



# Club Handbook

2017-2018 Season

## **Mission Statement**

Kamloops Sunrays Synchronized Swim Club strives for excellence in the sport by providing opportunities to foster and promote Synchronized Swimming through training and competitive opportunities for athletes and coaches from Recreational Levels to Competitive Levels in the Kamloops Region.

## **Club History**

Our club was established in 1985 as the Kamloops Bravura Club. The name changed to Sunrays: the "sun" indicating our climate, the "rays" for one of the most graceful and powerful fish. The club logo was designed by Vicki Dunn, Coach, Master swimmer and major synchro cheerleader!

## **The Executive**

The Kamloops Sunrays is a registered non-profit society within the Province of BC with its own distinct constitution. The membership, comprised of the athlete's parent, elect the Executive and approve the budget at the AGM in October. The Executive carries out the business of the Club and acts as an interface between the Heads Coach, coaches and the parents. Elected positions include President, Vice-President, Treasurer and Secretary. Non-executive and non-elected positions include Registrar, Meet Manager, Media Liaison, Fundraising, and Volunteer Hours. They meet at least once a month to discuss financial matters and plan for the coming year. The Head Coach also participates in the meetings.

## **Communication**

Coaches will strive to do their best to communicate any news to the athletes. Email will be their main source of communication. Please ensure that we have your correct contact information and that you check your email regularly. If at any time there is anything that needs to be discussed, please feel free to contact the Head Coach, coach and/or executive to set up a meeting time.

Club information about upcoming meets, fundraising efforts, meet results etc. will be posted on the Kamloops Sunrays website at [www.kamloopssynchro.co](http://www.kamloopssynchro.co), Facebook group and be part of the monthly newsletter,

## **Withdrawing from the Club**

While we expect our team members to remain committed for the entire synchro season, we realize that occasionally it may be necessary for a swimmer to withdraw. Please note that we require written notification a minimum of one month before the date of withdrawal to the club's executive in order to have the remainder of the post dated cheques returned. The registration fee and athlete fundraising accounts are non-refundable. Extra Routine fees ( PS & NS Stream ) are due Sept. 30<sup>th</sup> and are non-refundable.

## **Programs We Offer**

The Kamloops Sunrays offers both Recreational and Competitive Stream classes, as well as classes for adults called Masters. Competitive streams train in order to compete in several meets throughout the year. The Recreational stream trains for fun, personal bests, and has one meet at the end of the season. Our Masters' program has both Recreational and Competitive streams. All streams participate in our club Watershows, for family and friends, in December and June. All programs are currently being offered at the TCC Canada Games Pool.

## **Recreational Programs**

Our programs are based on the LTAD (Long Term Athlete Development) system. The recreational groups fall within the second group, FUNdamental, within the LTAD system.

### **Sunstars: Intro to Synchro**

This program is designed for beginner swimmers who are comfortable swimming in deep water. This program is designed to create fun experiences that develop basic synchronized swimming skills while increasing existing swimming skills.

### **Sunstars: Intro to Synchro : 11 and Under**

This program is designed for swimmers 8-11 years with a Red Cross Swim Kids 5 or equivalent. Participants will be introduced to the fundamental sculls and basic figures of early synchronized swimming, in addition to other disciplines aimed at improving strength, coordination and flexibility.

## **Competitive Programs**

Competitive programs follow Synchro BC's skill and routine development model. This program offers the opportunity for swimmers to train in order to compete in Local, Regional, Provincial and National competitions. Their practice includes swimming, flexibility, cross-training, plus strength and conditioning. While coaches strive to make practice enjoyable, the focus is on skill development, teamwork and athletic training. Athletes within the competitive programs fall within the LTAD (Long Term Athlete Development) system Stage 3 – Stage 6.

### **National Stream - September to June Espoir (15 & Under), Junior (16 – 18) and Senior (18+)**

Practice includes swimming, flexibility, cross-training, plus strength and conditioning. Teams participate in several training meets, Regional, and Provincial meets: and upon qualifying, National meets. Most of these meets are out of town and will require travel. Travel expenses are not included in the Fees.

### **Adaptive Synchro Competitive**

Practice includes swimming, flexibility, cross-training, plus strength and conditioning. Teams participate in several training meets, Regional, and provincial meets: and upon qualifying, National meets. Most of these meets are out of town and will require travel. Travel expenses are not included in the Fees.

### **Provincial Stream - September to June Novice; 10 & Under; 11+12; 13-15 and 16-18**

This program offers the opportunity for swimmers to compete in local, Regional, Provincial competitions as well as participate in our club Water Shows. Athletes will also have the opportunity to participate in cross-training programs aimed at improving overall flexibility, strength and conditioning. We try to combine teams by age and ability.

### **Masters Programs**

Our Masters athletes fall within the last stage of the LTAD (Long Term Athlete Development) system, Active for Life.

**Masters Recreational 18 yrs. & over** Designed just for adults 18 or better, participants with varying degrees of swimming competency can come together and enjoy the fun, friendship and fitness this program has to offer. In addition to endurance and stroke improvement, swimmers will learn the fundamental sculls and basic figures that are later organized into routine components and choreographed to music.

### **Masters Competitive 18 yrs. & over**

The Competitive stream for Masters has an age group system that divides athletes into categories based on the level of skills attained, and age. It is possible that an average age may be attained for a team and your swimmer may be on a team older/younger than themselves. Team decides to compete at Regional, Provincial, and National competitions.

## Extra Routines

The Head Coach and coach may select swimmers to compete in extra routines. The selection is based on the athlete's skill, work ethic, desire and extra time commitment to swim. Attendance is key for success in any routine. Extra routines will receive 1.5 hours of coaching per week above and beyond regular team practice. This will include music time, land drill, and choreography. Once an extra routine has been chosen, both parents and athlete are asked to confirm commitment and full payment must be received by Sept. 30<sup>th</sup>. If an extra routine is cancelled due to pool closure or coach absence, the coach will arrange, under the discretion of the Head Coach, for the time to be made up. No makeups under any other circumstance.

## Practice

Fees & Meet Fees are due ( post-dated cheques or e-transfers ) are due Sept. 5th

Regular attendance is critical to a teams' success. Like any team sport, when one member is away, the entire team suffers. This is especially true for synchronized swimming. Coaches must be informed as soon as possible if a swimmer is going to be absent from any practice. Attendance will be kept. This does not include illness. Absences are not allowed the week prior to a Provincial competition or two weeks prior to a National competition. Parents, please ensure your swimmer is at the pool with enough time to change and be ready to go at the posted time, as pool time is limited. Missed practices due to pool closure, weather etc.. will not be made up as these are taken in to account when designing fees. NS athletes- when practice falls on Stat holiday, athletes will be able to make up practice on the previous Sunday, to be determined, on an as needed basis.

Should you need a meeting with your coach, the Head Coach must be present and an executive member for all parent meetings.

## Practice Equipment

- One-piece swimsuit
- Nose clip
- Goggles
- Swim cap
- Proper clothing and footwear for strength and conditioning (if applicable)
- Water bottle, snack, deck sandals

## **Competitions**

Meets are a great opportunity for the girls to perform their routines and be part of a larger synchro community. We hope you will be able to come and cheer everyone on. If you are not able to attend the meet, please ensure your swimmer has everything she needs, including team suits and supplies for hair gelling. Coaches will supply an itinerary and "to bring" list before each meet. Recreation & Provincial parent to do hair. 13-15 PS and all NS athletes do their own hair.

Travel for Competitions:

### **Recreational/Star:**

Transportation: Travel to and from the Interior Fun Meet is the responsibility of the individual athlete family. If carpooling has been arranged, it is the individual families responsibility to ensure the driver has the appropriate insurance coverage and a clean drivers abstract. The club and coaches are not liable should an accident occur.

Accommodations: overnight stays for this level of competition are not required.

### **Provincial Stream:**

Transportation: Travel to and from all PS competitions are the responsibility of the individual athlete family. If carpooling has been arranged, it is the individual families' responsibility to ensure the driver has the appropriate insurance coverage and a clean abstract. The club and coaches are not liable should an accident occur.

Accommodations: Accommodations are arranged by the travel coordinator and the information will be provided to the families. Parents will be required to confirm their room reservation by the set deadline. Athletes must stay with the club at the set accommodations.

### **National Stream:**

Transportation: By agreeing to be a part of the National Stream program, all athletes will travel to and from all competitions with the, head coach, assistant coach and selected chaperones as selected by the head coach and coaching staff.

#### Accommodations at competitions ( NS Stream ) :

Accommodations are arranged by the travel coordinator. In order for the athletes at this level to remain focused and to continue to bond as a team, all athletes are required to stay in rooms/accommodations with their team mates. The head coach will provide the rooming list to the athletes before each competition.

National Stream parents are required to sign a "Consent to Travel" form for each competition as well as a liability waiver may be required at the digression of the head coach. Failure to sign either document will result in the athlete being unable to travel or stay with the team and travel and accommodations will be at the athletes own expense, separate from the team. Parents of the individual athlete will then be required to have the athlete at the pool, eating area and all team meetings as set forth by the head coach. The athlete's position in the National Stream program will then be discussed by the Head Coach with the board.

#### Responsibility of the chaperones ( NS Stream ) :

Chaperones are responsible to travel to and from the selected competitions with the athletes, drive the athletes and coaches to the pool as set out in the head coach's competition schedule and to provide healthy meals and snacks at the pool and accommodations as set out by the head coach's competition menu.

Chaperones are responsible for the athletes when not at the pool and under the supervision of the coaches. Chaperones are to be selected under the discretion of the head coach and the coaching team.

Chaperones are required to submit current driver abstracts, copy of their insurance with proof of 5 million dollar liability and a current criminal record check aka Vulnerability Screening check at the beginning of the season. Due October 1<sup>st</sup> of the current season. Failure to provide the appropriate information will result in the parent not being permitted to chaperone for competitions. Chaperones are determined by the Head Coach and will be contacted prior to meets.

Chaperone duties, including pre-meet meetings are not eligible for parental volunteer

hour commitments.

### **Competition Equipment ( PS and NS Athletes ):**

- Bathing suits (3):   Black suit for figures  
                              Routine suit for solo / duet / team  
                              Club Practice suit
- Bathing caps: white for figures, club cap for warm-up
- Nose clips: 2-4
- Club T-Shirt: to be worn for any on deck appearances/awards
- Club Jacket: for Competitive Teams
- Plain long black yoga pants
- Hair Kit: Gelatin-Knox powder, pastry or paint brush, plastic container, bobby & bun pins, small & big elastics, small tooth comb, brush, fine hair net, vasaline
- Make-up: waterproof mascara and eye make-up (coach will advise)
- Club parka optional ( NS required )
- Full Club Track suit to be worn to and from the pool, full track suite with flip flops for awards PS and NS Athletes

### **Volunteer Hours – KSSSC and Synchro BC**

Each athlete's family pays a volunteer deposit (due at registration) depending on the level of their team. If you volunteer for club activities (attending parent meetings, volunteering at competitive meets, filling executive positions, helping at club fundraisers) for the full amount of time (\$10/hour) KSSSC will refund your money at the end of the season. You are responsible to log your volunteer time with our Volunteer Coordinator.

Recreational: \$150

Provincial:    \$200

National:       \$200

There are many roles to keep the club running such as: grant applications, planning special events, communications, fund-raising, and meet participation. Consider how you may be able to assist in the operation of the club! We welcome your participation. The parent volunteer is the biggest resource the club has!!

Any athlete volunteering at fundraisers or club events/functions don't qualify for parental volunteer hour commitments.

National Stream athletes are required to volunteer periodically with see-it try-its, community volunteering events such as gift wrapping or food bank basket making and or as requested by the coach. Hours are not eligible for parental volunteer hour commitments.

## **Fundraising**

Each athlete will have several opportunities to participate in fundraising activities. Parents are asked to choose 4 fundraisers throughout the season or if you choose to opt out of fundraising a fee is paid at the beginning of the season. Any funds raised will be split as follows: 50% to Club expenses and 50% to the athlete's account unless the fundraiser is deemed a club event.

Funds in the athlete's account can be used towards extra routines, meet banquets, custom team suits, authorized travel expenses and club attire. These funds cannot be redeemed for cash. Left over funds are transferred to the following year. As an executive we recognize that there are many organizations raising money and we will try to select our fundraising activities to ensure the most profitable return for our efforts.

A sponsorship package funds are allocated 50% to Club and 50% to the athlete's account. See the website for details.

## **Code of Conduct**

Athletes and parents are asked to read the code of conduct together and returned signed forms at the AGM. ( the Code of Conduct will be reviewed at the AGM )

Code of Conduct will be available on the website in September.

Parents will not be allowed on deck unless volunteering at meets or authorized by coaches.

National Stream Athletes please see separate Code of Conduct. Available on the website in September.

### **Social Media:**

This policy applies to all persons who are involved with the activities of KSSSC, whether they are in a paid or unpaid/voluntary capacity and including all members, athletes, coaches and executives.

Social media refers to any online tools or functions that allow people to communicate and/or share content via the internet. This social media policy applies to platforms including, but not limited to: Facebook, Twitter, LinkedIn, Google+, Pinterest, Yammer, Instagram, Snap chat, youtube, blogs, review sites, live broadcasting site, private and public on line forums etc...

Whenever you are unsure as to whether or not the content you wish to share is appropriate, seek advice from others before doing so or refrain from sharing the content to be on the safe side. When using social media, the lines between public and private, personal and professional, may be blurred. Remember, you are an ambassador for KSSSC. Any posting that reflect poorly or negatively on the club, the athletes, coaches or its members are subject to disciplinary actions.

Routines are not to be posted on Social Media due to privacy laws.

### **Club Events & Synchro “Lingo”**

**WATERSHOW** - This is a showcase for family, friends and the general public to see what the athletes have been working on. Along with the routines that they work on for the year, special combinations of all levels are put together to give it more of a “show” atmosphere as opposed to a competitive one. They are held in December and June.

**MINI MEETS** - These are practice meets for recreational and competitive swimmers. It also benefits the parents who can try their hand at volunteering as score keepers, time keepers and referees. The National swimmers also benefit by being pre-swimmers, runners, and judges.

**TRAINING MEETS** - These are attended by competitive athletes to gain extra experience before a major meet. It is an entry-level competition that is a great way to see how it all works. It is also a great way for the girls to really get to know each other and bond as a team. Judges and referees are very supportive and give constructive feedback. Parents and coaches usually organize a group supper and some fun games.

**REGIONAL, PROVINCIAL, and NATIONAL MEETS** - These are progressive competitive meets. Swimmers participate by qualifying for the meet or by invitation. Some of these meets may be held outside of BC.

**ARTISTIC IMPRESSION** - This is one part of a routine score that addresses choreography, music interpretation, and presentation.

**TECHNICAL MERIT** - This is one part of a routine score that addresses difficulty, execution, and synchronization.

**CHAMPIONSHIP SCORE** - This is any combined routine and figure scores.

Solo Championship = solo routine plus the figures score.

Duet Championship = duet routine plus the average of the two figures scores.

Team Championship = team routine score plus the average of all the team members' figure scores.

**DEGREE OF DIFFICULTY (DD)** - This refers to a number value placed on each figure. The higher the number the more difficult the figure.

**FIGURES** - These are a succession of movements which are a combination of positions and transitions, eg. Ballet Leg. These are performed individually. The "entrance" to the figure is also taken into consideration when being judged.

**GEL** - This is a gelatin mixture that is applied to the swimmers hair to hold the hair in place during a routine competition.

**MARKS FOR FIGURES** - Each judge assigns one mark for each figure between 0 and 10. These are added together.

**MARKS FOR ROUTINES** - Each judge assigns two marks for each routine from 0 to 10. One mark is for technical merit (worth 60% of the total) and the other mark is for artistic impression (worth 40% of the total).

**ROUTINE** - This is a timed program performed to music containing parts of figures, strokes and body movements. Routines are choreographed to synchronize the swimmers' movements to music and each other. A routine may be swum as a solo, duet, a team, or a combo team.

### Current Club Executive and Volunteer List

#### Executive Positions

President	Mandy Curtis <a href="mailto:kamloopssunrays.president@gmail.com">kamloopssunrays.president@gmail.com</a>
Vice-President	Tamara Todd, <a href="mailto:tt.todd@telus.net">tt.todd@telus.net</a>
Treasurer	Susan Thompson, <a href="mailto:susan_gallays@hotmail.com">susan_gallays@hotmail.com</a>
Secretary	Joyce Ribalkin, <a href="mailto:juniperjoyce@hotmail.com">juniperjoyce@hotmail.com</a>

## **Our Coaches**

Head Coach Tina Naveri, [headcoach@kamloopssynchro.com](mailto:headcoach@kamloopssynchro.com)

Lizzy Ignace, [elizabeth.ignace@gmail.com](mailto:elizabeth.ignace@gmail.com)

Naomi Woolverton, [naomi.a.woolverton@gmail.com](mailto:naomi.a.woolverton@gmail.com)

Katie Ignace [xyemetkwe@yahoo.ca](mailto:xyemetkwe@yahoo.ca)

Charlotte Ribalkin [cribalkin@gmail.com](mailto:cribalkin@gmail.com)

Katerina Fupsova [katerina.fupsova@gmail.com](mailto:katerina.fupsova@gmail.com)

Cassidy Beavor-Nicol, [cassidy\\_beaver38@hotmail.com](mailto:cassidy_beaver38@hotmail.com)

## **Duties of the Executive:**

The President shall preside at all meetings of the Society and of the Directors, unless the members of the Directors otherwise decide. The President is the Chief Executive Officer of the Society, and shall supervise the other Officers in the execution of their duties

The Vice President shall carry out the duties of the President during his absence.

The Secretary shall conduct the correspondence of the Society, b) Issue notices of meetings of the Society and directors, keep minutes of all meetings of the Society and directors, have custody of all records and documents of the Society except those required to be kept by the treasurer, maintain the register of members. In the absence of the secretary from a meeting, the directors shall appoint another person to act as secretary at the meeting.

The Treasurer shall keep the financial records, including books of account, necessary to comply with the Society Act; and render financial statements to the directors, members and others when required.

## **Dates to Remember 2017- 2-18**

Season Starts :	Sept. 5 <sup>th</sup> 2017
AGM & Team Meetings	October 2, 2017
Christmas Break :	Dec. 23 <sup>th</sup> 2017
January Start :	Jan. 2 <sup>th</sup> 2018
Last Day:	May 31, 2018 TBA

More dates to come. Please check our website calendar for updates and changes.

[www.kamloopssynchro.com](http://www.kamloopssynchro.com)

End. Last updated March 1, 2018