strengthen their skills or to catch up for missed practices may choose to take extra figure lessons. Extra figure lessons may also be a good option for extra preparation leading up to a swim meet. These lessons are 60 minutes in length and are approximately \$20 per lesson (depending on the coach). Swimmers interested in doing extra figures should contact the head coach for available times.

Extra Routines

Guelph offers competitive swimmers a team program with additional optional programs of either solo or duet. An extra routine is a solo or duet, in which a swimmer participates over and above the swimmer's available team's normal training time. During registration, swimmers can express interest in extra routines. Parents must pay a registration fee to cover pool rental, coaching expenses and meet fees, as well as agree to purchase an added competition suit, if required. The registration fee for extra routines will be provided in Early September.

An extra routine is a privilege and left to the Head Coach's discretion, based in part, on the swimmer's attitude, attendance and overall commitment.

Separate training for extra routines will begin in early October (with payment commencing October 1) at a schedule to be determined and announced at that time. All extra routines will be evaluated by the Head Coach in December. If the Head Coach feels that there is a lack of commitment on the part of the swimmer(s), or if other problems have arisen, the

Head Coach may decide not to pursue the extra routine. If this is the case, payment for extra routines would be discontinued after December 31.

Required Equipment

Recreational Swimmers & Synchro Ninjas:

- Any style one-piece bathing suit will suffice;
- Goggles (2 pairs ideally so there is a spare in case of loss or breakage);
- Club swim cap to keep hair out of swimmer's eyes;
- Nose clips – should have 1-2 in the swimmer's bag at all times;
- Water bottle;
- Flip-flops or crocs for deck and change room;
- Towel; and
- Healthy snack (i.e. granola bar, fruit) NUT FREE PRODUCTS ONLY.

Novice and Provincial Competitive Swimmers:

- Spacing Suit (or practice suit);
- A plain black suit and white swim cap for figures competitions;
- Goggles (2 pairs ideally so there is a spare in case of loss or breakage);
- Club swim cap to keep hair out of swimmer's eyes;
- Nose clips – should have 1-2 in the swimmer's bag at all times;
- Water bottle;
- Healthy snack (i.e. granola bar, fruit) NUT FREE PRODUCTS ONLY;
- Club uniform (including t-shirt and jacket);
- Flip-flops or crocs for deck and change room; and
- Towel.

Attendance & Punctuality

Attendance and punctuality are extremely important in a team sport like artistic swimming. Swimmers are expected to be at all practices 15 minutes before the start of practice.

Parents of swimmers with more than three absences or late arrivals (more than 15 minutes) within a one-month period will be contacted, and a parent/coach meeting will be arranged by the Head Coach. The swimmer's commitment and the Coach's expectations of the swimmer will be discussed. If unexcused absences or late arrivals continue, the Coach and Head Coach will re-evaluate the swimmer and decide on a course of action.

Vacations and Extended Absences

Parents are encouraged to schedule vacations at times when swimmers do not have scheduled practices (for example, Christmas holidays and March break). If vacation is to be taken during scheduled practice time, written notice (via email) to the Team Coach and Head Coach must be given at least one month beforehand, to enable them to plan

around a swimmer's absence. Vacations should not be planned two weeks prior to any competition.

Practice Cancellations

Practices may be cancelled unexpectedly due to extreme weather or pool closures. If this occurs, parents will be notified via Facebook, email, website or phone. Refunds will not be issued for cancelled practices.

Codes of Conduct

Guelph Synchro is committed to providing a sport environment in which all individuals are treated with respect. Furthermore, Guelph Synchro supports equal opportunity and prohibits discriminatory practices. Coaches, swimmers, officials, directors, officers, administrators, volunteers and parents belonging to the club shall conduct themselves at all times in a manner consistent with the ideals and values of Ontario Artistic Swimming:

- Their behaviour shall at all times be respectful, professional, responsible and sportsmanlike;
- They shall treat others with respect and shall not speak disparagingly of any other swimmer, coach, official, director, administrator, volunteer, swimmer, program, club or association; and
- They shall refrain from comments or behaviours that are offensive, abusive, racist or sexist.

Code of Conduct for Parents

Parents must review the Parent Code of Conduct prior to their child commencing the session.

- Parents are required to demonstrate a positive attitude, be courteous, and show respect towards all club members, coaches, swimmers, and all Ontario Artistic Swimming and Canada Artistic Swimming members;
- Parents are expected to show good sportsmanship at all times;
- Parents are expected to get their swimmer to practices on time;
- Parents are encouraged to discuss progress and concerns with their child's coach. If they wish to meet with the coach, these discussions are to take place before or after scheduled practices, at a time agreed to by the parent and coach;
- Parents are not to interfere with practices or competitions;
- Parents are not allowed on the pool deck at practices, competitions, testing, etc.;
- Two general meetings for all parents are held throughout the season. All parents must attend these meeting to keep informed about various activities with Guelph Synchro;
- Guelph Synchro, with the exception of the coaches is staffed by volunteers. Parents are required to volunteer their services (e.g., swim meet operation, fundraising, coordinator, etc.), as needed during various swim meets, club events, and in the general operation of Guelph Synchro;

- Parents are responsible to pay in full the swimming fees and other costs posted to their child's account, including if applicable, pay the balance of their child's account; and
- Program fees do not represent the actual cost incurred with the club. Each family wishing to subsidize a swimmer's program fees may participate in various fundraising events and volunteer activities as outlined in the club's Financing and Volunteer Participation Policies.
- Gossip will not be tolerated.
- Refrain from negative discussions of the performance and behaviour of ALL swimmers, coaches and officials at all times;
- Be sensitive to the emotional needs of ALL of the swimmers.
- Abstain from the use of illicit drugs and narcotics.
- No profanity at practices, competitions or club events.
- No form of abuse (physical, mental, verbal) of the swimmers, coaches and officials will be tolerated.
- Bullying and or cyberbullying will not be tolerated.
- Maintain swimmer confidentiality and right to privacy at ALL TIMES unless it threatens the health and well-being of the swimmer.
- Good sportsmanship at all times is required.
- No angry outbursts, disorderly behaviour or disruptive behaviour at practices, competitions or club events.
- Interaction and/or communication with coach/es must take place outside of practice time (i.e., prior to practice or after practice);
- No disruptions to coaching during competitions will be tolerated; and
- Be aware of Ontario Artistic Swimming Code of Conduct and Ethics policy, Ontario Artistic Swimming disciplinary policy, and the Guelph Synchro Policy Manual and follow them at all times.

Code of Conduct for Swimmers

Parents and swimmers must sign and return a copy of the Swimmers Code of Conduct prior to their child commencing the session. Swimmers are expected to:

- Demonstrate a positive attitude towards the sport of artistic swimming;
- Demonstrate good sportsmanship;
- Treat coaches and fellow swimmers with courtesy and respect;
- Conduct themselves appropriately and be courteous to fellow competitors, other club coaches, officials, other patrons of hotels, sports facilities, restaurants and public places;
- Refrain from any and all negative discussion regarding the performance and behaviour of all swimmers, coaches and officials at all times;
- Be in attendance and on time for all practices and competitions;
- Support club swimmers by sitting together and cheering for all Guelph Synchro teams and routines; and
- Follow all pool safety rules while on pool decks and in the change rooms.

There is zero tolerance for:

- Offensive language;
- Rude or offensive behaviour;
- Angry outbursts or disorderly behaviour;
- Abuse of swimmers, coaches, or officials;
- Use of alcohol, cigarettes, marijuana or illegal drugs;
- Use of electronic communication devices and/or cameras in change areas; and
- Bullying (in-person and cyberbullying).

Code of Conduct for Coaches and Technical Staff

The swimmer/coach relationship is a privileged one, as coaches play a critical role in the personal and athletic development of their swimmers. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it.

- Attend all designated practices;
- Arrive at the pool 15 minutes before all practices, with a practice plan ready;
- Be fair, frank and honest in all dealings with parents and swimmers;
- Be a good role model and understand that a coach's influence carries on long after the swimmer leaves the pool deck;
- Ensure that all swimmers get equal instruction, support and practice time;
- Do not ridicule or yell at swimmers for making mistakes or for performing poorly;
- Be generous with praise;
- Remember that it is important to have fun as well as to compete;
- Encourage swimmers to have confidence in themselves;
- Strive to phrase corrections and criticism in positive language;
- Teach swimmers to respect rules, officials, coaches, and opponents;
- Make sure equipment and facilities are safe and match the swimmers' ages and abilities;
- Notify the proper person if equipment needs repair or maintenance;
- Communicate regularly with the parents and make arrangements to speak with them one-on-one if concerns arise;
- Continually upgrade and improve knowledge of the sport of artistic swimming so as to provide the most current and effective training methods;
- Conduct yourself in a manner appropriate to a representative of Guelph Synchro;
- Be approachable;
- Be professional;
- Apply Guelph Synchro's disciplinary policy; and
- Be aware of Ontario Artistic Swimming Code of Conduct and Ethics policy and Ontario Artistic Swimming disciplinary policy, and the Guelph Synchro Policy Manual and follow them at all times.

Social Media Guidelines for Swimmers

Training and competing for Guelph Synchro is a privilege. Swimmers and members of Guelph Synchro are held in the highest regard and are seen as role models in the community. As leaders you have the responsibility to portray your team, your club and yourselves in a positive manner at all times.

Inappropriate material found by third parties affects the perception of the swimmer, their teammates, and ultimately the club as a whole.

Examples of inappropriate and offensive behaviours concerning participation in online communities may include depictions or presentations of the following:

- The personal use of alcohol, drugs, marijuana and tobacco by minors;
- Photos, videos, and comments that are of a sexual nature; and
- No posts should depict or encourage unsportsmanlike, derogatory, unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, illegal drug use).

If a swimmer's profile and its contents are found to be inappropriate, the swimmer will be subject to the following penalties:

- Written warning;
- A meeting with Team Coach and Head Coach;
- A meeting with the Guelph Synchro Executive; or
- Penalties, including but not limited to possible suspension

If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics, as well as Guelph Synchro.

Parents and swimmers must sign and return a copy of the Social Media Guidelines prior to their child commencing the session.

Competitions

Guidelines for Swimmers at Competition

Participation in all Competitions is Mandatory. A competition schedule/itinerary will be prepared by each Coach. Please assist the Coach in ensuring that your swimmer respects the schedule and is on deck at the time requested. Swimmers are required to wear the official club uniform while on deck. All Guelph Synchro swimmers are expected to support club members as they compete in events, including solos, duets, and combo and team events.

- Swimmers must act in a responsible, honest and respectful manner at all times;
- Swimmers must listen to and follow the instructions of the coaches and team chaperones;
- Swimmers at all levels should be friendly and show good sportsmanship to other competitors and Clubs;
- Swimmers should look and act in a professional manner;
- Swimmers are responsible for packing their own belongings, including equipment, clothing and money, unless otherwise determined by the Meet Coordinator;
- NO junk food or nut products – including candy, chocolate bars, potato chips etc.;
- Swimmers are not allowed to leave the pool or hotel without the coach's permission;
- Swimmers must always travel in pairs or groups, never alone. The "buddy system" is to be strictly enforced and adhered to at all times;
- All swimmers are reminded that their behavior directly reflects on "YOU", Guelph Synchro Swim Club, Ontario and Canada Artistic Swimming;
- Only swimmers who are competing should be on the pool deck. Designated space will be assigned by the Head Coach/coach to be on deck to cheer for your club and other teams;
- No cell phones, iPads or laptops are permitted at meets. Unless special permission has been given by the coach (i.e. for homework); and
- iPods / MP3 players will be allowed for music use only and will be handed into the chaperone in the evenings.

Failure to comply with any of the above guidelines may result in disciplinary action being taken, including the possibility of a swimmer's suspension from attending future competitions.

Out of Town Meets

- Travel expenses are the responsibility of each team member's family;
- All swimmers will travel and stay with their parents or assigned guardians at the designated hotel;
- Once swimmers arrive at the meet, they will follow the coach's itinerary including team meals, activities and training;

- Designated space will be assigned by the Head Coach/Coach to be on deck to cheer for your club and other teams. Parents must stay in the stands at all times and are not allowed on deck;
- Throughout the competition, all other club members are strongly encouraged to come out to support all swimmers from the stands;
- Parents must notify the Coach and Competition Chairperson as soon as possible if a swimmer will not be attending a meet;
- If swimmers require medication for a medical condition, parents are responsible for communicating specific instructions directly to the chaperone to ensure proper supervision;
- It is the responsibility of the parents to ensure that the swimmer is at the pool on time and picked up at the time designated. Punctuality is essential;
- If the expected arrival time is not already indicated on the travel schedule, a phone call will inform parents;
- Coaches are responsible for the swimmers' safety and for supervising swimmers during competition hours;
- Parents are responsible for ensuring their swimmer have packed all the necessary items for competition;
- Swimmers will behave as positive ambassadors of Guelph Synchro whenever they participate in competitions or represent the club in any way; they will act in a responsible and respectful manner at all times;
- Valuables should be left at home;
- Swimmers must listen and follow the instructions of the coaches at all times;
- Swimmers will follow their team's schedule as prepared by their coach;
- Club apparel must be worn by team members when representing Guelph Synchro during travel to out-of-town destinations or to and from the pool and for all team outings, and on pool deck for awards. No jeans or pajama pants will be allowed during the transportation to or from the pool or while at the pool;
- Guelph Synchro team members are expected to dress professionally and appropriately;
- There is ABSOLUTELY NO junk food or nut products allowed on deck – please pack healthy snacks for your swimmer; and
- A swimmer may leave the hotel, pool, or club activity only with direct permission and supervision of the coach or a parent/guardian.

Guelph Synchronized Swim Club follows the Policies and Regulations of Ontario Artistic Swimming. Parents are encouraged to review the OAS Policies.



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**Policy Manual adopted from York Synchronized Swim Club Policies & Procedure Manual*