

CALGARY AQUABELLES ARTISTIC SWIMMING CLUB

2021-2022 HANDBOOK



A HIGH-PERFORMANCE LONG-TERM ATHLETE DEVELOPMENT PROGRAM

CALGARY AQUABELLES BELIEVES IN AND FOLLOWS THE

PROMOTING A POSITIVE SPORT ENVIRONMENT PROGRAM

DEVELOPED BY THE CANADIAN SPORT INSTITUTE – CALGARY

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CLUB VISION, MISSION, & CORE VALUES

Welcome to the Calgary Aquabelles Artistic Swimming Club. This is a comprehensive handbook that is intended to provide you with information you need to know for your athlete's swim year. Parents and athletes will be held accountable and expected to know the information presented and referenced in this document.

As a member of the Calgary Aquabelles, your family is also a member of **Alberta Artistic Swimming** and **Canada Artistic Swimming**. Their policies apply as well, and you are expected to make yourself familiar with them.

VISION STATEMENT

We are the premier artistic (synchronized) swimming club of Canada, and our athletes achieve excellence at provincial, national, and international levels.

MISSION STATEMENT

We provide superior programs and expertise in the sport of artistic (synchronized) swimming, developing well-rounded, confident individuals to achieve their full potential.

CORE VALUES

- 1) **Creativity/Innovation** – We lead by encouraging unique ideas to foster excellence and achievements in all areas of the club.
- 2) **Fun/Friendship** – We encourage the fostering of positive, personal relationships in an enjoyable atmosphere.
- 3) **Growth** – We believe in the continuous development of our athletes, coaches, club, and sport.
- 4) **Respect** – We expect all individuals to be considerate, value each other's perspectives and demonstrate good sportsmanship.
- 5) **Teamwork/Commitment** – We believe through dedication to each other, to the club and to the sport, we will achieve our goals.

COVID-19 DURING THE 2021-2022 SEASON

The information in this document is as accurate as possible but is subject to change. Everyone's patience and flexibility are appreciated during these unprecedented and ever-changing times. We will inform you as things change.

COVID-19 RESPONSE COORDINATOR AND COMMITTEE

We have appointed a COVID-19 Response Coordinator, Vanessa de Silva, and a committee that are overseeing the Calgary Aquabelles compliance with the AAS policy changes as we move forward. Vanessa is the club's liaison to AAS. Please Contact Vanessa at aqbcovidresponse@gmail.com with your COVID-19 specific questions.

Club COVID protocols and processes are modified and implemented in accordance with corresponding changes to COVID-19 regulations and guidelines received from public health authorities, Alberta Artistic Swimming and Canada Artistic Swimming.

Details related to protocols and processes (e.g., health screening checklist, distancing requirements, masking, coach to swimmer ratios etc.) will be communicated to members via email as they become available and will be incorporated by our coaching and administrative staff into our program based on the effective date of any changes.

LONG TERM ATHLETE DEVELOPMENT PROGRAM

THE CALGARY AQUABELLES ARTISTIC SWIMMING CLUB IS ONE OF EXCELLENCE WITH A LONG HISTORY OF SUCCESS.

"We are what we repeatedly do. Excellence, then, is not an act, but a habit." - Will Durant

The Calgary Aquabelles Artistic Swimming Club is first and foremost a world class, high-performance artistic swimming program with a focus on long-term athlete development. The Calgary Aquabelles is also committed to growing the sport of artistic swimming and offer several best-in-class recreational opportunities for individuals to develop the love of the water and the sport.

The program offers AquaGo!, pre-competitive, and competitive levels from September to June and summer artistic swimming camps in July and August. The programs teach the fundamentals of artistic swimming and life-long skills such as teamwork and friendship.

Highly qualified coaches, trained through the National Coaching Certification Program, run all our competitive programs. They are leaders in their sport either as professional coaches or as high-performance athletes who have competed nationally or internationally in artistic swimming.

Athletes learn how to move in the water using music and choreography. Training includes both land and water time. Land training, designed to enhance strength and flexibility, includes cardiovascular and flexibility training. Water training includes lap swimming, artistic swimming skills (figures), and routine development. All training is skill and age appropriate.

Throughout the year, the athletes in the competitive programs swim compulsory figures or elements and team routines, as well as extra routines such as solo and duet at competitions and water-shows.

The Calgary Aquabelles Artistic Swimming Club follows the "Long Term Athlete Development" (LTAD) program. This aligns with Sport Canada who has implemented this program and has directed all the Olympic governing bodies to follow this path.

The Aquabelles' LTAD program focuses on the athletes' lifetime development in sport and life learning.

LTAD levels of training are as follows:



AQUABELLES ARTISTIC SWIMMING PROGRAMS

The Calgary Aquabelles believes there is a place for everyone in artistic swimming – including boys! The club offers a diverse range of options to appeal to a wide variety of needs from a short term, one day per week, 12-week beginner program to year-long, multiple days per week, intensive high-performance competitive programs.

RECREATIONAL

AQUAGO! – LTAD ACTIVE START STAGE

This one hour a week program runs for 12 consecutive weeks. The program may be offered in January 2022 depending on interest and coach availability. It is ideal for boys or girls ages 5 to 9. AquaGO! is a nation-wide grassroots foundation program for artistic swimming and is the launching pad for all other programs delivered by Canada Artistic Swimming. It is an opportunity for children as young as age 5 to have fun, develop aquatic literacy, learn the basics of artistic swimming, and develop basic physical and athletic skills in and out of the water.

PRE-COMPETITIVE LTAD ACTIVE START STAGE

Training consists of 2 practices a week for one and a half hours each. This recreational program is being offered effective September 2021. The season varies depending on which session the swimmer signs up for in the fall, winter, or spring. Each session is self-contained and offers a good introduction to artistic swimming. Swimmers continue to work on the fundamentals of artistic swimming while learning a basic routine choreographed to music. Training is run at the City of Calgary Inglewood Pool.

COMPETITIVE PROVINCIAL STREAM (PS)

Swimmers are part of a team and should be prepared to make a full commitment to attend all practices throughout the year. The coach must be contacted in advance and advised if the swimmer is unable to attend practice.

10 & UNDER - LTAD FUNDAMENTALS STAGE

Athletes train primarily at the City of Calgary Inglewood Pool and/or the Repsol Centre, depending on availability. The training season is from September to mid-June. Swimmers learn fundamental figures and a routine choreographed to music. 10 & under teams participate in all provincial meets in both figures and team. Coaches may select athletes to also swim a duet routine. Parents are consulted if their child is chosen for a duet. Practices and fees for duets are in addition to team routines.

NOVICE PROVINCIAL STREAM - LTAD LEARNING TO TRAIN STAGE

This program trains at the City of Calgary Inglewood Pool and/or the Repsol Centre, depending on availability. This program is perfect for athletes competing for the first time at the provincial stream level. Like our competitive provincial stream program, swimmers learn fundamental figures and a routine choreographed to music. This program is designed for swimmers aged 11 and older competing for the first time. It allows first time competitive swimmers the ability to compete only against other first year swimmers.

Exception for the 2021-2022 season: athletes that competed as Novice in the 2020-2021 season are eligible to compete as Novice again in the 2021-2022 season. **This is a one-time exception being made for the 2021-2022 season only** as COVID restrictions and shutdowns in the 2020-2021 season resulted in limited competitive opportunities for first year competitive swimmers.

12 & UNDER - LTAD LEARNING TO TRAIN STAGE

Athletes train primarily at the City of Calgary Inglewood Pool and/or the Repsol Centre, depending on availability. The training season is from September to mid June. Swimmers continue to work on the fundamentals of artistic swimming while learning a routine choreographed to music. Swimmers participate in all provincial meets and maybe

even an out of province competition. Coaches may select athletes to also swim a solo or duet routine. Parents are consulted if their child is chosen for a solo or duet. Practices and fees for solos and duets are in addition to team routines.

13-15 AND 16-20 PROVINCIAL STREAM - LTAD TRAIN TO TRAIN STAGE

Athletes train at the City of Calgary Inglewood Pool and/or the Repsol Centre, depending on availability. The training season is from September to mid June. Swimmers continue to work on the fundamentals of artistic swimming through figures and learn a routine choreographed to music. Swimmers participate in all provincial meets and maybe even an out of province competition. Coaches may select athletes to swim a solo or duet routine. Parents are consulted if their child is chosen for a solo or duet. Practices and fees for these are in addition to team routines.

COMPETITIVE NATIONAL STREAM (NS)

13-15 NATIONAL STREAM - LTAD TRAINING TO TRAIN STAGE

Athletes train primarily at the Repsol Centre. Swimmers participate in all national stream provincial meets, the national qualifier, and national finals competitions. The training season starts in August with SHAPE Camp and Rule the Pool (extra fees apply for these camps) and continues to the middle of June. Swimmers are part of a team and **must** be prepared to make a **full commitment to attend all practices** throughout the year. Coaches may select athletes to swim a solo or duet routine and parents are consulted first if this happens. Practices and fees for solos and duets are in addition to team routines.

A mandatory training camp is held a few weeks prior to nationals. This camp is designed to ensure peak performance at nationals. The camp is usually held in Calgary, although may be held at an offsite location with parent consultation. This is weeklong camp and athletes are required to miss school for it. If the camp is held outside of Calgary, there are additional training/travel fees.

JUNIOR NATIONAL STREAM (18 & UNDER) - LTAD TRAINING TO COMPETE STAGE/TRAINING TO WIN

Athletes train primarily at the Repsol Centre. Swimmers participate in all national stream provincial meets, the national qualifier, and national finals competitions. The training season starts in August with SHAPE Camp and Rule the Pool (extra fees apply for these camps) and continues to the middle of June. Swimmers are part of a team and **must** be prepared to make a **full commitment to attend all practices** throughout the year. Coaches may select athletes to swim a solo or duet routine and parents are consulted first if this happens. Practices and fees for solos and duets are in addition to team routines.

A mandatory training camp is held a few weeks prior to nationals. This camp is designed to ensure peak performance at nationals. The camp is usually held in Calgary, although may be held at an offsite location with parent consultation. This is weeklong camp and athletes are required to miss school for it. If the camp is held outside of Calgary, there are additional training/travel fees.

SENIOR NATIONAL STREAM (18 & OVER) - LTAD TRAINING TO WIN STAGE

Athletes train primarily at the Repsol Centre. Swimmers participate in all national stream provincial meets, the national qualifier, and national finals competitions. The training season starts in August with SHAPE Camp and Rule the Pool (extra fees apply for these camps) and continues to the middle of June. Swimmers are part of a team and **must** be prepared to make a **full commitment to attend all practices** throughout the year. Coaches may select

athletes to swim a solo or duet routine and parents are consulted first if this happens. Practices and fees for solos and duets are in addition to team routines.

A mandatory training camp is held a few weeks prior to nationals. This camp is designed to ensure peak performance at nationals. The camp is usually held in Calgary, although may be held at an offsite location with parent consultation. This is weeklong camp and athletes are required to miss school for it. If the camp is held outside of Calgary, there are additional training/travel fees.

ALTERNATE SELECTION GUIDELINES

The Calgary Aquabelles Artistic Swimming Club delivers high performance programming at the competitive level. As such, many of our teams may have more than 8 swimmers named as permitted under CASSA rules. In this case, alternates are named for every competition, as only 8 swimmers compete at each competition per team and 10 per combo or highlight team.

All swimmers have the same training and coaching invested in their development throughout the entire season which is reflected in the full fees charged.

Alternate selection for each competition is completely at the discretion of the coach(es) for their respective teams. The following factors are taken into consideration by the coaches when determining an alternate selection:

- Technical and artistic skills and abilities
 - For 13-15 and younger: figure results and routine skills
 - For junior/senior: technical elements and routine skills
- Position in team (i.e., flyer, spring of highlights, etc.)
- Work ethic and commitment
 - Ability and desire to give 100% every day
 - Punctuality and attendance at all practices
- Coachability
 - Ability to receive and apply feedback
 - Attitude
- Team cohesiveness - the ability to work well with all teammates and give full effort for the team daily.

Where possible, the coach and/or coaches do their best to provide the opportunity for each swimmer to swim at least in one competition throughout the year.

In a case where the coach and/or coaches believe an athlete is at a lower skill level than the rest of the team, a meeting will occur, preferably prior to team selection, with the athlete and their parents to ensure they understand the skill variation and the options they may have. The options may include being named a permanent alternate or being offered a chance to move to another team.

TRAINING POOL EXPECTATIONS

ATTENDANCE

Attendance is mandatory at all practices. Being punctual for practice, means arriving 15 minutes early (10 minutes for early morning practices) and being ready to work.

Artistic swimming is the ultimate team sport. When a team member misses practice the entire team is impacted. Unlike other sports where there are numerous people to fill spots (i.e., 5 hockey defensemen for 2 spots), in artistic

swimming every person fills an important role on a team. If someone misses a practice it becomes difficult to practice routines thus impacting the quality of training for everyone on the team. Occasionally there are one or two alternates named to a team, which can help to fill gaps when team members are injured or sick.

Practice times do not always coincide with school holidays and sometimes team members are required to stay and train during these times to ensure that teams are ready for competition season. If your swimmer has an unavoidable school functions or family commitment, then this must be discussed with your team coach ahead of time. This allows the coach the opportunity to adjust the team practice plan considering an absence. Your swimmer's health is our main concern so please make sure you discuss any medical concerns or injuries with your coach prior to taking practice off. Finally, any practices missed must be communicated prior to practice and directly to the coach. Please do not send a message via another person.

For swimmers who continually have attendance problems (late or not showing up without prior approval from the coach), there are consequences. First, the Team Coach meets with the athlete and parents to discuss the importance of regular attendance for the teams' sake. If no improvement is seen, the Head Coach and a board member meet with the athlete, parent, and team coach to discuss the importance of attendance. Third, if still no improvement is seen, the athlete is positioned as an alternate for the team. Finally, if it persists, the swimmer is asked to swim at a lower level. The club offers many different levels of artistic swimming for individuals and if an individual is unable to meet the commitment required at one level, another level may be a better fit and provide improved satisfaction for all involved.

Your swimmer's health is our main concern. If your swimmer is experiencing any COVID-19 symptoms, they are not to attend practice. Further, all COVID-19 processes and protocols must be followed and may include activities such as health screening checklists, distancing requirements, masking, and disinfecting/cleaning of equipment. Details of the processes and protocols for the 2021-2022 season will be communicated once available from provincial health authorities, Alberta Artistic Swimming, and Canada Artistic Swimming.

POOL VIEWING

REPSOL POOL

Repsol has a viewing area for spectators. Parents may use this viewing area; however, access is subject to change at Repsol's discretion based on changing COVID-19 restrictions. Access to the pool deck is restricted to athletes and coaches. Parents are not permitted on the pool deck at any time. Please **do not interrupt the coach or your child during practice**. If you wish to speak to the coach, we ask that you respect their time and set up an appointment with them via email or phone.

INGLEWOOD POOL

Inglewood has a small on deck viewing area for spectators. Access is subject to change at the discretion of the City of Calgary based on changing COVID-19 restrictions. Due to its size and proximity to the coaches and athletes, we respectfully request that parents limit the number of times they stay to watch practice and limit the number of family members in the viewing area at Inglewood. Please **do not interrupt the coach or your child during practice**. If you wish to speak to the coach, we ask that you respect their time and set up an appointment with them via email or phone.

WARDROBE REQUIREMENTS FOR SWIMMERS

1. All competitive swimmers are required to purchase club attire as outlined by the club. For the competitive stream this usually includes items such as a club, figures and routine(s) swimsuits, team jacket, several shirts, black yoga pants, and a swimming backpack.
2. **Practice club swimsuit** – Chlorine is damaging to swimsuits. Rinsing after each use helps prolong the life of the suit. Polyester suits tend to have a longer life than Lycra suits. Hang your suits to dry, **do not** put them in the dryer.
3. **Swim goggles** – The club requires black goggles. Anti-fog goggles work best. If a rash develops from foam gaskets, try goggles with rubber or silicone gaskets. Goggles can be purchased from the Calgary Aquabelles office.
4. **Nose clips** – Rubber nose clips are the most comfortable. Competitive swimmers should always carry two or more nose clips in their bag. Nose clips can be purchased from the Calgary Aquabelles office.
5. **Swim cap** – Club caps need to be worn during all practices to keep swimmers' hair out of their eyes. Competitive swimmers wear club caps when warming up for competitions to give the athlete club identity in the water.
6. **Hair kit for water shows and competitions** – Knox gelatine, container for mixing, spoon/fork for stirring, pastry or highlight/hair colour brush for applying gel, hair elastics, hair nets, bobby pins, and bun pins.
7. **Plain black one-piece swimsuit, plain white cap, and black goggles** – These are required for figures competitions. Figure competitions happen for ages 10 & under until, and including, 16-20 PS age groups. Juniors no longer compete in figures but have an additional technical routine to learn.
8. **Routine competition swimsuits and headpieces** – Coaches decide on the type of headpiece and swimsuit that is required for each routine. Embellishment with sequins or jewels are added after the suits are made and it is the responsibility of each swimmer to ensure their suit is done and matches the team members.

COMPETITIONS

SCHEDULE

Please see the Aquabelles website for an updated events schedule, <https://aquabelles.com/>.

Competition schedules are also listed on Alberta Artistic Swimming (<https://albertaartisticswimming.ca>) and Canada Artistic Swimming (<https://artisticswimming.ca>) websites.

GENERAL INFORMATION

When the Calgary Aquabelles host a competition, all AQB member families must volunteer to run the meet – it does not matter whether it is a provincial or national meet or whether your swimmer is participating in the competition or not. If it is hosted by the Calgary Aquabelles, every family is responsible to volunteer and help run the meet.

Competitions provide parents with the opportunity to learn about artistic swimming, to get to know other parents and swimmers, to show interest and support their own swimmer as well as all swimmers in the Aquabelles and sport, and to generally help out. There is no need to feel intimidated, as most of the volunteer jobs require minimal instruction. Running a meet requires a lot of volunteers, but many hands make light work.

We all want our swimmers to perform well, but it is important to remember that they are also there to have the best possible experience and have fun. So, when you are up in the stands, enjoy watching our swimmers do their best and cheer on the athletes!

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

- Volunteering at a competition gives you the best seat in the house. As per the Aquabelles Club [Volunteer Requirements](#), every family is required to volunteer a certain number of shifts (dependent on the size of the meet) and help run the meet so that it can operate.
- Have your swimmer arrive at the pool on time, which is **15 minutes BEFORE** the time on the schedule, with all the appropriate equipment.
- Once the swimmers are “on deck” with their coach and teammates, they are the responsibility of the coach. Parents are expected to stay off the deck unless either they are volunteering at the meet, or the coach specifically requests their presence. If volunteering, please do not distract your swimmer from the coach.
- Pool etiquette implies that all audience members remain seated while swimmers are performing.

It is considered extremely poor manners to walk in front of audience members while they are watching swimmers. Please wait until a routine is finished.

- Flash photography is not allowed because it is distracting and disorienting to both judges and athletes. It can seriously disrupt a routine, with possible disastrous results for the swimmers and the team involved.
- Marks announced immediately after a swim are unofficial until posted.

HAIR GEL

Gel is used to keep the hair in place while wearing headpieces for routine competitions. For those new to applying gel, a training session is held to teach you how to put hair up and apply the gel.

Knox Gelatine is mixed with boiling/hot water (the hotter the water, the better it mixes). Ratio: 3 envelopes to 1/3 – 1/2 of a cup of water. Stir well until the gelatine is completely dissolved. Use brush to apply onto the ‘styled’ hair (wet hair is best for applying the gelatine) as soon as the gel is cool enough to work with. Apply two or three thin layers of gel, allowing it to dry slightly between applications for the smoothest and strongest hold. Hair dryers can be used to speed up the process.

Please ensure that the mix is cooled sufficiently as not to burn your swimmer.

Trivia: The Calgary Aquabelles was the first synchro club to use Knox Gelatine for their athletes while swimming routines.

MUSIC

Music selection for all routines is the responsibility of the coaches, with final approval by the head coach. The coaches select and properly record all music. **The club has the music professionally prepared and all costs associated with recording the music are billed to the team or the individual athletes/parents (solos/duets).**

CLUB COMMUNICATION METHODS

The Aquabelles encourage communication among swimmers, coaches, parents, and executive. It is vital to the efficient operation of the club. Information regarding competitions, meetings, schedule changes, fundraising etc. is shared to club members via email and posted on the members’ portion of the Aquabelles website. If you do not have email, you must arrange a “buddy” system. It is the responsibility of the members/athletes to keep up with the email communication and to check the member section frequently to remain up to date.

CALENDAR OF EVENTS

Each competitive team has a calendar of events on the Members Only page located on the Aquabelles' website, where you'll find training schedule changes, events, and competition dates. The calendars are updated frequently, and it is the responsibility of the parent to make sure to check the calendar from time to time. These calendars are built in google calendars and your team's coaches invite you to view the calendar through google.

To access the Members Only section of the website, a username & password can be obtained from our office at office@aquabelles.com.

MEMBERSHIP LISTS

After registration in the fall, a club roster with email addresses and phone numbers is posted to the secure Members Only section of the website. You are welcome to reference this list to arrange carpools and planned events. Please inform the Aquabelles Office of any changes to this information. For confidentiality and privacy, you are not allowed to provide this information to anyone who is not a member of the current Aquabelles club. Sharing this list is a serious offence, legally.

POOLSIDE COMMUNICATION

From time to time, coaches may verbally communicate information to the athletes (i.e., schedule changes). Please ask your athlete if they have information to share.

QUESTIONS FOR THE COACH

The best way to contact the coaches is via email, cell phone or text. This information is provided during the start-up team meeting, and it is included on the club roster. Please refrain from interrupting the coaches before, during or after practice time. This is unfair to the other athletes who are in attendance and ready to work and unfair to the coaches' personal time. If you wish to speak to the coach, we ask that you respect their time and set up an appointment with them via email or phone. To manage the coaches' personal time, we ask that you do not phone a coach after 7 pm, unless it is an emergency, or a time has been pre-arranged.

SWIMMER EVALUATIONS

Each competitive swimmer is provided with a written evaluation in May/June. The evaluation is also be emailed to the parents. If you would like to discuss your athlete's evaluation, please request a meeting with the coach.

TEAM MEETINGS

Team meetings are called by the team coaches to discuss topics such as training plans, wardrobe, meet schedules, travel plans and any other concerns that the coach wishes to address with swimmers and parents. Attendance is important. If you are unable to attend, please connect with the coach.

CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER

Please notify the AQB office (office@aquabelles.com) of any changes of address and/or phone number at home or work. This information should be provided immediately, not only for purposes of routine communication, but also for use in the event of an emergency.

ACCIDENTS

Any accident occurring at the pool during regularly scheduled club practices **must** be reported to the coach, head coach, president and parent of athlete involved.

COMMUNICATING COMMENTS OR CONCERNS

From time-to-time situations may arise that may be cause for concern. The Aquabelles encourage open discussion and would like all issues to be dealt with in a rational manner. **The Aquabelles use the 24-hour rule.** If you are upset, please wait for 24 hours or more before contacting the coach, so that you may have the time to calm down and logically communicate the issue.

In any organization it is important to keep lines of communication open. This is particularly important between parents and coaches. You are encouraged to get to know your swimmer's coach and to talk to them regarding any questions or concerns you may have.

To assist with any concerns:

- Familiarize yourself with the contents of this handbook and the Aquabelles, Alberta Artistic Swimming (AAS), and Canada Artistic Swimming (CAS) policies on the websites.
- Communicate initially with the individual closest to the situation (e.g., coach).

If the concern relates to a decision involving your child, the procedures to follow are:

- Arrange a conference with your child's coach, immediately.
- If the concern still exists following this conference, arrange a conference with the head coach and the coach and a representative of the Board.
- If resolution has not been reached, the concern must be put in writing and forwarded to the Board. A grievance is handled in accordance with the Dispute Resolution Policy, which can be found on the Aquabelles' website, under the member section.

RULE OF TWO POLICY

The Rule of Two states that there will always be two screened adults with an athlete, especially a minor athlete, when in a potentially vulnerable situation. This means that any one-on-one interaction between a coach/volunteer/adult and an athlete must take place within earshot and view of a second coach/volunteer/adult, with the exception of medical emergencies. One of the coaches/volunteers/adults must also be of the same gender as the athlete.

DEFINITIONS

The following terms have these meanings in this Policy:

"AQB" – the Calgary Aquabelles Artistic (Synchronized) Swimming Club.

"Calgary Aquabelles Member or Member" – all categories of membership within the Calgary Aquabelles Synchronized Swimming Club, as well as all individuals employed by or engaged in activities with the Calgary Aquabelles, including but not limited to, athletes, coaches, judges, officials, volunteers, directors, officers, managers, administrators, spectators, and parents of the Calgary Aquabelles members.

“Vulnerable situations” – Including, but are not limited to, closed doors meetings, travel, and training environments, office environment, competitions, social events, and fundraising events.

PURPOSE

This policy serves to protect minor athletes in potentially vulnerable situations by ensuring that more than one adult is present.

The Calgary Aquabelles believes that everyone in the sport has the right to enjoy the sport at whatever level or position they participate. Athletes, coaches, officials, and volunteers have the right to participate in a safe and inclusive training and competitive environment that is free of abuse, harassment, or discrimination.

Conduct that violates this policy may be subject to sanctions pursuant to Calgary Aquabelles’ policies related to discipline and complaints.

APPLICATION OF THIS POLICY

This policy applies to all AQB Members as defined in the Definitions section.

This policy applies to individuals relating to conduct that may arise during the course of Calgary Aquabelles’ business, activities and events, including but not limited to, in an office environment, competitions, practices, tournaments, training camps, travel, social events, fundraising events, and any meetings.

RULE OF TWO SCENARIOS

ONE-ON-ONE INTERACTIONS

- 1) A Calgary Aquabelles Member may not be alone with a minor or other vulnerable person:
 - a) In a private setting; and
 - b) In any place that is inappropriate to the professional relationship (e.g., a social setting outside the training or competition environment.)
- 2) Sport activity and meetings conducted in an open and observable environment or within the view or earshot of another adult is not considered a one-on-one interaction if there is a reasonable opportunity for interruption.

INTIMATE OR SEXUAL RELATIONSHIPS

Club members and coaches must not engage in an intimate or sexual relationship with an athlete when in a position of power, trust, or authority over the athlete, even if both the athlete and coach/member are consenting adults.

COMMUNICATION AND SOCIAL MEDIA

- 1) Coaches must adhere to the following best practices when communicating with athletes or other vulnerable persons:
 - a) Model professional behaviour with athletes including respectful language, tone, and attitude.
 - b) Maintain appropriate physical and emotional boundaries with athletes, especially minors.
- 2) Coaches/parents/volunteers should never ask an athlete to keep secrets or confide in or share overly personal information.
- 3) Ensure all interactions and activities with athletes are:
 - a) Transparent
 - b) Accountable

- c) For artistic swimming-related purposes; and
 - d) In response to meeting the athlete's needs.
- 4) Ensure all online dialogue and interactions with athletes are directly tied to coaching/artistic swimming duties/topics:
- a) It is recommended that all one-on-one online dialogue and interactions with minor athletes be eliminated.
 - b) Only send personal texts, direct messages on social media or emails to minors when absolutely necessary and always ensure another registered coach or the athlete's parent is included in the communication; and
 - c) Use group messages, group emails or team pages as the primary method of communication with athletes:
 - i) Most social networking sites including Facebook, Instagram and Snapchat require users to be at least 13 years of age to access and use their services. Such sites should not be used as the method of communication with athletes under 13 years of age.

TRAVEL

Calgary Aquabelles Members must adhere to the following best practices when travelling with minors or other vulnerable persons:

- 1) Coaches should educate young or first-time travelers on appropriate boundaries and conduct between coaches, chaperones, and athletes
- 2) Coaches should review safety protocols including using the "buddy" system.
- 3) For overnight travel, coaches should assign athletes to hotel rooms with age-appropriate (i.e., within three (3) years of age) teammates
- 4) A coach/chaperone should never allow any unrelated adult to be alone in a hotel or dorm room with a minor or other vulnerable person.

CHANGE ROOMS

Interactions (e.g., a conversation) between adult Members and athletes should not occur in any room where there is a reasonable expectation of privacy, such as a change room or washroom. A second adult must always be present for any necessary interaction between an Adult Member and a minor or other vulnerable person in any such room.

PROCEDURES

- 1) Deck conversations either with 2 coaches and an athlete or within ear shot of another coach.
- 2) Texts and emails must be athlete/coach/coach OR athlete/coach/parent.
- 3) Group texts must have 2 coaches included in the group.
- 4) Telephone calls must include athlete/coach/parent.
- 5) Social media engagement with Calgary Aquabelles athletes or another artistic swimming club's athletes is prohibited unless they are 18 years of age or older.
 - a) Coaches must "unfollow" athletes on Instagram and "unfriend" on Facebook
- 6) No photos of athletes on personal coach social media accounts. Photos of athletes may be posted on AQB social media accounts. Coaches can share posts from the AQB social media accounts but should never be the originator of the post.
- 7) Coaches can make social media accounts titled, for example "Jenn T Coach" which athletes can follow but content must remain strictly artistic swimming related.
- 8) Athletes and coaches need to sign off on an acknowledgement that they have read and understand this policy and its procedures.

CODE OF CONDUCT AND ETHICS POLICY

DEFINITIONS

The following terms have these meanings in this Policy:

“Individuals” – All categories of membership within The Calgary Aquabelles Artistic Swimming Club (“Calgary Aquabelles”), as well as all individuals engaged in activities with Calgary Aquabelles, including but not limited to, athletes, coaches, judges, officials, volunteers, directors, officers, managers, administrators, spectators, and parents of Calgary Aquabelles members.

PURPOSE

The purpose of this Code of Conduct and Ethics is to ensure a safe and positive environment within Calgary Aquabelles programs, activities, and events, by making all individuals aware that there is an expectation of appropriate behaviour, consistent with the values of Calgary Aquabelles, at all times.

The Calgary Aquabelles is committed to providing an environment in which all individuals are treated with respect. Further, Calgary Aquabelles supports equal opportunity and prohibits discriminatory practices. Members of Calgary Aquabelles are expected to conduct themselves at all times in a manner consistent with the values of Calgary Aquabelles that include fairness, integrity, open communication, and mutual respect.

Conduct that violates this Code of Conduct and Ethics may be subject to sanctions pursuant to Calgary Aquabelles policies related to discipline and complaints.

APPLICATION OF THIS POLICY

This policy applies to Individuals relating to conduct that may arise during the course of Calgary Aquabelles’ and its business, activities and events, including but not limited to, office environment, competitions, practices, tournaments, training camps, travel, social events, fundraising events and any meetings.

This policy applies to conduct that may occur outside of Calgary Aquabelles and its business and events when such conduct adversely affects relationships within Calgary Aquabelles and its member clubs’ work and sport environment and is detrimental to the image and reputation of the Calgary Aquabelles.

RESPONSIBILITIES

All Individuals have a responsibility to:

- 1) Maintain and enhance the dignity and self-esteem of Calgary Aquabelles Members and all others by:
 - a) 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.
 - b) Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, and members.
 - c) Consistently demonstrating the spirit of sportsmanship, sports leadership, and ethical conduct.
 - d) Acting, when appropriate, to prevent or correct practices that are unjustly discriminatory.
 - e) Consistently treating individuals fairly and reasonably.
 - f) Ensuring that the rules of artistic swimming, and the spirit of such rules, are adhered to.

- 2) Refrain from any behaviour 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 behaviour that constitute harassment include, but are not limited to:
 - a) Written or verbal abuse, threats, or outbursts.
 - b) The display of visual material which is offensive or which one ought to know is offensive.
 - c) Unwelcome remarks, jokes, comments, innuendos, or taunts.
 - d) Leering or other suggestive or obscene gestures.
 - e) Condescending or patronizing behaviour that is intended to undermine self esteem, diminish performance, or adversely affect working conditions.
 - f) Practical jokes that cause awkwardness or embarrassment endanger a person's safety or negatively affect performance.
 - g) Any form of hazing.
 - h) Unwanted physical contact including touching, petting, pinching, or kissing.
 - i) Unwelcome sexual flirtations, advances, requests, or invitations
 - j) Physical or sexual assault
 - k) 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.
 - l) Retaliation or threats of retaliation against an individual who reports harassment.
- 3) Refrain from any behavior that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behavior that constitute sexual harassment include, but are not limited to:
 - a) Sexist jokes
 - b) Display of sexually offensive material
 - c) Sexually degrading words used to describe a person
 - d) Inquiries or comments about a person's sex life
 - e) Unwelcome sexual flirtations, advances, or propositions
 - f) Persistent unwanted contact
 - g) Sexual assault
- 4) Refrain from the use of power or authority to coerce another person to engage in inappropriate activities.
- 5) In the case of adults, avoid consuming alcohol or cannabis 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 Calgary Aquabelles events.
- 6) Respect the property of others and not willfully cause damage.
- 7) Abstain from the non-medical use of drugs, or the use of performance-enhancing drugs or methods.
- 8) Always comply with the bylaws, policies, rules, and regulations of the Calgary Aquabelles as adopted and amended from time to time.
- 9) Adhere to all Federal, Provincial, Municipal or host country laws.

COACHES

In addition to section on individuals 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 athletes. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches always:

- 1) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of athletes, including educating athletes as to their responsibilities in contributing to a safe environment.
- 2) Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes.
- 3) Avoid compromising the present and future health of athletes by communicating and cooperating with medical professionals in the diagnosis, treatment, and management of athletes' medical and psychological problems.
- 4) Under no circumstances provide, promote, or condone the use of drugs or performance-enhancing substances.
- 5) Accept and promote athletes' personal goals and refer athletes to other coaches and sports specialists as appropriate and as opportunities arise.
- 6) 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.
- 7) Where an athlete has qualified for a training camp, provincial team, national team, etc., the coach supports the program, applicable coaching staff, Alberta Artistic Swimming and Canada Artistic Swimming.
- 8) Give athletes the opportunity to discuss and contribute to proposed training and performance standards as appropriate. Provide athletes and the parents/guardians of athletes who are minors with the information necessary to be involved in the decisions that affect the athlete as appropriate.
- 9) Refrain from intervening inappropriately in personal affairs that are outside the generally accepted jurisdiction of a coach.
- 10) Act in the best interest of the athlete's development as a whole person.
- 11) 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.
- 12) Ensure the Rule of Two Policy is adhered to. See [Rule of Two Policy](#).

ATHLETES

In addition to the Individual Responsibilities, **Athletes** have additional responsibilities to:

- 1) Report any medical problems in a timely fashion, where such problems may limit the athlete's ability to travel, train or compete.
- 2) Participate and appear on time in all competitions, practices, training sessions, events, activities, or projects.
- 3) Accurately represent themselves and not attempt to enter a competition for which they are not eligible, by reason of age, classification, or other reasons.
- 4) Adhere to Calgary Aquabelles rules and requirements regarding behavior, attendance, clothing, and equipment.

PARENTS/GUARDIANS AND SPECTATORS

In addition to the paragraph on individual responsibility above, **Parents/Guardians** of Calgary Aquabelles Members and **spectators** at events:

- 1) Encourage athletes to play by the rules and to resolve conflicts without resorting to hostility or violence.
- 2) Report any athlete medical problems in a timely fashion, where such problems may limit the athlete's ability to travel, train or compete.
- 3) Never ridicule a participant for making a mistake during a performance or practice.

- 4) Provide positive comments that motivate and encourage participants continued effort.
- 5) Respect the decisions and judgments of officials and encourage athletes to do the same.
- 6) Respect an officials' or Calgary Aquabelles coach's judgment or honesty.
- 7) Respect and show appreciation to all competitors, and to the coaches, officials, and other volunteers who give their time to the sport.
- 8) Keep off the pool deck and not interfere with training, competitions, coaching or judging.

SOCIAL MEDIA PROTOCOL

The goal of having pictures and comments on social media such as Facebook, Twitter, Snapchat, and Instagram is to promote the club and share highlights and successes of the club.

- 1) Inappropriate pictures or comments are to never be placed on social media.
- 2) Pictures considered inappropriate include, but are not limited to, underdressed athletes, hotel room pictures, party pictures, and pictures with sexual content. Appropriate flexibility positions are allowed for the purpose of occasional group Instagram challenges promoting the club.
- 3) Any comment that would be considered inappropriate would include but are not limited to: negative comments about training, coaches, other swimmers, judges, parents, and/or officials, negative comments about swimmers from other clubs or countries, profanity, and words with sexual content.
- 4) If an athlete is responsible for inappropriate posts on social media, the individual is issued a verbal warning. Immediate removal of the posting and a written apology to the head coach and injured party is required.
- 5) Further violation of this protocol will result in appropriate disciplinary action in accordance with the Calgary Aquabelles Artistic Swimming Club Discipline Policy. Decisions are final.

RESPECT IN SPORT

Respect in Sport is a best-in-class e-learning platform with expert content and a professional on-line certification model to assist in risk management and behaviour change solutions for sport. To further emphasize a culture of respect, CAS, AAS and the Calgary Aquabelles embrace this program. Every coach, one parent from each athlete family, and each athlete 14 years and older are required to complete this online course before officially being considered registered with the Calgary Aquabelles.

- Athletes 14 years and older complete the **Respect in Sport Activity Leader/Coach Program**. This course is designed to train our organizations' youth leaders to recognize, understand and respond to issues of bullying, abuse, harassment, and discrimination. It may be the single most important training we can provide as a club as we build to create a safe, healthy, and positive environment for our youth. The cost associated with this program is \$30 and is paid by the athlete's family.
- One parent/caregiver from each athlete family needs to complete the **Respect in Sport Parent Program**. This unique certification program complements **Respect in Sport for Activity Leaders/Coaches** by reinforcing a parent's role in their child's activities. This program encourages positive sport behaviours and provides insight into the roles of coaches and officials. This program empowers parents to ensure the safety of their children, encourages positive and effective communication and enhances a child's overall enjoyment of the activity. The cost of this program is \$12 and is paid by the parent at the time of registration for the online program.
- Both the athlete and the parent must complete the Respect in Sport program by October 1st. The Aquabelles are serious about protecting our athletes and coaches. If the online program is not completed by the October 1st deadline the athlete shall remain outside of the pool until the program is completed by both the athlete and the parent.

- If you have completed the Respect in Sport Parent program or the Respect in Sport Activity Leader/Coach program in the past two years through synchro or another sport, you do not have to re-take the program. However, you need to provide your certificate registration number and register it for the Calgary Aquabelles.
- Your Respect in Sport certification is valid for three years.
- This program is used by many sports organizations, such as Hockey Canada and Synchro Canada, to educate about the prevention and awareness of bullying, abuse, harassment, and discrimination.

TEAM TRAVEL POLICY

THE FOCUS

Artistic swimming is the ultimate team sport, and the focus of these guidelines is team travel. This includes traveling on a bus and or flying to competitions inside and outside of Alberta. Team travel, while considering the interests of the individual, addresses specifically the needs of the team. The needs of the team must take precedence over the interests of the individual. Final approval of all travel arrangements rests with the head coach.

Teams, coaches, and chaperones travel together to and from out-of-town competitions.

An alternate return trip for an athlete may be approved only after consultation with the head coach, parents, and travel coordinator (i.e., if the athlete wished to return with parents).

GUIDELINES

Teams (athletes, coaches, and chaperones) travel the day before any competition is scheduled. When the time zone difference is two or more hours the team may leave two days before a competition begins. At the request of the head coach, earlier departures may be arranged if the travel to a competition is lengthy.

When your swimmer is away with the team, they are WITH the team. The athletes follow a very tight schedule, and they must always be available for last minute changes to the schedule. That means that parents may not schedule the time of their athlete while they are away at a competition (e.g., go out for lunch with the parents, go visit grandma, go to a movie together in the evening, etc.) without **PRIOR** consent from the team coach (**NOT** the chaperones).

DRESS CODE AND PACKING

Each team coach may ask athletes to conform to guidelines with regards to dress during travel or packing arrangements. Swimmers are expected to have all their club attire including tracksuit, club bags at all competitions. Swimmers carry the following items in their carry-on luggage:

- Black Figure Suit
- Club practice suit
- All routine suits
- All routine hair pieces (hats)
- White bathing cap
- Club bathing cap (color determined by Coach)
- Nose clips (3)
- Goggles an extra pair is a good idea.
- Other pieces of team uniform not being worn
- Money

- Passport or picture government ID
- Personal Hygiene items
- Medication
- Snacks
- Homework/reading items

REMEMBER: Competition items must be packed in a separate bag and accompany the swimmers as carry-on luggage. Airline restricted items must not be packed in the carry-on bag (liquids, weight belts, etc.).

TRANSPORTATION TO AND FROM COMPETITIONS

The organization of team travel differs significantly from organizing travel for individuals. All guidelines that follow have been developed with the best interests of the team in mind.

- Calgary Aquabelles travel as a group, including, chaperones, athletes, and coaches. The travel coordinator organizes a “group booking” for travel, ensuring that the cost and scheduling involved are as reasonable as possible.
- The method of travel for the team (i.e., bus vs plane) is determined by the head coach and the travel coordinator at the beginning of the season. Typically, if a drive of more than 4-5 hours is required, the team flies to ensure safety, comfort, and optimum performance ability of the athletes.
- Coaches are required to travel both ways with their team unless an exception is approved by the head coach.
- Chaperones are required to travel both ways with their team.
- Travel itinerary is established by the head coach or coach designated by the head coach.
- The travel coordinator, in consultation with the head coach, is responsible for making travel arrangements solely for athletes, coaches, and chaperones.
- Non-chaperoning parents are responsible for their own travel and accommodation arrangements.
- The designated travel coordinator organizes all travel and provides a travel plan with costs to the head coach for approval and then distribute the plan to parents.
- If the travel coordinator for Calgary Aquabelles is not attending an out-of-town meet, one chaperone traveling with the club shall be designated as the group travel liaison.
- Bookings are done with the Calgary Aquabelles credit card with the authorization of the treasurer.
- Extenuating circumstances forcing the cancellation of travel for an athlete is considered only if application in writing is made to the head coach, treasurer, and travel coordinator 45 days or more before the scheduled competition. The athlete is responsible for the cost of all prior travel arrangements, as well as any resulting charges due to the extenuating circumstances.
- Non-smoking rooms are procured for athletes and coaches.
- If an athlete wishes to travel using travel points, the athlete must still travel with the team on the same flights. Approval for using travel points must be made by the head coach in conjunction with the travel coordinator, prior to the group bookings being secured (approx. mid-October). If separating athletes from the booking (so the athletes may use points) affects the club’s ability to book as a group (minimum numbers), the use of points for an athlete is not be allowed.
- At the head coach’s sole discretion another flight via points may be permitted, conditional upon:
 - The Calgary Aquabelles Artistic Swimming Club is not responsible for the safety of the athlete during the scheduled independent travel.
 - That the athlete’s travel schedule coincides with the team’s travel schedule.

- That the parent/guardian understands and accepts that the athlete may be sitting alone on the flight. (Group bookings do not accommodate outside bookings within the group's seating arrangements).

LOCAL TRANSPORTATION AT THE COMPETITION

A variety of options are available for local transportation at an out-of-town competition. The type of transportation secured depends upon such things as the number of participants, the means of travel to and from the competition, the location of the pool, cost, etc.

While competing away from home, it is important to have the ability, not only to transport teams and individuals between the airport and the accommodation, or the accommodation and the pool, but also to transport luggage, shop for groceries, and have access to laundry facilities. Sometimes it is not only desirable, but also necessary, to remove athletes from the competitive environment.

These factors have been taken into consideration in developing the guidelines that follow:

- The travel coordinator books all rental vehicles that are required by the Calgary Aquabelles Artistic Swimming Club.
- Chaperones may be required to act as drivers for the group. Any potential chaperone that is not comfortable with this role should inform the head coach in writing, upon applying to chaperone.
- Each driver, whether driving a rental or personal vehicle, must provide a photocopy of a valid driver's license and driver's abstract to the office prior to leaving on the trip.
- If using rental vehicles, any speeding/parking tickets are the responsibility of the driver of the vehicle.
- All chaperones or those driving a rental vehicle on behalf of the Calgary Aquabelles Artistic Swimming Club are to accept all personal accident insurance and collision insurance provided by the rental agency to ensure proper coverage. The cost of this insurance is split amongst the swimmers' families who participated at that competition.
- Chaperones who are driving must have a valid credit card to be able to rent the vehicle.
- Should there be any concern as to the extent of the insurance coverage, the travel coordinator, in consultation with the Calgary Aquabelles Treasurer, is responsible for advising the drivers of the vehicles as to securing adequate insurance coverage.

NOTE: All vehicles must be rented in the name of the individuals driving. The rental contract should name that the rental is "on behalf of the Calgary Aquabelles Artistic Swimming Club".

ACCOMMODATION AT THE COMPETITION

The availability and cost of accommodation can vary a great deal from place to place. Cost, location, on-site facilities, proximity to the pool, and access to other amenities are all factors to consider when arranging accommodation. It is also critical to provide the best environment possible for teams and athletes who are experiencing the stresses of travel and competition. The Aquabelles' accommodation guidelines are as follows:

- The travel coordinator books accommodation for the group traveling.
- Wherever possible, accommodations with cooking facilities are booked.
- Non-smoking rooms in proximity are requested.
- Coaches are responsible for room assignments; only those on the rooming list may stay in the rooms.
- Every attempt is made to organize economical accommodation, but not at the expense of the safety or well-being of the participants.

- Athletes must obtain permission from their chaperone before using the accommodation's facilities and amenities (room service, telephones, hotel pool, restaurant, internet café, etc.).
- At all national levels and at provincial 13-15 and 16-18 levels, there is no more than one athlete per bed, except for a king bed where two athletes may share. Pullout couches are not considered as beds due to their poor mattress quality. At provincial stream, there is no more than two athletes per queen bed, or three athletes per room. Depending on the accommodations and competition duration, the athletes per room may be less.
- Chaperones may or may not room with athletes and/or coaches depending on recommendations from the team coach. Generally, 12&U and younger teams have one adult chaperone sharing a room with the swimmers, whereas 13-15 and older stay in a room by themselves with the chaperones staying together in a different room.
- Information is distributed as soon as it is available regarding final schedules, hotel (costs and address), travel arrangements, etc.
- Coaches are provided with separate rooms from athletes.
- Non-chaperoning parents are responsible for their own travel and accommodation arrangements.
- Non-chaperoning parents for swimmers ages 13-15 and older are not allowed to stay in the same hotel/accommodation as the team. No exceptions.
- Non-chaperoning parents may not schedule the time of their athlete without the consent of the coach.
- Maximum of 2 chaperones per room with 100% of the room paid for by the team. If a chaperone wishes to have a room by themselves then they are responsible for the balance.

ATHLETE RESPONSIBILITIES AT COMPETITIONS

Represent the Calgary Aquabelles with the utmost character!

- Be most respectful of the hotel room property. Keep the room tidy and upon checking out, ensure all garbage is in the bin. If you use gel in the bathroom, ENSURE it is cleaned up.
- While in the hotel room, always keep the door locked. (Make sure you know how to lock and unlock your door). If you have problems, please ask a coach or chaperone. Ask a visitor to identify him or herself before you open the door. DO NOT OPEN THE DOOR TO ANYONE YOU DO NOT KNOW.
- Know where the emergency fire exit is and how to get out of the hotel from your room in case of an emergency.
- NEVER USE THE ELEVATOR IN AN EMERGENCY EVACUATION!
- Keep track of your key at all times. While you are competing, leave it with your chaperone or at the front desk of the hotel when you leave and ask for it back upon your return.
- Take advantage of the FREE safe deposit boxes at the hotel. Do not leave large amounts of money or valuable items accessible in your room.
- Do not use anything from the hotel bar/refrigerator. You and the other swimmers in your room are held responsible for the cost.
- Do not make long-distance phone calls. If you need to contact someone long distance, talk to your chaperone for help.
- All in-room rentals are charged to your room. Ensure that you have enough money to pay for any rental before renting it.
- Adhere to the coach's guidelines with respect to nutrition, dress code, curfew, bedtimes, etc... Sleepwear should not be worn in hallways or other public areas. Swimsuits should be covered except when at the pool.
- You are responsible for your belongings. Keep track of them!

- Pack all competition clothing and articles in a separate carry-on bag. This makes preparation for travel to the pool easier. Carry a schedule of the competition meet with you.
- At the conclusion of any activity (be it competition preparation or meal preparation) ALL swimmers are expected to assist in clean up.
- Any special dietary requirements – i.e., vegetarians, celiac, organic may require additional funds from a family for the food allowance. It is the responsibility of the athlete AND the chaperone to consult on special food choices.

DO NOT GO ANYWHERE ALONE!! Specifically, the elevator, stairwell, underground parkades, public washrooms.

Use the Buddy System!! Please make sure your Chaperone always knows where you are. Check in with her - she is there to help ensure your safety!

CHAPERONES AT COMPETITIONS

Chaperones, by providing a high level of energy, organization, and patience, are a pivotal part of the competition team. They give care, guidance, and emotional support. They also ensure that all the athletes' essential physical needs are met. This frees the athletes and coaches to concentrate on their performances.

Chaperoning for a competition is in addition to the club volunteer requirements needed by each family to operate the club and competitions.

CHAPERONE SELECTION PROCESS

Chaperones are chosen by the team coach, in close consultation with the head coach. Only females are considered for the chaperone position, and they must have criminal record checks completed prior to leaving for the competition. The head coach/provincial stream coordinator provides notice to parents of upcoming competitions. The notice includes the dates for which chaperones are required and the deadline for submitting applications. If a parent is not comfortable with driving, cooking, and menu planning, they should not consider being a chaperone.

- Interested parents are to advise the head coach/provincial stream coordinator in the manner as requested e.g., by email.
- Following the submission of interest by parents, the head coach/provincial stream coordinator may invite the applicants to be interviewed. Applicants are advised of a placement in a timely manner.
- All selected chaperones must apply for and obtain the Sterling Talent Solutions E-PIC check via the CAS customized landing page, as per CAS Screening Policy. The Participant is required to provide written consent and to verify their identity online. The Participant designates the Calgary Aquabelles, as the requesting organization(s). Results are returned simultaneously to the Participant's personal account and to the requesting organization(s). Submit the receipt for the E-PIC check to the Aquabelles' office. The cost of all chaperone criminal record checks is charged against travel costs and allocated among the swimmers. A Criminal Record Search is considered valid for five years.
- Coaches select chaperones based on their ability to perform the duties required and how they best relate to the group of swimmers.
- Some parents may be asked to chaperone multiple competitions, while other parents who request a chaperone job may not be selected.
- Final approval of all chaperones rests with the head coach.

CHAPERONE RATIO

For the safety and care of all athletes the club has established the following guidelines regarding the number of chaperones that travel with the team:

- **For 10 and Under, 12 and under Provincial teams** – 1 chaperone sleeping in each hotel room with the girls. This generally means one chaperone for 2 to 3 athletes depending on the size and configuration of hotel rooms. Any exceptions to this must be approved by the head coach.
- **For 13-15 National and Provincial age group teams** – 2 chaperones per team. This ensures if one chaperone is required to take an athlete for medical care or run an errand, there is always another chaperone available to be responsible for the remaining athletes. Any exceptions to this must be approved by the head coach. Chaperones share a room.
- **For National Junior or Senior teams and 16-18 Provincial teams** – a minimum of 1 chaperone per team. For competitions such as provincials or nationals, there may be 2 chaperones as determined by the head coach. Chaperones share a room.

An itinerary is coordinated with other teams at the same competition; the team coach or head coach will advise.

CHAPERONE DUTIES

Duties of chaperones are specific to the needs of the team and the competition and are commensurate with the age and experience of the athletes involved. The following guidelines help to ensure consistency:

- The duties of a chaperone start at the meeting location where the team/club departs and ends at the drop-off location when the team/club returns, and the last athlete is in another adult's care.
- Chaperones are not on their own time; they always need to be available to assist the coach and athletes.
- Chaperones must not leave the team, unless approved by the coach and another chaperone is available to assist the team in their absence. Acceptable examples of where a chaperone may be required to leave the team: groceries, laundry or retrieve something from the hotel. Coaches must be free to be on deck with the athletes.
- Always know where the athletes on their team are.
- The schedule must be followed as laid out unless discussed prior with the coach. The schedule has been designed to ensure optimal performance by the athletes therefore it is critical it is followed:
 - Ensure that the athletes are in bed with lights out at the time set by the coach.
 - Ensure that the athletes are awake at designated times.
 - Transport athletes to the pool at the designated times as outlined on the schedule. Please ensure you are not tardy.
 - Arrange for athletes to eat as is necessary as per the schedule. Please do not be late with food service.
- Chaperones and coaches ensure that athletes exhibit appropriate behaviour to represent the Calgary Aquabelles, including wearing proper attire, being quiet and respectful of other hotel guests, being respectful of hotel property, and keeping rooms tidy.
- Chaperones help the younger athletes with getting their hair up and gelled. Generally, ages 13-15 and older do their own hair.
- Assume "gofer" responsibilities for coaches and athletes as needed.
- Prepare food for athletes with the following in mind:
 - Food purchases are made with nutrition, allergies, athlete food preferences and economics in mind.

- All meal plans should be done prior to the competition and submitted to the team coach for approval and sign off.
- It is advisable that the chaperone consult with the athletes and other chaperones who have gone before to gather information which supports the menu planning – i.e., likes/dislikes.
- Plan to serve what the athletes want and do not place limitations on what they can eat or drink.
- Ensure food is abundant, but do not purchase unnecessary quantities. Plan to shop frequently to meet the needs during the competition and prevent waste and extra expense.
- Consider that competitions are a stressful time for our athletes – avoid food that may be too spicy or too creative for some of the pickier eaters. Keep the cooking simple.
- Ensure there is choice for the athletes each meal, not just over the course of a competition – i.e., offer a minimum of two flavours of yogurt, offer a meat sauce and an alfredo sauce, offer several kinds of fruits and vegetables.
- Ensure any allergies are confirmed for each athlete on the team.
- Chaperones are encouraged to prepare food in advance while at home. This food may be transported in a maximum of 2 coolers per team when bussing or flying. One Aquabelles cooler is guaranteed per team. If another is needed, chaperones may be required to use their own.
- Extra luggage costs for the coolers are charged out to those club team members travelling to the competition as travel costs.
 - Coolers must not exceed the airline specifications for size and weight. Chaperones are responsible for confirming the specifications with the airline. Any excess charges due to exceeding airline specifications are the responsibility of the chaperones.
 - Any special dietary requirements required by a chaperone – i.e., vegetarians, celiac, organic – may require additional funds from that chaperone to accommodate the special diet.
- Chaperones are expected to arrive at the airport ready to go, they should not need to adjust/repack the coolers at check-in as it can complicate and impede the check-in process.
- Coolers are used at the competition to stock food and drink for the athletes on deck. It is the chaperone's responsibility, after consultation with the athletes and team coach, to ensure the food choices are simple, nutritious, varied and most importantly, abundant.

CHAPERONE RECOMMENDED TEAM BAG

When acting as a chaperone it is helpful to prepare and bring a bag for emergencies with the following items:

- Extra copies of meet schedule
- A basic first aid kit, including feminine hygiene items and ice pack (*Do not give medication without parental approval*)
- Flashlight
- Nail polish remover
- Masking tape/scotch tape/Duct tape
- Safety pins
- Pens/Sharpe markers
- Notepad
- Envelopes and paper
- Sewing kit
- Suggest that athletes bring extra gems, etc.
- Paint brush, gel & container

- Bobby Pins, elastics & hair nets
- Scissors
- Alarm clock
- Ear plugs

TRAVEL COST SHARING

Travel costs for competitions, provincial & national team trials are the responsibility of the athlete and are extra to training fees. Shared travel expenses, such as pooled rental vehicles or shared meals are disbursed amongst all athletes who are travelling to the same competition instead of by team. Expense allocation for each competition is finalized with consultation from the head chaperone and head coach.

Travel costs for coaches and chaperones are shared by the team(s).

THE FIXED COSTS OF TEAM TRAVEL

ATHLETE COSTS (INDIVIDUALS RESPONSIBLE FOR OWN COSTS)

- Fare to and from the competition
- Accommodation
- Transfers while at competitions
- Food
- Competition Fees
- Special outings
- Pool rentals (training camps only)

COACHES AND CHAPERONES COSTS (SHARED AMONG ALL ATHLETES THAT GO TO THE COMPETITION)

- Fares to and from competitions
- Accommodation
- Transfers while at competitions
- Coach per diems
- Cost of criminal background checks

For each competition involving travel, the treasurer of Calgary Aquabelles works in conjunction with the travel coordinator.

The Calgary Aquabelles treasurer/office administrator and the travel coordinator:

- develops an estimate of travel costs.
- determines deadlines for payments.
- produces a spreadsheet to detail all final costs associated with the travel of each event.

Athletes' families are responsible for their own travel and competition costs as well as the shared costs of coaches and chaperones.

Estimates of the cost of attending a competition, as well as deadlines for deposits and final payments, are communicated to families in advance of travel taking place.

All travel expense deposits must be paid for in advance. If an athlete has not paid the deposit in advance, the athlete will not be allowed to travel.

CHAPERONE BEHAVIOUR EXPECTATIONS

The Calgary Aquabelles Artistic Swimming Club provides an athlete centered sport environment in which all individuals are treated with respect. In addition to the Ethics and Code of Conduct Policy chaperones play a special role and have the following additional behaviour expectations:

- The use of alcohol, cannabis & illegal drugs is always prohibited when chaperoning.
- Refrain from the use of cigarettes while in the presence of the athletes for the duration of the trip.
- Refrain from negative discussions of the performance and behaviour of all athletes, coaches, and officials.
- No profanity.
- No form of abuse (physical, mental, verbal) of the athletes, coaches, officials, and chaperones is tolerated.
- Maintain confidentiality unless it threatens the health and well-being of the athlete.
- Be calm, be friendly but be authoritative and discreet. Be sensitive to the emotional needs of all swimmers.
- Alternates are part of the team!
- Be available to assist the coach and athletes. Absence from the team is only possible, upon approval by coach and another chaperone has accepted responsibility for the athletes you are responsible for.
- Do not allow anyone outside of the team to stay overnight in the hotel room with the athletes, other than who have received prior approval from the head coach or the provincial stream coordinator.

Violation of the Ethics and Code of Conduct Policy or these additional chaperone behavior expectations will result in appropriate disciplinary action in accordance with the Calgary Aquabelles Artistic Swimming Club Discipline Policy. The Resolution Committee of the Calgary Aquabelles Artistic Swimming Club consisting of the Board of Directors reviews grievances. Decisions are final.

PAYMENT POLICY

Monthly account payments are made through online banking (add Calgary Aquabelles as a payee). Cheques are only accepted for monthly payments on an exception basis and must be approved by the Treasurer in consultation with the office administrator. Credit cards are accepted with applicable service fees.

- The non-refundable deposit and September training fees must be paid by the deadline outlined in the current Intent to Register package.
- The Intent to Register deposit is applied to the team fees for November but is not refunded.
- Monthly fees are posted to the swimmer account and must be paid in full by the 25th of each month through the online banking system. Late payments are assessed a fee.
- Athletes are only allowed to commence training in September once payment requirements are fulfilled.
- Swimmers with outstanding balances from the previous training season are not allowed to register for the upcoming season or begin training until the balance is paid in full.
- Charges for extra routines (solos and duets) are posted monthly to the swimmer account from October to April and must be paid in full by the 25th of each month through online banking.
- Any swimmer withdrawing from a competition after the competition registration fees have been paid is liable for their portion of all competition registration fees.

- Athletes are required to pay fees for the programs they train in. For example, if a 12&Under athlete “swims up” and trains with the 13-15 provincial stream team, the athlete is required to pay the 13-15 provincial stream fees.
- Travel deposits are charged monthly to the swimmers account based upon estimated costs. At the end of the competition season, if the amount charged is more than the actual the difference is refunded.
- All special arrangements for payment plans must be made with the treasurer and approved annually.
- If there is a concern about a family’s ability to pay (e.g., dispute with the club, prior record of late payment, etc.), the club has the right to require full payment of travel costs prior to a competition.

REFUND POLICY

The Club would like to see athletes and families have a strong sense of commitment to the team throughout the program year but recognize that this must be balanced by flexibility and fairness if an athlete chooses to leave the Aquabelles. The Club also recognizes that the financial cost of synchronized swimming is significant for many families.

The Club enforces a one-month notice period, which is considered fair, as this is typically a reasonable notice period with which to change programs, staffing, and meet entries.

DEPARTURE FROM THE CLUB

This policy applies to all circumstances: such as illnesses, personal needs, family moves, injuries, or expulsions.

If an athlete wants to or needs to leave the club for any reason, a written notice is required to the club.

The financial commitment (fees) end 1 (one) month after the later of:

- the last swim (practice or competition) with the club, or
- the date written notice is received and acknowledged by the coach or the office.

Additionally, if there are specific financial commitments made on behalf of the athlete, these are also assessed and are owing to the club. These are limited to expenditures booked by the club on the athletes’ behalf e.g., non-refundable plane tickets, hotel rooms, cost of swimsuits, club clothing, cost of registration into meets, registration of athlete with the governing bodies. **Note: Registration Deposits are non-refundable.**

In the case of expulsion, the club provides the written notice to the family, and the date that the notice is given to the family marks the effective notice date.

No refunds or reduction in fees are given for any circumstances or for any notice received after December 31st of any year. After December 31st, it difficult to reverse any contracts committed by the club on behalf of the swimmer and thus it is assumed that the athlete is finishing the year and any fees remaining for the full program year apply.

The registration deposit is non-refundable.

Proceeds from bingos, casinos, and fundraisers (club and individual events) not previously credited to the swimmer account are automatically allocated to the Aquabelles General Account. A credit balance is not refunded under any circumstance.

Money in the swimmer’s account should be used by the end of each season. Any money remaining would automatically be carried forward to the upcoming season. If for whatever reason the athlete were unable to return to

the club, the money would be refunded as per policy above. Athlete account monies are not transferable between clubs.

JOINING THE CLUB LATE IN THE SEASON

There may be circumstances where an athlete wants to join after the program year has started. If the club and coaches decide that this can be accommodated, the full deposit is required from the family and fees start from the date of the first swim on a prorated basis. The final decision rests with the head coach.

RETURNING ATHLETE DURING A PROGRAM YEAR

If an athlete has quit in the current program year (September to June) and wishes to return, they are considered a new swimmer to the club and must follow the Expression of Interest registration process. If accepted, any outstanding fees must be paid before the athlete can re-join the program year. All other policies apply.

ATHLETES WHO LEAVE THE CLUB TO TRAIN WITH THE SENIOR NATIONAL TEAM

Junior or senior Aquabelle athletes who make the senior national team mid-season and are required to relocate to train, will have their team fees pro-rated to the end of the last month they are in Calgary.

Additionally, if there are specific financial commitments made on behalf of the athlete, these are also assessed and are owing to the club. These are limited to expenditures booked by the club on the athletes' behalf e.g., non-refundable plane tickets, hotel rooms, cost of swimsuits, club clothing, cost of registration into meets, registration of athlete with the governing bodies.

DUETS AND SOLO EXPENSES

If the athlete leaving the club is involved in a duet or solo, there is no refund given for the duet or solo for the departing athlete. This is due to the nature of subsidization for duets and solos by the club and the contract already signed with the coach that has been hired to coach the duet or solo.

The remaining duet partner may either obtain a refund or switch to extra figures. This decision is made in conjunction with the coach and head coach and is dependent upon the time of year.

APPEALS

Appeals must be directed in writing to the Board of Directors of the Calgary Aquabelles Artistic Swimming Club and are handled in accordance with the Appeals Policy. The Board of Directors' findings are final and binding.

VOLUNTEER REQUIREMENTS

Volunteering and fundraising are important and necessary activities to the Calgary Aquabelles Artistic Swimming Club. Without families volunteering we would not be able to offer your athlete this great program and the life experiences she receives with the Aquabelles.

All competitive members of the club are required to participate in volunteer for events and operations.

As set out in the annual registration package, there is a minimum commitment for volunteering and fundraising for competitive families. **If a family does not meet its fundraising and volunteer commitment as determined by the Aquabelle Board of Directors, the post-dated cheque is cashed at the end of the season.**

VOLUNTEERING POLICY

As a not-for-profit organization, the Aquabelles rely on our members volunteering to fulfill important roles, both operational and strategic. Some of these roles include fulfilling shifts at our club-hosted meets, counting lengths at the swim-a-thon, helping with fundraising efforts, volunteering on a meet committee, sitting on the Board of Directors, etc.

Aquabelles families are required to submit a \$500 post-dated cheque (June 1, 2022) at time of registration that will only be cashed if a family fails to fulfill their volunteer requirements. As the volunteer requirements change from year-to-year based upon the number of meets that the club is hosting, the exact requirements are communicated at the AGM in October.

Hosting competitive meets allows the athletes an opportunity to compete, sleep and eat at home, saves families money by reducing travel costs and helps raise funds for the club to reduce overall fees. Competitive meets are volunteer run and therefore every family, whether it is a national or provincial meet, is required to volunteer regardless of whether your own child is swimming in the meet.

Expectations for meet volunteering is as follows:

- Family **minimum** competition meet volunteering commitment PER MEET = 1 shift **per each day** of competition hosted by the AQB + the number of children who swims with the AQB club.
- Judging shifts count towards the club volunteering commitment but shadow judging does not.
- If expectations per meet are not met or discussed in advance with the volunteer manager and vice president, your volunteer deposit cheque is cashed.

The Calgary Aquabelles is mainly a volunteer run club. Everything that needs to happen that makes this club a success is volunteer driven. That means every family must step up to help with club operations. Besides volunteering at competition meets hosted by the Aquabelles, every family must also volunteer for an operational role such as the recruitment committee, fundraising committee, swim-a-thon organizers and lane counters, Board of Directors, cooler repair, meet organizing committee, judging meets, chaperoning etc. The club's expectation is that each family contribute an additional 25 hours of volunteer time to ensuring the smooth operations of the club each season. If expectations are not met or discussed in advance with the volunteer manager and vice president, your volunteer deposit cheque is cashed.

The purpose of this policy is to clearly outline the volunteer expectations and try to equalize the volunteer efforts of all members while creating engagement with the club.

FUNDRAISING REQUIREMENTS

There are NO fundraising requirements for the AquaGo! and pre-competitive programs.

COMPETITIVE PROGRAM FUNDRAISING

The fundraising program ONLY applies to the provincial and national stream competitive swimmers.

In addition to paying annual team fees, each swimmer's family is required to fundraise to help ongoing operations.

At the start of each season (October 1st), **every competitive swimmer's account is charged a flat non-refundable fundraising deposit**. Families are provided individual fundraising opportunities throughout the season to "earn" money back to offset this fee. The fundraising fees **per swimmer** for the 2021-2022 season are as follows:

- All National Stream (NS) = \$500
- 16-20 Provincial Stream (PS) = \$400
- 13-15 PS = \$400
- 11-12 PS = \$400
- Novice = \$250
- 10 & under = \$250

INDIVIDUAL FUNDRAISING OPPORTUNITIES

A variety of fundraisers are offered throughout the year. Some offer split proceeds between the club and the individual, and some offer all proceeds to the individual.

Participation in individual fundraisers is completely optional. If a member chooses to leave the club, fundraising credits that have not previously been credited to the swimmer account are automatically allocated to the Aquabelles General Account.

Fundraising opportunities change throughout the year. Planned fundraisers will be communicated at the beginning of the season.

CLUB WIDE FUNDRAISING

There are a couple of fundraising opportunities that benefit the club that members need to support. By supporting the club, the Aquabelles can offer world-class coaching, and continue to keep costs and fees as low as possible.

- **Bottle Drive** – The club may collect bottles at various times in the season. For this to be a success, we strongly encourage all our families to take part. 100% of proceeds go to the club.
- **Casino** – Approximately every 18-24 months the Calgary Aquabelles are eligible for a casino. This is an exceptionally large and important fundraiser for the club and thus a larger cash deposit of \$2000 is required from each family. Families who do not wish to make a financial contribution can make an in-kind contribution for that value (\$2000) by working a shift, approximately 9 hours at the club's prescheduled casino. **Note:** The Casino dates for the 2021-2022 season are September 22 and 23, 2021.
- **Bingos** – For the 2021/2022 season, each family is required to work the specified number of mandatory Bingo shifts, approx. 5 hours per shift. The number of shifts required will be set and communicated to the membership once we have a better idea of registration numbers for the season. If you are unable to fill your shifts, you can contact another parent from within the club and ask them to work this for you at a mutually agreed upon fee.

NON-PARENT FUNDRAISING COMMITTEE

The non-parent fundraising committee is a group of dedicated Aquabelle members who have come together and developed a strategy and action plan to raise money for the club that is not sourced from parent members. The Committee believes that most organizations want to associate their brand with an organization like Aquabelles. It is looking at developing some unique advertising and brand promotional opportunities to provide Aquabelle supporters recognition. The group plans to reach out and meet with corporations to source funds. This group is more likely to find success if a friend introduces them to an organization, so start thinking about who you know and who might be able to support this organization. The Committee will be sending out an AQB Sponsorship Contact Survey form early in the season for your input and help is appreciated.

BINGOS

The Calgary Aquabelles is one of the non-profit organizations that have a license to work at the Bingo Palace to raise funds. The Bingo Palace runs 2 events daily, 7 days a week. As a member of this non-profit organization group, we must cover a portion of these shifts. The Aquabelles are fortunate to have access to 41 bingos per year with an equal split of daytime and evening bingos.

TIMES:

	DAYTIME	EVENING
SIGN-IN TIME	10:15 am	4:15 pm
DURATION	10:15 am – 3:30 pm	4:15 – 9:30 pm

NOTE: If you are a bingo chairperson, the shift starts 15 minutes earlier and usually ends 15 minutes later. **All volunteers must stay until the end of the event.**

WORKER ELIGIBILITY:

All bingo volunteers must be 18 years of age or older. Per Alberta Gaming rules, eligible volunteers include parents, swimmers over the age of 18, or another family member (i.e., grandparent, aunt, uncle, etc.). Only 'bona fide' members of the club (swimmers or parents only) are eligible to work in the cash cage.

RENUMERATION:

2021-2022 Season: Each family is required to work the specified number of mandatory bingo shifts, approx. 5 hours per shift. The number of shifts required will be communicated to the membership once we have a better idea of registration numbers for the season and volunteer requirements from the bingo hall. If you or a family member/friend are unable to fill your shifts, you can contact another parent from within the club and ask them to work this for you at a mutually agreed upon fee.

The required shifts are subject to change if there are changes in our number of bingo events, required number of bingo volunteers, or number of Aquabelles families, etc.

SIGNING UP:

Bingo positions are filled through SignUp.com. The bingo coordinator releases the bingos quarterly schedule approximately 1-2 weeks in advance. An email is sent to all families inviting them to sign up for bingos. In addition to the required number of volunteers, there are 4 'alternate' positions posted for each bingo. Please only sign up for the alternate positions if you are available if needed. **Alternate positions are not granted a bingo credit unless they are called to work at the bingo** – they are simply an indication of availability to the bingo coordinator. However, we rely on alternates to be available, even for last minute unavoidable cancellations on the day of a bingo. The Bingo Coordinator monitors the SignUp.com process to ensure everyone has an opportunity to sign-up for all their requirements bingo spots throughout the season. The bingo coordinator monitors the number of bingos worked per family and notifies the Aquabelles office quarterly to ensure they fulfill their commitment over the season.

We appreciate your patience as we all navigate and adapt to the changes COVID-19 has had on the bingo environment.

BINGO VOLUNTEER BEHAVIOR EXPECTATIONS:

If you are not feeling well (e.g., with COVID-19-like symptoms), have recently traveled outside of Canada, or have been in contact with a person with COVID-19 or a traveler outside of Canada in the last 14 days, stay home as you will not be permitted to work.

- If you must stay home, please contact the bingo coordinator immediately (Rebecca Lee @ 403-478-3731) to schedule your replacement! With only 5 volunteers, we must replace anyone who is sick or does not meet the public health regulations.
- Please bring a mask as all volunteers must wear one under current COVID-19 guidelines (gloves and hand-sanitizer are available on site if needed).
- Enter on the east side of building (except for the Chairperson).

If you have arranged for someone else to work your shift for you, please forward all important bingo information to them.

All bingos are at Bingo Palace: 2604 35 Avenue NE – close to the Sheraton Cavalier on Barlow Trail.

****The Calgary Aquabelles can not be held liable if you, or anyone in their close contact, should contract COVID-19 while working a bingo event at Bingo Palace. Choosing to work a bingo event is done so at your own discretion.****

While you are at the bingo, you are a representative of the Aquabelles organization and are expected to fulfill the duties of the position that you have been assigned. It is important to arrive on time for your shift and perform the position to the best of your ability. The Aquabelles may incur penalties for late volunteers, for volunteers not performing their assigned duties, or for any disrespectful or vulgar language directed at staff, volunteers, or patrons.

All volunteers are expected to be friendly, courteous, and offer speedy response to the bingo players. Those workers that are assigned positions on the bingo floor are expected to be attentive to indications from the bingo patrons – both bingo calls and signals to purchase additional cards. **This means that floor volunteers must refrain from talking and texting on their cell phones and excessive conversations with other volunteers.**

You may take a 15-minute break during your shift. If you need a break, coordinate with the bingo chairperson and the other volunteers to ensure your duties are covered in your absence and it is not a busy time for your position. The Bonanza seller must not leave their booth (and cash) unattended. No food or drinks are permitted on the bingo floor. At present, the food concession is closed. Please bring your own food or drinks for your shift, if required; it may be kept in the volunteer room to access throughout your shift. Food and drink cannot be shared as per COVID-19 regulations (this includes all snacks).

Volunteers are required to stay until the end of the event. For daytime events, all workers must ensure the small garbages are emptied into the larger bins. The garbages do not need to be emptied at the end of evening events as there is a cleaning crew that comes in every night.

NO-SHOWS AND LATE CONSEQUENCES:

The SignUp.com sends out email reminders automatically in advance of your upcoming shift. If a volunteer is unable to attend the bingo that was signed up for, they need to notify the bingo coordinator as soon as possible so the position may be reassigned to one of the alternates. It is important that our assigned bingos are fully supported by volunteers, or we could lose them.

If a volunteer will be late for their shift due to circumstances beyond their control, they must contact the bingo coordinator for the event by phone to let them know the nature of the delay and their anticipated arrival time. If they will be more than an hour late, they are not welcome to volunteer that day and are considered a no-show due to the event having to operate short-handed.

If a volunteer is a no-show for their scheduled bingo shift, they are given a warning.

If a volunteer has a second no-show or more than an hour late for a shift, their post-dated volunteer commitment cheque may be cashed.

SCREENING POLICY

The Calgary Aquabelles follows Canada Artistic Swimming Screening Policy.

Police record checks are an important part of the screening process to determine suitability of employees, board members, coaches, volunteers, and other service providers. Police record checks can mitigate risk of theft and fraud and can help organizations identify individuals who pose a risk to minors and other vulnerable persons.

Screening is an important part of providing a safe sporting environment and has become a common practice among sport organizations that provide programs and services to the community. CAS and its Members and affiliated clubs are responsible at law to do everything reasonable to provide a safe and secure environment for participants in its programs, activities, and events. Requiring that valid police record checks, and other background checks as appropriate, be submitted, as part of the screening process, is part of this duty of care.

All participants who are in designated positions are required to provide a valid police record check. Designated positions include:

- Any coach over the age of 18
- Any person involved in the delivery of developmental programs to minors and other vulnerable persons such as clinics or camps
- Any person affiliated with national or provincial teams, whether paid or volunteer
- All officials
- All CAS, PTSO and affiliated club directors or officers
- All CAS, PTSO and affiliated club employees and anyone under contract with them
- All chaperones including parent chaperones of minors or other vulnerable persons
- Any participant with access to sensitive personal or confidential information, or financial records or money and
- Any other role that in the discretion of CAS, its members, or affiliated clubs, as applicable, constitutes a position of trust or authority.

All participants who are in designated positions must apply for and obtain, at their own expense, the Sterling Talent Solutions E-PIC check via the CAS customized landing page, and a vulnerable sector police check from local police authorities. The Participant is required to provide written consent and to verify their identity online. The Participant designates CAS, the PTSO or affiliated club or some combination of these, as appropriate, as the requesting organization(s). Results are returned simultaneously to the Participant's personal account and to the requesting organization(s).

The E-PIC is considered valid for a period of five (5) years.

All participants who are in designated positions are required to submit a Screening Disclosure Form and are asked to confirm the accuracy of this information annually as part of the registration process.

When required, an ad hoc Screening Committee is appointed by the Club. The Screening Committee consists of three (3) persons appointed to review any background check that triggers a positive response. These individuals may be CAS Registrants or external appointees. None of the members of the Screening Committee may have a significant relationship with the Participant submitting the background check or otherwise have a real or perceived conflict of interest.

The Screening Committee carries out its duties in accordance with the terms of the CAS Screening Policy and independent of the CAS, AAS or AQB board of directors. The Screening Committee is responsible for reviewing all background checks that trigger a positive response and based on this review, making decisions regarding the suitability of the participant to fill the position. The Screening Committee may determine the applicant is suitable for the position, not suitable for the position or suitable for the position with conditions. The Screening Committee provides notice of its decision to CAS, the PTSO or affiliated club, as appropriate, and the Participant.

In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants, screening specialists or any other person.

NATIONAL TEAM TRIALS

The Aquabelles are recognized as a high-performance club by Canada Artistic Swimming (CAS). One of the objectives of the club is to support our developing athletes who wish to try out for the national team.

The Club acknowledges that it is an athlete's own choice to compete in national team trials, but also recognizes that support from an Aquabelles coach could be critical for them to achieve their full potential. To provide support, the club releases the head coach from his/her daily coaching commitment and subsidizes this travel with \$500 so he/she may accompany the athletes to the national team trials. The additional coach costs above \$500 (e.g., travel, hotel, per diem) must be paid for in equal shares by the participating athletes' families.

Sending a coach to the national team trials is also viewed as an opportunity for the coach to interact with CAS resources and to obtain additional information and mentorship.

Junior or senior Aquabelle athletes who make the senior national team mid-season and are required to relocate to train, will have their team fees pro-rated to the end of the last month they are in Calgary. Additionally, if there are specific financial commitments made on behalf of the athlete, these are also assessed and are owing to the club. Please refer to the payment section above for further details.

CONCUSSION BASELINE TESTING

National stream athletes and 13-15 and 16-20 Provincial Stream athletes are required to have baseline concussion testing done each year prior to the start of yearly training. For 11-12 and Novice Provincial Stream athletes, this testing is also highly recommended. The Aquabelles use Dr. Benson at Group 23. This program is extensive and there is an annual fee of \$180+gst payable by each athlete at the time of testing. This covers the 2 hours of testing (pre-concussion screening), and all follow up assessments needed if a concussion occurs during the 2021/2022 season.

If you have any questions regarding concussion baseline testing, please contact koren_brett@rogers.com or text/call 403-390-3236.

ADDITIONAL ARTISTIC SWIMMING MATERIAL TO REFERENCE

Alberta Artistic Swimming – www.albertaartisticswimming.ca

Canadian Centre for Ethics in Sport (And Club Excellence) – www.cces.ca

Canada Artistic Swimming – www.artisticswimming.ca

- Canada Artistic Swimming provides a document called “Parent’s Guide to Artistic Swimming” which contains a good overview of the sport.

Respect in Sport – www.respectgroupinc.com/respect-in-sport

OPERATIONS & STAFF

For information, please contact our office by email office@aquabelles.com or phone (403) 209-2941

Repsol Centre
2225 Macleod Trail South
Calgary, Alberta, T2G 5B6

Head Coach, Jenn Tregale headcoach@aquabelles.com or jenntregale@shaw.ca

POOLS AND TRAINING CENTRES

Repsol Centre 2225 Macleod Trail South, Calgary, AB (403) 233-8393

Inglewood Pool 527 17 Ave. SE, Calgary, AB (403) 268-2489