



# TEAM HANDBOOK

November 2008

Swimmer's Name: \_\_\_\_\_

Hello!

I would like to warmly welcome all of you to the wonderful world of synchronized swimming! Many of you have been part of our family for years and some of you are just beginning the adventure. We look forward to a great season, building new friendships, and supporting our girls in a sport they truly love.

Last year brought many exceptional accomplishments by numerous athletes, from the youngest to the seniors in high school! Many parents stepped up to volunteer, amazing us with their energy, enthusiasm and creativity. It truly does take the assistance of everyone to make the season run smoothly and I thank all of you who helped us last year! I would also like to thank our highly talented coaches for their hard work and dedication!

We look forward to a fun, rewarding, and challenging year for your child. The other board members and I are available anytime by phone or email should you need help, have questions, or need assistance. Please let us know how we can help!

Please be sure to check out our new web site: [www.indysynchro.org](http://www.indysynchro.org) to learn more about it!

Sincerely,

Linda Aton  
Indy Synchro President

Welcome to Indy Synchro...

...where teamwork, dedication, and perseverance continue to attract & qualify swimmers of all ages to Regional and National competitions...where devoted coaching and leadership help graduate swimmers to many of the most elite collegiate Synchronized swim teams across the country....

In 2007, Indy Synchro (Indianapolis, IN) & Shooting Stars Synchro (Noblesville, IN) combined over 30 years of synchronized swimming history, coaching experience and swimmers, for what is now the largest synchro organization in the North Zone. The combination of these two Indiana teams brought with it the most promising season yet with over 50 swimmers on 7 teams competing at all skill levels from our 10 & under Novice and Intermediate swimmers to our 18-19 Senior athletes.

The earlier Indy Synchro was Indiana's first Synchronized Swimming club formed in 1984 and was registered as the Indianapolis Synchronettes. Since 1985, the team quickly developed from beginner level programs to nationally ranked Age Group programs. The team has regularly had members placing in the finals at National events as well as had swimmers qualifying for the US National teams. In 1992, the team adopted the shortened name of Indy Synchro.

Shooting Stars Synchro began as a summer recreational program in 2001 sponsored by Stony Creek Swim Center in Noblesville, IN. By the summer's end, the team had held its first competition and grown to 17 swimmers with 5 coaches. The second season nearly doubled the team's size and the 12-13 teams had developed such talent that they qualified for the Esynchro US Age Group National Championships, which became a regular, annual event for the next 6 years. By 2007, Shooting Stars Synchro was the largest synchronized swim team in Indiana.

Indy Synchro today is a nationally recognized organization that continues to educate, develop, mentor and prepare our athletes for National competitions throughout the United States.

## Table of Contents

Mission Statement and Goals of Indy Synchro	Page 5
Facilities	Page 6
Team Information and '07-'08 Accomplishments	Page 7
Coaches' Biographies	Page 8
Board Descriptions and Responsibilities	Page 9
Head Coach Responsibilities	Page 11
Team Coach Responsibilities	Page 12
Parents' Responsibilities to Coaches and 'Acts of Intentional Malice'	Page 13
Swimmers' Responsibilities	Page 14
Attendance Policy	Page 15
Financial Policies	Page 16
Explanation of Programs and Divisions	Page 18
Explanation of Meets	Page 20
Travel and Competition Policies	Page 21
Travel Planning and Supervision	Page 22
Chaperone Duties for 12 and Under Age Groups	Page 24

### Exhibits:

Swimmers' Guidelines	Exhibit 1	pg. 25
Swimmers' with Extra Routines	Exhibit 2	pg. 26
Procedures for Extra Routine Swimmers Working Independently	Exhibit 3	pg. 27
Bullying	Exhibit 4	pg. 28
Meet Check List	Exhibit 5	pg. 29
General Music Search	Exhibit 6	pg. 30
Parent Responsibility and Financial Agreement	Exhibit 7	pg. 31
Meet Contract	Exhibit 8	pg. 33

## Indy Synchro Mission Statement

The mission of Indy Synchro is to introduce the world of synchronized swimming to young athletes in our communities.

Through exposure to teamwork, competition, and goal setting, swimmers are encouraged to reach their full potential and strive for excellence. Swimmers will be challenged to utilize and further develop life skills such as: leadership, responsibility, unity, and work ethic.

Swimmers who progress through our program have the opportunity to become well rounded and accomplished individuals who are role models to others and are more prepared for higher athletic and educational endeavors and pursuits of excellence.

## Goals for Indy Synchro

- **Develop a comprehensive synchro program from beginning classes through competitive team by:**
  - Providing opportunities to try synchronized swimming with the incentive to join the team
  - Participating in competitions, events, camps, and clinics
  - Providing a foundation of skills which will develop athletes from beginner to elite swimmers
  
- **Reinforce local, state, and national exposure for the team by:**
  - Competing in local, regional, and national age group meets
  - Qualifying routines for (and attending) Senior Zone, U.S. Junior, U.S. National, and U.S. Junior Open and Senior Open Championships
  - Being active in our communities by participating in demos, exhibitions, fitness fairs, etc
  
- **Build team unity, spirit, and support by:**
  - Having "all team" practices on Saturdays as well as separate nights
  - Having a buddy program (older team members matched with younger ones)
  - Encouraging attendance at meets even when not participating, to cheer on teammates
  - Hosting team activities
  - Offering specialized clinics for athletes through out the season
  
- **Maintaining the required support of parents and family members by:**
  - Providing frequent communication
  - Holding parent orientations and group meetings
  - Offering informative clinics for parents (i.e. head pieces, gelling, meet structure, etc)
  - Providing a team handbook
  
- **Providing avenues for coaching staff development by:**
  - Utilizing the USSS Coaching Certification program - and other venues - for the on-going training of the coaching staff
  - Conducting bi-monthly coaches' meetings
  - Mentoring volunteers to assist with teaching, judging, and coaching

## Facilities

### IUPUI Natatorium

Built in 1980 for the Pan Am Games, The IUPUI Natatorium is the home pool for Indy Synchro and is located on the campus of Indiana University Purdue University of Indianapolis in Indianapolis, IN. The Natatorium is a world class facility that attracts all levels of competition in all the aquatic disciplines including the 1984, 1988, and 1996, and 2008 U.S. Olympic Trials for Synchronized Swimming. The pools at the Natatorium are particularly well-suited for synchronized swimming because of their 17 foot & 11 foot depth – important for the more skilled lifts and throws executed by advanced swimmers.

For more information about the IUPUI Natatorium's facilities or for directions, please visit their website at [www.iunat.iupui.edu](http://www.iunat.iupui.edu).

### Noblesville Freshman Center

Located in Noblesville, IN, this facility is utilized for our younger swimmers and accommodates them perfectly with its 11' depth. The Freshmen Center Pool has also been host to several meets and swim shows with much success.

### Noblesville High School

Also located in Noblesville, IN, this pool has excellent seating/viewing area making it an attractive venue for hosting smaller meets such as Invitationals and State meets. The 16 foot depth accommodates the needs for all swimmer levels.

### Indiana School for the Blind

Located centrally in Indianapolis, this pool allows our entire team to practice together when necessary as it has a unique design which affords us the ability to spread out and work on synchro skills and endurance while providing a nice deck area perfect for land drilling exercises.

### Forest Park Aquatic Center

Nestled in the north end of the beautiful 32 acre Noblesville park, this outdoor facility is utilized toward the end of the season and has played host to many swim shows, recruitment events, and summer try-it camps.

## Indy Synchro Information

Our 2007-2008 team is a combination of two incredibly successful Indiana synchronized swimming teams.

Indy Synchro was Indiana's first competitive synchronized swimming club. Formed in 1984 as the Indianapolis Synchronettes, the team is celebrating its 23rd anniversary as a registered United States Synchronized Swimming club. In 1992, the team adopted the shortened name, Indy Synchro. Since 1984, the team has developed from a new, beginner-level program to a nationally ranked age group program. Many of our graduates continue swimming in collegiate programs. We have had 2 former swimmers (Suzanna Hyatt and Karen Meyer) named to US National Team II. A current swimmer, Katherine Green, was named to the 2007 US National Junior Team. Three swimmers (Abbie Andresen, Bethany Burton, and Mikayla Francese) competed on the NEST, a talent identification team. They competed internationally at the 2006 Pan Am Games in Mexico in August 2006.

### 2007-2008 Indy Synchro accomplishments

#### **10 & Under Team**

- Winter Age Group Meet gold and silver medalists
- Midwest Invitational 4th place
- Regionals Meet gold and silver medalists

- Midwest Invitational gold and silver medalists
- Indiana State Meet gold and silver medalists

#### **10 & Under Intermediate Team**

- Winter Age Group Meet gold medalists
- Indiana State Meet gold medalists

- Midwest Invitational gold medalists
- Regionals Meet gold medalists

#### **11-12 Team**

- Winter Age Group Meet gold, silver, and bronze medalists
- Midwest Invitational 5<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> places
- Regionals Meet gold, silver, and bronze medalists

- Midwest Invitational silver and bronze medalists
- Indiana State Meet gold, silver, and bronze medalists
- Regionals Meet 6<sup>th</sup> place

#### **11-12 Intermediate Team**

- Winter Age Group Meet gold medalists
- Indiana State Meet gold medalists

- Midwest Invitational silver medalists
- Regionals Meet gold medalists

#### **13-15 Team**

- US Age Group Nationals 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> places
- Senior Association 7<sup>th</sup> place
- Junior Association 5<sup>th</sup> place
- North Zones 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, and 17<sup>th</sup> places
- Indiana State Meet 4<sup>th</sup> place
- Regionals Meet 4<sup>th</sup> place

- Senior Association gold, silver, and bronze medalists
- Junior Association gold and silver medalists
- North Zone gold, silver, and bronze medalists
- Indiana State Meet gold, silver, and bronze medalists
- Regionals Meet gold, silver, and bronze medalists

#### **18-19 Team II Achievements**

- Senior Association 4<sup>th</sup>, and 7<sup>th</sup> places
- Junior Association 4<sup>th</sup> place
- Regionals Meet gold and silver medalists

- Junior Association silver medalists
- Indiana State Meet gold and silver medalists
- North Zones 10<sup>th</sup> place

#### **18-19 Team I Achievements**

- US Age Group Nationals gold, silver and bronze medalists
- US Age Group Nationals 4<sup>th</sup>, and 7<sup>th</sup> place
- US Junior Nationals 8<sup>th</sup> place finalists
- Senior Association 4<sup>th</sup>, and 5<sup>th</sup> places
- North Zones gold, silver, and bronze medalists (High Point Team Award)
- Indiana State Meet gold and silver medalists
- Regionals Meet gold and silver medalists

- US Age Group Nationals 16-17 silver medalist
- US Open 6<sup>th</sup> place
- Senior Association gold, silver, and bronze medalists
- Junior Association gold and silver medalists
- North Zones 4<sup>th</sup>, and 5<sup>th</sup> places
- Indiana State Meet 16-17 gold medalist
- Regionals Meet 16-17 gold medalist

#### **National Team Trials**

- US Junior National Team Trials Phase II, III, and IV Participants
- US Senior National Team Trials Phase III and IV Participants
- US 13-15 National Team Trials Phase II Participant

## Coaches Biographies

Indy Synchro is proud that it has been able attract some of the most qualified coaches in the industry and is thankful that the years of experience they have is being passed down to our athletes.

**Stephanie Raftery - (Head Coach)** - dove into the synchro world in 1994. She swam with the Cincinnati Synchrogators until high school graduation in 2002 and earned numerous awards including North Zone Champion, US Junior Nationals finalist, US Age Group Nationals Champion, US Open Champion, and US Junior Nationals Team Trials participant. Afterwards, Stephanie continued her synchro career at The Ohio State University from 2003-2006 where she helped lead her team to two collegiate titles.

Stephanie knew she desired to become a coach from the beginning. She gave many private lessons to her younger teammates while in Cincinnati and volunteered as a coach in the summer while at Ohio State. After completing her career as an athlete, Stephanie started her coaching status at Indy Synchro in 2006. With her organizational and leadership skills, she is able to excel in her head coach title at one of the largest synchronized swimming clubs in the nation.

**Carolina Mindiola** has been a synchronized swimmer since 1978. From 1980-87, she was a Venezuelan National and International Synchro competitor. In 1987, she competed on the US Ohio State University Varsity Synchronized Swim team for 3 years. She began coaching during this time as an assistant coach for the camps and clinics offered through "R & R Sports". From 1991-94, Carolina helped develop Synchro programs in the Tachira Area of Venezuela and was Head Coach for the State and National teams. When she returned to the US in 1994, she became the Head Coach for the Sea Sprites Swim Club in Lansing MI for 5 years. Following that, she moved to Indianapolis where she joined Indy Synchro and later in 2001 took on dual coaching roles for the 12-13 & 14-15 age group teams for Shooting Stars. Today, she is back with the new Indy Synchro coaching the 13-15 Age Group.

**Ilene Arends** has been involved with synchronized swimming since 1974. She began as a recreation Synchro swimmer in Oak Park, MI. In 1977, she swam competitively for the Michigan Aquarians. Throughout her High School and College years, she was a Lifeguard and Water Safety Instructor as well as a Synchro Instructor for various Michigan swim clubs. From 1989-2001 she was Indy Synchro's Assistant Coach working with swimmers ages 8-21. Ilene ventured out and joined the Shooting Stars Organization in 2001. She coaches 12 and under swimmers, is a level 4 regional judge and a certified level 1 Synchronized Swimming Coach. She also teaches at our Classes throughout the season and holds Summer Camps to introduce new swimmers to the sport. Ilene brings years of experience to our swimmers and has a great passion for the sport and its future.

**Jennifer Lamb** is a local Noblesville resident who brings 11 years of Synchronized swimming experience to our organization. Jennifer swam for the Nationally recognized team, The Town of Tonawanda Aquettes, New York Jennifer coaches 12 and under swimmers of Indy Synchro as well as teaches at classes throughout the season and camps in the summer.

**Pam Hoying** is a former member of the Ohio State University Synchronized Swim Team where she swam competitively. She was a coach for the xx in AZ for xx years. Moved to Indiana and joined Indy Synchro as a head coach mid season. Pam mainly spends her time with 13 and over swimmers, she is **has** a keen eye for detail and strives to perfect that at every level.

**Laura Tolbert** began her Synchronized Swimming career with Indy Synchro in 1994, competed in numerous Local, Regional and National competitions and qualified to try-out for the Junior National Team in 2000. Laura was a member of the Ohio State University Synchronized Swim Team and earned 3 collegiate championships between 2002 and 2004. Laura coaches our beginner classes at the IUPUI Natatorium and serves as an assistant coach to Team 1.

**Karen Aruta** is a level 4 judge and assists with all age groups and brings a very technical expertise to our club. She is a valuable coach and always up on the latest Synchro world techniques.

**Sue Cosper** has been involved with Synchro for over 25 years. She is a master synchronized swimmer and speed swimmer who specializes in working with 12 and under swimmers.

## Executive Parent Board Descriptions & Responsibilities

The Indy Synchro Executive Parent Board consists of volunteers\* in each of the following positions and are VOTING members for the organization:

### President

- Develops agenda and schedules board and parent meetings
- Communicates to all parents regarding board decisions and pertinent team information
- Acts as backup to secretary in sending mass communication to entire team
- Coordinates and signs contracts for pool space
- Liason between Noblesville pools regarding cancellations, scheduling, time changes, etc
- Liason between USSS and Indy Synchro Team

### Vice-President

- Communicates with parents concerning team policy
- Liason to Team Managers
- Coordinates and communicates travel plans in conjunction with Team Managers
- Serves as chairperson for fundraising throughout the year
- Coordinates and researches purchases which will affect the entire team
- Maintains team website (including collection of team photos and other pertinent information)
- Learns President's responsibilities with intent of assuming position at a later time

### Treasurer

- (Receives a \$100/mo compensation which should be applied to their swimmer's splash account)
- Prepare and maintain budget for team
- Communicate treasurer's report to board at each meeting
- Prepares and distributes swimmer's statements
- Collects all fees for team (USSS, meet, swim dues, etc)
- Pays bills for team
- Prepares statements for tax purposes

### Secretary

- Records minutes for all parent meetings
- Records minutes for all board meetings and emails to board members
- Maintains updated roster and email lists, collects all signed forms and distributes as needed
- Gather medical releases and distribute to coaches and team managers (team manager will give their copy to chaperone if not present at a meet)
- Responsible for distributing mass communications to team

### Head Coach

- Liason between IUPUI Natatorium and Indiana School for the Blind regarding pool cancellations, scheduling, time changes, etc
- Enter teams in appropriate meet in conjunction with other coaches
- Maintain files of scores from each meet to determine meet qualifications
- Liason between USSS and Indy Synchro Team

All of the Meet Manager and Team Manager positions assist the Parent Board. These individuals are invited to attend Parent Board meetings on an 'as needed' basis. Individuals in these positions are not official members of the Parent Board and are therefore not allowed to vote.

#### Meet Manager

- Plans all meets hosted by team
- Keep board updated on all pre-meet plans and needs and post-meet followup

#### Assistant Meet Manager

- Coordinate all volunteer efforts for meet
- Supervise meet operations during meet.

#### Parent Team Managers

There will be one parent representative for each team. These will be elected after swimmers are selected for teams. The number of representatives will depend on the number of teams competing each season.

- The team representative of the age group team will represent all swimmers of that age group including swimmers who are not competing on a team.
- Attend, report, and represent team at board meetings.
- Obtain meet information from coach, meet manager, or secretary.
- Meet with team parents to assign chaperones for each meet. Meet with chaperones for each meet and coaches to make appropriate travel arrangements.
- Communicates to each parent and swimmer information about meets, suits, practices, travel, or other team needs.
- Select parents to oversee suit design
- Make sure each parent and swimmer is informed about uniform requirements.
- Make sure meet chaperone has first aid kit, parent consent/insurance form packet, and a list of travel arrangements for each swimmer (ground and air/arrival and departure times)
- Be the first level of contact for any swimmer parent concerns and team information.
- Meet with coach to discuss any disciplinary action that must be taken regarding a swimmer. Support the coach in her decisions.
- Train your chaperones—nicely but thoroughly
- Support your coaches.
- Develop team bonding among swimmers.

#### Parent Volunteer Positions

There are many opportunities for parents to volunteer. The following is a list of positions needed for our team to have a successful season. If there is a position for which you have experience, expertise, or a desire to learn; please, let the president or coach know.

- **Marketing and publicity**
- **Water show organizer**
- **Team parties-Halloween, Christmas, etc**
- **Team photography (team photos)**
- **Concessions Coordinator for home meets**
- Fund raising coordinator- LOS (2008-2009 season-Paula Differding-Burton)
- **Team videotaping- videotaping teams at practice for coaches/swimmers to watch**
- **Banquet (end of year) organizer**
- **Spiritwear**
- **Synchrothon**
- **Assistant(s) to Meet Manager**

## **Head Coach -- Responsibilities**

- Establish team/coach goals, guidelines, and policies
- Establish comprehensive monthly team workout schedule by appropriate skill level
- Notify and advise parent board of necessary equipment and consulting needs for the teams
- Oversee care of music (library and cd's) and sound equipment
- Research and keep coaching staff up-to-date with current techniques and teaching methods
- Acquire and maintain highest level coaching certification
- Attend the USAS convention to stay up to date on techniques and rules
- Collaborate with team coaches' on the assignment of team routines and extra routines
- Approve team uniforms, routine suits, choreography, music, and all matters affecting the team's image
- Sets practice times for each age group
- Work with the Regional Association to set meet schedule and determine which swimmers will participate
- Approve and finalize entry forms submitted by team coaches
- Coordinate demonstrations
- Work with team coach to determine disciplinary actions and when a swimmer is placed on probation, or is dismissed from the team
- Upon notification from the treasurer, of delinquent accounts, may prohibit swimmers from practicing or competing
- Plan and communicate team calendar, schedules, results, and events
- Attend meets, whenever available, to coach and judge
- Obtain and maintain Level II judging certification and pursues higher levels of judging certification as needed
- Collaborate with meet manager and assist as necessary
- Maintain a Technical Membership as the Club Representative to U.S.S.S.
- Communicate regularly with external coaching colleagues
- Maintain and develop recruiting tools
- Conducts coaches meetings once per month
- Conducts mini-coaches meetings once per month during athlete "Buddy Time" as needed for updates and summary review of monthly meeting
- Acts as liaison to the parent board for team coach topics
- Arranges pools and coaches necessary for special events (i.e. Pan Am Games, Special Camps, etc.) year round

### **Individual Team Coach -- Responsibilities**

- Work with each swimmer to set individual goals and skills development plans to achieve those goals.
- Provide periodic progress assessments.
- Plan each practice with designated activities prior to practice
- Provide proper instruction of drills performed and supervise the activity closely.
- Identify athletes' strengths, weakness, and how much to challenge them mentally and physically
- Set clear expectations to swimmers for attitude, behavior, and attendance with specific sanctions for non-compliance with those expectations. Coach will be first line of discipline when necessary
- Ensure that all injuries are noted on an incident report and passed promptly to the parent/guardian and board secretary
- Coaches are responsible for finding a substitute if unable to attend practice. Must inform head coach of any coaching substitutions
- Make timely decisions about practice cancellations for severe weather or other reasons and put in place a timely and effective communication system with the team parent representative.
- Provide leadership for all music selection, choreography, and design for competition routine suits, with final responsibility for timely completion
- Maintain complete recordings of all routine music to include: practice CDs at all pools, competition CD, back up competition CD, and swimmer land drill CDs and copies head coach for library
- Make a checklist of what to bring to competitions. Include a daily attire schedule if necessary. You may pass this responsibility to chaperone or team captain but coach is still expected to oversee final result
- At meets, set swimmer expectations, determine times to arrive and leave pool, and determine appropriate meal times. Communicate all meet plans to team managers and chaperones to oversee. The coach will post information on the hotel room door.
- Maintain team morale
- Required to have and maintain CPR, First Aid, and Lifeguarding Certifications
- Reviews swimmer responsibilities with each athlete, (in addition to "No Bulling" exhibit)
- Seeks the opinion of judges for technical evaluation of routines and figures
- Keeps staff up to date and shares information from special training sessions
- Communicates to team via team managers for swimmers
- Communicates to Parent Board via the Head Coach (may 'cc' parent board if a response from the board is needed)

### **Parents' Responsibilities to Coaches**

- To notify coaches via email, text message or phone of absences due to school or family functions as soon as that information becomes available to the family. (i.e. Do not have swimmer tell coach during practice as coaches are preoccupied with coaching details and will not remember)
- To notify coaches via phone, email, or text as soon as possible if your daughter cannot attend practice due to illness. (i.e. Do not have another swimmer tell the coach at practice)
- To inform the coach of any medical or physical ailments that your daughter may have that can affect performance.
- To insure the prompt arrival of swimmers to practice unless prior arrangements have been made with coach. (A courtesy call should be made to another parent on your team and/or the coach in the event of any unexpected delays)
- To check email frequently from coaches, team manager, meet manager, and board members
- To ask a coach if you do not understand practice or meet information - they are the most reliable source for updated information. (Please be respectful and utilize the time before and after practice)
- Have all suits finished to a pre-determined level before meets
- Help your daughter meet her responsibilities to the team and the coach.
- Please contact the coach to clarify any changes to meet schedules. Do not rely on reports from your daughter about changes in meet attendance/competition. Any changes will come directly to you from the coach.
- Contact the coach if you do not understand routine assignments and meet obligations.
- You are welcome to watch practice. Please do not talk to the coaches during practice as they are busy training your daughters. If you need to discuss something with the coaches, please contact them and arrange a meeting before or after practice or at another time.
- At the Natatorium, all parent observers should sit in the stadium seating overlooking the pool and not on the pool deck. This helps the Natatorium maintain security of the pool deck area for the safety of your swimmers.
- Occasionally, there are swim meets at the Natatorium and you will not be allowed onto the concourses. If you plan to remain downtown while practice is ongoing, there are several comfortable places to sit on the second floor (east side) of the education building directly north of the Natatorium. This building can be accessed through the walkway over New York St.

### **Acts of Intentional Malice against Coaches, Teammates or Team**

Intentional action, either overt or anonymous, made by swimmers or parents with the end result of harm caused to the coaches, swimmers, or the team will be investigated thoroughly and dealt with harshly. These actions include, but are not limited to, communication to USSS and other governing bodies, colleges, or other teams which could harm the reputation of the team or coaches, or prevent swimmers from being able to compete in synchronized swimming in college. Should ample evidence be collected by the board, the board has the authority to permanently remove the swimmer from the team for the remaining year, and possibly following years, depending on the severity of the precipitating action. It is the responsibility of the responsible family to pay the remainder of dues for that season.

## Swimmer Responsibilities

- **Swimmers are expected to maintain a positive attitude** toward all aspects of their training and participation with the team. Every effort should be made to get along with teammates, coaches, and parent Chaperones. Each swimmer has a personal responsibility to contribute to the unity and team spirit of Indy Synchro. This includes attending scheduled events, whenever possible, to cheer on or support participating teammates even if you yourself are not competing. This also includes attending team dinners - unless excused by the athlete's coach.
- **Swimmers are to attend practice regularly and arrive ON TIME.** The designated practice times indicate the time that swimmers should be prepared to enter the water. A swimmer will not be considered "in attendance" until she is ready to participate in practice. It is the swimmer's responsibility (or parent's) to notify their primary coach prior to missing a practice, via note, voicemail, phone call or text message. Be familiar with the attendance policy in this handbook.
- **Swimmers must be prepared to participate at the instruction of the coach (es).** This includes being ready for deck exercises when they are scheduled to start (on ground, ready to go), and entering the water when told. If swimmers show consistent slowness in entering the water, starting deck exercises, appearing for land drill practice fair warning and tardy points may be given. If the swimmer does not correct the problem after fair warning, parents will be notified. If getting to practice on time is impossible due to parent's schedule, or distance, then the swimmers must make the effort to be ready to jump in the pool immediately upon arrival. (For example: wear suit under clothes; take contact lenses out before arriving at practice; have swim gear accessible to avoid rummaging through swim bag; report to coach immediately upon arrival). Notify coach of late arrivals and early departures in advance if possible.
- **Commitments made to the team and extra routine partners are to be taken seriously.** Synchro is a team sport. It is unfair for a swimmer to back out of a routine for reasons other than illness, death in the family, or emergency. (See *Swimmer Guidelines*, EXHIBIT 1) and (See *Procedures for Extra Routine Swimmers Working Independently*, EXHIBIT 3)
- **Swimmers are expected to show respect for each other and for all the coaches and Chaperones.** It is true that not everyone's personalities are going to mesh. However, everyone has a responsibility to cooperate toward team goals. Behavior and attitude problems may lead to probation and/or dismissal from the team. Bullying will not be tolerated. (See *Bullying*, EXHIBIT 4)
- **Swimmers are to represent Indy Synchro favorably.** When at meets, camps, clinics, demonstrations, or other non-team synchro team functions, a swimmer is considered a representative of Indy Synchro and must show good sportsmanship. The complete designated team uniform is to be worn in the correct manner as determined by the coach. Bring all parts of the uniform to all events. (See *Meet Check List*, EXHIBIT 5)
- **Swimmers are expected to contribute to the creative efforts** of finding music, general choreographing, providing routine theme and suit ideas, etc., as requested. (See *General Music Search* guidelines, EXHIBIT 6)
- **Swimmers are expected to put forth their best effort** in all aspects of their training, including land drilling on own with their own practice cd; remaining fit and eating a well-balanced diet; scheduling their time well in order to maintain good grades, while attending practices and events.

## Attendance Policy

- Regular attendance is expected. **All** absences, for any reason, are to be reported directly to the primary coach by the swimmer or the swimmer's parent. Please do not use other swimmers or parents to relay messages to coaches.
- Some absences may be excused if the primary coach is notified directly in writing, email, or by phone, including messages left on answering machine **PRIOR** to the scheduled practice. (Please do not expect the coaches to remember verbal notices!)
- Excused absences will include: illness or incapacitating injury, death in family.
- Six-week, quarter or semester exams. (Swimmers are expected to manage schedules so they can attend practice during the rest of the school year. If they miss for every test, quiz, and report that is due, they would never be at practice!)
- Mandatory school activities (These do not include other sports and extracurricular activities in which the swimmers **CHOOSE** to participate.)
- Family vacations, which do not interfere with the meet schedule, are excusable within reason.
- A **"Two Week Rule"** will apply to any swimmer that attends Juniors, Age Groups, Zones, and US Nationals and has an *unexcused* absence two weeks before a competition. The head coach and primary coach of that swimmer will have the final say as to whether that swimmer will compete in the meet. **Consideration will be given to the advance notice provided – allowing practice schedules to accommodate the swimmer's absence, the swimmer's attendance history, the reason for the absence and the overall impact the absence will have on the team preparation and readiness for the particular meet involved.**
- Swimmers are asked **NOT** to attend practice when running a fever or vomiting has occurred during the day of practice. Swimmers with non-contagious illness or minor injury (e.g.: ear infections, broken limbs, etc.), which restricts them from swimming, **ARE EXPECTED** to attend. A swimmer can benefit from dry-land participation. A "DNS" (did not swim) on a swimmers' attendance record is less serious than an unexcused absence.
- Additionally, the following excuses for not swimming are unacceptable: sore muscles, cramps, strains, menstrual cycles, etc. Swimmers with one of these ailments may be excused from parts of the workout, at the coach's discretion, provided they bring a note from their parent.
- Missed practices hold the **WHOLE** routine back while re-teaching is being done. Chronic absenteeism excused or otherwise, may have an effect on a swimmer's routine positions. **This is a team sport and the Head Coach along with the Primary Coaches will use their discretion to do what is best for the team.**
- If a swimmer has a conflict with the meet schedule, please notify the primary coach and head coach by **December 1st**. A meet schedule will be provided after convention.
- Poor attendance may lead to probation and/or dismissal from the team at the coach's discretion. There will also be serious consideration as to whether an athlete will be awarded an extra routine the following season.
- Tardiness, leaving early and missing deck practice will be noted unfavorably on a swimmer's attendance record. Attendance records are a major factor in determining extra routines and team assignment.

## Financial Policies

**MONTHLY STATEMENTS:** Statements will be *e-mailed* monthly (unless requested in writing in order to save money on postage) at which case it will be delivered to the girls at practice. Each statement is an itemized form and will list all fees paid, all fees due, fund raising balance, and credits to accounts.

**ANNUAL FEES:** Fees are assessed to cover fixed costs on an annual basis. Our fiscal year runs September 1 through August 31. Athletes who join the team after October 1st will be allowed a pro-rated fee depending on the month they join.

**CREDITS/REFUNDS:** Unless special circumstances exist, athletes are expected to pay the full annual fee, regardless of attendance. In other words, there shall be no credit or refund for missed practices due to illness, vacation, inclement weather, etc. This is because the annual fees cover the cost of renting the practice pools and paying for coaches and lifeguards. These costs are basically fixed, so no credit is given when athletes miss.

**BALANCE:** All athlete members must pay a deposit no later than September 30<sup>th</sup> (13 and overs - \$100.00 / 12 and unders - \$50.00) and must maintain this balance throughout the season. Provided all financial obligations have been met, this deposit is refunded when an athlete leaves the team.

**LATE FEES:** A late fee of \$10.00 is charged when a payment is more than 15 days past the due date. If necessary, call the Treasurer to make alternate payment arrangements.

**HARDSHIPS:** Please discuss special needs with Treasurer and the Board will make decisions about an appropriate payment schedule on a case by case basis.

**USSS MEMBERSHIP:** All athlete-swimmers must be registered members of the United States Synchronized Swimming (USSS) before they may participate in any team practice or meets.

**MEET FEES:** Athletes will be billed all meet fees on their monthly statement and fees should be paid by the statement due date.

**TEAM FUNDRAISING OBLIGATIONS:** Each athlete's family is responsible for a one-time fundraising obligation of \$100.00. The funds raised help cover the team's operating expenses, including travel to competitions by coaches. The team fundraising obligation will be split, half will be charged to your statement in November and the other in January.

**PERSONAL FUNDRAISING:** All money earned through personal fundraising will be credited directly to the swimmer's Splash account.

EXCEPTION: Money earned at LOS is first deposited into the team's account and is then transferred into the athlete's Splash account. Personal fundraising opportunities will be offered throughout the season, (ie gift cards, synchrothon, etc.).

**SPLASH FUND:** If the current obligations balance is zero, funds from the Splash Fund may be withdrawn to cover other costs that are Synchro-related (ie travel, training, meets, and apparel, etc). Any funds remaining in the splash fund shall be refunded to the athlete's family upon leaving the team provided all financial obligations have been met. To avoid potential problems with NCAA eligibility, an athlete who is asked to serve as a "coach-in-training" (CIT) is "compensated" with credit to the Splash Fund.

**TRAVEL BY COACHES (Outside of regularly scheduled season meets – ie tryouts for national teams):** When coaches travel to competitions or other events under the auspices of Indy Synchro, the team shall generally pay the cost of travel, with the following exception: If the coach accompanies fewer than four members, the coach's travel costs shall be paid equally as follows: each athlete covers  $\frac{1}{4}$  of the total cost and Indy Synchro cover the balance. (i.e. one athlete pays  $\frac{1}{4}$ \_\_\_, two athletes pay  $\frac{1}{2}$  and three athletes pay  $\frac{3}{4}$ ).

## **Financial Policies (cont.)**

**SCHOLARSHIPS.** Scholarship funds are available to athletes to offset part of the annual fees, to a maximum of 50% of the annual fee. These funds are awarded, generally to athletes who have been on the team at least one season. Scholarships cannot be used to reduce the amount of the team fundraising obligation. The board shall consider the following criteria in awarding scholarships:

- Enthusiasm during practices, meets and exhibitions
- Attendance and punctuality
- Attitude, particularly sportsmanship
- Conduct at practices, meets and other team events
- Potential for improved performance in competition skills
- The amount and quality of involvement with Indy Synchro by the family of the applicant. This may include the quantity and quality of time and effort contributed during both home and away competitions, fund raising activities, parent meetings and other team-related activities.

**NON-PROFIT:** Indy Synchro, Inc. is a non-profit corporation organized under section 501(C)(3) of the IRS code. All donations are tax deductible to the extent of the law. Donations given to the club, outside of normal required obligations, will receive a statement in January for tax purposes upon written request. Please seek advice from your personal tax consultant with regard to applying this to your taxes.

**NON-DISCRIMINATION:** Indy Synchro does not discriminate against any individual on the basis of race, creed, religion, national origin, handicap or gender.

## Explanation of Programs

In the fall, each swimmer is assigned to a team and possibly a duet, trio, and/or solo according to age and ability. A swimmer may swim 3 routines at any given meet.

The early season is composed of local meets in Ohio and Indiana for swimmers less than 12 years old. Swimmers in the 13-15, junior, and senior categories swim in the IN/OH Junior and senior association meets. If their routine achieves a qualifying score, they will then progress to North Zones and possibly onto the Junior or Senior National Championships. These routines scores may also be used to qualify for the US Open Junior or Senior Championships.

Age group competition leading to the US Age Group Championship starts in April. Swimmers compete in local, regional, and national age group meets. Only the top three routines in each event continue onto the next level meet. Scores from the regional and national meet can be used to qualify routines for the US Open Junior or Senior Championships in July.

**At all levels and ages, a team or a routine will compete in all meets in which they are qualified.** The head coach, primary coach, or Indy Synchro board may decide that a meet or routine entry is inappropriate and choose to not enter that meet or enter a routine in a meet. The head coach makes any final decision about meet entries.

### **BEGINNER CLASSES:**

Beginning level classes introduce the fundamentals of synchro for children and adults. This is a great option for a new swimmer. This class does not include swimming in competitions. Depending on skill level and ability the swimmer may participate in demos. If the swimmer wishes to compete they would need to join the team. Classes are offered at various locations throughout the year.

### **INTERMEDIATE TEAMS:**

This is an entry-level team program for swimmers who are at a competitive age of 12 and under who want to compete. This is a flexible program and schedules are determined by the primary coach. The focus is to strengthen fundamentals and to learn figure and routine skills on the intermediate level. Movement from this program into the Regular Age Group Team Program is possible, usually at the end of the regular competitive season, but sometimes earlier. Intermediate Program participants would participate in two to three meets per year. These members usually do not have more than one routine and do not compete beyond the Regional level.

### **AGE GROUP TEAMS:**

This program is for skilled swimmers of all ages. Members participate in three to eight meets per year, including one or two National meets in the summer. All Regular Age Group Team members will be involved in a team routine, either as a regular member or as an alternate. Selected members in each age group may have extra routine(s) (trio, duet, and solo). Members may be involved in local demonstrations to raise money for the team, and for P.R. purposes.

Team divisions are broken down as follows:

- 10 & Under (1999 & younger)
- 11-12 (1997, 1998)
- 13-15 (1994, 1995, 1996)
- 16-17 (1992, 1993)
- 18-19 (1990, 1991)

### **JUNIOR TEAM:**

This program is designed for swimmers ages 15-18 who are eligible for a higher competitive track. They attend the US Junior National and US Open Junior championships as a "Junior Team", in addition to their age group meets. They may also be members of the Senior Team within the same season. The Junior team and Junior small routines compete at all meets for which they qualify. An exception will be made for the US Senior National championship if participation would cause the routines to be over-qualified for age group competition. There may be more than one junior team depending on numbers of swimmers and skill levels.

Junior Division (by birth year) ---- 15-18 (1991-1994)

## **Explanation of Programs (cont.)**

### **SENIOR TEAM:**

This program is designed for swimmers who, by try-out and other measures of skill and dependability, rank in the top ten of the 15-over group program for that season. If all team members are 19 or younger, the team will compete in age groups as an 18-19 team entry. Usually out of these ten, a team of eight plus two alternates will be named for each competition in which the Senior Team qualifies. This roster may change from meet to meet. Solos, duets, and trios which qualify for one of these "Senior" level meets will be considered members of the Senior Team for that event, even if they are not in the top ten. The Senior Team will participate in two to four non-age group meets in addition to their age group meets, up to eleven meets per year. If, for some reason, a team of eight cannot be drawn from the original ten, substitutions may be made mid-season from other Regular Team members. Senior Team members still maintain their Regular Team status while swimming Senior Team. Depending on the number and skill depth of 15-over swimmers, a Senior Team "B" may be fielded, consisting of swimmers ranked 9th - 18th. This team would participate in selected "Senior" level meets, where eligible. May also be members of the Junior Team within the same season.

### **OTHER:**

#### **JR NATIONAL TEAM TRAINING AND OR CLINICS**

(Available to members of the 13+ teams who may qualify for National Teams.)

## **Explanation of Intermediate/Age Group Divisions**

### **North Zone**

- U.S. is divided into 4 zones
- Further division occurs when each Zone is divided into regions. IN is Region B (1 out of 4) with Illinois and Michigan
- Each region then determines Associations

### **Intermediate Track**

- For brand new beginners or swimmers who have been on a team for a short time. Teaches basic routine transitions that they will need in future. Easiest figure group of all competitions.
- Swim a technical routine.
- No national competition is held. Regionals is the top meet

### **Age Group Track**

- For more advanced swimmers.
- 10 & under, 11-12 swim technical routines.
- 13-15, 16-17, 18-19 swim free routines.
- Age Group Nationals competition is held for ages 11-19

### Meets and Dates

Swimmers will be expected to participate in following meets: (Some meets require qualifying scores or age group finishes in the top three.)

Intermediate teams	Figures and Flexibility Winter Association meet Midwest Invitational IN Association Age Group meet Regional meet (if qualified)	mid Nov in Indianapolis late Jan (Indianapolis or St Louis) mid Feb mid-April in Indianapolis mid May
10-under age group	Figures and Flexibility Winter Association meet Midwest Invitational IN Association Age Group meet Regional meet (if qualified)	mid Nov in Indianapolis late Jan (Indianapolis or St Louis) mid Feb mid-April in Indianapolis mid May
11-12 age group	same as 10-under age group U.S. Age Group Championship (if qualified)	end of June
13-15 age group	Figures and Flexibility IN/OH Junior Assoc meet IN/OH Senior Assoc meet North Zone meet IN Assoc Age Group meet Regional Age Group (if qualified) U.S. Age Group Championship (if qualified)	mid Nov in Indianapolis early Feb late Feb mid March mid-April in Indianapolis mid-May end June
Junior team	Figures and Flexibility IN/OH Junior Assoc meet IN/OH Senior Assoc meet North Zone meet (if qualified) U.S. Junior Championship (if qualified) IN Assoc Age Group meet Regional Age Group (if qualified) U.S. Age Group Championship (if qualified) U.S. Open Junior Championship (if qualified)	mid Nov in Indianapolis early Feb late Feb mid March end March/early April mid-April in Indianapolis mid-May end June mid-July
Senior team	Figures and Flexibility IN/OH Senior Assoc meet North Zone meet (if qualified) U.S. National championship (if qualified) U.S. Open Senior championship (if qualified)	mid Nov in Indianapolis late Feb mid March late April mid-July
Senior team (with all swimmers less than 19 years old)	Figures and Flexibility IN/OH Senior Assoc meet North Zone meet IN Assoc Age Group meet U.S. National championship (if qualified) Regional Age Group (if qualified) U.S. Age Group Championship (if qualified) U.S. Open Senior Championship (if qualified)	mid Nov in Indianapolis late Feb mid March mid-April in Indianapolis late April mid-May end June mid-July

## Travel and Competition Policies

When you are given a copy of a meet information packet, and no additional notes to the contrary have been attached, you may assume the following:

- We will, when possible, be staying at the host hotel. We generally reserve a block of rooms in the team's name, which are then held for a limited time for you to make your individual reservations in that block. You will be informed when you need to make those arrangements.
- With some exceptions, we require that **all swimmers stay in the same hotel** as the coaches, for communication purposes. The coaches' door will be the information center. Consult it every morning and evening. Please do not call the coaches' room after 9:00 pm unless it is an emergency.
- **Be early.** If the schedule says a 7:00 am, start for figure warm-up; arrive at 6:30 am. For mid-day or evening arrivals, be **at least one hour early** due to possible schedule changes and traffic complications. Sometimes an event ends early and they will allow extra warm-up time for the next event. Also, allow time to get lost or stuck in traffic, and time changes from one state to another! Be ready to get into the pool. The team coach will advise you of the times that she wants you at the pool or to meet to travel to the pool. Be prompt.
- **Wear the team uniform** to the meet (jacket and pants, except in extreme heat, in which case the shorts may be substituted). Bring **all parts** of the uniform, including: team warm-up jacket & pants, team swim suit, logo cap, (and optional team parkas and bags). **Uniforms are to be worn at all times at the pool.** The coaches will let swimmers know which parts of the uniform are appropriate for different activities. For awards, always wear the full team warm-up, unless the coach makes an exception. Jackets are zipped all the way up.
- **Bring all of your swim gear.** It is inexcusable for a swimmer to come to an event without all of her routine suits, headpieces, gel, bobbi-pins, etc. Parents, coaches, and swimmers have spent many hours on preparation, training, and sewing. It is the **responsibility of the swimmer** to have everything. If one swimmer does not have her gear, it affects all of her routine partners, as well as reflecting poorly on our team. If a swimmer forgets her suit, the coach may opt to keep her out of the routine, or have her, alone; wear a figure suit, while the others wear the appropriate costume. Also, suits must be completely decorated or at least to a prearranged extent for specific events.
- **Plan on staying at the pool** unless the coach specifically indicates that you have free time. Extra practice and land drill may be planned during apparently free blocks of time in the schedule. Families are welcome to make vacation plans for after meets (Sightseeing, family outings, etc. should be planned after what is required of the swimmers). With some previously arranged exceptions, **swimmers are expected to attend their teammates' events** (i.e., duets, solos, etc.) to cheer them on. The purpose of the travel is to attend the competition.
- **Designated Chaperones** will help coordinate transportation, meals, medical needs, activities, and supervision at away meets under the guidance of the coaches. Swimmers should be respectful and appreciative of their help. Chaperones also may collect airline tickets upon arrival as well as swimmers' extra cash to put in the hotel safe until needed. You will be asked to provide a copy of your insurance card with a signed form allowing the coach or designated Chaperone to seek medical attention for your child, should that be necessary. This will be collected early in the season. (Form included in handbook).
- **Swimmers must have adequate funds** with them for meals, necessities, souvenirs, etc. At longer meets, we usually have one dressy team dinner at a restaurant comparable to "Friday's" or "Olive Garden". Otherwise, the team will eat from the team coolers. It is always a good idea to send additional money for unexpected circumstances. Typically, the Chaperone will collect the money for meals, hotel, and travel expenses **prior** to the meet.

## Travel Planning and Supervision

When a team travels there are serious responsibilities to be assumed by those supervising the group, the chaperones. These trips can be and usually are, relatively easy and enjoyable if the team is accustomed to proper discipline. Following this detailed section, an amended section follows giving guidelines for 12 and under chaperone duties. All parents are to be familiar with the following information.

- **Basics to Proper Travel Supervision Are:**

- Constant awareness of head count before departing or resuming a trip itinerary.
- Awareness of and compliance with customary rules of conduct and the particular community.
- The supervisor in charge should have contact information for every member of the traveling delegation and a letter of consent signed by the parent or guardian of all minors.

- **Chaperone Responsibilities:**

- Indy Synchro will send 2 parent chaperones per team of 4-10 swimmers. One chaperone will act as lead chaperone and assume leadership duties in finalizing plans.
- If less than 4 swimmers attend, one parent chaperone will attend the meet. If only 1-2 swimmers attend, at the coach's discretion, the coach may serve as chaperone. Usually, this will occur only at high level meets such as the U.S. Senior Nationals. A coach may not wish to take on the responsibility as she may have other duties such as judging and may request a parent chaperone. A parent should be prepared to attend or send a chaperone to any meet at which his swimmer is attending by herself or competing in National Team Trials.
- Ensure that all coaches have transportation to away meets. Parents are responsible for their own swimmer's transportation.
- Collect travel information from all swimmers, chaperones, and coaches. Know who is traveling with whom and when they plan to arrive at the meet
- Coordinate room sharing among swimmers (and parents) as needed.
- Request, in advance, that the rooms be blocked together for ease of overseeing the entire team.
- Make a room list and give one to the hotel desk, one to the coach, and one to each of the Chaperones. Check at the hotel desk and make sure that the clerk has the proper room information. Many times the front desk will inform a caller that someone is not registered and therefore cannot be located.
- Secure practice and competitive schedules. Meet with the coach to determine travel and meeting times and arrange meal times and plans. Inform the athletes. Keep to the coach's plans and discuss with her any needed alterations to plans.
- Provide proper food and drink at the competition site for athletes competing. Discuss with coach appropriate times for meals and snacks. Swimmers may need to eat at differing times depending on their routine entries.
- Keep a record of expenditures on food. The food costs are to be divided among the swimmers attending with a share to be paid by Indy Synchro to cover coach(es)'s food costs. The chaperones are expected to try to stay within a budget of \$10-12/person per day.
- Coach will determine when swimmers should be gelled. Make sure swimmers have access to gelling facilities. Many venues do not allow gelling on site. Plan accordingly. ALL VENUES BAN DE-GELLING. Make sure swimmers do not de-gel at the pool as they may be fined. Each swimmer is responsible for the fines that she incurs.
- Athletes should know at all times where to locate a Chaperone and the Chaperone should know the destination of all athletes.
- Swimmers should be made to understand that they are responsible for their own behavior and that no form of improper behavior will be tolerated. They should know that they will be held accountable for any damage to the hotel or swimming facility.
- The Chaperone should have information about any athlete medication, allergies, and /or medical problems. Medication should not be administered without instructions from the parents. A first-aid kit should be taken on the trip.
- The Chaperone should have a parent signed medical release for each athlete so that emergency medical treatment may be obtained if necessary.
- Check with each swimmer prior to leaving hotel or pool that all competition suits and headpieces are accounted for.
- Get permission from primary coach and or head coach before leaving the pool facility

## Travel Planning and Supervision (cont.)

- **ALL SWIMMERS** are to travel in a chaperone's vehicle to and from the swimming pool. A swimmer may ride with the coach or another parent **ONLY** if the chaperones and coach are informed and approve of the travel plans. Swimmers are not to ride with coaches unless by the coaches request. Our coaches often use this time to organize their plans and thoughts and do not need the distraction of excited swimmers.
- Make sure there is a parent assigned to video every Indy Synchro routine in competition.
- Determine if van or car rental is necessary for away meets. Make sure renter has appropriate insurance. Car rental and gasoline costs are to be divided among all swimmers on a team.
- Chaperones should have the following items: extra bobby pins, extra gel, hot pot for heating water, first aid kit, extra white swim cap, extra black (or team) swim cap, sewing kit, team banner, video camera with cables to recharge batteries and to connect to TV.

- **Travel To and From Competition Site:**

**PARENTS (not chaperones or coaches) are responsible for driving and/or arranging transportation for their swimmers to the meet locale from home.**

**By car:**

- Allow plenty of time for disruptions such as car trouble, minor emergencies and bad weather.
- Be sure that both the vehicle and driver are properly qualified and insured for the job.
- Ensure all passengers are wearing their seatbelts.
- Plan to arrive early enough at the competition to relax and get settled before the practice or competition begins.
- Do not allow a high noise level by either the passengers or music to make the driver uncomfortable or nervous.

**By air:**

- Allow plenty of time for disruptions such as canceled or missed flights/connections or bad weather.
- Have seating pre-assigned.
- Having a team uniform helps to keep the swimmers together and makes them easily identifiable. You will be notified if you are to do this for a given event.

#### **4. Hotel Safety**

- The Chaperone should locate emergency exits and inform athletes of their location.
- The Chaperone should carry an updated roster with all swimmers' parent contacts at all times.

*The Travel Planning and Supervision is a modified edition of the section by the same title in the USSS Club Manual. All references to foreign travel have been eliminated. Items specific to INDY SYNCHRO have been added.*

## Chaperone Duties for 12 and Under Age Groups

Chaperones for the 11-12 age group and the 10-under age groups should be familiar with the guidelines stated in the description of chaperone duties in the 'Travel Planning and Supervision' section. It is understood that some of these duties are not applicable to these age groups. The following items will be followed by chaperones of these age groups.

### **HOME MEETS:**

- A food/drink cooler will be provided by the chaperones. This cooler will provide lunch/snacks/drinks for all swimmers on team. If the meet occurs during dinner hour then dinner will also be provided. Each swimmer should pay for their share of the cooler before the meet or at the meet. Costs are estimated to be \$5-\$8 per swimmer depending on length of the meet. This ensures that every swimmer has access to nutritious food at the appropriate times.
- The chaperones will supervise gelling and preparation of team for competition. The chaperone will not gel each swimmer but will make sure each swimmer is gelled and that the gelling area is left clean. The chaperones will consult with coach and determine when the team and small routines should be ready and the appropriate attire for warm ups, etc.
- The chaperones will supervise locker room and on deck behavior. The swimmers are to obey the directions of the chaperones.
- Chaperones will have draws and schedules. Coaches will inform chaperones of schedule and times when they expect swimmers to be ready to swim, to land drill, or to eat. Parents are to ask chaperones for information instead of the coaches. Coaches are often busy with judging and other coaching duties.
- Chaperones at meets will be considered meet volunteers and will not have other meet obligations.

### **AWAY MEETS:**

- A food/drink cooler will be provided by the chaperones. This cooler will provide lunch/snacks/drinks for all swimmers on team. If the meet occurs during dinner hour then dinner will also be provided. Each swimmer should pay for their share of the cooler before the meet or at the meet. Costs are estimated to be \$5-\$10 per day per swimmer depending on length of the meet. This ensures that every swimmer has access to nutritious food at the appropriate times.
- The chaperones will supervise gelling and preparation of team for competition. The chaperone will not gel each swimmer but will make sure each swimmer is gelled and that the gelling area is left clean. The chaperones will consult with coach and determine when the team and small routines should be ready and the appropriate attire for warm ups, etc.
- The chaperones will supervise locker room and on deck behavior. The swimmers are to obey the directions of the chaperones.
- Chaperones will have draws and schedules. Coaches will inform chaperones of schedule and times when they expect swimmers to be ready to swim, to land drill, or to eat. Parents are to ask chaperones for information instead of the coaches. Coaches are often busy with judging and other coaching duties.
- The chaperones will coordinate travel and lodging among team members.
- The chaperones will either drive swimmers to/from venue or coordinate driving with swimmer's parents. No swimmer should leave venue or hotel without informing chaperone.
- If an overnight stay is required, the team and chaperones (with parental input) can determine if a team meal at dinner is appropriate. This can be a dinner out with all families or a meal prepared in the hotel room for swimmers and coaches. Parents can decide this on a per meet basis before the meet. No swimmer will be required to eat dinner with the team if they wish to eat with their family. The chaperones must be informed of the swimmer's plans in advance so they can make plans accordingly.
- At all meets where on-deck access is limited, only the chaperones and coaches are allowed on deck and in the locker room.

Note: The purpose of the meet is to compete. No swimmer should plan sightseeing excursions during the times of the meet while their age group is competing. Parents may leave their swimmers under the supervision of the chaperones at the venue if parents will not be at the pool. Parents must inform the chaperones of their plans and leave a cell phone number where they can be reached. No swimmer should be left unsupervised by a parent or a chaperone at the hotel. While at the hotel, the chaperone will assume that the parents are responsible for their swimmer unless other arrangements have been made.

### Swimmer Guidelines

- All swimmers must be in good health and have a medical release form signed by the parent/guardian to participate.
- All fees must be paid in full or by installments by the specific dates.
- All swimmers will conduct themselves in a professional manner during practices, meets, clinics, and travel in a manner that is respectful of coaches, officials, other athletes, chaperones, parents and facilities.
- Smoking or the use of alcohol or drugs is prohibited at any time. (Coaches should be informed of prescription/over the counter medications.)
- Although the team does not have a grade policy, the coaches do not consider it appropriate for swimmers to have failing or unacceptable grades.
- Swimmers will display good sportsmanship and represent the team in a positive manner at all times.
- While traveling, a swimmer may not leave the team at any time without permission from the coaching staff and will enter/leave facilities together as a team. Swimmers must respect and follow all coach/chaperone directives.
- Swimmers are expected to take proper care of all team equipment and treat all facilities/hotel rooms with respect.
- By accepting a position in a given routine, you commit yourself to attend all practices and all meets in which that routine is entered. You are expressing to your coach and teammates that **Synchro is a priority in which you will be completely reliable**. Top priority is placed on team routines.
- Vacations should only be scheduled after a meet, not before or during.
- **FAILURE to comply with any of these standards will result in disciplinary action. Such action may include, but not be limited to:**
  - If traveling, dismissal and return home at the athlete's expense.
  - Disqualification from one or more events.
  - Consequences in the future when being considered for an extra routine or being placed on an A or B team.
  - Suspension from Indy Synchro for a definite or indefinite period of time with or without the terms of probation.

### Responsibilities of Swimmers with Extra Routines

- Swimmers with extra routines must **participate in music and theme selection**, as well as ideas for choreography (especially 13 - overs). This means turning in a cd with music ideas; (see music selection guidelines in EXHIBIT?); helping find music for a theme that has been decided; and helping to create new strokes and hybrids for your routine. 13 - Overs will be asked to choreograph sections or all of their routine with guidance.
- All members of a given routine **must make a practice cd** with the routine music on it. You may arrange to do this before or after practice. Make sure you put your name on it! Members of a solo, duet or trio must bring their routine CD to practices. At least one practice cd should be available for land drilling.
- Each swimmer should **have equipment to play their practice cd** at home. They should land drill at home at least three times a week for 10 minutes.
- As soon as your theme has been decided, you must decide on your routine suit. **Remember that all suits and headpieces must be approved by the Primary Coach & final approval by the Head Coach.** PLEASE DO NOT purchase a non-returnable suit without clearing it with your Head Coach first. All members must have their routine suits equally completed (head piece, sequins, etc.) for each meet and demo.
- 13 -overs with extra routines **must attend their assigned practices**. You have made a commitment to your routine partners and must be there. If you are unable to be there, notify your coach and your partner(s) prior to the practice via phone or note in advance. (See attendance policy in this handbook.)
- You will be coaching each other often. Please be kind & encouraging with your corrections. Give positive corrections. **Treat people how you would want to be treated.**
- Understand that at certain times of the year, some extra routines will get more coaching than others due to upcoming events; for example, the senior level extra routines will get more attention before the Zone meet, since they are entered in it and the other extra routines are not.

**Procedures for Extra Routine Swimmers Working Independently**

- **DO NOT QUESTION THE AUTHORITY OF THE COACH IN CHARGE**
- Arrive prepared: suit on under clothes, one practice tape & tape player (with batteries) per extra routine
- 13-overs: check in with the coach. Unless you are told otherwise, plan to land drill first. Sometimes, you will be asked to demonstrate skills for younger or newer swimmers
- If you are working on your own, **do the following**, unless otherwise directed:
  1. Land drill for **no longer than 15 minutes** with your cd & cd player.
  2. Do a proper warm-up for **no less than 15 minutes**, even if you must do your laps in the competition pool with the public lap swimmers.
  3. Stretch for **no less than 5 minutes**.
  4. Find a spot in the pool where you will not be in the way. Unless the coach has assigned a specific part of the routine for you to work on, choose either a section that you know needs more work or the newest part. Work on this section together and one or two at a time with the other watching. Keep going until you have improved that section and fixed any individual errors. Swimmers can keep count either by underwater signals or tapping lightly on the side of the pool.
  5. When you have finished that section, either choose a new section or a small part (individual stroke or hybrid) that needs extra attention. Periodically, check with the coach running the music on when you might be able to either do a “swim-thru”, or just a section with music.
  6. While waiting for your turn with music, start putting small sections that you have been working on together with the rest of the routine. Watch each other, then do as a group.
  7. After your swim-thru, and after you receive corrections, go work on those corrected parts. Unless your routine is perfect, you will always have something to work on. If you feel that you have done everything within your ability to correct something and you need a coach to watch, see if one is available to watch that part. When all else fails, you can always work on figures or team routines. There is no excuse for swimmers to be wasting practice time.

## Bullying

Indy Synchro will not tolerate bullying of any kind.

Bullying is more than just teasing and anyone can be a bully. Bullying happens when a person who needs to feel powerful and/or more important hurts another person deliberately and repeatedly.

Bullying can be physically, mentally, emotionally, or socially hurtful. Examples of typical bullying behaviors are:

- Acting mean, rude, or being bossy
- Embarrassing, ignoring, insulting, or gossiping about someone
- Making obscene, racist, sarcastic or sexist comments
- Frightening, humiliating, or intimidating someone
- Leaving someone out by making him/her feel invisible, helpless, or inferior
- Name-calling, lying, cheating, or harrassing
- Damaging someone's things
- Kicking, hitting, or pushing
- Making someone do something she/he doesn't want to do
- Or any other act which is considered offensive or makes another person uncomfortable

Instead of Retaliating, here are some options if you are being bullied:

- Stop, breathe and count to 10! Think first - don't just react to bullying, you always have a choice.
- Ask the person to stop.
- Remember to keep your hands and feet to yourself because this will only make the situation worse.
- Walk away.
- Find an adult and tell them what happened. You should always inform an adult when bullying happens. Understand that you are not "tattling". It is important to inform your coach when someone is hurting you or someone else.
- Stay together in a group - bullies tend to target loners.
- Refuse to join in if someone else is being a bully.
- Instead of arguing, agree with everything the bully says.

Tips for parents:

- If you think your child may be a victim of bullying, ask them. Most times children will not volunteer this information due to feeling of embarrassment, shame, or fear.
- Believe your child and ask for specifics about what has been going on.
- Contact your child's coach, not the parent of the bully, and ask for a private meeting. Work through the coach to address the bullying behavior.
- If you are informed that your child is suspected of bullying someone, stay calm and get the facts on your child's behavior. Talk with your child about how bullying affects the victim. Work with the coach to effectively modify the behavior.

**Meet Check List**  
(To Be Used in Packing for Meets and Demos)

- **Uniform (Bring all of the following):**
  - Team warm-ups (jacket and pants)
  - All items designated official team apparel (shirts, shoes, etc)
  
- **Swimsuits and Accessories:**
  - Solid black swimsuit
  - "Team" swimsuit (current season's version)
  - All routine swimsuits for that meet\*
  - All routine headpieces for that meet\*
  - All routine cosmetics, water proof type, for that meet\*
  - Solid white latex swim cap
  - Indy Synchro logo or solid black swim cap as determined by coach
  - Nose clips (at least 3)
  - Goggles (2 pair)
  - Towels (at least one for each event)
  - Terry cloth bath robe or "Team" parka (optional, but recommended)
  - Flip flops with a non-skid tread
  - "Team" bag (optional, but will need a swim bag with wet and dry compartments)
  
- **Gelling Equipment: (No venue will allow de-gelling or washing of gelling equipment.)**
  - Styrofoam cups (1 for each routine or expected gelling to mix gel in). Cups are to be thrown away after gelling. No venue will allow gelling items to be washed in sink. Absolutely **NO GLASS!**
  - Pastry or paint brush (to apply gel). No venue will allow the brush to be washed in sink.
  - Plastic forks to mix gel (1 for each gelling session) to be thrown away after gelling.
  - Knox **unflavored** gelatin (at least 3 envelopes per routine)
  - Hot pot (to heat water)
  - Bobby pins (matching hair color and in a container)
  - Ponytail holders (at least 3)
  - Comb/brush (wide toothed comb)
  - Hair nets (2 – 3 at least one for each gelling session)
  - "Chignon donut" or bun-maker (for those with short to medium length hair)
  - Gel towel (hand towel that can get cruddy)
  - Hair dryer
  
- **Other:**
  - Practice CD with all their routine music
  - CD player or MP3 player with speakers to land drill ( Bring batteries as needed)
  - CD player or MP3 player (to land drill solos, or for relaxation)
  - Healthy snacks (**NO GLASS CONTAINERS!**)
  - Quiet activities for "downtime" (cards, book, homework, ...)

**NOTE: Nail polish on fingers or toes must be removed prior to attending meets**



**Indy Synchro Parent Responsibility and Financial Agreement**

This agreement is for (swimmer name): \_\_\_\_\_

This swimmer is a member of: (team or age group) \_\_\_\_\_

• **FINANCIAL RESPONSIBILITY:**

**SEE SWIMMER FEE SCHEDULE FOR APPROPRIATE CHARGES FOR YOUR ATHLETES AGE GROUP**

Parents are required to pay normal required fees as set forth in the fee schedule such as monthly dues, team fundraising obligation, meet fees, USSS membership fees, required team apparel expenses, etc., in a timely manner. If the Treasurer has not received the balance due on the swimmer's statement by the 15<sup>th</sup> day of the month, a \$10 late fee **will be** charged to the swimmers statement and will be expected to be paid with the next monthly installment.

Parents are responsible for transportation, lodging, food, & miscellaneous expenses related to travel for away meets. This may include lodging and possible travel costs for designated Chaperone(s) and shared gas/car rental costs for drivers. From time to time, parents may also be required to pay minimal misc. fees for team related projects/events/bonding (i.e. goodie bags, charitable projects, etc.).

Parents are responsible for additional expenses related to travel outside the normal meet schedule. (i.e. Jr. National team try-outs)

*All expenses incurred by Chaperones on behalf of your swimmer must be pre-paid or paid promptly after return from a meet and will be at the discretion of the Chaperone.*

***Should an account become delinquent, the swimmer will not be permitted to practice or swim until the account is current. An account will become delinquent when more than 2 months monthly fee is owed unless arrangements have been made with the treasurer and a payment plan has been approved.***

*In addition to the monthly fee, a security deposit of **\$100 is required per swimmer** for the 13 & over age groups and **\$50 per swimmer** for the 12 & under age group. If the Treasurer is forced to use this toward delinquent fees, the amount used must be replaced within thirty (30) days.*

*In the event that Indy Synchro's income from fees, fund raisers, donations, etc., is insufficient to meet the financial obligations of the organization, the Board of Directors reserves the right to assess a Club Hardship fee which will be charged to the swimmer's account. Notice will be given as to the reason and how much prior to being charged.*

***All swimmers' accounts must be paid in full by September 30th before the start of each season or the swimmer will not be allowed to swim.***

• **TEAM FUNDRAISING RESPONSIBILITY:**

The Fund Raising Requirement is \$100.00 per swimmer per season to cover team operating expenses and will be charged to the swimmer's statement half in November and half in January.

• **EVENT RESPONSIBILITY:**

- At least one parent is required to participate in some capacity at the meets the team hosts.
- If a family cannot work at a home meet, they must find a replacement.
- If they are unable to find a replacement, then a fine of \$100 will be assessed & taken from the required deposit.

## **Responsibility and Financial Agreement (cont.)**

- **CHAPERONE RESPONSIBILITY:**
  - Parents of swimmers aged 13 and over will chaperone at least 4 days per season. One meet will require travel. Parents may be required to chaperone more than 4 days depending upon the size of the team and the number of meets attended.
  - Parents of swimmers aged 12 and under will chaperone 1 meet following the guidelines in the handbook for swimmers age 12 and under.
  - **ALL CHAPERONES WILL READ AND FOLLOW THE CHAPERONE GUIDELINES IN THE TEAM HANDBOOK ON PAGES 22-24.**
  
- **ATTENDANCE RESPONSIBILITY:**
  - Parents are responsible for getting swimmer(s) to practice, meets, etc., on time.
  - *“Two Week Rule” will apply to any swimmer that has an unexcused absence two weeks before a competition in the 13 & Over Age groups. The Head Coach and primary coach of that swimmer will have the final say as to whether that swimmer will compete in the meet. Consideration will be given to the advance notice provided – allowing practice schedules to accommodate the swimmer’s absence, the swimmer’s attendance history, the reason for the absence and the overall impact the absence will have on the team preparation and readiness for the particular meet involved.*
  - Parents are responsible for assuring that their swimmer is in scheduled meets unless the Head Coach has granted, in advance, an excused absence.
  
- **MEDICAL RESPONSIBILITY:**
  - Parents are responsible for completing a Medical Profile & Release Form on their swimmer which will include a copy of their athletes’ insurance card to be turned in upon registration or at the 1<sup>st</sup> parent meeting at the beginning of the season.
  - Parents will be responsible for notifying the Secretary of any changes in insurance policy, medical profile or release information in a timely manner. Parents will also notify the Secretary of any medical expenses incurred while traveling.
  
- **GENERAL RESPONSIBILITIES:**
  - Parents expected to stay apprised of current events going on within the organization.

**2008 Meet Contract**

My swimmer, \_\_\_\_\_, has been selected to compete in the following routines.

TEAM: \_\_\_\_\_ PRIMARY COACH: \_\_\_\_\_

The team members are:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 (alt) \_\_\_\_\_ (alt) \_\_\_\_\_

TRIO with: \_\_\_\_\_  
 DUET with: \_\_\_\_\_  
 SOLO with: \_\_\_\_\_

Meet	10 Under Intermediate	11-12 Intermediate	10 Under Age Group	11-12 Age Group	13-15 Age Group	15 Over Age Group
Figures and Flexibility Meet	X	X	X	X	X	X
Winter Association – 12 Under Invitational	X	X	X	X		
IN/OH Junior Association Meet					X	X
IN/OH Senior Association Meet					X	X
MidWest Invitational	X	X	X	X		
IN Association – Age Group Championship	X	X	X	X	X	X
North Zone Region B Meet	X	X	X	X	X	X
North Zones					X	X
US Age Group Nationals Meet				X	X	X
US Junior National Meet **						X
US National Meet **						X
Junior/Senior National Team Trials **						X
US Junior/Senior Open **						X

\*\* meet attendance will depend on qualifying scores or placements.

The 2-week rule applies to the meets listed above. Refer to page 15, "Attendance Policy", for details.

Refer to page 20, Meets and Dates, for tentative days and locations for the meets listed. Several meets will require a day's travel time going and returning from the meets.

Swimmer and/or Parent will be financially responsible for meet fees, routine suits and headpieces, and meet travel.

Parent(s) with a swimmer on the 13-15 or 15 over team(s), will be responsible for chaperoning one of the following meets: 2008 North Zone, 2008 US Junior, 2008 US Age Group or 2008 US Open. In addition, the parent(s) will chaperone one other meet. If unable to chaperone a meet, the parent(s) will be responsible for paying the travel expenses (car or air), hotel expenses, and cooler fees for another parent to attend in his/her place.