



HANDBOOK

**Canberra Cascades Artistic
Swimming Club Inc**
JULY 2017

Table of Contents

1. Artistic Swimming	3
1.1 What is Artistic Swimming?	3
1.2 Benefits of Artistic Swimming:	3
2. Canberra Cascades	4
2.1 Our Mission:	4
2.2 Our Goals:	4
3. Program Information	4
3.1 Recreational Stream:	5
3.2 Competitive Stream	7
4. Wardrobe Requirements for Swimmers	9
5. General Information about Competitions and Skill	10
5.1 Assessment	10
6. Club Management and Operations	11
Volunteer Positions and Committee available	11
7. Communication	12
Handbook	13
Club Handouts and E-mails	13
Club Website & Facebook Group	13
Team Parent Rep	13
Talking with Coaches	13
8. Athletes' Synchro Code of Conduct and Responsibilities	14
9. Parents' Synchro Code of Conduct and Responsibilities	14
10. Coaches' Synchro Code of Conduct & Responsibilities	15
11. Attendance Policy (Practice and Competition)	15
12. Athlete's Electronic Device Policy	16
13. Canberra Cascade Team Travel Policy	16
Transportation to and from Competitions	16
Travel Costs	17
15. Payment Policies.	18
Refund Policies	19
16. Volunteer Policy	19

17. Fundraising Policy	20
18. Confidentiality of Club Information Policy	20
19. Photography/Videography Policy	20
20. Other Policies	20

1. Artistic Swimming

Artistic Swimming

1.1 What is Artistic Swimming?

Artistic swimming, formerly synchronized swimming, is often described as a combination of swimming, dance, and gymnastics. Athletes (solo, duet, or team) perform elaborate routines to music, in the water, displaying their creativity, flexibility, strength, aerobic endurance and technique. Athletes are not allowed to touch the bottom as they lift their teammates several feet into the air during “high-lights”. An artistic swimming team is the very definition of teamwork, as eight athletes move as one to music, with split second precision and grace. The routines are thrilling and beautiful to watch.

1.2 Benefits of Artistic Swimming:

Artistic swimming requires tremendous cardiovascular endurance, flexibility and strength, as well as coordination, creativity, and balance. It is a well-rounded sport to promote overall physical fitness. The benefits of training in our sport extend beyond physical fitness. The athletes form close friendships with their teammates, and more senior athletes are excellent role models for younger athletes. Athletes improve at their own pace, but only through regular effort, discipline, hard work, and professionalism – all transferable attributes. Our coaches help each athlete to set and achieve realistic goals, leading to the development of confidence in and out of the pool. And if you ask the athletes, artistic swimming is FUN! Our highly qualified coaches follow the principles of Long Term Athlete Development in order to nurture the best in your child in a safe and enjoyable environment. We offer competitive programs where athletes can achieve their full potential through competition at local, regional, and/or national levels.

2. Canberra Cascades

2.1 Our Mission:

The Canberra Cascades Artistic Swimming Club known as Canberra Cascades is a non-profit, parent-run organization. It strives to provide a positive and cooperative atmosphere for participants in the sport of artistic swimming by assisting athletes to achieve their full potential.

2.2 Our Goals:

Canberra Cascades strives to

- provide high quality competitive and pre-competitive programs in which athletes can realize their full potential.
- instill a cooperative spirit and good sportsmanship.
- encourage and develop a well-qualified coaching staff to meet the needs of the athletes.
- develop a pool of well trained volunteers to support the sport of artistic swimming.
- promote the sport of synchronized swimming at the community, provincial, interprovincial, and national levels.

3. Program Information

We offer two program streams: Recreational and Competitive.

Within the recreational stream, we offer the Star Program for beginners and the Pre-Competitive program for those wishing to transition to the Competitive stream.

Within the competitive, age-group stream we offer both Competitive programming and High Performance programming.



3.1 Recreational Stream:

Our recreational stream programs are all based on the Star Program. We teach the fundamentals of artistic swimming -- sculling, basic figures, and an introduction to putting their skills to music as a routine – while working on stroke development and endurance.

Routines are learned to music and performed at the end of each term and at the club water shows. Recreational athletes are encouraged to enter the Age-Group program of the Competitive Stream after completing one year of the Recreational Stream.

3.1.1 Star Program

Our recreational programs are skill-based (rather than age-group based) programming and include:

AquaSquirts (approximately 5-7 years old)

- The program is designed to teach basic creative movement/gymnastic skills along with basic swimming/Artistic skills in a fun atmosphere of learning.
- AquaSquirts is a play-based, water-orientation program designed to develop swimming skills. Swimmers are encouraged to have fun in the water while experimenting with new ways to swim that will develop body awareness, improve breath control, increase comfort level, and encourage creativity.
- No previous Artistic experience required.
- Must be comfortable in shallow water, able to put head underwater. Coaches do, however, generally get in the water with swimmers.
- Swimmers are invited to participate in the end of term water show. During this performance, the swimmers perform, in a sequence, the strokes and skills that they have learned.

Beginner 'Lil Mermaids' (approximately 6-12 years old):

- Program designed to teach the “Fun”damental skills of Artistic swimming.
- Swimmers work to complete Star 1 of the star program.
- Classes are 2 hour long and run once a week for a 10 week term.
- No previous Artistic experience required.
- Swimmers MUST be comfortable in deep water, able to swim 50 metres of front crawl without assistance, be able to flutter kick, and be able to tread water for 20 seconds.
- Swimmers must be comfortable going underwater. Coaches do not generally get in the water with swimmers.
- Swimmers participate in the end of term water show.

Intermediate (approximately 7-12 years old)

- Program designed to teach swimmers how to train in all the fundamental skills of Artistic swimming.
- Classes are 2 hours long and run up to 2 times a week for a 10 week term.
- Swimmers must be comfortable in deep water, able to swim 50 metres of front crawl, flutter kick, and able to tread water 20 seconds.
- Although no previous Artistic synchro experience required, swimmers will be required to pass the (introductory) Star 1 level and will work to complete Star 2.
- Swimmers participate in the end of term water show.
- Fees are based upon one class per week.

Advanced (approximately 12+ years old and Adults)

- Classes are 2 hours long and run up to 2 times a week for a 10 week term.
- Swimmers must be comfortable in deep water, able to swim 50 metres of front crawl, flutter kick, and able to tread water 20 seconds.

- Swimmers will work to complete Star 3.
- Swimmers participate in the end of term water show.
- Fees are based upon one class per week.

Masters (Non-Competitive, 18 years and over)

- Classes are 2 hours long and run up to 2 times a week for a 10 week term.
- Provides instruction and training of fundamental Artistic skills.
- Promotes fitness through Artistic swimming.
- Participate in the end of term water show.

3.1.2 Pre-Competitive Program (approximately 8-13 years old)

- The main objective of this program is the overall development of the athlete's physical capacities (focus on aerobic conditioning) and fundamental movement skills.
- Classes are 2 hours long and run twice a week for a 10 week term.
- Swimmers are preparing to enter the Competitive Stream.
- Swimmers must be confident and efficient in deep water, able to swim 50 metres of front crawl without assistance, be able to flutter kick, and be able to tread water for 20 seconds.

3.2 Competitive Stream

The competitive stream aims to develop the swimmer's skills to the highest possible level of excellent. Swimmers will compete according to age group in routines and figures. Training for competition requires a commitment to the program, with mandatory attendance to all water and land-based practices. In addition to skill and routine development, programming includes swimming fitness, strength and flexibility training and routine dry land training.

3.2.1 Age Group Program

8 & under Team:

- Athletes train once a week, 1 hour on land and 1 hour in the water for a total of 2 hrs per week.
- Emphasis on developing and training of basic artistic skills including conditioning/stroke improvement, flexibility, strength, technical figure and routine skills, body and muscle awareness, coordination, musical choreography, creativity, and team building skills.
- Fun and hard work are combined to bring out the best in each athlete.
- Land Training is basic flexibility and resistance training as well as injury prevention.
- No solo and duet routines – team routine and figures only.
- Although no previous Artistic synchro experience required, swimmers will be required to pass the (introductory) Star 1 level and will work to complete Star 2 and 3.
- Swimmers must be confident and efficient in deep water, able to swim 50 metres of front crawl without assistance, be able to flutter kick, and be able to tread water for 20 seconds.
- Swimmers generally participate in state and inter-state competitions
- Participate in the end of term water show.
- Actual team will be determined based on registration numbers, age group and ability. Please register for your correct age group.
- Program runs from February to December.

10 & under Team:

- Athletes train twice a week, 2 hrs on land and 2 hrs in the water for a total of 4 hrs per week.
- Emphasis on developing and training of basic artistic skills including conditioning/stroke improvement, flexibility, strength, technical figure and routine skills, body and muscle awareness, coordination, musical choreography, creativity, and team building skills.
- Fun and hard work are combined to bring out the best in each athlete.
- Land Training is basic flexibility and resistance training as well as injury prevention.
- No solo and duet routines – team routine and figures only.
- Although no previous Artistic synchro experience required, swimmers will be required to pass the (introductory) Star 1 level and will work to complete Star 2, 3 and 4.
- Swimmers must be confident and efficient in deep water, able to swim 50 metres of front crawl without assistance, be able to flutter kick, and be able to tread water for 20 seconds.
- Swimmers generally participate in state and inter-state competitions.
- Participate in the end of term water show.
- Actual team will be determined based on registration numbers, age group and ability. Please register for your correct age group.
- Program runs from February to December.

12 & under Team

- Athletes swim 2 hrs, three times a week plus land training for an approximate total training of 8 hrs per week.
- Optional solo or duet training time is included in the training time. If the athlete prefers not to swim solo or duet, the time will be spent on Figures or other training.
- Strong emphasis on developing and training of basic artistic skills including conditioning, flexibility, strength, technical figure and routine skills, body and muscle awareness, coordination, musical choreography, creativity skills, and team building skills.
- Team routines are a priority at this level but solos and duets are optional (included in the training time and cost).
- Although no previous Artistic synchro experience required, swimmers will be required to pass the (introductory) Star 1 level and will work to complete Star 2, 3, 4 and 5.
- Swimmers must be confident and efficient in deep water, able to swim 50 metres of front crawl without assistance, be able to flutter kick, and be able to tread water for 20 seconds.
- Swimmers generally participate in state, inter-state and national competitions.
- Participate in the end of term water show.
- Actual team will be determined based on registration numbers, age group and ability. Please register for your correct age group.
- Program runs from February to December.

13-15/Junior (16-18 years old)/Senior (18+ years old)

- Athletes train 4 to 6 times per week
- Strong commitment to Artistic Swimming, teammates and training
- High expectations regarding attendance, effort and knowledge of the sport

- Previous Artistic synchro experience required and swimmers will be required to pass Star 6, and will work towards completing all levels up to Superstar 6.
- Advanced technical skills. Continued focus on quality, synchronization, manner of presentation, mastery of basic skills
- Cross training opportunities (diving/pilates/gymnastics/triathlon/yoga/speed swimming/rhythmic gymnastics etc.)
- Sports science training – sports psychology, biomechanics, exercise physiology, nutrition
- Swimmers generally participate in state competitions, several interstate and national competitions.
- Swimmers participate in all end of term water shows.

Competitive Masters program:

Artistic swimming is a sport for life. Masters swimmers (25 years and over) can continue to compete at local, regional, national, and international competitions, where they are grouped by age (within a 10-15 year span, depending on the event and the competition). Our Masters swimmers typically train in the pool for 2 hours per week. Specific training programs and competition goals are arranged in consultation with our Head Coach.

4. Wardrobe Requirements for Swimmers

All athletes:

- No jewellery should be worn during training.
- Practice Swimsuit – Chlorine is damaging to swimsuits. Rinsing after each use will help prolong the life of the suit. Polyester suits tend to have a longer life than Lycra suits.
- Swim Goggles – Anti-fog goggles work best.
- Nose Clips – Rubber nose clips are the most comfortable (are on sale from the club). Competitive swimmers should carry two or more nose clips in their bag at all times.
- Swim Cap – Caps need to be worn during all practices. A Club swim caps are available from the club.
- Hair Kit for Water Shows and Competitions – This is important for keeping hair out of swimmers’ face and eyes when they perform their routines.

Swimmers will need:

- gelatin (such as Knox gelatin), which is an unflavoured powder that turns into a stiff gel when mixed with hot water
- container for mixing, fork/whisk for stirring, brush (eg pastry or small paintbrush) for applying gel
- hair elastics, hair nets, springers, bobby pins, and hair pins.

Process: Gel is used to keep the hair in place while wearing headpieces for competitions/water shows. Gel is mixed with boiling/very hot water (the hotter the better the gel mixes) Ratio is 4 envelopes to 1 cup of water. Dissolve well. Use brush (or hand) to apply onto the hair (already in a tight bun) as soon as the gel is cool enough to work with. Apply two or three thin layers of gel, allowing it to dry slightly between applications for the smoothest and strongest hold. Hair dryers can be used to speed up the drying process.

Competitive athletes:

- All competitive athletes required to wear a club uniform at competitions.
- For figure competitions and skill assessment, all competitive athletes are required to wear plain, black, one-piece swimsuit and plain white swim cap.
- Team swimsuits and headpieces: the coaches will decide on the type of headpiece and swimsuit that is required for the team routines. These will be required by all competitive athletes for routine competitions. There is a \$20 cost involved to cover the expense of dry cleaning and maintenance.
- Solo and duet swimsuits and headpieces: the coaches will consult with the athletes and assist athletes to find and/or purchase these swimsuits and headpieces.

5. General Information about Competitions and Skill

5.1 Assessment

5.1.1 Understanding the Scoring System

All artistic swimming is judged using the same standards - that is, the same standards of performance apply for the Olympic athlete and a beginner “8 & under” athlete.

The mark range for figures and routines is 0-10. For the Star Program, the passing mark ranges from a “3.5” to a “4.5” (depending on the star level).

Athletes’ marks slowly improve throughout their artistic swimming career; however, comparing marks from meet to meet can be quite difficult as judges can be different and the optional figures are drawn for each event, so these are often different.

In routines there are three components given marks - execution (how the routine is performed including synchronization), artistic impression (choreography, manner of presentation, and music interpretation), and difficulty. Each one of these components is weighted differently i.e. execution can be worth 40% of the final routine mark in 11&12 routines but worth 30% of the final routine mark in 13-15. The routine mark and the figure score are added together to give the championship score. The championship score determines who has won the event. This is why coaches place the same type of emphasis on training figures as they put on routines.

We encourage all members of the club (swimmers, parents, etc.) to familiarise themselves with the basics of artistic swimming. Please contact the Head Coach for a simplified, introductory document to help you better understand the sport. This will also allow you to better support your child in the sport.

5.1.2 Competitions & Skill Assessments:

There are a few simple things parents can do to help artistic swimmer competitions run smoothly, and in turn, ensure that our swimmers have the most positive experience possible.

- Have your swimmer arrive at the pool at the set time, with all the appropriate equipment.
- Once the swimmers are “on deck” with their coach and teammates they are the

responsibility of the coach. Parents are required to stay off the deck unless they are volunteering at the meet, or the coach specifically requests their presence.

- Artistic swimming etiquette requests that all audience members remain seated while swimmers are performing.
- Flash photography is often not allowed because it is distracting and disorienting. It can seriously disrupt a routine, with possible disastrous results for the swimmers and the team involved. It also distracts the judges and other audience members (especially those in the bleachers opposite you).
- The marks that are announced immediately after a swim are unofficial: the scorekeeper will double-check everything before they will sign off on any results.
- One of the best ways to understand the sport better, and to support your child, is to get involved. End of term skill assessments and competitions provide parents with the opportunity to learn about artistic swimming. You will also get to know other parents and swimmers, be able to show interest and encouragement to swimmers, and to help out generally. There is no need to feel intimidated, as most of the volunteer jobs require minimal instruction. Running a meet requires a lot of volunteers, but many hands make light work.
- We all want our swimmers to perform well, but it is important to remember that they are also there to have fun. So when you are up in the stand, enjoy watching our swimmers do their best!

5.1.3 Competition Music

Music selection for all routines is the responsibility of the coaches. They may ask for input from their athletes prior to the selection of music. The coaches will select and properly record all music. The type of music chosen will reflect the athlete's level and the appropriateness for artistic swimming.

6. Club Management and Operations

Canberra Cascades is a parent-run, volunteer-based, not-for-profit club. Our dedicated and hard-working volunteers help to support the coaches and athletes, run the competitions, and mentor new parents. Pitch in! You are almost guaranteed to find the experience rewarding and fun. Volunteers are the backbone of our organization. We can not run this club without volunteers. The Club is run by a Board of Directors. However, most decisions are made on a club level with club input.

Volunteer Positions and Committee available

Volunteers work with the Board to undertake the tasks that enable the club to function and to run both effectively and efficiently. In doing so volunteers help keep the lines of communication open between parents, athletes, and coaches.

Team Parent Rep

- One representative per team
- Communicates with the team coach
- Responsible for keeping team members and their families informed
- Communicates any recommendations and/or suggestions addressed by parents of the athletes. Assists the Volunteer Coordinator in regards to competitions.

Volunteer Coordinator

- Coordinates volunteers for competitions and special events.
- Works closely with the Team Parent Rep, Board directors, Fundraising coordinator, Water Show Coordinator

Fundraising Coordinator

- Develops fundraising events as deemed necessary by the Board of Directors.

Water Show/Special Events Coordinator

- Organizes and coordinates club water shows and special events.

Water Show/Special Events Sub-Committee

- Assists the Water Show/Special Events Coordinator as needed

Travel Coordinator

- Coordinates all travel for athletes and coaches
- Works closely with the team coach of the team that is traveling
- Books, with the help of a professional travel consultant if needed, all travel arrangements (coaches, athletes), rental vehicles, and accommodations
- Works with the Treasurer to determine costs

Volunteering at Competitions

There are a number of positions available at competitions so that your volunteer hours may be completed. Below is a brief description of many of them:

- Referee – knows and enforces all the FINA and SSAI rules, calls out the judges scores during figure competitions
- Assistant Referee – assists the referee, lines up the athletes, finds missing athletes, ensures that athletes are continuing to compete in the correct order – position only available during figure competitions
- Scorers - records and calculates the scores awarded
- Timer – times routines during routine competitions
- Announcer – announces competitors and scores during routine competitions
- Hospitality – serves food and water to athletes, volunteers, and officials during competitions. The level of hospitality depends upon the level of the meet

7. Communication

Canberra Cascades uses many ways to communicate with members, although the most common form of communication will be through email.

General Parents' Meetings and AGM

- Parents are active members of Canberra Cascades and are requested to attend the Annual General Meeting (AGM), held in the fall, and parents meetings to be held a couple of times per year (dates are announced at the AGM). Please note the AGM does count as a parent meeting. It is of vital importance for all parents of competitive athletes to attend the parent meetings held throughout the year. These meetings are held regularly and provide information regarding the program and expectations for volunteering, information on competitions etc. Each meeting is followed up with an

email version of discussion points and following the AGM, formal minutes will be emailed.

- Occasionally a coach will wish to meet with the parents of her team to discuss matters that pertain only to them – i.e. upcoming competition information, plans for the year. These meetings are set up by the team coach as needed.
- When parents or swimmers need to communicate about minor matters, parents will contact the team coach directly.
- When parents need to communicate about major matters, parents will contact the Head Coach via email.

Handbook

- Parents and athletes are responsible for understanding and abiding by all information distributed or posted by Canberra Cascades Artistic Swimming Club. Read the Handbook carefully as it contains important information regarding the program.

Club Handouts and E-mails

- Important information especially concerning cancellations, change of pools, and upcoming competitions is distributed by the coaches.
- This information is primarily sent by e-mail or Wat'sUp phone chat ; please notify the coach and Club Executive if you are unable to receive information this way. Please check your athlete's bag frequently after practice as a lot of information ends up in a soggy mess at the bottom of the athlete's swim bag!

Club Website & Facebook Group

- The club website and Facebook Group contains both a public and member section that contains important updates; this is a key area for athlete information and is updated frequently.

www.canberracascades.com.au

- Information about Synchro Swim NSW is available on their website,

<https://synchronsw.com/>

- Information about Synchro Australia is available at <http://www.synchro.org.au>

Team Parent Rep

- Each team will be assigned a volunteer parent rep.
- This person will be responsible for seeing that any urgent messages from the coach/club get to the parents in a timely manner.
- If you have any recommendations or suggestions you can address these to the parent rep or a member of the Club Executive.

Talking with Coaches

- Your coaches welcome inquiries about program content, your athlete's progress, and parent concerns.
- Please remember that it is often difficult to deal with questions on the way in or out of the pool – ask the coach if this is a good time to talk or set up a mutually agreeable time to get together either by phone, e-mail, or in person.
- Coaches will make every attempt to deal with your concerns.

8. Athletes' Synchro Code of Conduct and Responsibilities

1. Demonstrate good attendance, a high level of commitment, and a positive attitude.

2. Be on time for practice and competitions. Come prepared and ready to work hard.
3. Be responsible for contacting the coach when unable to attend practice.
4. Keep coaches informed of any illnesses or injuries.
5. Cooperate with coaches and teammates.
6. Be responsible for yourself and a help to your teammates.
7. Behave respectfully and appropriately at all times, displaying good sportsmanship.
8. Be a team player – participation on a team constitutes a commitment for a full season.
9. Abide by the rules of conduct while representing Winnipeg Synchro.
10. Maintain good health habits, get sufficient sleep, and eat properly.
11. In collaboration with your coach and teammates set realistic long term and short term goals.
12. Promote the sport of (synchronized) Artistic swimming.
13. Dress code – when training at the pool, appropriate athletic wear must be worn at all times.
14. Are responsible for understanding and abiding by all information distributed or posted by Canberra Cascades.
15. Athletes agree to abide by Canberra Cascades by-laws and policies adopted by the Board of Directors and/or at the Annual General Meeting.
16. Termination of participation in Canberra Cascades must be given in writing to the Board of Directors.

9. Parents' Synchro Code of Conduct and Responsibilities

1. Be my child's number one fan.
2. Provide the necessary support to allow my child to swim for the Canberra Cascades Club.
3. Encourage my child to always give her best and never give up.
4. Make sure my child arrives 15 minutes prior to the start of practice so they are ready and able to begin practice.
5. Ensure that my child's nutritional needs are met.
6. Contribute to the success of my child's team by helping to address the team's needs.
7. Be aware of our minimum attendance policy and schedule family holidays accordingly.
8. Demonstrate respect and appreciation towards other athletes, parents, coaches & officials.
9. Attend parent meetings. Parents should attend minimum of 3. The time counts towards volunteer hours.
10. Contribute to the success of this parent-run club by assuming volunteer responsibilities.
11. Participate in the clubs fund-raising activities.
12. Communicate with the coaches any concerns I have (e.g. regarding health problems, injuries, progress) in a polite, honest and up-front manner.
13. Remember that my child is the coach's responsibility during practice and I will arrange to speak to the coach outside of practice time. I will not flag down the coach to discuss my concerns as the coach leaves practice: I will arrange a mutually convenient time to express my concerns by email, phone or in person.

14. Assume responsibility for gathering information through website, mail-outs and team representatives.
15. Express concerns or suggestions about my child's experience to the team coach and/or head coach.
16. Express concerns or suggestions about the club's operations to the President or Vice President of the Executive of the Club.
17. Assist my child to abide by the Athlete's Code of Conduct.
18. Coaches are responsible for athletes on deck and parents are to remain in the stands.
19. Pay fees in accordance with the Fee Schedule.
20. Support the Canberra Cascades Club's philosophies and goals in a positive manner at all time.

10. Coaches' Synchro Code of Conduct & Responsibilities

1. Understand and follow the club's mission statement and objectives.
2. Demonstrate good attendance, a high level of commitment, and a positive attitude.
3. Cooperate with other coaches and teams, building club unity
4. Be a team player and a role model for good sportsmanship.
5. Listen to and acknowledge athlete, coach, and parent communications.
6. Treat all athletes fairly and equally.
7. Regularly communicate with parents and club members.

11. Attendance Policy (Practice and Competition)

Artistic (synchronized) swimming is a team sport and regular attendance and prompt arrival times are important to all members of the team. Competition dates are posted on the website and parents are encouraged to discuss possible conflicts with the coach prior to booking a family holiday or optional school trips. Please notify the coach if you are unable to attend practice. Family vacations and optional school trips should not conflict with practices the week prior to or during major competitions. Athletes are expected to compete in both the figures and routine portion of each Competition. We understand that illnesses do occur and our swimmers cannot attend their lessons. Therefore, as a courtesy to our customers, we offer 1 makeup class per calendar month.

Note: if the entry deadline has passed there is no refund of competition fees unless for medical reasons or decision was made by coach for the athletes not to compete.

Consequences of Attendance and Conduct Violations:

1. The team coach will speak with the athlete and/or the parents after a monitored period to discuss the importance of adherence to the Attendance Policy and/or the Athlete Code of Conduct, for the team's sake.
2. If the issue(s) remain unresolved, the Head Coach and a board member will attend a meeting with the athlete, parent, and the team coach to discuss the problem.
3. If the issue(s) remain unsolved after #2 and there are ongoing violations of the Attendance Policy and the Athlete Code of Conduct will result in the termination of the swimmer as a participant with the Canberra Cascades Artistic Swimming Club.

12. Athlete's Electronic Device Policy

The purpose of this policy is to ensure that when athletes are at the pool, especially at a competition, they are focused on the task at hand and not distracted by their electronic devices (cell phone, iPod, etc). When on the pool deck, athletes should not be on social media, answering emails or texts from family and friends, playing games, etc. Thus, the use of electronic devices such as cell phones and iPods will not be permitted on deck at the pool.

- Anyone caught using their device inappropriately will have it taken away, and returned once the team leaves the pool deck.
- At “away” competitions, photos will be allowed at designated times. Please note that candid photos (videos) are not to be taken or posted without the approval of the person/people in the photos (or videos).
- If you need your electronic device to play music (land drill, relaxation) then permission must be obtained prior to use. Any abuse of this privilege will result in the device being taken away and returned once the team leaves the pool deck.

13. Canberra Cascade Team Travel Policy

Artistic swimming is a team sport, and the focus of these guidelines is team travel. Team travel, while considering the interests of the individual, addresses specifically the needs of the team. The needs of the team must take precedence over the interests of the individual. There are other types of travel undertaken that have different characteristics and that need to be considered differently, such as National Team Trials. Each situation of this type will be considered on an individual basis.

Transportation to and from Competitions

Background:

The organization of team travel differs significantly from organizing travel for individuals. All guidelines developed are focused on the best interests of the team.

Guidelines:

1. The designated travel coordinator will work in consultation with the team coach when organizing team travel.
2. The travel coordinator is responsible for making travel arrangements solely for athletes, coaches, and chaperones.
3. The travel coordinator will enlist the services of an experienced professional travel consultant as needed.
4. Canberra Cascades will travel as a group. The travel coordinator will organize a “group booking” for travel whenever appropriate, ensuring that the cost and scheduling involved are as reasonable as possible.
5. Parents will be consulted before booking is finalized. Deadlines for payment will be communicated to parents in a timely fashion
6. Extenuating travel circumstances will be considered only if application in writing is made to the Canberra Cascades Executive 90 days or more before the scheduled competition. The athlete will be responsible for the cost of all prior booking charges and arrangements, as well as any resulting charges due to the extenuating circumstances. Canberra Cascades will not be responsible for any athlete traveling independently.

7. Please note that athletes stay with their team and club members (not their parents). Travel to a competition is not a family vacation: athletes are to be focused on the task at hand, and be ready and available for scheduled (and unscheduled) team training activities and other team bonding activities. Moreover, the presence of some parents can upset the other athletes (especially very young athletes who might be missing their own parents). Short trips to small competitions help athletes to prepare for longer trips to bigger competitions. If parents are not comfortable having their athletes travel with the team according to our Club Travel Policy, they should let the coach know as soon as possible: no athlete will be forced to travel.

Travel Costs:

Background:

Athletes are responsible for own costs and the shared costs of coaches. The fixed costs of team travel may include the following:

- Fare to and from the competition
- Accommodation
- Transportation while at competitions
- Food
- Competition fees

The costs for the Coaches may include the following (which are shared among athletes):

- Fares to and from competitions
- Accommodation
- Transportation and team related errands while at competitions
- Food/per diems

Guidelines:

1. For each competition involving travel, the treasurer of Canberra Cascades will work in conjunction with the Travel Coordinator.
2. The Canberra Cascades Treasurer and the Travel Coordinator will:
 - Develop an estimate of travel costs
 - Determine deadlines for payments prior to team travelling.
 - Establish payment procedures for travel payments prior to the team travelling.
 - Assist the Travel Coordinator to communicate financial information to parents and to coaches.
 - Assist the coaches with the financial concerns of team travel.
3. Travel accounts will be established for all athletes.
4. Athletes are responsible for their own travel costs and the shared costs of coaches.
5. Estimates of the cost of attending a competition, as well as deadlines for deposits and final payments will be communicated to families in advance of travel taking place.
6. Due to the expensive nature of travel, it is important to consider the value of attending a particular competition, as well as the number of athletes, coaches, who may need to be involved.
7. All travel expenses requested by Treasure and Travel Coordinator must be paid for in advance. If an athlete has not paid in advance the athlete will not be allowed to travel.

15. Payment Policies.

To meet the operational costs of the club on an ongoing basis, the club fees are paid each month (except our annual fee of \$50 per swimmer*) and are as follows:

- 1 training session per week = \$104 per month (plus \$50 paid annually per swimmer*)
- 2 sessions per week = \$153.60 per month (plus \$50 paid annually per swimmer*)
- 3 sessions per week = \$204 per month (plus \$50 paid annually per swimmer*)

Pool entry is not included in registration or coaching fees and must be paid at the entrance kiosk of the pool. Most families opt for the Multi swim card, however you should contact the pool directly for details and options available.

*Annual membership effective February 2018

In order to ensure that your child, and the club is covered for insurance purposes you will need to register with Synchro Australia.

Please complete the registration form. Enter your details as requested. Register as a Recreational swimmer, competitor or volunteer as required. A fee is payable and that can be completed at the time of registration.

We are not able to accept credit card payments. We recommend that you pay your fees progressively throughout the year by setting up regular payments from your bank account, or by the due date, directly to:

Canberra Cascades Artistic Swimming Club Inc.
BSB 062-912 Account No: 10300143

Description: please annotate your transaction with family name, stream and purpose
If you have any queries, please email canberracascadestreasurer@gmail.com

Canberra Cascades offers one trial session for new participants and one makeup class per month.

Canberra Cascades fees DO COVER class costs (tuition, pool hire, equipment), ALL costumes and competition costs. The Synchro NSW and Synchro Australia family affiliation fee payable once per year per family is a compulsory fee levied by our State association. This covers participants for insurance through the year.

Canberra Cascades fees DO NOT COVER additional items which may incur costs during the year such as nose clips, swim cap, uniform items, some make-up and hair items and expenses related to social activities and non-participants interstate competition costs.

ALL FEES are due by the first class of the month. A late fee of \$20 may be added to your account if you do not pay your fees by the due date. Failure to pay fees may result in recovery action with any extra costs being added to the debt or termination of membership.

Refund Policies:

In the case of the withdrawal of a recreational athlete from programs, refunds will be issued as follows:

- (a) Prior to the start of the program, training fees will be 100% refunded.
 - (b) Prior to the half-way point of the program, training fees will be refunded on a prorated basis. The administrative fee and registration fee with Synchro NSW, Synchro Australia will not be refunded.
 - (c) On or after half-way point of the program, no refund will be issued.
- Money in the athlete's club account should be used by the end of each month. Any money remaining would be automatically carried forward to the upcoming season.
- Goods: Refunds will not be given for goods purchased unless defective.

16. Volunteer Policy

The Canberra Cascades Artistic Swimming Club is a not-for-profit organization administered by a volunteer Board of Directors. In order to provide the best programming available, we rely on all club families to volunteer to fundraise through different activities and other fundraising ventures. We encourage parents to get involved as a Board Member, Committee Member, or volunteer with our Club or with our parent organization. Canberra Cascades relies heavily on family volunteer participation to fulfill its obligations and commitments throughout the year. Any questions or concerns about volunteer hours should be directed to the Volunteer Coordinator. Each family is required to commit to supporting the club through volunteer time regardless of the number of hours an athlete may swim. Various committee work, events and competitions require volunteer time. Each family is to work a minimum number of hours as listed below:

- 8 & Under 8 Hours
 - 10 & Under 10 Hours
 - 11-12; 13-15; 16-18 Age Group: 14 Hours
 - 13-15 High Performance 16 Hours
 - Juniors/Seniors 18 Hours
1. Fundraisings are not included in the volunteer commitment.
 2. The hours of commitment will be determined once club registration is completed. Families will be notified at the first parent meeting of the expected volunteer time commitment.
 3. Members may volunteer for various tasks as posted. Parents who believe they may have difficulty volunteering are encouraged to contact the volunteer coordinator of the club or the Club President or suggestions as to how they might fulfill their volunteer commitment.
 4. Any member who participates as an official at a competition will be able to use those hours as volunteer hours for the club. Members should inform the President of Canberra Cascades and the Volunteer Coordinator of their judging activity.

Competitions/Water Show/Apparel/Hospitality/Try-Its/Parent Reps

- All volunteers must be 8 yrs. or older
- Panel/Timing Volunteers must be a minimum of 16 yrs.
- Competition / Water show Hours are credited as follows
- Parent Meetings =1 hour credit per parent in attendance

- Parent Rep= 2 hours credit (to be appended if 2 hours is exceeded)

17. Fundraising Policy

1. All members are required to participate in fundraising events through the year. The type of Fundraising events will be determined once club registration is completed and decided upon by the Board, Fundraising Coordinator, and sub-committee. Families will be notified at the annual AGM meeting of the mandatory fundraising events.
2. The Fundraising Coordinator will be responsible for keeping track of fundraising participation and submit this information to the Treasurer. The Fundraising Coordinator will work closely with the Treasurer to record fundraising commitments.

18. Confidentiality of Club Information Policy

Canberra Cascades shall collect such information as is required to deliver programs and to fulfil its corporate duties. Canberra Cascades strives to ensure that Club information is kept confidential and used for approved purposes only.

19. Photography/Videography Policy

Photography is not allowed during the sessions and performances unless by authorised photographers who take great care to protect the results of their work. Images are also used in our own marketing publications. The coaches and the teams will review their performances by analysing official videos taken at competitions. Copies of these are often provided to each team member through the private Facebook group page.

20. Other Policies

Please note that all members of Canberra Cascades are also members of our parent organization, Synchro NSW. Thus, we must follow their policies and guidelines.

Policies of interest include the following:

- Alternative Dispute Resolution Policy
- Code of Conduct Policy
- Discipline Policy
- Safety Policy
- Social Media Policy
- Respect in Sport Policy
- Violence Policy