

2017-2018 HANDBOOK

FOR SUNCOAST WATERWORKS SYNCHRONIZED SWIM CLUB

INTRODUCTION

Established in 1985, the Suncoast WaterWorks Synchronized Swimming Club (SWW) has developed into one of the premier clubs in Florida. It is the only year-round competitive synchronized swimming program in Pinellas County. Through the commitment of the coaches, swimmers, and parents, SWW offers a multi-level program that boasts success at the novice, intermediate and advanced levels. SWW athletes have achieved numerous local, state, zone and national age group titles. The highly skilled coaching staff is also very active in the promotion of the sport at the local, state, zone, and national levels.

OBJECTIVES

The Suncoast WaterWorks Synchronized Swim Program is designed by professional coaches interested in helping young athletes develop into competing synchronized swimmers. Synchronized Swimming emphasizes team development but also offers opportunity for individual expression by:

1. Providing opportunities for physical, mental, and creative development as well as social and emotional growth;
2. Instilling high self-esteem, the value of hard work and the importance of team sportsmanship;
3. Developing self-discipline, sportsmanship, and team camaraderie resulting in life-long benefit;
4. Motivating athletes to set goals, to focus on priorities and to manage time efficiently;
5. Providing a high level of instruction, training, and competition on a local, state and national level.

CLUB STRUCTURE

Suncoast WaterWorks offers novice through advanced programs. In addition to practices and competitions, athletes also perform in an annual spring watershow and occasionally have opportunities to participate in additional watershows. Clinics are periodically offered to improve skills. Placement of the athlete depends primarily on ability, skill, and commitment and is determined by the coaching staff. Competitive age is determined by subtracting the swimmer's birth year from the current year of competition.

Novice: The novice level is an introductory program to competitive synchronized swimming. The focus is on learning the basics of the sport, enjoying being a part of a team and having fun. Competitions consist of four

required figures and/or novice routines with required elements. Routine elements must be performed in a certain order within a specified time limit. Routine categories for novice are solo (limit one per age group), duet, trio, and team. Competitions are optional.

Intermediate: The intermediate level is a program for swimmers who have mastered novice level skills. This program serves two purposes: (1) It prepares a swimmer for entry into the advanced program and (2) It is also for swimmers who enjoy the sport of synchronized swimming but do not want to make the commitment involved in the advanced track. Competitions consist of four required figures and/or intermediate routines with required elements. There are 2 figure group level options for intermediates that vary in difficulty, and coaches have final decision in the swimmers' competitive level. Routine elements must be performed in a certain order within a specified time limit. Music can vary, as well as choreography between elements. Experienced swimmers who do not want to make the commitment required at the advanced level can continue to be challenged at the intermediate level by adding difficulty to the choreography in the sections in the routine which link the required elements. Swimmers who do wish to pursue the advanced level must pass national skill grades 1 & 2 in intermediate. These levels include a variety of land and water skills as well as a small routine, and will require additional practice beyond the normal intermediate schedule and likely additional cost. Routine categories at the intermediate level are solo (limit one per age group), duet, trio, and team. Competitions are optional.

Advanced 12 and Under Advanced swimmers must have passed national grade levels 1 & 2 to compete at this level. This level is for swimmers that have increased competitive aspirations and requires a team commitment to attend all practices and competitions, including the Junior Olympic Nationals that is out-of-state. Because the ultimate goal is to compete at a national level, practices are more physically strenuous than the novice and intermediate levels, and swimmers are also expected to work on flexibility and conditioning outside of pool practice times. Any practice conflicts need to be communicated to the coach a month in advance. Competition conflicts must be communicated by the end of October and may impact coaching decisions. Competitions consist of four required figures and free team routines. The free routines allow variance in timing, lifts, throws and much more creativity in choreography. Extra routines in the solo and duet category may be granted if swimmers display exceptional effort, ability, flexibility, and commitment. Extra routines require additional practice outside of team time and additional cost.

Advanced 13 & Over: (13-15, 16-17, 18-19) Advanced swimmers must have passed national grade levels 1 & 2 to compete at this level. This level is for swimmers that have increased competitive aspirations and requires a

team commitment to attend all practices and competitions. The 13-15 and 16-19 advanced swimmers participate at state, regional, zone and national competitions. The South Zone Championship and Junior Olympic National meets are often out of state. At this level, competitions usually consist of 4 required figures and free team and combo routines. The free team routines allow variance in timing, lifts, throws and much more creativity in choreography. The addition of the combo event at this level allows for integration of solo, duet, trio, and team sections in one routine. Practices will be longer and more physically strenuous at this level, and swimmers are expected to work on flexibility and extra conditioning outside of pool practice times. Any practice conflicts need to be communicated to the coach a month in advance. High school age swimmers should swim on their high school swim teams in the fall while attending weekend synchro practices. Competition conflicts must be communicated by the end of October and may impact coaching decisions. Extra routines in the solo and duet category may be granted if swimmers display exceptional effort, ability, flexibility, and commitment. Extra routines require additional practice outside of team time and additional cost. Swimmers in their junior year of high school should also look into collegiate synchro programs.

There are additional national meets that are part of USASynchro's elite track that the very, very serious and committed athlete may attend if they qualify and have the desire to pursue national team status. These require passing the national grade levels 3 & 4 and may require technical routines.

SWIM SEASON

The Suncoast WaterWorks' season is August after school starts through mid-July. The fall involves a strong focus on conditioning and technical skills. Choreography of routines becomes a priority a month or two into the season although they may be started sooner. Competitions begin in January or February and continue through July. The competition calendar of dates and sites is usually set at the USAS Convention which takes place in September or October. Often, some of our best pool time is available during holidays. It is important that swimmers check with their coaches before scheduling vacations. Families are encouraged to schedule their summer vacations after the competition season concludes in July. The meet schedule and monthly practice schedules will be sent out through our google group email.

CLUB COMMUNICATION

It is the responsibility of the swimmer and/or parent to check SWW Google Group daily for notices. The SWW Google Group on the internet is the primary means of communication. Practice calendars, meet schedules, messages, and much more are sent out in this group.

ATTENDANCE POLICY

Advanced swimmers are expected to attend ALL regularly scheduled practices and competitions. Swimmers desiring to swim several routines and/or aiming to compete in regional, zone, and national level meets must be willing to attend additional practices and also to work on their own. The swimmer is expected to notify their coach if they need to miss a practice. In addition to verbally informing the coach, please email all vacation dates or schedule conflicts as far in advance as possible. It is important that swimmers and families understand that this is a very team-oriented sport. Absences effect everyone on a team, not just the individual swimmer.

Novice and Intermediate levels are recreational so we are more lenient on attendance. However, it is still the expectation that swimmers will notify their coaches in advance if they are going to miss practice and there is no discount for poor attendance. Meet attendance should be declared by the end of October and coaches should be notified in writing of any changes at least a month prior to the meet.

TARDINESS

Swimmers are expected to begin practice at the designated time! This includes wearing your suit and sunscreen, having all your necessary equipment with you and being ready to start promptly. It is also important that parents are prompt when picking up swimmers after practice.

ILLNESS AND INJURY

PLEASE INFORM THE COACH PRIOR TO PRACTICE IF YOU WILL NOT BE THERE DUE TO ILLNESS. A general rule of thumb is if you are too sick to go to school or swim, stay home! Congestion can be dealt with in the water with some minor workout adjustments so tell the coach and come to practice. In instances of injury you need to communicate with the coach ahead of time to see if you should come to practice and work on land or are able to do a modified workout in the water.

In the case of earaches, please notify your doctor that it is very important for you to participate in practice. Putty-like ear plugs will keep the water out in cases of swimmer's ear. Workouts can be modified for inner ear infections so that the swimmer stays on the surface of the water and avoids the pressure of underwater swimming. Ears need preventative treatment! Many doctors recommend a mixture of 1 part alcohol to 1 part distilled white vinegar in a medicine dropper bottle. Place 2-3 drops in each ear after practice and especially when changing pools. It also helps to dry ears with a hair dryer for a few seconds.

Eyes that burn from chlorine may be treated with Natural Tears or Refresh. Some swimmers also find relief from a few drops of milk placed in the eye.

SWIMMER SUPPLIES

See separate handout on uniforms and supplies.

HAIR, SUIT, & SWIM SUPPLIES CARE INSTRUCTIONS

Hair care is important! Regular conditioning is necessary. There are several hair products for removing chlorine and conditioners to protect and nourish frequently washed hair. Ask teammates what works for them.

Suits will last longer if rinsed in clear water following practices and showers. Routine suits **MUST NOT** be worn in the shower following competition! Please change before showering. Rinse routine suit in clear water, gently ROLL in a dry towel and hang on plastic-coated hanger to dry. The SWW Warmup Suits should only be worn at meets and special designated events. After the season is over, they may be worn as practice suits since a new suit will be required for the following season.

Caps should towel-dried inside and out and baby powder can be applied inside to prevent sticking and discoloration. To keep goggles in good condition, keep them in a sock in your swim bag to prevent scratches. Caps, goggles, and nose clips should be kept in a breathable bag or container to prevent mold, mildew, and material breakdown.

FEES AND ASSESSMENTS

See separate handout.

PRIVATES

Private lessons are encouraged for those looking to further develop their technical skills and can be scheduled with any and all SWW coaches for an hourly fee, which will be added to your monthly bill. If you are unable to arrange privates with one of our coaches, ask them for a referral to someone else. It is **NOT** acceptable or ethical to pursue private lessons outside of the club without obtaining prior permission from your SWW coach.

SUIT AND HEADPIECE POLICY

See separate handout.

GRANTS AND SCHOLARSHIPS

Suncoast WaterWorks, Inc. has no grant or scholarship program, although it does provide some fundraising opportunities. Financial assistance for

swimmers and/or additional fundraising options may be available through Friends of Synchro, Inc. a not for profit corporation which was formed August 1st 2003. This corporation is separate from Suncoast Waterworks, Inc and is not associated with Suncoast in any way. For information on Friends of Synchro please contact Diane Atanasio.

GRIEVANCE PROCEDURE

If a swimmer or parent has a concern, it should first be addressed with the swimmer's primary coach outside of practice. If you are uncomfortable talking with the coach or team manager alone, the Head Coach, Assistant Coach, Team Mom, or Board Member can be asked to attend the meeting. If the concern is not resolved, it should be addressed with the Head Coach. If the concern is still not resolved, then it should be put in writing and addressed with the Board of Directors.

It is not acceptable to engage in gossip which may be slanderous against coaches and/or other swimmers without trying to address your grievances directly using our policy and protocols.

INSURANCE

SWW provides no insurance coverage. Parents are encouraged to provide adequate insurance protection to cover any accident that might occur traveling to, participating in, or returning from activities connected with SWW. The USSS registration fee does include a minimal secondary insurance coverage while participating in USSS team meets and practice sessions, but specifically does not cover travel incidences.

JUDGES' CERTIFICATION

Parents of swimmers interested in pursuing judge's training and certification should contact the head coach as early in the season as possible. It is important that the association can train and certify enough judges to run meets effectively. Coaches are expected to maintain a judging certification.

APPENDIX A

9/18/89 BY-LAWS (updated/revised July 2017)

ARTICLE I – NAME

The name of this organization shall be "The Suncoast Waterworks".

ARTICLE II – OBJECT

The object of this club shall be to promote the interest in Synchronized Swimming.

ARTICLE III – MEMBERSHIP

All members of the Suncoast WaterWorks and their parents and coaches shall be members of this club.

ARTICLE IV – DUES

Due for membership shall be on a yearly basis.

ARTICLE V – OFFICERS AND ELECTIONS

Section 1 – The officers shall be President, Vice-President, Secretary, Treasurer and Fund-Raising Chairman.

Section 2 – These officers shall be elected for one year or until their successors are elected.

Section 3 – The Nominating Committee shall consist of three members, two being elected by the General Membership at the meeting previous to the Annual Meeting and one appointed by the President. The Nominating Committee shall prepare a single slate which shall be presented to the General Membership at the Annual Meeting. The slate shall consist of President, Vice-President, Secretary, Treasurer and Fund-Raising Chairman. Following the report of the Nominating Committee, nominations from the floor will be in order.

Section 4 – The Officers shall be elected by a majority of votes of the members present at the Annual Meeting.

Said election shall be held each and every year and all voting shall be by secret ballot, except then there is only one (1) candidate for an office. Voting may then be by oral vote.

Section 5 – Officers shall assume their duties at the close of the meeting at which they were elected.

Section 6 – Vacancies occurring during the term of office shall be filled by appointment of the Board except in the case of President which will be filled by the Vice-President.

ARTICLE VI – DUTIES OF OFFICERS

Section 1 – President

The President shall preside at all meetings and be the Chairman of the Board of this Club.

Section 2 – Vice President

The Vice-President shall act in the absence of the President and perform all duties of that office.

Section 3 – Secretary

The secretary shall conduct the official correspondence and maintain an accurate record of the proceedings of the Club.

Section 4 – Treasurer

The club treasurer is responsible for monitoring all of the club's money, both incoming and outgoing, and needs to work with the bookkeeper to maintain accurate records to ensure legal compliance.

render reports of his work to the membership when requested.

Section 5 – Fund-Raising Chairman

The Fund-Raising Chairman shall oversee and maintain an accurate record of all fund-raising events.

ARTICLE VII – OFFICIAL BOARD

The Official Board shall consist of the five elected officers: President, Vice-President, Secretary, Treasurer and Fund-Raising Chairman (one vote each); the coaching staff (one collective vote); and the Past President (no voting privilege). The Board shall have the authority to order disbursements for the necessary expenses of the club and audit the same for payment and shall act for the club in the interim between meetings.

ARTICLE VIII – STANDING COMMITTEES

There shall be such standing committees as deemed necessary by the Official Board to promote the interests and work of the Club. The chairmen of standing committees (except for the elected Fund-Raising Chairman) shall be appointed by the President. Their term of office shall be for one year. Each Committee chairman shall have the authority to appoint members of [her] committee.

ARTICLE IX – MEETINGS

Section 1 – The General Meetings of the Club shall be held four times yearly with the Annual Meeting being held in September. Other meetings may be called at the discretion of the Official Board or at the request of three members.

Section 2 – All members shall be notified by newsletter of telephone and/or email as to the time and place of all meetings.

ARTICLE X – PARLIAMENTARY AUTHORITY

"ROBERT'S RULES OF ORDER, REVISED" shall be used as the authority in conducting proceedings of this Club in all cases to which they are applicable and in which they are not inconsistent with these By-Laws.

ARTICLE XI – AMENDMENT TO BY-LAWS

These By-Laws may be amended at any General Meeting by a two-thirds vote, provided that notice has been given of said amendments at the previous meeting.

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STANDING RULES – these are not By-Laws and must be adopted each year but can be changed without prior notice by a majority vote at any meeting.

DISSOLUTION – If deemed advisable by the members, the Club may be dissolved. Upon dissolution of the Club, the Board shall, after making

provision for the payment of all the liabilities of the Club, dispose of all assets of the Club exclusively for the purposes of the Club.

APPENDIX B

SUNCOAST WATERWORKS SWIMMER RESPONSIBILITIES

At Practices

1. 90% ATTENDANCE is required per month or a swimmer will become alternate until this is met.
2. Arrive ON TIME and be prepared to begin at designated time. This includes wearing your suit and sunscreen and having all necessary equipment ready at starting time.
3. It is your responsibility to inform your coach if you must miss a practice for illness or have a conflict of schedules. With advance notice most conflicts can be worked out.
4. It is your responsibility to arrange a time to learn any new material that was presented at a practice that you missed before the next practice. Arrange this with the coaches or teammates.
5. If a swimmer is disrespectful, they will be warned. If behavior continues the swimmer will be asked to leave practice.
6. RESPECT your coaches and give them 100% of your ATTENTION! They have spent many hours developing workouts, selecting music, designing costumes, and choreographing routines. Save socializing for a more appropriate time.
7. Give 100% EFFORT! Deck work and pool workouts have been specifically designed to give each swimmer the opportunity to achieve peak performance both individually and as a TEAM. Less than 100% effort ultimately affects your and your Team's opportunities.
8. Suggestions and constructive criticism are welcome when presented in a positive manner. Discuss concerns after practice or arrange a separate time to meet with your coach or teammates. Coaches have the final decision in most matters.
9. Care of the entire pool property is everyone's responsibility as a Team. Pick up ALL your belongings and discarded items around the pool and in the locker rooms. Help pick up kickboards, pull lane lines, tarps, etc.
10. Check the SWW Google Group on the internet every day for important information including calendars, practice changes, messages, etc.
11. Athletes are expected to practice good nutrition at home, at the pool, and at meets. Bring a water bottle to every practice to stay hydrated. Bring

a healthy snack to long practices. There will be NO JUNK FOOD on the pool deck or at meets or coaches will confiscate it. For special circumstances (parties, special occasions, etc.) food must be approved by a coach.

12. Swimmers at the advanced level are expected to complete each season in full, as this is our highest competitive level and requires the team to work together for the full duration of training. Swimmers who break their season commitment may not compete at the advanced level the next season.

At Meets

1. Courteous and responsible behavior is expected. Remember that you are a guest at a pool, meet, hotel, airport or restaurant and your actions reflect upon you, your team members, your parents and your coaches. You are expected to display appropriate behavior in all situations at all times and be good team players and role models. If, for any reason, behavior is deemed to be unacceptable, the coach reserves the right to scratch you from any of your events and apply additional consequences.
2. Follow the meet schedule given out by the coaches - NO EXCEPTIONS!
3. Arrive at the pool promptly on time with all your necessities. Go over a checklist before you leave the hotel/home to make sure you have everything you need for all phases of competition.
4. If a team vehicle is provided for transportation, you are expected to ride in that vehicle with your teammates unless you have the coach's permission to do otherwise.
5. RESPECT all judge's decisions and scoring. Tears and tempers are not appropriate on the pool deck.
6. Be sensitive to individual team member's needs during competition. For instance, some swimmers do not want to know their figure scores. Some swimmers like to be hyper and some like to be quiet before they swim. Do not ask your parents to record other swimmers' figure scores! They can record yours if you wish, but you'll have to tell them the scores. They cannot walk around the deck during competition.
7. Pick up after yourself at the pool, in the locker rooms and in the hotel room. Clean up thoroughly after gelling and/or degelling your hair!
8. NEVER WALK ALONE in a hotel! Do not go anywhere without a "buddy" unless you have the permission from your supervising chaperone/parent/coach.

APPENDIX C

SUNCOAST WATERWORKS PARENT RESPONSIBILITIES

At Practices:

1. If you provide the transportation, arrange for swimmers to be at practice and ready to begin at the scheduled time, and picked up promptly after practice.
2. If you stay during practice, do not sit near the pool or workout area. Do not interrupt the practice.
3. Save questions for coaching staff until practice has been completed. If at all possible, direct any questions in writing to the appropriate coach's folder or contact by email.
4. Be sure you or the swimmer has checked the SWW Yahoo Group on the internet everyday for important information including calendars, practice changes, messages, etc

At Meets:

Please note: Swimmers are under coaching staff direction as soon as they report to their coach at the pool. DO NOT remove your swimmer from the pool unless cleared with the coach! The coaching staff can work more effectively if parents only have contact with their swimmer upon the direction of the coach.

1. Have your swimmer at the pool by the time designated by the coach with all necessary supplies.
2. Encourage GOOD SPORTSMANSHIP and GOOD MANNERS from your child.
3. Support and congratulate all swimmers, even from other clubs. Do not say negative things about others.
4. Insist on adequate sleep and good nutrition for your child and any others under your care. This will greatly assist their performance.
5. Recording figure scores during competition is highly discouraged. Do not walk around the deck to hear scores. Only record scores if your child requests you to. In all cases, DO NOT RECORD OTHER SWW SWIMMERS' SCORES. Complete figure results can be provided to swimmers after the competition. At some competitions, composite figure scores are posted after figure competition.
6. Be sure to pick up all your belongings and discarded items.
7. Be proud to be a SWW parent. Our words and actions and those of our swimmers represent OUR team and can leave lasting impressions. As guests at a pool, competition, hotel, airport or restaurant, strive for best behavior 100% of the time.

At Other Times:

1. Notify coaching staff of illness, vacations, problems, extenuating circumstances, etc. as far in advance as possible by sending an email or calling them.
2. Assist swimmers in planning their schedules so that they can complete homework, chores, attend practices, maintain a healthy diet and get enough sleep.
3. Pay monthly fees and additional assessments ON TIME.
4. Support SWW by participating in fund raising, promotional and social activities. Lend a hand as needed. A FEW people cannot effectively do ALL the work. Many hands make light work! All parents are expected to work at meets hosted by SWW, the annual spring watershow, and a few designated fund raising events.
5. Think positive and be positive! Offer criticism in a positive constructive manner. If you have a concern, follow the grievance procedure outlined in the SWW Handbook.

APPENDIX D

SUNCOAST WATERWORKS CHAPERONE RESPONSIBILITIES

1. A chaperone is responsible for the assigned swimmers from the time they leave their parents' supervision to the time in which they are returned to their parents' supervision. The chaperone is responsible for ensuring the swimmers follow the schedule and guidelines set by the coach.
2. The chaperone is responsible for providing transportation for the assigned swimmers and will provide the Board with proof of current Driver License and proof of auto insurance.
3. The chaperone is responsible for ensuring the prompt arrival of the chaperoned swimmers to the meet events.
4. The chaperone is responsible for making arrangements for and supervising each swimmer's meals.
5. The chaperone is responsible for ensuring adequate rest for swimmers each night during competition and that they are supervised at all times while at a hotel. Swimmers are not to walk alone throughout a hotel; a buddy system is to be in effect and they may leave the chaperone's presence only with permission while in that hotel.
6. The chaperone is responsible for assisting the swimmers with clothing, costuming, and hair preparation for all meet events.
7. The chaperone is responsible for monitoring chaperoned swimmers' activities for the entire trip to ensure they are not engaging in any activity that may be dangerous or illegal, or that might reflect badly on the team members, coaches, and families.

8. The chaperone may not allow a swimmer to meet alone or leave with relatives or friends without the permission of the coach AND the swimmer's parent.

I have read the Suncoast WaterWorks Handbook and Bylaws and agree to adhere to them in a responsible and ethical manner.

Swimmer Signature _____

Parent Signature _____