

markham

MARKHAM SYNCHRO CLUB

www.markhamsynchro.com

Markham Synchro Hotline: 647-409-SYNC
Markham Centennial Pool: 905-294-6111 x233

Parent and Swimmer Handbook

DRAFT VERSION

Please visit the website in September for the final version

synchro club

Welcome to the Markham Synchro Club

The Executive of Markham Synchro Club extends a warm welcome to all returning and new parents, swimmers and Coaches. The Swimmer & Parent Handbook contains information about our policies and procedures. It is important that all parents and swimmers read and understand this information. As part of the registration you will be asked to sign to indicate that you agree to these policies. Throughout the year, you will also receive frequent updates, letters and emails from Coaches and the Executive, please ensure that you look for these, and ask questions when clarification is needed.

The success of the Markham Synchro Club depends very much on the support of our families, whose volunteer efforts and cooperation are required to ensure that our high standards can be maintained. Please donate some time in an area of interest to you!

Mission Statement

Objectives

- To motivate each swimmer to her fullest potential
- To develop a high degree of discipline in athletic training
- To develop swimmers' poise, grace, sportsmanship and leadership qualities

Club Structure

The club is governed by the executive, who are elected at the beginning of the season by our membership. Their positions are voluntary and they are responsible to the membership for the operations of the club. Our executive consists of:

- President
- Vice-President
- Past-President
- Secretary
- Treasurer
- Registrar
- Head Coach

General Guidelines for Parents and Swimmers

Conduct

- Respect and co-operate with coaches, teammates, fellow competitors, and Club members.
- Do not interfere with coaching, team selection or program decisions. MKSC has a fabulous coaching team who has been specifically recruited based on their expertise, skills, abilities, experiences, and track records. They deserve our trust and full support.
- Never argue with the decisions of Judges or officials; let your Coach ask the necessary questions.
- Never argue with the coaches, question their decisions, or criticize them; if you have a concern, arrange to talk with your coach privately.
- Work equally hard for yourself, your team, and the Club.
- Make a commitment for the entire competitive year.
- Good conduct is expected.

Cell phones: Cell phones are not permitted on the pool deck; our coaching staff has permission to keep their cell phones on the deck so that they can be contacted in the case of emergency. Athletes should not have cell phones on the deck at practice or during a competition.

Club Meetings and Business

- We respect the time of the parents and swimmers in the club and endeavor to keep Club meetings to a minimum, in order to do this we will keep in touch through email. Please ensure that we have an accurate email address for your family and that you check for emails.
- The Club meetings are an excellent place to keep informed and be involved, it is strongly recommended that at least one family member attend the meetings that are held by the Club or the coach.
- If a conflict arises you should address it in the following order:
 1. The Team Coach
 2. The Head Coach
 3. The Team Parent
 4. The Club President or Vice-President

- In the event of a conflict, meetings should be scheduled in advance, at time that is convenient for all parties, and in a location that is suitable for confidentiality. On the pool deck, at the beginning of a practice is not the appropriate time to address concerns.
- If in conflict with another parent, the parent should approach the Executive for assistance in resolving the conflict.
- In all matters of conflict, the final authority is that of the Executive.

Team Selection

- As is the case in tryouts for any competitive sport, there is no guarantee that a swimmer will make a particular team, or swim an extra routine. Swimmers will be assigned to teams first, before being considered for duets, solo, or combo.
- While team selections are final and not subject to appeal, we do want to be able to address all questions and concerns. These should be directed to the Head Coach, please wait until the day following the team selection.
- Each swimmer on a given team will be offered an equal amount of coaching time in figures and in routine.

Extra Routine Policy

- The coaching team decides if extra routines will be made available for the season and also selects extra routines participants.
- Extra routines require additional training hours, additional fees and a separate competition suit. The training hours will vary depending on the type and category of the extra routine assigned.

Extra Figures

- It is also possible to obtain "extra" figures throughout the year from Markham Synchro Club Coaches.
- A Coach may only coach extra figures during Markham Synchro Club pool time, not during any other time, such as public swim.
- Regardless of the number of swimmers in a session, a Level 1 Coach will receive \$15.00 per hour; Level 2 Coach, \$20.00 per hour; and Level 3 Coach, \$25.00 per hour.
- In the event that there is a high demand for extra figures, the Head Coach may choose to institute a limit on the number of sessions per swimmer.
- The procedure for obtaining these extra figures is as follows:
 1. If you wish to share the time with another swimmer, approach her family and ask them (your Coach may know of others who wish to share time as well).
 2. Approach your team Coach and tell her you are interested in having extra figures. The Coach will then arrange a time with you if they are available.
 3. If the Coach is not available during the desired time (i.e. if they are coaching another swimmer), then the Coach must tell the Head Coach and another Coach can be arranged.

Equipment

- Ensure that your swimmer has the necessary bathing suit(s) and other equipment.
- Please label your equipment so that it can be returned to you if it is left behind.
- Competition suits and other equipment are additional costs to the family.
- Parents/swimmers may be required to sequin their own routine suits.

Public Events and Competitions

- All swimmers and parents are reminded that at public events and competitions they are representing their community, their club, their team, and themselves. Please refer to the uniform policy for guidelines on appropriate attire.
- Swimmers are expected to be present at all scheduled competitions or events from the start time (including spacing) to the end (including awards or parades of athletes), unless otherwise instructed by the Team Coach.
- Parents and swimmers are expected to follow the schedule given out by the Coach. Please be aware that times can quickly change at an event; families are expected to be flexible to short notice schedule changes.
- The Coaches have the responsibility for the swimmers while they are on deck during the competition, please do not try to get your daughter's attention during the competition as it can be distracting and detrimental to their performance.
- Remember to congratulate all other athletes on the podium.

Travel and Out of Town Events

- Accommodation, travel and chaperone arrangements for swimmers and families will be made by the club. All swimmers will be required to stay at the same location. Confirmation and/or cancellation of rooms will be the responsibility of each family. The ages of the team members will be considered when making these arrangements.
 - Parents and swimmers are expected to follow the schedule given out by the coach.
 - Please remember that spare time for field trips and family time may be very limited during competitions, so please plan accordingly. The schedule at a meet can change suddenly, please be prepared for last minute changes to the schedule.
 - Swimmers are to attend all functions at the meet, this may include team and club socials and supporting other teams.
 - Swimmers must treat the premises at the host pool and the hotel with respect. Their behaviour reflects on the whole Club as well as on the sport of synchronized swimming.
 - Zero tolerance for alcohol, drugs or smoking of any kind. Use of bad language is prohibited.
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Policies and Procedures

Fundraising and Volunteer Commitment

A. Mandatory Club Fundraisers

In order to keep the fees as low as possible so that as many swimmers as possible can enjoy the sport the club has several fundraisers throughout the year that are deemed mandatory. Swimmers and their families must participate in these fundraisers. These fundraisers may include, but are not exclusive to car washes, tag days, and garage sales.

B. Volunteer Commitment

The success of the Markham Synchro Club depends very much on the support of our families, whose volunteer efforts and cooperation are required to ensure that our high standards can be

maintained. A commitment equal to \$250 or 10 volunteer hours is required. A list of volunteer opportunities is currently being finalized and will be made available via email this September. There is something to fit everyone's schedule and skill set, without you the club cannot succeed!

Uniform Policy-Competitive

- Each athlete is required to purchase a complete uniform, mandatory uniform pieces include:
 - Markham Synchro t-shirt- black
 - Markham Synchro t-shirt- blue
 - Markham Synchro jacket
 - Plain black shorts
 - Plain black yoga pants
 - Markham Synchro bathing cap
 - Markham Synchro spacing suit
 - Plain white bathing cap
 - Black Figures suit
 - Competition suits

- Athletes are expected to wear their uniform at all public events, competitions, and at any other time that they are requested to do so by their Team Coach or the Head Coach.

- When arriving at an event athletes are expected to wear black yoga pants, Markham Synchro t-shirt, and Markham Synchro jacket. They should wear white socks and running shoes that are mostly white. Hair is to be tied back neatly in a pony tail at the crown of the head and make-up should be kept to a minimum.

- Athletes are expected to keep their uniform clean and tidy.

- Please remember that any time you are wearing our Club uniform you are acting as a representative of the club.

- Equipment needed for practice:
 - deck shoes
 - one-piece bathing suit (not the figures suit)
 - swim cap
 - nose clips + spare (at least 1 at all times)
 - goggles
 - towel(s)
 - healthy snack
 - water bottle
 - shampoo/conditioner
 - weight belt (for some teams)
 - tubing (for some teams)
 - bottles (for some teams)

- Equipment for competitions (all of the above, plus):
 - team and/or duet suit (your team coach may keep these with her)
 - team and/or duet headpiece/buncover (your team coach may keep these with her)

- o towels
- o team music
- o gelling equipment
- o terry robe (if desired)
- o healthy snacks
- o fruit juices
- o water
- o schedule

Uniform Policy- Novice and Mini (Pre-competitive)

- A Markham Synchro t-shirt and the competitive bathing suit is included in the cost of the program. In addition to this each athlete is required to purchase the following items:
 - o Plain black shorts or yoga pants
 - o Plain white bathing cap
 - o Plain black bathing suit (suggested for figures meets, do not purchase this at the beginning of the year as we do not know if we will be attending a figures meet)
- Athletes are expected to wear their uniform at all public events, competitions, and at any other time that they are requested to do so by their Team Coach or the Head Coach.
- When arriving at an event athletes are expected to wear black yoga pants, and their Markham Synchro t-shirt. They should wear white socks and running shoes that are mostly white. Hair is to be tied back neatly in a pony tail at the crown of the head and make-up should be kept to a minimum.
- Athletes are expected to keep their uniform clean and tidy.
- Please remember that any time you are wearing our Club uniform you are acting as a representative of the club.
- Equipment needed for practice:
 - o deck shoes
 - o one-piece bathing suit
 - o swim cap
 - o nose clips + spare
 - o goggles
 - o towel(s)
 - o water bottle
 - o shampoo/conditioner
- Equipment for competitions (all of the above, plus):
 - o team and/or duet suit (your team coach may keep these with her)
 - o team and/or duet headpiece/buncover (your team coach may keep these with her)
 - o towels
 - o healthy snacks
 - o water
 - o schedule

Team Attendance and Commitment- Competitive

Training Hours

10 and Under Team	2 weeknights plus one weekend a month
11-12 Team	2 weeknights plus every other weekend
13-15 Team	2 weeknights, 1 weekend
16 and Over	2 weeknights, 1 weekend

Normal Practices are held at Markham Centennial Pool. At various times throughout the year practices may be held at other pools.

Synchronized swimming is a team sport; our coaches, athletes, and families are dedicated and committed to it. Athletes are expected to attend all scheduled practices, extra practices, social events, demonstrations, watershows, and competitions without exceptions. Prolonged or frequent absence from practice creates difficulty for the coach and interferes with team development, training, and perfection of the routine. Any absence must be reported to the coach prior to practice. If a swimmer is very sick, she should advise the Coach prior to practice. Unless the swimmer has a fever or is contagious, she is expected to be on deck during practice time.

In particular, any absence within 2 weeks of a competition or event may mean that the swimmer is not prepared to swim at the upcoming event. In this case the Team Coach, in conjunction with the Head Coach may decide to remove the swimmer from her position for that particular meet or event.

The team commitment encompasses the entire synchro season (September to June). If a swimmer wishes to become involved with any new activity (ex. Job, school sport, or activity) during the season, the swimmer or her parents should contact the Team Coach to discuss the commitment involved and ensure it does not conflict with practice and competition schedules.

Parents should be conscientious of practice times. They are responsible for ensuring that their swimmers arrive to practice on time. At the end of practice please ensure that you pick your daughter up in a timely manner. We work as team to ensure that no swimmers are left alone at the pool.

Team Attendance and Commitment- Novice and Mini (Pre-competitive)

Training Hours

Mini	1 hour, 2 times/week
Novice	2 hours, 1 or 2 times/week

Revised September 2005

Normal Practices are held at Markham Centennial Pool. At various times throughout the year practices may be held at other pools. Prior to a competition the coach may hold extra practices to ensure that the swimmers are prepared.

Synchronized swimming is a team sport; our coaches, athletes, and families are dedicated and committed to it. It is difficult for the coaches to teach the routine and the athletes to perfect both the routine and other skills if the swimmers are away frequently.

Please call the pool or send an email to let us know if your daughter is going to be absent. If your daughter is sick and is not contagious then it is a good idea to have her come to practice and sit on the side so that she can keep up with the routine.

Parents should be conscientious of practice times. They are responsible for ensuring that their swimmers arrive to practice on time. At the end of practice please ensure that you pick your daughter up in a timely manner. We work as team to ensure that no swimmers are left alone at the pool.

Disclosure of Personal Information

The Markham Synchro Club in keeping with the *Personal Information Protection and Electronics Act (PIPEDA)* has developed a privacy policy that governs how the club collects, uses, retains, safeguards, discloses and disposes of personal information of each member of the club.

Each member must consent to the collection, use and disclosure of their personal information for the following purposes:

- registration documents for the purpose of determining eligibility, assigning levels, entering events, and for pool allocation purposes
- gathering of information for the purpose of media relations, the arrangement of travel plans, and other related activities
- recording of health information and medical history that relates to allergies and medical conditions that is necessary for the development and monitoring of training programs and for use in the case of emergency

Please revisit website (www.markhamsynchro.com) to download an updated document in September as this only a draft version.