



HANDBOOK AND POLICIES FOR PARENTS & SWIMMERS



NOVA SYNCHRO CLUB

Welcome to the Nova Synchro Swim Club!

This handbook is designed to help parents and their children have a successful year by providing information, guidelines, and club policies.

The items presented in this handbook apply to all levels of swimmers unless otherwise specified. Please note that information in this handbook is subject to change: if there are any discrepancies between Executive motions or coaches' decisions and the policies and procedures defined in the handbook, the most recent Board motion will take precedence.

www.novasynchro.org

Please refer to the Nova Synchro website for further information of interest to parent and swimmer alike. The site is a valuable resource. It includes the year's calendar of practices and competitions; news about upcoming activities and events; photos; a list of the current Executive members and their contact information; links to Synchro Alberta and Synchro Canada; and even step-by-step instructions for gelling hair.



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1. Nova Synchro Swim Club

1.1 History

Nova was formed in 1988 in response to a large gap between what was then "recreational synchronized swimming" and "competitive synchronized swimming". There was already a strong competitive club in Edmonton; however, the only recreational opportunities for swimmers were short classes offered infrequently in pools around the city. Coaches were hard to recruit for these recreational programs, as competitive clubs offered more stability, experience, and support at various levels.

1.2 Philosophy

Nova provides swimmers of all abilities the opportunity to "achieve their personal best as individuals, athletes, and team members in a club environment that values respect, dedication, and sportsmanship"

Nova's focus is to provide an opportunity for various levels of recreational and competitive swimmers to practise the sport of synchronized swimming. Swimmers compete at the provincial level, perform in a water show, learn to co-operate with other swimmers, and develop discipline, confidence, and fitness in a positive, supportive, and fun environment. Nova also prides itself on having creative and well-trained coaching staff that facilitates the learning and development of all swimmers.

Nova believes that the sport of synchronized swimming plays a fundamental and integral role in the physical, social, and mental well-being of the individual to the benefit of society. Nova provides opportunities for all involved; promotes fairness and equity in the attainment of the club goals; and abides by the rules of Synchro Canada. All participants (coaches, athletes, officials, managers, and members) involved in activities under the jurisdiction of Nova have a duty to conduct themselves in a reasonable and acceptable manner, to be respectful of the goals of the club, and to avoid all unsportsmanlike conduct, acts, or practices which are detrimental to the reputation of swimming and Nova.



2. The Sport of Synchronized Swimming

2.1 What Is Synchronized Swimming?

A hybrid of swimming, gymnastics, and ballet, synchronized swimming involves swimmers performing—either as teams, solos, duets, or "combo" groups—aesthetically pleasing and strenuous movements while keeping afloat in and under water. Aside from exceptional breath control, this demanding sport also requires strength, endurance, flexibility, artistry, and split-second timing. The goal is the illusion of effortless grace.

2.2 Figures

Figures, which form the foundation of any routine, are a combination of basic positions joined together by transitional movements. During competition, figures are performed in front of a panel of judges who mark the figure out of ten points. Five marks are given for the design of the figure; the remaining five marks are given for control. Design is based on the accuracy of body positions and transitions and is broken down into three main categories: body position, transitions, and the distinction between position and transition. Control is broken down into uniform motion, stability, clarity, movement, height, extension, and ease of performance.

Individual marks for the figures are combined with the scores for the routine to arrive at the overall championship score of a team. Both individual and team performance are thus recognized in the team's score.

2.3 Routines

A routine is performed as a team, combo, duet, or solo. For a team, a minimum of four swimmers is required. A combo, as the name implies, is a combination of a solo, a duet, and team performances in one routine. Combos are performed usually by eight to ten swimmers. Coaches encourage swimmers to collaborate on the choreography and choice of music for their routine.

Like figures, routines are marked on a ten-point scale by three panels of judges for execution, artistic impression and difficulty. The mark for execution is broken down into execution and synchronization, with each weighted equally. Artistic impression is broken down into choreography, music interpretation and presentation. Difficulty is judged separately and based on difficulty of all movements and of synchronization. For the overall routine score execution and difficulty both count for 30% while artistic impression is 40%. Ideally, higher marks are given to a routine where swimmers execute difficult elements that are well performed.

2.4 Team selection

The purpose of team selection is to match swimmers of similar skill level on the same team. Eight members on a team are considered ideal, and the minimum is four; however, registration numbers play a large part in determining team size.

Assessment of swimmers according to the team-selection criteria begins at the first scheduled practice. The swimmers will be trained equally for the first two or three weeks; that is, all swimmers will do similar drills and workouts regardless of skill level.

Refer to website for – Practice Schedule.



Swimmers are assessed on the following criteria:

- attitude
- attendance
- swimming ability (strength, endurance, power, technique)
- synchro ability (figure positions, transitions, routine skills)
- flexibility

Swimmers will be ranked within each age group at the end of the team selection process. This will be done by the Coaches under the direction of the Head Coach. All circumstances will be considered by the coaches before team decisions are made. These decisions will be made in a Coaches' meeting following the assessment period. Teams will be announced after the third or fourth week of training. Team selection is final and will not be reversed or altered. Any questions regarding the selection process can be directed to the Head Coach.

2.5 Extra routines

An extra routine is a solo, duet, or combo event in which a swimmer participates over and above her team's normal training time. These optional routines are offered depending on the availability of coaches and pool time. There is an extra charge for an extra routine; parents must agree to an additional annual fee to cover pool rental, coaching costs, and a competition suit.

Refer to website for – Annual Fee Schedule.

Swimmers will be asked in September whether they would like to participate in an extra routine. In the case of a duet, swimmers will also be asked with whom they would partner. Swimmers should have similar levels of skill and commitment, and they should work well together. The option to learn an extra routine is left to the Coach's discretion. Coaches will contact swimmers' parents for permission to participate prior to announcing extra routines.

Training for extra routines will begin in early October. All extra routines will be evaluated by both the Coach and Head Coach in December. If the Coach feels that there is a lack of commitment on the part of the swimmer, or if other problems have arisen, the Coach may decide not to pursue the extra routine.

2.6 Required Equipment

What does a swimmer need to synchro-swim with Nova?

- Bathing suit for training
- Plain black suit and white bathing cap for figures competitions (for routine competitions, see competition guidelines)
- Goggles
- Bathing cap (any material) to keep hair out of your eyes
- Nose clip (also called a nose plug) to keep water out of your nose
- Water bottle



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- Club uniform: For a complete listing, refer to website for - **Wardrobe Price List**. Club wardrobe items are optional for pre-competitive swimmers
 - Flip-flops for deck and change room
 - Runners for dryland training (competitive only)

Refer to website for a complete listing of mandatory and optional clothing and Wardrobe Price. Club wardrobe items are optional for pre-competitive swimmers.

2.7 Synchro Competitive Structure

Synchro Canada structures its competitions on an age-based system for synchronized swimming in Canada. “Age” means the age of a competitor as of December 31st of the calendar year of the competitive season.

The Age categories are:

- Age Group 10 and under
- Age Group 11 - 12
- Age Group 13 - 15
- Age Group 16 - 18

In the *Wildrose stream*, teams may be composed of up to three consecutive age groups whereby no swimmer may swim up or down more than 2 age groups. The average age of the swimmers on the team, including any alternate, will determine which age group they will compete in. An average age of 0 to .49 will have them swim in that age group and an average age of .5 to .99 will have them swim up an age group, as applicable. Swimmers who swim up or down an age category are still required to compete figures in their own age category (ie. a 10 & under swimmer who swim on a 12 & under team still performs 10 & under figures at competition).

In the Wildrose stream, swimmers must participate in the Wildrose Qualifier to advance to the Wildrose Classic.

- Every routine entered in the Wildrose Qualifier will advance to the Wildrose Classic.



3. Training

3.1 Land Drill

Land drill is essential in synchronized swimming. Land drill includes determining counts, setting patterns, overall routine presentation, and practising movements out of the pool.

Swimmers are required to do land drill independently, outside of normal practice time. Team land drill is also done during practice at the direction of the coach. (i.e. depending on the time of year, swimmers may be more or less land drill in accordance with macro-cycle requirements). Anyone with an extra routine will be required to land-drill for their solo, duet, or combo for at least one hour per week over and above her team's land-drill time. Parents are asked to encourage their swimmer's compliance with these expectations.

3.2 Dry-land Training

A synchronized swimmer's goal in training is not to weigh down the body with heavy, bulky muscles; but rather to achieve maximum strength, tone, and flexibility with the least amount of weight. Given this, the swimmer's training program does not involve any high-tech machines—all that is required is the weight of her body for resistance.

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

3.3 Stretching

Proper stretching prevents injury and increases flexibility. Flexibility is extremely important in many of the intricate positions and movements that synchronized swimming demands. Many positions are not possible without good hip, back, and shoulder flexibility. For example, certain sculls require flexibility in the shoulders to be effective, and an extended flat split position will receive much higher scores than one that shows poor flexibility.

Stretching can be done individually and requires as little as 15 minutes per day for maintenance. Stretching for up to 30 minutes per day can bring marked improvement in all areas of flexibility in a short period of time. At the very minimum, swimmers will be expected to participate in stretching at every practice; however, **swimmers are encouraged to stretch as much as possible on their own.** The difference between a swimmer who stretches and one who doesn't is very apparent in the pool. Although proper stretching does not require a solitary, quiet environment, it does demand thoughtful, concentrated effort to prevent injuries.

3.4 Swimming Drills and Time Trials

Much of the conditioning for synchronized swimming involves speed-swimming drills, including laps of freestyle, butterfly, backstroke, and breaststroke. These drills are designed not only to increase strength and endurance, but also to increase the speed with which one can move through the water. All swimmers will participate in time trials to promote different levels of competitiveness and record improvements over the year. Time trials are done once a month from October to May. The Coach



adapts time trials to the level and ability of individual swimmers on the team. Swimmers will receive a copy of the results. The following is an example of a time trial:

Order of testing:

100 free, 200 free, 400 free, 50 propeller, 50 head/foot scull, 50 front/back flutter, 25 eggbeater, 50 kick-pull-kick, 25 ballet leg, 25 propeller under, splits (right, left, middle)

Criteria:

- Kick-pull-kick (KPK): arm must be by ear; timed
- Sculling: no push-off
- Propeller under: recorded as $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, or full length, rounded down if swimmer is between markers
- Flutter: no sculling; thumbs must be locked together
- Eggbeater (4 points)
 - ✓ smile/high focus
 - ✓ shoulders dry
 - ✓ body position
 - ✓ straight arm at 45 degrees
- Ballet Leg (4 points)
 - ✓ hold all the way
 - ✓ body extended
 - ✓ straight knees
 - ✓ 90 degrees, no "over-the-face" legs

3.5 Nutrition

Nutrition is an important aspect of a synchronized swimmer's training. Proper nutrition is important not only while the swimmer is competing, but throughout the entire season, in order to build a strong and healthy body. Here are some ideas to complement the recommendations of *Canada's Food Guide to Healthy Eating*: **Refer to Parent – Athlete Handbook**

- Establish a regular schedule for meals and snacks, making sure to find time to eat at least one hour before training.
- Choose more servings of grain products and vegetables and fruit, to meet the higher energy needs of athletes – these foods provide carbohydrates that are important for optimal performance.
- Choose a variety of foods from each food group every day, as no single food or food group supplies all the nutrients that athletes need.
- Drink plenty of cool water before, during, and after training sessions and competitions.

3.5.1



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- Plain cool water is sufficient for events or training lasting one hour or less. The addition of small amounts of salt (sodium) and sugar (carbohydrate) is beneficial when activity lasts longer than one hour (i.e. Gatorade or Powerade).
 - For an inexpensive sport drink, try mixing ½ teaspoon of salt, 1 ½ cups sugar, and 2 cups of orange juice with 18 cups of water.
 - Eat pre-competition meals (two or three hours before competing) that are high in carbohydrate and low in protein, fat and fibre. Protein and fat take longer to digest and are likely to leave athletes feeling uncomfortable if eaten too close to competition.
 - Increase servings of carbohydrate – rich foods during times of training and competition (e.g. bread, pasta, rice, crackers, potatoes, and muffins).
 - Avoid eating foods or beverages that are high in sugar just prior to a competition or training session. During activity, small amounts of foods or beverages containing sugar can be consumed (e.g. diluted fruit juice, fruit, and crackers).



4. Swimmer Obligations

4.1 Code of Conduct

To ensure that the club's goals are achieved, the Head Coach (or designate) shall have authority over all swimmers in matters of discipline. All members of the coaching staff will reinforce the code of conduct as directed by the Head Coach and as set out in this document.

SWIMMER'S CODE

1. Obey the conduct rules of the facility, and obey the lifeguard at all times.
2. Arrive for practices prior to start time in order to fill water bottles and prepare equipment. Be properly dressed for all land training, and have required team gear for all pool training sessions.
3. Notify the Coach in advance if you will be delayed or absent for any practices. Report illness or injury as soon as possible.
4. Pay attention to instructions given by coaching staff.
5. Create a supportive atmosphere in both training and competitive settings.
6. Behave in an appropriate manner at all times; older swimmers are expected to be positive role models for the younger swimmers and to set a good example of behaviour.
7. Co-operate with coaching staff, and treat the Coaches, other swimmers, and facility staff in a respectful manner.
8. Refrain from physical contact resulting in abuse (e.g., severe pinching, using objects to inflict pain and injury). Such behaviour will not be tolerated.
9. Respect the property of others.
10. Use appropriate language, and do not display a disrespectful attitude by using profanities or obscene language or gestures to any other club member, competitor, official, or spectator.
11. Respect your body, and refrain from the use of banned substances, alcohol, and illegal drugs.
12. When at competitions, abide by the rules of conduct as described in the Nova Handbook for Parents and Swimmers.
13. Never accept money or other consideration to interfere with or affect the outcome of a competition.
14. Represent yourself correctly on entry forms, and do not attempt to enter a competition for which you are not eligible, by reason of age or any other reason.
15. Act in a sportsmanlike manner.
16. Attend practices, competitions, and extra training as stated in the Nova Handbook for Parents and Swimmers.
17. Behave as a goodwill ambassador of Nova whenever participating in competitions or representing Nova.



4.2 Attendance

Attendance is extremely important in a team sport like synchronized swimming. The swimmer should clearly understand the commitment to her team, coach, and club before the season starts. It is important to note that during the competition season (January to early June), the highest degree of attendance and focus is necessary.

The progress of the team depends on the regular attendance of every swimmer. Absences affect the entire team. ***If a swimmer must miss a scheduled practice, the Coach must be notified by telephone or e-mail as soon as possible.*** This allows maximum preparation time for the Coach to organize the practice for the least amount of disruption for the other members of the team.

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

4.3 Vacations and extended absences

Parents are encouraged to schedule vacations at times when swimmers do not have scheduled practices (for example, Christmas holidays and March break). If vacation is to be taken during scheduled practice time, provide written notice to the Coach and Head Coach well beforehand, to enable them to plan around a swimmer's absence. Vacations should not be planned two weeks prior to any competition during the season. Should the vacation extend for a period longer than two weeks, it is at the discretion of the Coach and Head Coach whether the swimmer will continue as an active member of the team or swim as an alternate.

4.4 Disciplinary Policy

Minor discipline concerns refer to basic behaviour encountered in daily pool use. Disregarding pool rules is an example of a minor infraction; horseplay is another. Major discipline concerns refer to actions that may pose danger to the individual swimmer and/or those around her. Minor infractions that have become an ongoing problem, as well as behaviour that is obstructive to the training program, are also considered major discipline concerns; for example, consistently disregarding a Coach's instructions, infraction of travelling rules, or frequent absences.

4.5 Disciplinary procedure

Generally, the lowest level of discipline will be applied first in the case of minor infractions, and escalated if the behaviours do not change. A higher level may be applied immediately if the infraction is major.

Ladder of disciplinary procedure

1. Talk with the swimmer, and arrive at an agreement of appropriate behaviour.
2. Give an official reprimand, which the Coach will document and report to the Head Coach.
3. Give the swimmer a time-out (10 to 15 minutes). Document and inform the Head Coach.



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4. Ask the swimmer to leave the pool/bleachers for the remainder of the practice. Parents are responsible for directing the swimmer to wait for pickup if this should be necessary.
 5. Suspend the swimmer for a number of practices as determined by the Coach, the Head Coach, and/or a member of the Board of Directors.
 6. Indefinitely suspend the swimmer from practice. Parents are required to meet with the Coach, the Head Coach, and/or a member of the Board of Directors to resolve the problem before the swimmer may return to training.
 7. Suspend the swimmer from a meet. If the infraction occurs during an out-of-town competition, the swimmer will be sent home at the expense of the parents.
 8. Expel the swimmer from the club.

4.6 Appeal procedure

Under no circumstances may a parent address disciplinary concerns with a Coach during scheduled practice times. Parents are required to set up a meeting with the Coach to discuss consequences of the swimmer's actions outside of practice times.

To appeal a disciplinary decision made by the Coach, parents must file an appeal according to the following procedures:

1. Submit a written letter of appeal to the Head Coach and the President.
2. The President will arrange a meeting of the parents with an appeal panel consisting of two members of the Board of Directors, the swimmer's Coach, and the Head Coach.
3. The appeal panel will review the situation and arrive at a conclusion deemed appropriate.

See Policy 10.5 – Discipline & Complaints Policy.

5. Nova Coaches

5.1 Role of the Coach

The Coach is always available should you have questions related to your daughter's training and preparation, or regarding the sport of synchronized swimming.



All Nova coaches are trained through the National Coaching Certification Program (N.C.C.P.), and are encouraged to continue to develop new skills and achieve higher levels of certification for the benefit of the swimmers. Within a year of beginning with Nova, they are expected to be trained as Competition Introduction N.C.C.P. Coaches. After achieving “Trained” status they must be fully certified within two years in accordance with Synchro Alberta bylaws.

Your daughter's Coach has a number of responsibilities in overseeing her training and preparation, which include the following:

- Physical training and conditioning
- Teaching basic and advanced skills
- Teaching and coaching figures
- Music selection and preparation
- Planning and implementing synchronized swimming practices
- Team and extra-routine selection (see section 2)
- Designing choreography and developing routines
- Coaching mental preparation, including stress management for swimmers in competitions
- Giving feedback, encouragement, and support to swimmers
- Revising of routines as necessary
- Competition simulation and preparation
- Preparing competition schedules
- Attending all age-class competitions of the club
- Travelling with the team for out-of-town meets
- Sharing accommodation with swimmers when requested
- Preparing practices and finding a substitute coach for any absence
- Setting goals with swimmers
- Sharing nutritional information and advice
- Acting as liaison between judges and swimmers
- Knowing the policy/procedure manual for Coaches
- Reporting hours to the Treasurer at the end of each month

5.2 Obligations of the Coach

The Coach is expected to

- perform tasks with honesty, integrity, and enthusiasm;
- provide a positive learning environment for all swimmers;
- be committed to continuous professional development, and upgrade coaching skills as opportunities arise;
- submit an outline of the year's training schedule to the Head Coach by October 15th each year (any major changes or revisions to this schedule must be approved by the Head Coach);
- attend monthly coaches' meetings;
- abide by terms as defined in contract;
- respect recreational/competitive differences;



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- strive to encourage the best within the capabilities and ambitions of each swimmer; and
 - communicate any problems or concerns to the Head Coach.

5.3 Role of the Head Coach

The Head Coach position may be shared or held by one individual. The individual(s) fulfilling this role will have substantial experience within the synchronized swimming community, and preferably within Nova as well. The candidate(s) for this position will be named by the Board of Directors.

The Head Coach(es) will

- provide leadership to other Coaches through both scheduled and informal on-deck interaction;
- hold monthly coaches' meetings to determine and address coach, individual, and club needs on an ongoing basis during the year;
- consult with and present recommendations to the President (and/or other Board members when appropriate) in hiring new coaches;
- be the second line of contact for swimmer, parents, and Coach in cases of unresolved issues (first line of contact will be directly between the swimmer/parent and the team Coach);
- determine need for coach and swimmer education and/or training beyond day-to-day on-deck activities, bringing recommendations and estimates of involvement and costs to the Board of Directors for approval prior to implementation;
- attend all competitions and club activities as the main representative for Nova, designating an alternate Head Coach if unable to attend;
- review the team plans of each Coach at the start of the season and periodically during the season, to ensure that their goal-setting is appropriate to achieve optimum swimmer/team performance;
- evaluate Coaches' performance on a schedule determined yearly; and
- attend Nova Parent Meetings and present the Head Coach report.

5.4 Role of the Club Manager

The Club Manager position will be filled by a hired coach or parent of Nova who is committed to ensuring the ongoing excellence of the Nova swim program and is willing to invest the required time above her own coaching/member duties.

The Club Manager will

- identify the need for club equipment, and submit estimates and recommendations to the Board of Directors for approval;
- purchase equipment as approved by the Board of Directors;
- develop, in collaboration with the Head Coach, the year's training schedule for distribution to swimmers/parents;
- book pool and land-training space to fit the training schedule;
- notify swimmers and families of training-time changes due to holidays or competition training as soon as possible, by both e-mail and bulletin;



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- send out competition entry forms (on information provided by Coaches);
 - assist the club President with facility room bookings for Board and General Parent meetings;
 - serve as club contact person throughout the season, including during summer months, to provide information about the club and registration for potential swimmer recruits;
 - review monthly coach time sheets for submission to the club Treasurer;
 - collect any money from swimmers as required from fundraising or additional fees and submit to the club Treasurer;
 - distribute Nova information pamphlets annually to community recreation centres and schools; and
 - support the Communications Coordinator with summer promotional plans as required.

6. Competitions

6.1 In-town Meets

A competition schedule will be prepared by each Coach. Please assist the Coach in ensuring that your swimmer respects the schedule and is on deck at the time requested. Swimmers are required to wear the official club uniform while on deck. Swimmers should set a good example by keeping clean any areas where hair is being put up or taken down. ***All Nova swimmers are expected to support club members as they compete in events***, including solos, duets, and combo and team events.



6.2 Out-of-town Meets

As competition dates are announced, the Travel Coordinator arranges for accommodations and travel for each out-of-town meet. The Volunteer Coordinator confirms Chaperones for each team. Selection of Chaperones is based on a number of factors, including a valid police check, the involvement of parent volunteers in the past, the availability of parents, and their willingness to assume the important responsibility of supervision. **All swimmers will be directly supervised by either a Coach or a Chaperone at all times.**

Your swimmer's Coach will prepare a competition schedule. The Travel Coordinator will send home a notice regarding transportation, hotel and pool location, and the amount of money required. All swimmers are expected to travel with the team/club and will be billed accordingly. Any other travel arrangements must be approved by the Head Coach, and the Travel Coordinator must be notified as soon as possible. All travel monies must be paid prior to travel.

Arrangements are made for the club to eat meals together when not at the pool. If breakfast is not available due to an early swim time, swimmers are encouraged to pack a nutritious breakfast (e.g., fruit, bagel, juice). Healthy snacks and juices should be brought along, as the availability of on-site hospitality or concessions varies greatly from competition to competition. Depending on the schedule, swimmers may eat out at lunch or dinner. Specific details will be communicated by the Travel Coordinator and Head Chaperone of each competition.

A checklist for packing for an out-of-town competition is attached that will ensure that swimmers bring all items necessary for a competition (see **Appendix A – Packing Checklist for Out-of-Town Meets**). **Note: Swimmers must pack only what they can carry independently.**

For travel by plane, see **Appendix B - Important Nova Flight Travel Information.**

6.3 Parent/Guardian Responsibilities

- It is very important to notify the Head Coach, Coach and Travel Coordinator as soon as possible if a swimmer will not be attending a meet.
- If your child requires medication for a medical condition, parents are responsible for communicating specific instructions directly to the team Chaperone to ensure proper supervision.
- It is the responsibility of the parents to ensure that the swimmer is at the departure site on time, and picked up at the designated site upon return. Punctuality is essential. If the expected arrival time is not already indicated on the travel schedule, a phone-out or by electronic communication will inform parents.
- Arrangements for swimmers to be taken out during non-competitive hours must be approved by the Coach and communicated to the team's Chaperone. Contact numbers must be given at that time.
- The designated Head Coach(es) of the meet will be responsible for any necessary decisions regarding all swimmers during the meet. Any changes will be communicated by the designated Head Coach to the Head Chaperone. Parent Chaperones are expected to work with Coaches and Head Chaperone and support any decisions made.
- Chaperones are responsible for the swimmers' safety and for supervising swimmers outside of competition hours. They are not responsible for swimmers' personal effects and spending money.



- Parents are responsible for ensuring their swimmer has packed all the necessary items for competition (see **Appendix A - Packing Checklist for Out-of-Town Meets**).

For air travel parent/guardian responsibilities, see **Appendix B – Important Flight Travel Information**

6.4 Swimmer Responsibilities

- Swimmers will behave as goodwill ambassadors of Nova whenever they participate in competitions or represent the club in any way; they will act in a responsible and respectful manner at all times.
- Valuables should be left at home. Swimmers should bring only enough money to cover their food costs. Money for meet souvenirs is optional.
- Swimmers are responsible for their belongings and spending money.
- Swimmers must listen and follow the instructions of the Coaches and the Chaperones.
- Swimmers will follow their team's schedule as prepared by their Coach.
- Club uniforms must be worn by team members when representing Nova, including during travel to out-of-town destinations or to and from the pool, for all team outings, and on pool deck for awards. No jeans or pyjama pants will be allowed during the transportation to or from the pool or while at the pool. Nova team members are expected to dress professionally and appropriately.
- There is ABSOLUTELY no junk food allowed until the end of the competition. Coaches and Chaperones will confiscate all junk food, returning items only after the competition.
- The swimmer may leave the hotel, pool, or club activity only with direct supervision of the Coach or Chaperone.
- Swimmers are required to be on deck to cheer their club and fellow teammates during competition.
- Nova members leave the pool deck, pool change rooms, hotel, and bus clean and tidy, as this is a reflection on the club.
- Swimmers will respect the lights-out call as set by the Coach or Chaperone.
- Failure to comply with the above guidelines may result in the swimmer being sent home early at the parent's expense or suspended from attending the next meet.

6.5 Coach Responsibilities

- All swimmers will be directly supervised by either a Coach or a Chaperone at all times.
- Coaches are responsible for communicating their intentions with the Chaperones regarding pool departure times, team meetings, and room allocations. Copies of the team schedule must be provided by the Coach to the team Chaperone.
- Coaches assign rooms; teammates usually room together. Chaperones can determine sleeping arrangements at their discretion.
- Junk food will be confiscated on sight. The Coach will return it to the swimmer at the end of the competition.



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- If a Coach must leave the competition, another Coach will be assigned to the team, and the team Chaperone will be informed.

7. Chaperone Policy

7.1 Police Security Checks:

- All Chaperones for Nova Synchro Team must be members in good standing, female and over the age of 18.
- Any individual who desires to be a chaperone at one of the swim meets during the synchronized swimming season will undertake and provide the club with a Police Security Clearance and must include a vulnerable check.
- The clearances are due to the Police Check Coordinator not later than 45 days prior to chaperone duties.
- The parent will be responsible for payment of the application.
- Police Security Clearances are valid for two years only and must be reapplied.

7.2 Expenses:

- The chaperones airfare is paid for by the teams if applicable.
- The chaperones ground transportation and hotel accommodations are paid for by the teams.
- If necessary, a chaperone may be responsible for vehicle rental in order to transport swimmers. To rent a vehicle, the chaperone must be over 25 years of age and carry a major



credit card. She will be reimbursed for such expenses as pre-determined by the Board of Directors specifically for that out-of-town trip.

- Any pre-approved expenses paid for by the chaperone for food, hotels, or vehicle rental by the chaperone will be reimbursed upon submission of receipts.

7.3 Head Chaperone Responsibilities

- All Chaperones will travel with the team to and from all out of town meets.
- All Chaperones are responsible for the safety and supervision of the group as a whole.
- Chaperones are expected to assist Coaches and swimmers whenever possible.
- The Head Chaperone(s) must ensure that a first-aid kit and health waiver forms are taken for any out-of-town competition.
- The Head Chaperone will discuss any transportation, lights out times, arrival and departure time from the pool, general rules of conduct, and any other scheduling information with the designated Head Coach and instruct Chaperones as to general expectations.
- The Head Chaperone will act as “the point person”, overseeing communication and being the go-to person, acting as a liaison between the coaches and the other chaperones to ensure information is conveyed when needed.
- The Head Chaperone will obtain cell phone numbers of the coaches and chaperones to ensure a sharing of information. While the Head Chaperone is not expected to do all she should co-ordinate that all gets done. This may include finding a parent with a vehicle who can pick up food items for the swimmers and co-ordinating meal times as outlined by the schedule provided by the head coach.
- The Head Chaperone will ensure that all hotel arrangements are committed to as booked by the Travel Coordinator.
- The Head Chaperone will ensure that all swimmers, chaperones, coaches and the bus driver receive their proper keys at check-in. Rooms should be allocated according to the Coaches wishes, and the location of each swimmer recorded. A list of room occupancy should be provided to coaches and chaperones.
- The Head Chaperone will ensure the hotel bill is paid at check-out by someone present with signing authority on a credit card or with a club cheque.
- The Head Chaperone will collect money from swimmers for club activities or meals if required.
- The Head Chaperone will arrange meal locations and booking for breakfasts, lunches, or dinners in consultation with Travel Coordinator and with Coaches if required.
- If vans are required, the Head Chaperone will ensure they are picked up and paid for upon arrival.
- The Head Chaperone will ensure there is one Chaperone at all times in the swimming facility to attend to swimmers in the case of emergencies or if items have been forgotten.
- The Head Chaperone, with team Chaperones, will ensure that all rooms are vacated and all belonging are cleared out at check-out time.

7.4 Chaperone Responsibilities

- All chaperones are responsible for the safety and supervision of the group as a whole.
- All chaperones will assist the Head Chaperone as needed or directed.
- Chaperones are expected to assist Coaches and swimmers whenever possible.
- Chaperones will assist the swimmers with hair as required for teams under the supervision of Coaches.



- Chaperones will have addresses and contact information for accommodations and pool, and such other information as maps, directions, and the teams meet schedule.
- Chaperones will supervise a swimmer's medication as directed by the swimmers parent, and ensure that the swimmer follows prescription directions.
- Chaperones are responsible for the swimmers when they are not under the direct supervision of a Coach on deck at the pool.
- Chaperones will enforce light-out time, and ensure that there is no room-swapping or leaving the room after hours.
- Chaperones will ensure that the swimmers respect the wake-up times specified by the Coach on the team schedule.

Head Chaperone Check List

- Has up to date Health waiver forms and parent contact list in case of an emergency.
- First aid kit is fully stocked and part of the luggage.
- Lunches ordered and delivery arranged for each afternoon of competition.
- Healthy snacks ordered and delivery arranged for each day of competition.
- Breakfasts ordered/arranged for each morning of competition. Meals to be organized in conjunction with Travel Coordinator. Most hotels offer complementary breakfasts.
- Coordinate and arrange for dinners for each evening of competition. This task needs to be discussed with Travel Coordinator, some hotels provide evening meals.
- Obtain cell phone numbers of coaches and chaperones to ensure a sharing of information.
- Ensure all occupants have their room key
- Have list of occupants for each room.
- Discuss general rules with other chaperones. E.g. lights out, personal electronics, leaving the room after lights out.

8. Roles of Committee Members

8.1 Director - President

- oversees the general operation of the club;
- is the first line of contact for club members and Coaches in matters of club business and governance;
- chairs Board of Director meeting and General Parent Meetings;
- with the Head Coach, assists in hiring new Coaches (July, August);
- finalizes Coach contracts by October 31st; and
- attends the annual Presidents' Meeting, hosted by Synchro Alberta; if unable to attend, designates an alternate member of the Executive.

8.2 Director - Vice-President

- fulfills the President's duties as necessary; assists the President and Head Coach in hiring (July, August);
- prepares to assume the President's position the following term; and
- attends the Synchro Alberta AGM in June as a Nova representative.



8.3 Director - Secretary

- records the minutes of Executive and General Meetings;
- circulates the minutes within a week of meetings;
- is responsible for all correspondence as required; and
- maintains a hard copy of all club documents.

8.4 Director - Treasurer

- receives and disperses all money, paying bills and Coaches' fees;
 - prepares yearly budgets;
 - maintains financial books for the club and ensure they are available if needed for audit purposes by other government departments.
 - prepares monthly reports of financial status; and
 - ensures that the audit of the club's financial statements is completed annually.
- Note:* Currently this position is held by a volunteer member of the Board of Directors. In the event that there is no qualified individual to perform this role, a decision may be made by the Board to contract out the duties of the Treasurer. The elected Treasurer would nevertheless retain the responsibility of ensuring that all duties are duly completed.

8.5 Assistant Treasurer

- collects and deposits all cheques for swim fees, wardrobe, and travel.

8.6 Registrar

- is responsible for swimmer registration in September (collects fees, forms, and waivers);
- completes Nova and Synchro Alberta registrations; and
- works closely with the Board of Directors, the Head Coach, and the Club Manager to organize registration.

8.7 Hospitality Coordinator

- organizes food and drink for competitions; and
- organizes food and drink for any other Nova gatherings (Meet-and-Greet, Halloween, the Christmas Show, fundraisers, hosted competitions and the End-of-Year Watershow).

8.8 Travel Coordinator

- makes travel and accommodation arrangements for out-of-town competitions, and issues travel notices to inform the parents; and
- confirms chaperone assignment with the Volunteer Coordinator.



8.9 Meet Manager

- organizes and runs competitions hosted by Nova; and
- works closely with the Volunteer Coordinator to recruit for various roles.
- works closely with Hospitality Coordinator to ensure officials and volunteers are accommodated.

8.10 Wardrobe Coordinator

- sizes and purchases items of club wardrobe as confirmed by the Board;
- orders figure and competition suits; and
- orders T-shirts and other items for meet promotion.

8.11 Police Check Coordinator

- responsible for the distribution, collection and coordination of parent volunteer and contractors Police Check forms.
- provides a police check form to all Nova contractors and Nova parents who volunteer to be chaperones. Keeps certified copies/originals of all police check forms in a secure place.
- ensures forms are stored in a secure place and destroyed properly to insure the privacy of volunteers and contractors is not compromised.
- ensure all Police Check forms have not expired.

8.12 Grants and Special Funding Coordinator

- completes all grant and special funding applications;
- researches and applies for available grants each year;
- informs the Board regarding grant opportunities, with a list of deadlines; and
- implements new fundraising ideas.

8.13 Communications Coordinator

- collects submissions and creates layout for the fall “Meet the Teams” newsletter, and distributes it electronically or in hard copy (as requested by families);
- forwards electronic copy to the WebMaster for posting on the Nova website; and
- is responsible for any public-relations duties as required for the promotion of club activities, such as watershows and summer camps.

8.14 Volunteer Coordinator

- recruits club members for out-of-town chaperoning and volunteer duties at club events, including casinos, meets hosted by Nova or on behalf of other clubs, and the annual Swim-a-thon;



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- develops the volunteer schedule for Nova-hosted meets and ensures that all required positions are filled;
 - provides volunteers with individual schedules and position duties for all positions recruited;
 - maintains documentation of participation points for volunteer positions recruited and as reported by other Executive members on behalf of volunteers; and
 - reports participation points to the Treasurer by June 15th to allow for the refund of the volunteer fee prior to end of season.

8.15 WebMaster

- is responsible for maintaining and updating the Nova website; and
- works in partnership with the club President, other Board members, the Club Manager, Head Coach and Coaches to keep the website updated.

9. Registration and Costs

Registration for the Nova synchro season will take place in early September. The exact date will be posted on the website in May. There is an annual registration fee for competitive swimmers' **Refer to the website for – Annual Fee Schedule.**

Registration with Synchro Alberta and Synchro Canada allows the swimmer to compete in sanctioned meets and provides liability insurance for Nova.

Registration requires submission of the following forms and payments:

- Nova Synchro Swim Club online registration.
- Nova Synchro Swim Club health form.
- Synchro Alberta Participation Agreement (for swimmers 17 years of age and under) and a Release of Liability, Waiver of Claims and Indemnity Agreement (for swimmers 18 years of age and older).
- Personal Information and Photo Release Consent form.
- Nova Synchro Club Swimmer's Code of Conduct contract (see **Appendix C – Code of Conduct & Ethics.**
- deposit for participation points.
Refer to Appendix D Nova Synchro Club Participation Points.
- Payment of the annual fee in the form of either monthly post-dated cheques or a lump sum.
Refer to website for - Annual Fee Schedule.
- Deposit for required club uniform items.
Refer to website for – Wardrobe Price List.



- Deposit for competition travel. The amount will vary, depending on the number of out-of-town competitions. Travel expenses are to be paid separately. Parents will be notified of these costs as the date of competition nears.
- ***No swimmer will be allowed in the pool if any of the required forms are not completed at date of registration. No exceptions will be considered.***
- Please note that all swimmers registered in the competitive program must have the required club uniform.
Refer to website for - Wardrobe Price List.
Orders for the mandatory items must be submitted at the time of registration.

9.1 Club Financing

The club's main sources of income are the annual membership fees, and revenue from the casinos (one approximately every two years) and the yearly Swim-a-thon.

9.2 Annual fee

Annual fees cover a substantial portion of pool rentals, high performance programs and Coaches' salaries. The remaining costs are subsidized by club funds. Monthly ***postdated or lump-sum cheques are required at the time of registration.*** If applicable, an additional fee for extra routines (solos, duets, and combo events) will be collected for the extra pool time and coaching time required for these routines.

The annual fee is subject to swimmer registration, pool fees, and other expenses.

Refer to website for - Annual Fee Schedule.

Fundraising helps keep the annual fee accessible to more families.

Fundraising ideas are always welcome. We encourage parents to become involved and forward ideas to the Board. Please contact the Treasurer with any questions about the annual fee, or club financing in general.

9.3 Withdrawals

Any withdrawal from the club must be formally submitted in writing to the Board of Directors one month prior to the effective date. A doctor's note will be required in the case of a withdrawal for medical reasons.

A penalty for withdrawal will be pro-rated based on tier level and the point in the swimming year up to January 1st, after which there will be ***no refund.*** Appeals may be made to the Board. A subcommittee will be struck to determine the refund schedule if the Board deems a refund is in order.

Fees will not be refunded after January 1st because of the financial commitments made to coaches, cost of pool time, and competition expenses.

9.4 Swim-a-thon

The Swim-a-thon takes place in late October or early November of every year and is an important fundraising activity of Nova. Swimmers swim for two hours continuously with short water and snack



breaks. They are asked to obtain pledges prior to the event, either as a lump sum or per lap completed in the two-hour time period. The Swim-a-thon is an integral part of the club's training program, and all swimmers are expected to participate. Minimum pledge amount will be determined at the beginning of each season.

9.5 Casino

Nova participates in a casino every two years. Nova is dependent on this casino financially, and casino revenues help keep the annual club fee accessible to families. **Each swimmer registered in the previous and current year must supply a worker 18 years or older to volunteer at this fundraiser.** If a family does not fulfill the mandatory requirement for casino shift(s), and has one or more swimmers enrolled with Nova, the current year's volunteer fee will be automatically withheld (see section below, and **Appendix D Nova Synchro Club Participation Points**).

Families that were club members, and therefore did not work at a Nova casino within the last two years, will be expected to work at the next Nova casino regardless of whether they have active swimmers in the club that year or not. The annual volunteer fee from the non-casino year will be withheld until this commitment is fulfilled.

Note: The decision to accommodate a *Special Case*—here defined as a swimmer who requests only an optional program without committing to a team program—remains at the discretion of the Board of Directors.*

9.6 Nova Private Information Policy

The *Personal Information Protection Act* (PIPA or the Act) applies only to a non-profit organization in the case of personal information that is collected, used or disclosed by the non-profit organization in connection with any commercial activity carried out by the non-profit organization as per section 56. The Act does not apply to the personal information of contractors, employees or volunteers of a non-profit organization. Nor does it apply to personal information collected during a transaction that is not a commercial activity.

PIPA can be viewed at <http://www.qp.gov.ab.ca>

See **Policies 10.2** for the complete **Nova Private Information Policy** and **Policies 10.3 – Confidentiality Policy**.

9.7 Screening Policy

Screening of personnel and volunteers is an important part of providing a safe environment among sport organizations, which provide programs and services to youth and people with disabilities. Nova is responsible, at law, to do everything reasonable to provide a safe and secure environment for

* Nova offers swimmers a team program with additional optional programs of either solo, duet or combo routines. This format remains the most beneficial for swimmer and team development, as well as being the most cost-effective for the club. A Special Case must be reviewed by the Board of Directors after a recommendation by the Head Coach. The decision to accept a Special Case will be at the discretion of the Board of Directors, and fees will be based on cost recovery for coaching fees, pool time, and total competition costs. Travel subsidies, if offered, will be determined for each Special Case by the Board of Directors.



participants in its programs, activities and events. Nova takes very seriously, and is committed to, fulfilling the duty of care it owes to its members.

The purpose of screening is to identify individuals within Nova who pose a risk to children, youth and people with disabilities.

See **Policies 10.4** for Nova's **Screening Policy**.

9.8 Nova Participation Points

Parents are strongly encouraged to become involved with Nova in as many ways as possible, in order to develop a supportive organization for all of the swimmers. Nova is successful thanks to the effort and hours generously committed by many volunteers. There are a variety of jobs that require different levels of commitment, but everyone is expected to donate time. Parents can volunteer to serve on, or work with, the Board of Directors, filling such positions as Treasurer, President or serve as a Committee Member filling such positions as Wardrobe Coordinator, or Meet Manager. Opportunities for volunteering also arise at events during the year, from working a casino to timing swimmers at the Swim-a-thon, working at local meets hosted by Nova or chaperoning out-of-town meets. **Appendix D** provides a complete list of possible ways you can contribute to your swimmer's experience. A deposit ensures equitable participation by all members.

- Each family will be asked to submit a deposit with registration.
- Families with more than one swimmer in the club will be asked for only 1½ times the participation points and 1½ times the deposit.
- Calculation of participation points will be based on the completion of tasks listed in the **Appendix D**, or as determined by the Board.
- The full amount or a percentage of the participation deposit will be returned no later than June 30th (September 30th in a casino year) or as determined by the Board based on participation points accumulated in the current competitive year. Surplus participation points cannot be deferred to the following year.
- The annual volunteer fee from the non-casino year will be held until families that did not work at a Nova casino within the past two years work a shift, whether or not their swimmer is still active in the club.
- All families must track their participation points, in order to reconcile with the Volunteer Coordinator's records at the end of each season.
- In the event of a discrepancy between records which would result in Nova retaining volunteer funds, the Board of Directors will be asked to investigate and find a resolution.

9.9 Communication

Communication between the club Board of Directors, members, coaches, parents, and swimmers is facilitated through several means. Attending Parent Meetings is the first. Parents are expected to attend all General Meetings, held in September, January, and June of each year. As well, Parent meetings are held throughout the year, where club activities are discussed in detail. Parent meetings are open to all members.

Notices and letters are sent out by individual Coaches and by the Board, with information such as travel plans or schedule changes. Please check with your swimmer regularly for notices, and consult the **website** for calendar updates, upcoming events, and contact information.



Another important part of the communication process at Nova is the parent representative of each team. At the request of the Board of Directors, Travel Coordinator, or Volunteer Coordinator, these parent volunteers phone the parents of swimmers on the same team to communicate specific information. This role is essential to getting information out quickly; it is a very efficient way to alert all parents of information such as arrival times or changes in travel plans.

Direct communication between concerned parties is always the best recourse when dealing with a problem. Should the issue remain unresolved, parties then proceed to the next level of authority. For example, a swimmer should first speak with the Coach, and then involve the parent. If still unresolved, the issue should be discussed with the Head Coach. Only in very exceptional cases would the situation involve a meeting of the Board of Directors, Head Coach, and parents.

See **Policies 10.5 – Discipline and Complaints Policy** and section 4.3.

If a parent has a concern involving club governance, it should first be addressed with a Board member responsible, then with the President, before taking the issue to a Board of Directors Meeting.

See also **Appendix E – Nova Communication Flow Chart**

10. Policies

10.1 Conflict Of Interest Policy

Definitions

The following terms have these meanings in this Policy:

- a. *“Conflict of Interest”* – A real or seeming incompatibility between one’s private interests and one’s public or fiduciary duties.
- b. *“Pecuniary Interest”* - An interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated.
- c. *“Non-Pecuniary Interest”* - Family relationships, friendships, volunteer positions in associations or other interests that do not involve the potential for financial gain or loss.
- d. *“Perceived Conflict of Interest”* – A perception by an informed person that a conflict of interest exists or may exist.
- e. *“Nova Synchro Member”*- Nova Athletes, Nova Contractors, Parents or guardians, volunteers and committee members.

Purpose and Application

The purpose of this Policy is to describe how Nova Synchro Members will conduct themselves in matters relating to real or perceived conflicts of interest, and to clarify how Nova Synchro will make decisions in situations where conflicts of interest may exist.

This Policy applies to all Nova Synchro Members as defined in the Definitions section.

Obligations

Any real or perceived conflict, whether pecuniary or non-pecuniary, between a Nova Synchro Members’ interest and the interests of Nova Synchro, must at all times be resolved in favor of Nova Synchro.



Nova Synchro Members will not:

- i. Engage in any business or transaction, or have a financial or other personal interest that is incompatible with their official duties with Nova Synchro, unless such business, transaction or other interest is properly disclosed to Nova Synchro and approved by Nova Synchro;
- ii. Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration, or who might seek, in any way, preferential treatment;
- iii. In the performance of their official duties, accord preferential treatment to family members, friends or colleagues, or to organizations in which their family members, friends or colleagues have an interest, financial or otherwise;
- iv. Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with Nova Synchro, where such information is confidential or is not generally available to the public;
- v. Use Nova Synchro property, equipment, supplies or services for activities not associated with the performance of official duties with Nova Synchro without the permission of Nova Synchro;
- vi. Place themselves in positions where they could, by virtue of being a Nova Synchro Member, influence decisions or contracts from which they could derive any direct or indirect benefit or interest; or
- vii. Accept any gift or favor that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a Nova Synchro Member.

Disclosure of Conflict of Interest

A Nova Synchro Member will disclose a conflict of interest to the Nova Synchro Executive immediately upon becoming aware that there exist real or perceived conflicts of interest.

Any person who is of the view that a Member of Nova Synchro may be in a position of conflict of interest may report this matter in writing to the Nova Synchro Executive.

Resolving Conflicts in Decision-making

Decisions or transactions that involve a real or perceived conflict of interest that have been disclosed by a Nova Synchro Member will be considered and decided upon by the Nova Synchro Executive provided that:

- a. The nature and extent of the Nova Synchro Member's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded in the minutes;
- b. The Nova Synchro Member does not participate in discussion on the matter giving rise to the conflict of interest;
- c. The Nova Synchro Member abstains from voting on the proposed decision or transaction;
- d. The Nova Synchro Member is not included in the determination of quorum for the proposed decision or transaction; and
- e. The decision or transaction is in the best interests of Nova Synchro.

Conflicts Involving Contractors



Nova Synchro will restrict Contractors from being employed with any Nova Synchro member during the term of their contract unless consented to by the Nova Synchro Executive. Any determination as to whether there is a conflict of interest will rest solely with Nova Synchro, and where a conflict of interest is deemed to exist; the employee will resolve the conflict by ceasing the activity giving rise to the conflict.

Nova Synchro will not restrict Contractors from accepting other employment, contracts or volunteer appointments during the term of their employment with Nova Synchro, provided that the employment, contract or volunteer appointment does not diminish the contractor's ability to perform the work contemplated in their employment agreement with Nova Synchro. Any determination as to whether there is a conflict of interest will rest solely with Nova Synchro, and where a conflict of interest is deemed to exist, the contractor will resolve the conflict by ceasing the activity giving rise to the conflict.

Enforcement

Failure to adhere to this Policy may give rise to discipline in accordance with Nova Synchro's Discipline and Complaints Policy.

10.2 Private Information Policy

Definitions

Act means the *Personal Information Protection Act*.

Administration means the development, operation, evaluation and enforcement of Nova policies and programs.

Contact Information means a swimmer's first and last name, email, phone, parents' first name.

Collection means gathering, acquiring, recording, photographing or obtaining Personal Information from any source, and by any means.

Commercial Activity means a transaction or act of conduct that has a commercial character to it, such as selling, bartering or leasing donor, membership or other fund-raising lists.

Contractor means an individual contracted by the non-profit organization and includes an individual who performs a service for or in relation to or in connection with the non-profit organization as an apprentice, volunteer, participant or under a contract or an agency relationship with the non-profit organization.

Disclosure means showing, telling, sending, or giving Personal Information to some other individual or organization or the public, but does not include use of the information within the non-profit organization.

Member means a member (swimmer and guardian) of Nova Synchro Swim Club.



Nova means Nova Synchro Swim Club

Personal Contractor Information means, in respect of an individual who is a contractor or a potential contractor, Personal Information reasonably required by the non-profit organization that is collected, used or disclosed solely for the purposes of establishing, managing or terminating a contractor relationship or a volunteer work relationship between that individual and the non-profit organization, but does not include Personal Information about the individual that is unrelated to that relationship.

Personal Information is defined as age, date of birth, medical information/conditions/ medications, any identifying number assigned to the individual (eg Alberta Health Care Number), address, phone number, email address, name of the individual, names of parents or guardians, names of any trustees or other legal representatives.

Policy means a personal information policy governing the Collection, Use and Disclosure of Personal Information by the non-profit organization in a manner that is consistent with the purposes and intent of Section 56 of PIPA.

PIPA means the *Personal Information Protection Act*.

Use means employing Personal Information to carry out purposes identified by the non-profit organization or other purposes permitted by the Policy.

Scope and Application

1. This Policy applies to all Personal Information of Members, volunteers and Contractors of Nova.
2. This Policy reflects Section 56 of the *Personal Information Protection Act* (PIPA) and address Sections 1-35 of the Act to a reasonable standard as they apply to privacy protection for the Personal Information of the individuals involved with Nova.

Privacy Principles

Accountability

3. Nova is responsible for all Personal Information that is in its offices, file cabinets, computers, etc. and that is in the custody of its Contractors, volunteers and executive committee Members.
4. The Nova President and Head Coach will be responsible for ensuring that Nova complies with this Policy. Other individuals may be delegated to act on behalf of the designated person(s).
5. Nova will develop and follow policies and practices that are reasonable for it to meet its obligations under Section 56 of PIPA and make information about these policies and practices available electronically in the Parent Handbook and on Nova's web site.
6. In carrying out its responsibilities under this Policy, Nova will do what a reasonable person would think was appropriate in the circumstances.

Consenting to the Collection, Use and Disclosure of Personal Information



7. Before Nova collects, uses or discloses Personal Information, Nova will ask the individual to consent to the collection, use and disclosure of the Personal Information or to consent to the collection of the Personal Information from the guardian of the individual where this individual is a minor. Synchro Alberta, and therefore Nova, also requires swimmers to have a signed Participation Agreement, PIPA and Swimmer's Code of Conduct on file.
8. Nova will not require an individual to consent to the collection, use or disclosure of Personal Information as a condition of providing a service to the individual unless the Collection, use or disclosure is required to carry out a purpose identified in *Collecting personal Information*.
9. When an individual applies for registration with Nova, this constitutes implied consent for Nova to collect, use and disclose the individual's Personal Information for purposes related to the registration of the individual as a Member of Nova, Synchro Alberta and Synchro Canada
10. Nova will use consent clauses that are easy to find, clearly worded and as specific as possible regarding the purposes of collection, use or disclosure.
11. Nova will obtain express consent wherever possible. In determining what form of consent to use, Nova will take into account the sensitivity of the Personal Information and the reasonable expectations of its Members and its Contractors.

Collecting Personal Information

12. Nova will only collect Personal Information for purposes that are reasonable and Nova will only collect the information that is reasonable for carrying out those purposes.
13. Nova will collect Personal Information only for the following purposes (referred to in this Policy as "identified purposes"):
 - creating and maintaining records about applications for and obtaining registration as a Member for Nova and Synchro Alberta;
 - creating emergency contact lists with contact and health information for the Head Coach for practices and competitions and for the Head Chaperone for out of town competitions;
 - creating the club roster with Contact Information for communication purposes;
 - use photographs or audiovisual material for the purposes of promoting the club.
 - tax receipts
14. Nova will notify its Members or a prospective Member about the identified purposes before or at the time the Personal Information is collected and Nova will do this orally, electronically or in writing. Nova will also let them know who they can contact if they have questions about the collection of their Personal Information.

Using Personal Information

15. Nova will only use Personal Information for purposes identified in Article 3.3 or as permitted under Article 3.4 and Nova will only use Personal Information that is reasonable to carry out those purposes.
16. Nova will only use Personal Information without the individual's consent for the following additional purpose:



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- a reasonable person would consider that the use of the Personal Information is clearly in the interests of the individual and consent of the individual cannot be obtained in a timely way or the individual would not reasonably be expected to withhold consent;
 - if the Personal Information is necessary to respond to an emergency that threatens the life, health or security of an individual or the public; or
 - the use of the Personal Information is necessary to determine the individual's suitability to receive an honour, award or similar benefit, including an honorary degree, scholarship or bursary;
 - the Personal Information is publicly available.

Disclosing Personal Information

17. Nova will only disclose Personal Information for purposes that are reasonable for the purposes identified in Article 3.3 or as permitted under Article 3.5 and will only disclose Personal Information that is reasonable to carry out those purposes.
18. Nova will only disclose Personal Information without the individual's consent for the purposes in Article 3.4. and for the following additional purposes:
 - a reasonable person would consider that the disclosure of the Personal Information is clearly in the interests of the individual and consent of the individual cannot be obtained in a timely way or the individual would not reasonably be expected to withhold consent;
 - the disclosure of the Personal Information is necessary to respond to an emergency that threatens the life, health or security of an individual or the public;
 - to contact next of kin or a friend of an injured, ill or deceased individual;
 - the disclosure of the Personal Information is necessary to determine the individual's suitability to receive an honour, award or similar benefit, including an honorary degree, scholarship or bursary;
 - the Personal Information is publicly available.

Giving Access to and Correcting Personal Information

19. Requests for information regarding swimmers must be made in writing by submitting an original signed and dated letter.
20. Nova will respond to an applicant openly, accurately, and completely, and within 45 calendar days from receiving the request.
21. Nova may refuse access to all or part of an applicant's Personal Information in the following situations:
 - the information is protected by any legal privilege (for example, custody);
 - the information was collected for an investigation or legal proceeding.
22. Nova will refuse access to all or part of an applicant's Personal Information in the following situations:
 - the disclosure of the information could reasonably be expected to threaten the life or security of another individual;
 - the information would reveal Personal Information about another individual.



23. If an individual believes that his or her Personal Information in its custody or under its control has a mistake in it or is missing some information, he or she may make a written request that Nova corrects the information.
24. If Nova decides that the information should be corrected, Nova will do so as soon as reasonably possible. If it is reasonable to do so, Nova will send the corrected information to Synchro Alberta.

Accuracy

25. Nova will ensure that Personal Information used or disclosed by Nova will be sufficiently accurate, complete and up-to-date to minimize the possibility that inappropriate information may be used to make a decision about an individual.
26. Nova will update Personal Information about Members and Contractors as and when necessary to fulfill the identified purposes or upon notification by the individual.

Protection

27. Nova will use reasonable security safeguards to protect Personal Information against such risks as loss or theft, unauthorized access, disclosure, copying, use, modification or destruction. Nova will protect Personal Information regardless of the format in which it is kept and used.
28. Nova will protect Personal Information using physical, administrative and technical safeguards that are appropriate to the sensitivity of the information.

Retention

29. Nova will keep Personal Information only as long as it remains necessary or relevant for the identified purposes or as required by law.
 - registers of Members are kept for 3 years;
 - information about contractors is kept for 5 years.

Procedure for Handling Complaints

30. An individual who believes that Nova has not complied with this Policy has the right to make a written complaint about the matter to its Board of Directors. The Board will review the complaint and determine if any action or amendment to this Policy should be made. The Board's decision will be communicated in writing to the individual filing the complaint.

Monitoring/Reviewing the Operation of the Policy

31. Its Governing Council, the Board of Directors of Nova will appoint a person to review this Policy at regular intervals or at least every 3 years to ensure that the Policy is still serving its stated purposes; that it is being complied with; that the internal complaint-handling procedure is still effective; and to determine if there are any amendments that should be made to improve the operation of the Policy.

Establishing the Policy



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32. This Policy is approved by Nova Members as club Policy in accordance with the Club By-Laws.

Publication of the Policy

33. Nova will publish this Policy in the Parent Handbook (electronic and printable version) on its web site.

10.3 Confidentiality Policy

Purpose

1. The purpose of this policy is to ensure the protection of Confidential Information that is proprietary to Nova Synchro by making all Nova Synchro members aware that there is an expectation to act at all times appropriately and consistently with this policy.

Application of this Policy

2. This policy applies to all categories of membership within Nova Synchro, as well as all individuals employed and contract personnel by or engaged in activities with Nova Synchro, including but not limited to, directors, committee members, swimmers, coaches, judges, officials, referees, volunteers, officers, managers and administrators (hereinafter “Nova Synchro Representatives”).

Responsibilities

3. Nova Synchro Representatives will not, either during the period of their involvement/employment or any time thereafter, disclose to any person or organization any Confidential Information acquired during their period of involvement/employment, unless expressly authorized to do so.
4. Nova Synchro Representatives will not publish, communicate, divulge or disclose to any unauthorized person, firm, corporation, third party or parties any Confidential Information, without the express written consent of Nova Synchro .
5. Nova Synchro Representatives will not use, reproduce or distribute such Confidential Information or any part thereof, without the express written consent of Nova Synchro.
6. All files and written materials relating to Confidential Information of Nova Synchro will remain the property of Nova Synchro and upon termination of involvement/employment with Nova Synchro or upon request of Nova Synchro, the Nova Synchro Representative will return all Confidential Information received in written or tangible form, including copies, or reproductions or other media containing such Confidential Information, immediately upon such request.
7. The term “Confidential Information” includes, but it not limited to the following:
- a) Personal Information of Nova Synchro members and Representatives, including but not limited to, name, address, e-mail, telephone number, cell phone number, date of birth and financial information;
 - b) Nova Synchro intellectual property and proprietary information related to the programs, fundraisers, business or affairs of Nova Synchro and any of its divisions, including, but not limited to, procedures, business methods, forms, policies, business, marketing and development plans, advertising programs, creative materials, trade secrets, knowledge, techniques, data, products, technology, computer programs, manuals, software, financial information and information that is not generally or publicly known and distributed).

Intellectual Property



8. Copyright and any other intellectual property rights in all written material (including material in electronic format) and other works produced in connection with employment or involvement with Nova Synchro will be owned solely by Nova Synchro, who will have the right to use, reproduce or distribute such material and works, or any part thereof, for any purpose it wishes. Nova Synchro may grant permission for others to use such written material or other works, subject to such terms and conditions as Nova Synchro may prescribe.

Enforcement

9. A breach of any provision in this policy may give rise to discipline in accordance with Nova Synchro's Discipline and Complaints policy or legal recourse.

10.4 Screening Policy

Purpose

1. Screening of personnel and volunteers is an important part of providing a safe environment among sport organizations, which provide programs and services to youth and people with disabilities. Nova Synchro is responsible, at law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events. Nova Synchro takes very seriously, and is committed to, fulfilling the duty of care it owes to its members.
2. The purpose of screening is to identify individuals within Nova Synchro who pose a risk to children, youth and people with disabilities.

Policy Statement

3. Not all personnel affiliated with Nova Synchro will be required to undergo screening through a Police Records Check ("PRC"), as not all positions pose a risk of harm to Nova Synchro or its members.
4. Persons who will be subject to screening through a PRC are those who work closely with minor athletes, athletes with a disability and who occupy positions of trust and authority within Nova Synchro programs. Such 'designated positions' include:
 - a. All individuals in paid staff positions;
 - b. All persons affiliated with clubs, whether paid or volunteer, including but not limited to, coaches, chaperones and drivers.
5. It is Nova Synchro's policy that:
 - a. The recruitment process for all 'designated positions' may involve:
 - i. Requiring the candidate to complete an application form for the position;
 - ii. Interviewing the candidate for the position; and
 - iii. Checking a minimum of two references, one of which will be specific to working with children or youth.
 - b. PRCs will be mandatory for all persons in 'designated positions'. There will be no exceptions.
 - c. Failure to participate in the PRC process as outlined in this policy will result in ineligibility for the 'designated position'.
 - d. Nova Synchro will not knowingly fill a 'designated position' with a person who has a conviction for a 'relevant offence' as defined in this policy.
 - e. A person in a 'designated position' will be provided an orientation session that will explain performance expectations and provide the training necessary for satisfactory performance.
 - f. If a person in a 'designated position' subsequently receives a conviction for, or be found guilty of, a relevant offences, he/she will report this circumstance immediately to Nova Synchro.



Screening Committee

6. The implementation of this policy is the responsibility of the Screening Committee, a committee of one - three persons appointed by the Nova Synchro Executive.
7. The Screening Committee will carry out its duties in an independent manner and at arms-length from the Nova Synchro Executive and the contractors of Nova Synchro.
8. The Screening Committee is responsible for receiving and reviewing all PRCs and, based on such reviews, making decisions regarding the appropriateness of individuals occupying 'designated positions'. The Screening Committee may approve an individual's participation in a 'designated position', may deny an individual's participation in a 'designated position' or may approve an individual's participation in a 'designated position' subject to terms and conditions as the Screening Committee deems appropriate.
9. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants or volunteer screening specialists. The decisions of the Screening Committee are final and binding and may not be appealed.

Procedure

10. Each person subject to this policy will apply for and obtain a PRC at their local police detachment. If there is a charge to obtain the PRC, Nova Synchro will only reimburse contractors for such expense.
11. Each person subject to this policy will submit the original copy of their PRC to the Screening Committee, c/o Nova Synchro Executive, in an envelope marked 'Confidential'.
12. The Screening Committee will review all PRCs received and will determine whether the PRC reveals a relevant offence. The Screening Committee will render its decision in accordance with paragraph 8 and will notify the person and Nova Synchro of its decision in writing. The original copy of the PRC will be destroyed or returned to the person who supplied it.
13. PRCs are valid for a period of two years.
14. If a person has been screened and approved by a member club, Nova Synchro will confirm such approval and not require a second screening.

Relevant Offences

15. For the purposes of this policy, a 'relevant offence' is any of the following offences for which pardons have not been granted:
 - a. If imposed in the last five years:
 - i. Any criminal offence involving the use of a motor vehicle, including but not limited to impaired driving; or
 - ii. Any violations for trafficking under the Controlled Drug and Substances Act.
 - b. If imposed in the last ten years:
 - i. Any crime of violence including but not limited to, all forms of assault; or
 - ii. Any criminal offence involving a minor or minors.
 - c. If imposed at any time:
 - i. Any criminal offence involving the possession, distribution, or sale of any child-related pornography;
 - ii. Any sexual offence involving a minor or minors; or
 - iii. Any offence involving fraud.



Records

16. The Screening Committee will retain no copies of PRCs, but may retain written records of its communications with the persons submitting the PRC and with Nova Synchro. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal or disciplinary proceedings.

Review and Approval

17. This policy is not a static document. On an annual basis, it will be reviewed by the Nova Synchro Executive with input from the Screening Committee.

Phased Implementation of this Policy

18. Where required, Nova Synchro will revise all contracts of employment and contracts for services, or volunteer positions as they come up for revision or renewal, to reflect the requirements of this policy. This policy will be communicated immediately to all members and contractors of Nova Synchro who will be affected by this policy.

10.5 Discipline and Complaints Policy

Definitions

1. The following terms have these meanings in this Policy:
 - a) “Days” – Days irrespective of weekend and holidays.
 - b) “Nova Synchro Member”- All categories of membership within Nova Synchro, as well as all individuals employed by or engaged in activities with Nova Synchro, including but not limited to, athletes, coaches, judges, officials, volunteers, directors, officers, managers, administrators, spectators and parents of Nova Synchro members.

Purpose

2. Nova Synchro is committed to providing an environment in which all Nova Synchro Members are treated with respect and characterized by the value of fairness, integrity and open communication. Membership in Nova Synchro, as well as participation in its activities, brings with it many benefits and privileges. At the same time, members and participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the policies, bylaws, rules and regulations and Code of Conduct and Ethics of Nova Synchro. Irresponsible behavior by Nova Synchro Members can result in severe damage to the integrity of Nova Synchro. Conduct that violates these values may be subject to sanctions pursuant to this policy. Since sanctions may be applied, it is only fair to provide Nova Synchro Members a mechanism so complaints and discipline is dealt with fairly, expeditiously and affordably.

Application of this Policy

3. This Policy applies to all Nova Synchro Members as defined in the Definitions.
4. This Policy only applies to discipline matters that may arise during the course of Nova Synchro business, activities and events, including but not limited to, competitions, practices, training camps, travel associated with Nova Synchro activities, and any meetings.
5. Discipline matters and complaints arising within the business, activities or events organized by entities other than the Nova Synchro, including its member clubs, will be dealt with pursuant to the policies of these other entities unless requested and accepted by Nova Synchro at its sole discretion.

Reporting a Complaint



6. Any Nova Synchro Member may report to Nova Synchro Executive any complaint. Such complaint must be signed and in writing, and must be filed within fourteen (14) days of the alleged incident. Anonymous complaints may be accepted upon the sole discretion of Nova Synchro.
7. A complainant wishing to file a complaint beyond the fourteen (14) days must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or not accept, the notice of complaint outside the fourteen (14) day period will be at the sole discretion of Nova Synchro. This decision may not be appealed.
8. Nova Synchro Executive will determine whether the complaint is frivolous or vexatious. If the Executive determines the complaint is frivolous or vexatious, the complaint will be dismissed immediately.
9. If a complaint is determined by the Nova Synchro Executive to be legitimate, the complaint will be designated as a minor infraction or a major infraction and dealt with according to the appropriate sections of this Policy. It will be at the sole discretion of the Nova Synchro Executive, to determine whether a complaint is to be dealt with as a major or minor infraction. This decision is not appealable.
10. If the incident is to be dealt with as a minor infraction, the Nova Synchro Executive, will inform the parties, and the matter will be dealt with according to the section relating to minor infractions.
11. If the incident is to be dealt with as a major infraction, the Nova Synchro Executive will inform the parties, and the matter will be dealt with according to the section relating to major infractions.

10.5.1

12. This Policy does not prevent an appropriate person having authority from taking immediate, informal or corrective action in response to behavior that constitutes either a minor or major infraction provided that the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident. Further sanctions may be applied in accordance with the procedures set out in this Policy.

Minor Infractions

13. Examples of minor infractions include, but are not limited to, a single incident of:
 - a) Disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others;
 - b) Conduct contrary to the ideals of respect such as angry outbursts or argument;
 - c) Being late for or absent from Nova Synchro events and activities at which attendance is expected or required; and
 - d) Non-compliance with the policies, procedures, rules and regulations under which Nova Synchro is governed.
14. All disciplinary situations involving minor infractions occurring within the jurisdiction of Nova Synchro will be dealt with by the appropriate person having authority over the situation and the individual involved (the person in authority may include, but is not restricted to, coach, manager, official, judge, or Nova Synchro staff).
15. Procedures for dealing with minor infractions will be informal as compared to those for major infractions and will be determined at the discretion of the person responsible for discipline of such infractions (as noted above in point 13). This is provided that the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident.



16. Sanctions for minor infractions, which may be applied singly or in combination, include the following:
 - a) Verbal or written reprimand which may be placed in the individual's file;
 - b) Verbal or written apology;
 - c) Service or other voluntary contribution to Nova Synchro;
 - d) Suspension from the current competition, activity or event; or
 - e) Any other sanction considered appropriate for the offense.
17. Minor infractions that result in discipline will be recorded and maintained by Nova Synchro. Repeat minor infractions may result in further such incident being considered a major infraction.

Major Infractions

18. Major infractions are instances of misconduct that result, or have the potential to result, in harm to other persons or to Nova Synchro.
19. Examples of major infractions include, but are not limited to:
 - a) Repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others;
 - b) Repeated conduct contrary to the ideals of respect such as angry outbursts or argument;
 - c) Repeated incidents of being late for or absent from Nova Synchro events and activities at which attendance is expected or required;
 - d) Activities or behavior which interfere with a competition or with any athlete's preparation for competition;
 - e) Incidents of physical abuse;
 - f) Pranks, jokes or other activities that endanger the safety of others;
 - g) Disregard for the policies, procedures, rules and regulations under which Nova Synchro is governed;
 - h) Conduct which results in harm to the image, credibility or reputation of Nova Synchro and/or its' sponsors;
 - i) Abusive use of alcohol where abuse means a level of consumption that impairs the individual's ability to speak, walk or drive; causes the individual to behave in a disruptive manner; or interferes with the individual's ability to perform effectively and safely;
 - j) Any possession or use of alcohol by minors;
 - k) Any possession use of illicit drugs and narcotics; or
 - l) Any possession or use of banned performance enhancing drugs or methods.

Note: The definition of "repeated" will depend on the severity of the infraction and frequency of offences within a given time to be determined by the Nova Synchro at its sole discretion.

20. Major infractions occurring within competition may be dealt with immediately, if necessary, by an appropriate person having authority, provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity or event only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this Policy. This review does not replace the appeal provisions of this Policy.

Discipline Panel and Hearing

21. Upon notifying the respondent of a complaint of a major infraction, the Nova Synchro Executive, at their sole discretion, will appoint a Discipline Panel ("Panel") of 1-3 individuals to hear the complaint. The members of the Panel will select from themselves a Chairperson.



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22. Members of the Panel will have had no involvement with the alleged infraction and will be free from any other bias or conflict of interest.
 23. The Panel will hold the hearing as soon as possible.
 24. Having regard to the nature of the discipline matter and the potential consequences of any resulting sanctions, the Panel will decide to conduct the hearing by way of review of documentary evidence, in-person or via teleconference.

Preliminary Meeting

25. The Panel may determine that the circumstances of the complaint warrant a preliminary meeting. The Panel may delegate to one of its members the authority to deal with preliminary matters, which may include but are not limited to:
 - a) Format (hearing by documentary evidence, oral hearing, in-person or a combination);
 - b) Date and location of the hearing, if necessary;
 - c) Timelines for the exchange of documents;
 - d) Clarification of issues in dispute;
 - e) Any procedural matters including order and procedure of the hearing;
 - f) Remedies sought;
 - g) Evidence to be brought before the hearing;
 - h) Identification of any witnesses; or
 - i) Any other procedural matter that may assist in expediting the hearing.

Documentary Review

26. Where the Panel has determined that the hearing will be held by way of documentary submissions, the Panel will govern the hearing fairly and as it sees fit, provided that:
 - a) All parties are given a reasonable opportunity to provide written submissions to the Panel, to review written submissions of the other parties, and to provide written rebuttal and argument; and
 - b) The applicable principles and timelines set out by the Panel are respected.

Oral Hearing

27. Where the Panel has determined that the appeal will be held by way of oral hearing, the Panel will govern the hearing fairly and as it sees fit, provided that:
 - a) The affected parties will be given three (3) days written notice of the day, time and place of the hearing;
 - b) The affected parties will be provided copies of all evidence to be relied upon;
 - c) Decisions will be by majority vote where the Chairperson carries a vote;
 - d) Panel members will refrain from communicating with the parties except in the presence of, or copy to, the other parties;
 - e) The parties may be accompanied by a representative;
 - f) The parties will have the right to present evidence and argument;
 - g) Any party potentially affected by the matter may be made party to the hearing by the Panel;
 - h) The Panel may request that any witness be present at the hearing or submit written evidence in advance of the hearing;
 - i) The hearing will be held in private;
 - j) Each party will bear their own costs;
 - k) Once appointed, the Panel will have the authority to abridge or extend timelines associated with any aspect of the hearing.



28. After hearing the matter, the Panel will determine whether or not the individual will be sanctioned, and if so, will determine the appropriate penalty to be imposed and any measures to mitigate the harm suffered by others as a result. The Panel's written decision, with reasons, will be distributed to all parties, the Nova Synchro Executive within fourteen (14) days of the conclusion of the hearing.
29. Where the individual acknowledges the facts of the incident, he or she may waive the hearing, in which case the Panel will determine the appropriate disciplinary sanction. The Panel may hold a hearing for the purpose of determining an appropriate sanction.
30. If the individual being disciplined chooses not to participate in the hearing, the hearing may proceed in any event.

Sanctions

31. The Panel may apply the following disciplinary sanctions singly or in combination, for major infractions:
 - a) Written reprimand to be placed in the individual's file;
 - b) Written apology;
 - c) Removal of certain privileges of membership;
 - d) Suspension from certain Nova Synchro teams, events and/or activities;
 - e) Suspension from all Nova Synchro activities for a designated period of time;
 - f) Suspension of Nova Synchro funding;
 - g) Expulsion from membership;
 - h) Other sanctions as may be considered appropriate for the offense.
32. Unless the Panel decides otherwise, any disciplinary sanctions will commence immediately. Failure to comply with a sanction as determined by the Panel will result in automatic suspension of membership in Nova Synchro until such time as compliance occurs.
33. In applying sanctions, the Panel may have regard to the following aggravating or mitigating circumstances:
 - a) The nature and severity of the incident;
 - b) Whether the incident is a first offense or has occurred repeatedly;
 - c) The individual's acknowledgment of responsibility,
 - d) The individual's remorse and post-infraction conduct;
 - e) The age, maturity or experience of the individual;
 - f) Whether the individual retaliated; and
 - g) The individual's prospects for rehabilitation.
34. A written record will be maintained by Nova Synchro Executive for major infractions that result in a sanction.

Serious Infractions

35. Nova Synchro may determine that an alleged incident is of such seriousness as to warrant suspension of the individual pending a hearing and a decision of the Panel.
36. Where it is brought to the attention of Nova Synchro, that a Nova Synchro Member has been charged with an offence under the Criminal Code, or has previously been convicted of a criminal offence, Nova Synchro may suspend the Nova Synchro Member pending further investigation, a hearing or a decision of the Panel.



37. Notwithstanding the procedures set out in this Policy, any Nova Synchro Member who is convicted of a criminal offense involving sexual exploitation, invitation to sexual touching, sexual interference, sexual assault or aggravated assault will face automatic suspension from participating in any activities of Nova Synchro for a period of time corresponding to the length of the criminal sentence imposed by the court, and may face further disciplinary action by Nova Synchro in accordance with this Policy and the Nova Synchro Screening Policy.

Timelines

38. If the circumstances of the complaint are such that this policy will not allow a timely conclusion, or if the circumstances of the complaint are such the complaint cannot be concluded within the timelines dictated in this policy, the Panel may direct that these timelines be revised.

Confidentiality

39. The discipline and complaints process is confidential involving only the parties, the Nova Synchro Executive and the Panel. Once initiated and until a decision is released, none of the parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

Appeals Procedure

40. The decision of the Panel may be appealed in accordance with the Nova Synchro's Appeal Policy.



APPENDIX A

Packing Checklist for Out-of-Town Meets

Note: Swimmers must pack only what they can carry

Swimsuits:

- black figures suit
- competition routine suits

Nova cap (red)

White cap

Goggles

Nose clips

Team uniform:

- Nova team jacket
- Nova tanktop
- Nova shorts
- Nova pants

Nova backpack (or similar)

Flip-flops or sandals

Towels (2 large)

Hair supplies:

- hairnets
- bobby pins
- hairpins
- circular combs
- headpieces for team routine
- Knox Gelatine (6 packets)
- container for gelatine
- small brush for gelatine (pastry or paint brush)

Waterproof team routine make-up (determined by

Toiletries

Black pants (or other colour, but no jeans)

Underwear and socks

Warm jacket/fleece/hoodie

Runners

Banquet outfit (if needed)

Land-drill tape or CD

Figures sheet

Goals sheet

Meet schedule

EXTRAS:

Spending money

Camera and film

Book

CD player

Cards

Games

Healthy snacks

Water bottle

coach)



APPENDIX B

Important Nova Flight Travel Information

As Nova sometimes flies to competitions (MASY) there are some extra items important to keep in mind since most Nova swimmers travel with chaperone's and coaches but without their parents.

Air Travel Documentation – Flights within Canada

All swimmers 12 years of age and older must have:

- **one piece of government issued identification with photo, name, date of birth and gender**
 - i.e. Passport / Driver's Permit / Driver's Learner's Permit / or an Alberta provincial government issued photo identification card which can be obtained through a province's registry agent. (there is a fee for this service).
 - <http://alberta.ca/home/NewsFrame.cfm?ReleaseID=/acn/200709/22016D741CD3E-BFB9-994B-C57194F10798AEF1.html> (Government of Alberta – Young Travelers Eligible for Photo ID cards)
 - <http://www.programs.alberta.ca/Contacts/Map.aspx?id=3277&city=Edmonton> (locations of registry agents)

OR (*if under 12 years of age and/or not in possession of government issued photo identification*)

- **two pieces of government issued non-photo identification with matching name as long as at least one piece also includes date of birth and gender**
 - i.e. Birth Certificate and AB Health Card etc

Parental Consent

All swimmers must have the following consent form signed by both parents.

- If one of the parents is traveling with the child the consent form must be signed by the non-traveling parent.
- Consent form is attached.

Pack Smart:

Canadian Air Transport Security Authority (CATSA) regulations.

There are regulations for what items may be contained in carry-on luggage and what items can be contained in checked luggage.

Please also be aware of carry-on luggage restrictions for air travel. This includes items such as shampoo, conditioner, and toothpaste.

For a complete list of acceptable items and restrictions please see:

http://www.catsa.gc.ca/Page.aspx?ID=4&pname=Packsmart_JYPense&lang=en



In accordance with the policies of CATSA and Air Canada, Nova requires the following:

It is the sole responsibility of the Nova swimmer's parents/guardians to indicate the adult(s) who are designated to pick the Nova swimmer up from the airport at the end of the swim meet, to provide contact numbers, a designated alternate contact person, complete with name with contact numbers; and to provide photo identification in the event the parent, guardian, or designate is unknown to the Nova representative in charge of releasing swimmers to designated individuals.

- **It is the sole responsibility of the Nova swimmer's parents/guardians to obtain all necessary government issued identification required to clear airport security.**

10.5.2

- **It is the sole responsibility of the Nova swimmer's parents/guardians to provide a letter of parental consent authorizing/verifying Nova representatives to accompany their identified minor child, who is a Nova swimmer, to the stated agreed upon destination between stated dates.**
- **It is the responsibility of Nova to provide the parents/guardians the information on the Nova swimmer's boarding pass in order that the child's identification can be confirmed as a match by the parents prior to going to the airport.**

10.5.3

- **It is the sole responsibility of the Nova swimmer's parents/guardians to ensure all necessary government issued identification matches the information on travel documents/boarding passes and are with the child upon arrival at the airport, in order that their child's identity can be verified at all airport security checkpoints.**
- **It is the responsibility of Nova to double check the information on government issued identification matches the information on all necessary travel documents/boarding passes prior to passing through airport security checkpoints in order to ensure documents are in order to assist in smooth transition through airport security gates.**
- **It is the responsibility of designated Nova representative(s), accompanying Nova on the airline and to designated swim meet, to ensure all necessary Nova swimmer travel documents and identification are obtained and retained the possession of the designated Nova representative(s) upon arrival at the airport and for safekeeping throughout the duration of the flight, the meet and return flight home.**
- **It is the responsibility of designated Nova representative(s) to return all necessary Nova swimmer travel documents and identification to the parent/guardian who is designated as having the authority to obtain the Nova swimmer from the airport.**

-Cell phones are allowed but will use will be allowed in conjunction with the Nova Handbook Guidelines. Cell phones will be in the care of chaperones during designated hours.



APPENDIX C

Code Of Conduct and Ethics

Definitions

1. The following terms have these meanings in this Policy:

- a) *“Individuals”* –All categories of membership within Nova Synchro Club, as well as all individuals engaged in activities with Nova Synchro, including but not limited to, swimmers, coaches, judges, officials, volunteers, directors, officers, managers, administrators, spectators and parents of the Nova Synchro Club.

Purpose

2. The purpose of this Code of Conduct and Ethics is to ensure a safe and positive environment within Nova Synchro Club programs, activities and events, by making all individuals aware that there is an expectation of appropriate behavior, consistent with the values of Nova Synchro, at all times.
3. Nova Synchro is committed to providing an environment in which all individuals are treated with respect. Further, Nova Synchro supports equal opportunity and prohibits discriminatory practices. Members of the Nova Synchro Club are expected to conduct themselves at all times in a manner consistent with the values of Nova Synchro that include fairness, integrity, open communication and mutual respect.
4. Conduct that violates this Code of Conduct and Ethics may be subject to sanctions pursuant to Nova Synchro’s policies related to discipline and complaints.

Application of this Policy

5. This policy applies to Individuals relating to conduct that that may arise during the course of Nova Synchro’s and its member clubs’ business, activities and events, including but not limited to, office environment, competitions, practices, tournaments, training camps, travel, and any meetings.
6. This policy applies to conduct that may occur outside of Nova Synchro’s and its member clubs’ business and events when such conduct adversely affects relationships within Nova Synchro’s and its member clubs’ work and sport environment and is detrimental to the image and reputation of the Nova Synchro Club.

Responsibilities

7. **All** Individuals have a responsibility to:

- a) Maintain and enhance the dignity and self-esteem of Nova Synchro members and other Individuals by:
 - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, color, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability or economic status;
 - ii. Focusing comments or criticism appropriately and avoiding public criticism of swimmers, coaches, officials, organizers, volunteers, employees and members;



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- iii. Consistently demonstrating the spirit of sportsmanship, sports leadership and ethical conduct;
 - iv. Acting, when appropriate, to prevent or correct practices that are unjustly discriminatory;
 - v. Consistently treating individuals fairly and reasonably;
 - vi. Ensuring that the rules of synchronized swimming, and the spirit of such rules, are adhered to.
- b) Refrain from any behavior that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading or malicious. Types of behavior that constitute harassment include, but are not limited to:
- i. Written or verbal abuse, threats or outbursts;
 - ii. The display of visual material which is offensive or which one ought to know is offensive;
 - iii. Unwelcome remarks, jokes, comments, innuendos or taunts;
 - iv. Leering or other suggestive or obscene gestures;
 - v. Condescending or patronizing behavior which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
 - vi. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;
 - vii. Any form of hazing;
 - viii. Unwanted physical contact including touching, petting, pinching or kissing;
 - ix. Unwelcome sexual flirtations, advances, requests or invitations;
 - x. Physical or sexual assault;
 - xi. Behaviors such as those described above that are not directed towards individuals or groups but have the same effect of creating a negative or hostile environment; or
 - xii. Retaliation or threats of retaliation against an individual who reports harassment.
- c) Refrain from any behavior that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favors, or conduct of a sexual nature. Types of behavior that constitute sexual harassment include, but are not limited to:
- i. Sexist jokes;
 - ii. Display of sexually offensive material;
 - iii. Sexually degrading words used to describe a person;
 - iv. Inquiries or comments about a person's sex life;
 - v. Unwelcome sexual flirtations, advances or propositions;
 - vi. Persistent unwanted contact;
 - vii. Sexual assault.
- d) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
- e) In the case of adults, avoid consuming alcohol in situations where minors are present, and take reasonable steps to manage the responsible consumption of alcoholic beverages in adult-oriented social situations associated with Nova Synchro events.
- f) Respect the property of others and not willfully cause damage.
- g) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods.



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- h) Comply at all times with the Constitution, Bylaws, policies, rules and regulations of the Nova Synchro, as adopted and amended from time to time.
 - i) **Adhere to all Federal, Provincial, Municipal or host country laws.**

Coaches

8. In addition to paragraph 7 above, **Coaches** have additional responsibilities. The athlete-coach relationship is a privileged one and plays a critical role in the personal as well as athletic development of their swimmers. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it.

Coaches will at all times:

- a) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability and fitness level of swimmers, including educating swimmers as to their responsibilities in contributing to a safe environment;
- b) Prepare swimmers systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm swimmers;
- c) Avoid compromising the present and future health of swimmers by communicating and cooperating with sport medicine professionals in the diagnosis, treatment and management of swimmers' medical and psychological problems;
- d) Under no circumstances provide, promote or condone the use of drugs or performance-enhancing substances;
- e) Accept and promote swimmers' personal goals and refer swimmers to other coaches and sports specialists as appropriate and as opportunities arise;
- f) At no time engage in an intimate or sexual relationship with an athlete of under the age of 18 years and at no time engage in an intimate or sexual relation with an athlete over the age of 18 if the coach is in a position of power, trust or authority over the athlete.
- g) Where an athlete has qualified for a training camp, provincial team, national team, etc., the Coach will support the program, applicable coaching staff and Nova Synchro.
- h) Give swimmers the opportunity to discuss and contribute to proposed training and performance standards as appropriate. Provide swimmers and the parents/guardians of swimmers who are minors with the information necessary to be involved in the decisions that affect the athlete as appropriate;
- i) Refrain from intervening inappropriately in personal affairs that are outside the generally accepted jurisdiction of a coach;
- j) Act in the best interest of the athlete's development as a whole person;
- k) Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy); informed participation and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights.



Swimmers

9. In addition to paragraph 7 above, Swimmers will have additional responsibilities to:
- a) Report any medical problems in a timely fashion, where such problems may limit the athlete's ability to travel, train or compete.
 - b) Participate and appear on time in all competitions, practices, training sessions, events, activities or projects.
 - c) Properly represent themselves and not attempt to enter a competition for which they are not eligible, by reason of age, classification or other reasons.
 - d) Adhere to Nova Synchro's rules and requirements regarding clothing and equipment.

Officials

10. In addition to paragraph 7 above, Officials will have additional responsibilities to:
- a) Adhere to the rules of CASSA.
 - b) Be fair and objective.
 - c) Avoid situations in which a conflict of interest may arise.
 - d) Make independent judgments.

Parents/Guardians and Spectators

11. In addition to paragraph 7 above, **Parents/Guardians** of Nova Synchro and **Spectators** at events will:
- a) Encourage swimmers to play by the rules and to resolve conflicts without resorting to hostility or violence;
 - b) Never ridicule a participant for making a mistake during a performance or practice;
 - c) Provide positive comments that motivate and encourage participants continued effort;
 - d) Respect the decisions and judgments of officials, and encourage swimmers to do the same;
 - e) Never question an officials' or Nova Synchro staffs' judgment or honesty;
 - f) Respect and show appreciation to all competitors, and to the coaches, officials, and other volunteers who give their time to the sport.
 - g) Keep off of the playing area and not interfere with play or calls.

12. Nova Synchro Club Participation Points

Parents are strongly encouraged to become involved with Nova Synchro in as many ways as possible, in order to develop a supportive organization for all of the swimmers. Nova Synchro Club



is successful thanks to the effort and hours generously committed by many volunteers. There are a variety of jobs that require different levels of commitment, but everyone is expected to donate time.

Parents can volunteer to serve on, or work with, the Executive, filling such positions as Treasurer, Wardrobe Coordinator, or Meet Manager. Opportunities for volunteering also arise at events during the year, from working a casino to timing swimmers at the Swim-a-thon, working at local meets hosted by Nova or chaperoning out-of-town meets. Appendix I provides a complete list of possible ways you can contribute to your swimmer's experience. A deposit ensures equitable participation by all members.

- Each family will be asked to submit a deposit with registration.
- Families with more than one swimmer in the club will be asked for 1½ times the deposit.
- Calculation of participation points will be based on the completion of tasks listed in the table in Appendix A, or else as determined by the Executive. The minimum number of participation points required will be 9.
- Every year in the September meeting the annual tasks and participation points will be reviewed by the Executive. (*People needed x points : 3 = number of parents available*)
- The full amount or a percentage of the participation deposit will be returned no later than June 30th (September 30th in a casino year) or as determined by the Executive based on participation points accumulated in the current competitive year. Surplus participation points cannot be deferred to the following year.
- Shifts for Casino once every two years and shifts for swim meets if Nova Synchro is the host are a membership requirement. Every family must fill in at least two shifts.
- The expectation is that every family visits a minimum of 6 out of 10 executive meetings, which are held once every month from September until July.
- All families must track their participation points, in order to reconcile with the Volunteer Coordinator's records at the end of each season.
- In the event of a discrepancy between records which would result in the club's retaining volunteer funds, the Executive will be asked to investigate and find a resolution.



APPENDIX D

Volunteer Participation

TASK	PARTICIPATION POINTS	PARTICIPATION POINTS EARNED
Attend General and/or executive meetings (at least 6 out of 10 meetings per year)	3 points	
Club Governance		
Serve one full term as President or Treasurer and attend all AGA and Executive meetings (two excused absences only)	3 points	
Serve one full term as Vice-President or Secretary, and attend all AGA and Executive meetings (two excused absences only)	3 points	
Organization		
Serve one full term as Wardrobe Manager, Webmaster, Registrar, or P.R. manager (4 people)	2 points	
Travel coordinator for out-of-town meets (1-2 people)	2 points	
Shift for Swim-a-thon or volunteer coordinator for swim-a-thon (8 - 10 people)	1 point	
Hospitality coordinator Nova supported functions (1-2 people)	2 point	
Chaperone out of town meets (2-	1 point	



TASK	PARTICIPATION POINTS	PARTICIPATION POINTS EARNED
3 people per meet)		
Grants and Special Funding coordinator	2 point	
Other task or duties as asked by Executive	1 point	
Volunteer for other host club at a competition	1 point	
If Nova Synchro Club Hosts a swim meet Every family is required to work at minimum 2 shifts This is a membership mandatory requirement		
Organization		
Meet Manager for one competition	3 points	
Volunteer Coordinator	2 points	
Hospitality coordinator – Judges and volunteers	2 points	
Program (lay out and reproduction)	2 points	
Nova Synchro Casino Every family is required to work at minimum 2 shifts. This is a membership mandatory requirements		
Every family must fill two shifts — no exceptions for Nova Synchro. This is a <u>membership</u> requirement. See club policy.	No points awarded as it is a club expectation that each family supply two shifts per swimmer.	
Work one shift at a Synchro Alberta casino	1 point	

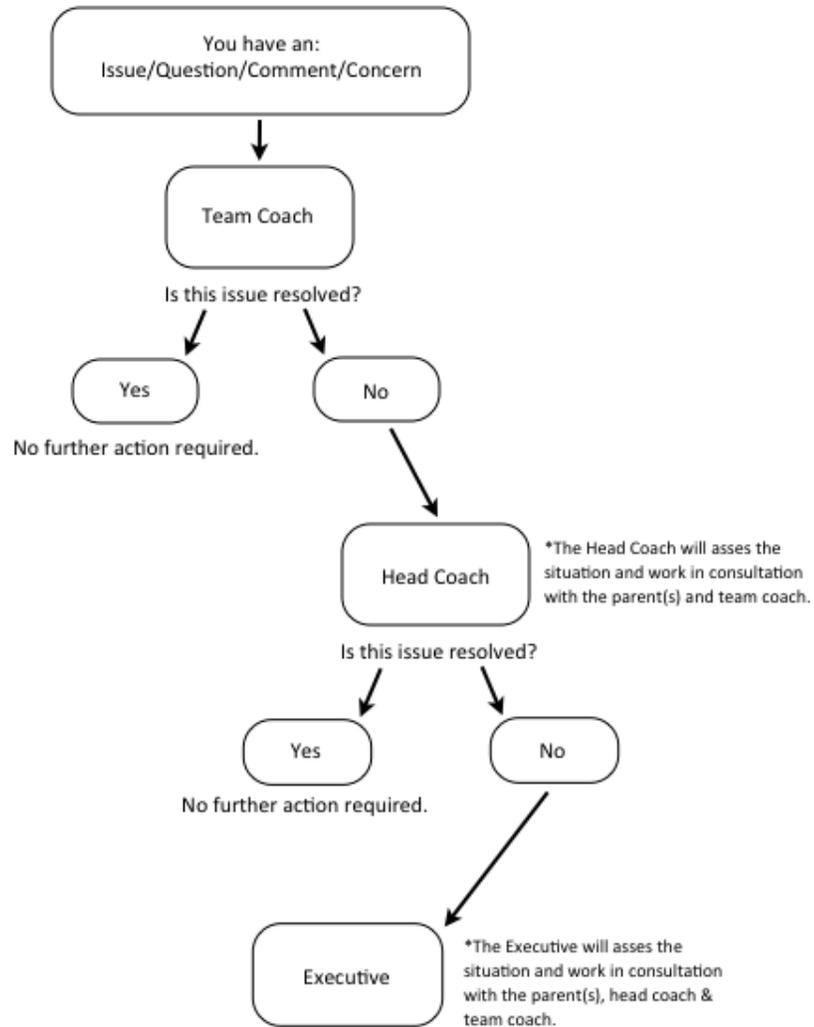


TASK	PARTICIPATION POINTS	PARTICIPATION POINTS EARNED
OTHER		
Other donations of expertise, services, equipment, prizes, etc. will be considered by the Executive.	As determined by the Executive	
TOTAL POINTS	9 points = \$300 deposit	

EFFECTIVE SEPTEMBER 2013



NOVA Communication Chain



12/24 Rule

Think about the issue/concern for 12 hours to ensure an objective approach.
Initiate communication around the issue/concern within 24-48 hours to ensure it gets resolved.