



# Synchronized Swim Team

201 -201  
Handbook

# WELCOME TO THE ARIZONA AQUA STARS (AAS)

Welcome to the Arizona Aqua Stars (AAS) family and the wonderful sport of synchronized swimming! Just as your daughters are meeting new friends and facing new challenges, so are you, as new members of our parents' association. The AAS Parents' Association (AASPA) is the "support above the water." The time and effort each girl puts forth in the water is enhanced by the contributions of our dedicated parents.

If you are new to the sport or if your child is simply testing the program, PLEASE...ask lots of questions! The key factor for success is for your daughter to have fun as she begins developing elementary synchronized swimming skills, and participates in a wholesome socialization process. Our program will help to develop her self-esteem, time management/organizational skills, goal setting, and athletic prowess. Aqua Star team members, range in age from 7 to 18 years of age, with those who have set their goals as high as Olympic competition to swimmers who simply want to develop a sense of grace, enhanced flexibility, strength and personal growth.

**There is a place for everyone on this team!** We have qualified and dedicated coaches who work with the girls and are always available for you to express any questions or concerns. However, this should be done at a time other than at the pool during practice. Likewise, a team parent liaison will help to enhance your Aqua Star experience. AAS Parents' Association Board members are also available to help you adjust to the dynamic world of synchronized swimming. Please do not hesitate to direct questions to any of these well-informed people.

AAS is divided into age-group teams for competition purposes based on United States Synchronized Swimming (USSS), the national governing body for synchronized swimming rules.

Beginning Synchronized Swimmers will:

- 1) Improve their swimming strokes
- 2) Learn Sculling Techniques
- 3) Learn Elementary Figures
- 4) Additional Skills:
  - Eggbeater kick
  - Multiple swimmer transitions and patterns
  - Land drill and count music (refer to glossary "land drill")
  - Simple stroking sequences
  - Elementary team routines, and in some cases, a duet, trio or solo
  - Simple support scull drills

These basics of our sport lay the foundation for the spins, thrusts, and difficult moves achieved in the future.

Please remain positive and encouraging to your child as swimmers progress at different paces. Synchronized swimming is not an easy sport to master. Your child, at times, may become frustrated or discouraged because she cannot perform a certain skill. She must develop "a feel for the water" and the correct tempo and timing. It takes time to develop the needed strength and muscles to progress to more advanced skills.

The first year will involve approximately 3 to 6 meets. It is important for you and your child to commit to these dates. Since this is a team sport, with team, duet and trio routines, other swimmers will be depending on her to be there.

Thank you for giving the Arizona Aqua Stars and the sport of synchronized swimming a try. Your daughter is involved in one of the most challenging and enjoyable aquatic sports. Enjoy!

# ARIZONA AQUA STARS PARENTS' ASSOCIATION (AASPA)

We are the parents and the support organization for the Arizona Aqua Stars. Our primary responsibility is to raise, hold, and use funds to support the AAS team.

The AASPA was formed September 3, 1983, as a non-profit organization and maintains a 501c (3) tax-deductible status. We have established BYLAWS, which govern the actions of every parent or guardian and identifies the relationship between the association and the coaching staff.

The Executive Board consists of the following that are elected by the members and serve a two-year term:

- |                    |                              |                  |                       |                   |
|--------------------|------------------------------|------------------|-----------------------|-------------------|
| ➤ <b>President</b> | <b>Three Vice Presidents</b> | <b>Secretary</b> | <b>Two Treasurers</b> | <b>Head Coach</b> |
|                    | 1. Meet Manager              |                  | 1. General Fund       |                   |
|                    | 2. Team Manager              |                  | 2. Coaching Account   |                   |
|                    | 3. Travel Manager            |                  |                       |                   |

The Board of Directors consists of the elected offices (the executive board), the Arizona Aqua Stars' coaches, and the chairperson of each Standing Committee. The standing committees appointed by the Executive Board are:

- |                     |      |             |             |
|---------------------|------|-------------|-------------|
| ➤ Publicity         | Team | Accessories | Recruitment |
| ➤ Uniforms/Costumes |      | Fundraising |             |

Regular meetings of the Board of Directors are held monthly to conduct business for the AASPA. The board meetings are open to the general membership. Every parent is encouraged to attend and give his/her input.

Two meetings each year are designated as General meetings; one in the spring, the other in conjunction with our fall "Kick Off". At these meetings officers are elected, financial reports are given, and by-law revisions are voted on.

The ultimate success of the Arizona Aqua Stars Synchronized Swim Team will be enhanced by the combined, positive efforts of the parents and board members working together toward a common goal.

## COMMUNICATION

### COMMUNICATION BOX (File Cabinet)

A rolling file cabinet is stored in the synchro office at the pool. This cabinet has file folders for board members and coaches in the top drawer and all swimmers in the bottom drawer. Please make a habit of checking your swimmer's folder on a regular basis as it is how important information and fundraising materials are distributed to families. Also, our 2 treasures (coaching & general) have folders where you can safely place checks for payments (no cash unless prearranged with treasurers please)!

### WEBSITE AND/OR NEWSLETTERS

The Parent Association publishes an all inclusive website. This site will include items such as meet results, coach's messages, AASPA meeting highlights and minutes, a calendar of upcoming events, fundraising efforts, and many other important items that pertain to being part of the Arizona Aqua Star Family. You will be issued a log-in and password to see the protected area of this site. Please use the website and read this information to your benefit.

### PHONE/ADDRESS & E-MAIL LIST COMMUNICATIONS

The Arizona Aqua Stars communicate any last minute practice changes or urgent messages either by telephone or email. Work/cell numbers and email addresses make these jobs easier in case of bad weather. A phone/address team roster will be distributed after the Fall Kick Off and registration. We will utilize the Internet for much of our team correspondence, so please let us know if you have any address changes! Both Coaching and General Fund

Billing Statements will be sent through current email addresses. Please keep this list handy. A team roster will be provided to each family.

## WEB PAGES

Arizona Aqua Stars Web Site – [www.azaquastars.org](http://www.azaquastars.org)

United States Synchronized Swimming- [www.usasynchro.org](http://www.usasynchro.org)

## UNIFORMS

There is required team apparel (i.e. swimsuits, sweats, bags, travel ensemble s) for coaches and girls traveling to any meets where they would be representing the AAS team. Travel outfits for girls 10 & under are not required unless requested by the coach and approved by the Board.

Required for ALL SWIMMERS for meets:

- Plain white swim cap
- Black Aqua Star Cap
- Solid black one-piece swimsuit for figure competitions
- Team Warm-up Swim Suit\*
- Black Shorts
- Team Tee Shirt
- Two nose clips
- Goggles

\*This suit is worn during warm-up at meets and is the suit worn for team pictures. It is highly recommended for all swimmers. This suit is not worn to regular practice.

Official items required for Advanced Age Group Swimmers (Optional, but available for all others):

- AAS Warm-ups - Lightweight jackets and pants, worn for travel and meet award ceremonies.
- AAS Solid Black Travel Bag - Must be able to have a name and team logo applied.
- AAS Team Shorts - To be worn at meets and during outdoor award ceremonies when it is hot.
- AAS Swim Cap - To be worn during team warm up periods at competition.

Recommended (optional) for all swimmers:

- Parka - A calf-length black, pile-lined coat with hood, with the team letters AAS across the back and the swimmer's name embroidered on the front. These parkas are very warm and make the winter swimming more comfortable (For new swimmers: a warm bathrobe works well).
- Small Pool Bag - Something to carry gear to practice and back.
- Additional AAS Apparel - For siblings, parents, grandparents & friends to show their Aqua Star spirit!
- Black fleece sweat suits - A less expensive alternative to the AAS warm-ups, this consists of sweatshirt and pants, screened and monogrammed with your name and the team logo. This warm-up is also good to wear to practice in cold weather.

Please check with the club's "Uniform/Accessory" chairperson with any questions!

## ROUTINES

There are five types of routines:

- SOLO                      One Swimmer
- DUET                      Two Swimmers
- TRIO                      Three Swimmers
- TEAM                      Four to Eight Swimmers
- COMBO                      A combination of multiple routines (Maximum 10 swimmers, usually limited to advanced swimmers at specific meets)

***The team coach determines the music and routines assigned to each girl.*** It takes many painstaking hours to choose and edit the music for each routine. There is much to consider when assigning routines, such as abilities, age, body type, coloring, and personality. Each girl may be assigned one, two, or three routines. A maximum of three routines are allowed per swimmer for each competition. Sometimes a routine that has been successful in a previous year may be re-assigned to a different swimmer. ONE practice CD of each swimmer's routine music will be prepared for use. It is suggested that you make an additional copy to keep at home.

## COSTUMES/SUITS for COMPETITION

During a meet, three different types of swimsuits are typically worn.

- Team Warm-Up Swim Suit - Matching suit worn by all of our girls while warming up for competition.
- Figure Swim Suit - A one-piece, plain black suit worn for compulsory figures. This makes it easier for the judges to see how the figure is executed under water.
- Competition (Routine) Suit - A one-piece suit of any color which may be embellished with sequins, glitter, and/or bugle beads and having a matching headpiece.

- 1) Team Routine Suits - The club maintains an archive of suits which includes a selection of previously used competition suits. A minimal rental fee is assessed at the beginning of the season if a suit is chosen from the archive. The team may decide to have new suits designed and made. At the end of the season these suits become part of the archive collection to benefit future swimmers. The AASPA Board will determine the payment for "new" team suits depending on team finances. The usual policy is the team and swimmer each pay 50% of the cost of the new suit & headpiece.

The team swimsuit will remain with a designated team parent and will be issued to the swimmer at each meet. After the swimmer finishes her team event, it is her responsibility to change her suit, rinse it and the headpiece out in COLD water, and return them to the designated team parent, before leaving the meet. Suits are NOT permitted to be taken home. If proper care is not exercised with team suits and headpieces, the swimmer will be charged for the full replacement cost. This is very important because we only have enough suits for each participating swimmer. There are NO extras available. Your cooperation is required and appreciated.

- 2) Solo, Duet, And Trio Routine Suits - The suits and headpieces worn for these events are the responsibility of the athletes swimming in these events. Some parents choose to make these suits and headpieces themselves or have the suit made and embellish it themselves. For those not ready for the challenge, the team has a limited number of archived suits that are available for a nominal

rental fee. Please make sure all suits/headpiece designs are approved by the swimmer's coach before ordering or making.

## ILLNESS POLICY

Our Head Coach has been asked to state her views when it is appropriate for a swimmer to attend practice when they are not well enough to participate in the water: WE FEEL THAT YOU AS PARENTS ARE BETTER JUDGES THAN WE ARE AS TO WHEN YOUR CHILD CAN OR CANNOT SWIM. Here are a few guidelines that may be helpful. AGAIN, THESE ARE OUR OWN FEELINGS; YOU ARE THE BEST JUDGE AS TO WHEN YOUR CHILD CAN OR CANNOT SWIM.

1. If your child is out of the water for an injury, such as a shoulder, she can swim and not use the shoulder. There is no reason the swimmer cannot be conditioning other parts of the body while one part is healing. If this were the case, I would like a note and will probably need you to follow it up with a phone call. I also need time to prepare a plan for the swimmer.
2. If your swimmer has an ear infection and the weather is warm, she can swim. The swimmer will use a kick board and do a limited amount of work. The swimmer will not get her ears wet. Again, it is helpful if the coach is notified so an appropriate practice plan can be designed. If the swimmer has an ear infection and the weather is cold, she should dress warmly (something to cover the ears) and attend practice with a note.
3. If your swimmer has a head cold, has no fever, and feels good enough to attend school, it is okay to swim. She will usually feel better after practice than before. For some reason, swimming seems to clear up head colds. It is sometimes painful to go under water. If this is the case, the coach needs to be informed so the swimmer can work on things that do not require her to go under water.
4. If your swimmer has a fever, is cranky and achy, leave her at home; the swimmer's physical condition is weak. The body is trying to fight off infection and does not need the added stress of physical conditioning. Your swimmer is better off resting in bed and not infecting other swimmers.
5. If you want to know if your swimmer should come to the pool and observe, call your coach. The team coach will know exactly what the team is doing that night and how important it is for the swimmer to attend practice.

At times the teams will have dry land practices, especially when the weather is cold for the younger swimmers. There are certain aspects of the sport that are improved faster on land than in water. Some time out of the water can be beneficial to teach and drill the routines. Please call the team coach if your swimmer will not be attending practice. This gives the coach an opportunity to re-plan practice if necessary.

**EAR ACHES:** My recent visit to the doctor gave me the following information: The doctor recommends a solution of half rubbing alcohol and half white vinegar. Drops should be placed in the ear after swimming. I would like to see ALL SWIMMERS using drops after every practice.

**RARE COLD WEATHER:** On occasion we do have some cold weather during the winter, especially at night practices. Swimmers should dress warmly coming to the pool. Socks with your shoes are a must! Shorts are out; pants are in! I would also like to see scarves, mittens, and hats. This is especially necessary for those of you who wait at the pool for sisters or a carpool.

# FUNDRAISING

Participation in fundraising efforts is essential to the success of the Arizona Aqua Stars. All parents and swimmers are encouraged to participate. There are many fundraising opportunities throughout the year. There are two types of fundraising:

- 1) PERSONAL ACCOUNT- funds raised are credited to participating girl & strictly based on individual effort.
- 2) GENERAL TEAM ACCOUNT- Team fundraisers need to have total parent support. The team would not be able to operate without these fundraisers. Participation will be required by EVERYONE, if for some reason you feel you cannot participate in the General Account Fundraiser the executive board will assess an appropriate donation.

## PERSONAL ACCOUNT FUNDRAISERS (Will vary depending on interest & availability)

- RUMMAGE SALES – We hold two mass rummage sales a year (one in the fall and one in the spring) in the parking lot at Kino Pool. Individual items are marked and recorded at checkout; proceeds are deposited into individual swimmer accounts.
- GOLF TOURNAMENT/CASINO NIGHT- A fundraiser of this type may be held in the fall. Partial proceeds go to the team's general account and to the individual swimmers' accounts. Swimmers receive money by obtaining advertising sponsors (50/50 proceeds) or by getting players (100% proceeds go into individual accounts).
- SALES ITEMS- Swimmers sell items such as Gold Canyon Candles, See's Candy, or Spirit Cups. Each item has a profit value when sold. These proceeds will be deposited into swimmer's general fund account.

## GENERAL TEAM ACCOUNT FUNDRAISERS

- ANNUAL WATERSHOW, LUNCH & RAFFLE - All families on the team participate in this fundraiser. Each girl on the team is required to sell a designated number of tickets to the water show and/or the raffle. This is a nice time for the girls to perform for family and friends and a fun way for the team to earn money. At this time, this is the only mandatory fundraiser held.
- FRY'S COMMUNITY PARTNERSHIP/ESCRIP (SAFEWAY)- No cost cards "scanned" at time of grocery purchase, which yields a team refund check. Cards available from chairman.
- UNITED WAY FUND - Arizona Aqua Stars is a 501 c (3) corporation and is eligible as a "write in" charity for this funding opportunity. PLEASE help us get the word out to your employer, neighbors and family. Everyone benefits!
- CORPORATE SPONSORS - This effort has proven to be very successful financially, as well as, getting the community involved in whom we are and what we do. We request each family to provide at least FIVE potential sponsors names, someone you personally do business with, and they will receive a packet of AAS information listing sponsorship opportunities for their review.
- AQUA STAR FOR A DAY EVENTS

Under no circumstance will any fundraising monies leave the Arizona Aqua Star Parents' Association if your child does not continue to swim. This is due to the non-profit status of the club.

# FINANCIAL OBLIGATIONS

We are a United States Synchronized Swimming (U.S.S.S.) registered club, therefore, all team members are obligated to pay Club Registration and USA Synchro Insurance fees at the time of AAS registration, in addition to the first month of coaching instruction. Please do not be frightened off by these outlined financial obligations! The Arizona Aqua Star Parent Association (AASPA) Executive Board reviews and re-evaluates costs annually to keep within the needs of the club.

We support several fundraising opportunities to help offset individual expenses. Individual efforts are applied to individual accounts and are then available to pay the incurred swimming fees (but not coaching fees). Team fundraising efforts are applied to the general fund and are a vital component in keeping mandatory "Membership Assessment fees" to a minimum. Please refer to Fundraising section in Parent Handbook for more information.

There are three (3) main financial obligations of all AAS swimmers:

- 1) **COACHING FEES** - The AASPA Executive Board determines these fees at the start of each season. This monthly fee is due on the 1<sup>st</sup> of every month and will be assessed a "late fee" of \$25.00 if not received or postmarked by the 5<sup>th</sup> of the month.

➤ Twinklers	\$	40.00/month
➤ Intermediate/Shooting Stars		\$65.00/month
➤ 10 & Under Competitive Team		\$95.00/month
➤ 11-12 Competitive Team		\$105.00/month
➤ 13 – 15 Competitive Team		\$125.00/month
➤ Advanced (16 & up) Team		\$125.00/month

**Family Rate Adjustment:** \$15 reduction for 2<sup>nd</sup> swimmer

- 2) **ASSESSMENT FEES** are payable to the General Fund (AASPA) for the following expenses:
- Parent Association Operating Expenses: City of Mesa Pool rental fees, team equipment needs (purchase, maintenance & replacement), Team Routine Suits, office supplies, insurance and all other business-related needs.
  - Coaches Education & Travel Expenses: annual USSS Registration, Convention, and Coaches College.
  - Chaperone Expenses: Hotel, airfare (if funds available)

The Membership assessment fee is determined based on the number of swimmers, pool time, and the swimmer's competition calendar. All swimmers will share an appropriate percentage. Each swimmer's individual account will be billed one-fourth (1/4) the assessment on the September through December General Fund Statements. Refunds will not be given if a swimmer quits after the December billing. This must be paid on time in order for the team to operate.

- 3) **INDIVIDUAL SWIMMERS ACCOUNT FEES** - Costs for each swimmer include Club and USA Synchro Registration, meet fees, airfare, hotel, and vehicle rental costs associated with travel meets. These costs will vary and be billed accordingly.

**Travel Funds in General Account for More Advanced Swimmers:** Because the team uses a debit card to book/pay for travel and we need to ensure there is enough money in the team bank account to cover costs, you will be billed and required to pay in advance for travel expenses. All travel must be paid for before the swimmer departs for the competition.

GENERAL FUND: All registration, assessments and individual swimmer fees are made payable to: AASPA  
COACHING ACCOUNT: All monthly coaching fees are made payable to: AAS COACHING



ALL Payments may be placed in Treasurer's file folder at pool or mailed to:  
Arizona Aqua Stars

Coaching:  
c/o Julie Johnson                      c/o  
929 N. Val Vista Road  
Suite C109 - 162  
Gilbert, AZ 85234

General Fund:  
Joanna Spain  
929 N. Val Vista Road  
Suite C109-162  
Gilbert, AZ 85234

Please Note: The Coaching Account and General Fund Account are kept se parate! **DO NOT COMBINE PAYMENTS- PLEASE MAKE CHECKS OUT SEPERATELY.**

## FAMILY PARTICIPATION

In order to make the Aqua Stars a smooth, running team, it takes volunteer effort from everyone involved. To run a team that incorporates all levels of swimming ability from novice to elite is quite a feat. To ensure that everyone helps out, a point system for volunteering has been put into place. **All families must earn a minimum of 150 points.** If all points are not fulfilled by the end of the season, a monetary assessment will be charged (\$1.00 per every unfulfilled point).

Points can be earned for the following activities: **Depending on activity, points may be adjusted up or down based on person's actual participation.**

150 points	Executive Board position
100 points	Board of Director's position
100 points	Chairman for Major Fundraiser (i.e. Watershow, Golf Tournament, Casino Night)
100 points	Becoming certified as a figure or routine judge
50 points	Committee Member for Major Fundraiser or EVENT(Committee Chair will sign off for
hours	worked)
30 points	Head up and organize small fundraiser (See's Candy, Spirit Cups, Gold Canyon Candles, Car Wash, etc.)
10 points	Working an AAS Event such as AAS for a Day or Girls Scout Day (Committee Chair will sign off for hours worked)
10 points	Working a meet (runner, recorder, judging, announcer, concessions) – per shift
20 points	Working a recruiting table or judging for City of Mesa meets (June/July)
10 points	Securing a donation of \$25 for a fundraiser
10 points	Attending Parent Meetings

# POLICIES, RULES, AND PROCEDURES

## AAS COACHES PHILOSOPHY AND BELIEFS

- 1) EVERY GIRL SHOULD RECEIVE EQUAL ATTENTION FROM THE COACH We believe that each girl should get the same amount of music/figure time with the coach and that no swimmer should receive special attention. The only case where we would recommend more work with one swimmer than another is in the case of absences, or if certain routines qualify for an upcoming meet that needs to be prepared.
- 2) THE COACH DECIDES THE ROUTINES AND THE ROUTINE MUSIC We want every swimmer to be happy and enjoy the sport so we will take into consideration what the girls want their routines to be. There are many other things that need to be thought about when assigning routines such as: age, experience, matching, skill level, personalities, etc. The coaches will do their best to be fair and to place the swimmers where they will be successful and happy. This decision is the coaches and we request that swimmers and parents respect this.

## SWIMMERS CODE OF CONDUCT

Swimmers must agree to adhere to the following rules:

- 1) BE ON TIME Please notify the coach if you are going to be late or will miss practice. Call another swimmer to relay the message if you cannot reach the coach. Discuss any extended absences directly with the coach.
- 2) BE PREPARED Have your swim suit on and be ready for practice with your own swim cap, goggles, nose clip(s) and a positive attitude!
- 3) BE RESPONSIBLE AND SAFE No eating or chewing gum during practice. Assist with putting on pool covers and putting away weight training and sound equipment after practice. At the end of practice, please stay on deck (inside gated pool area) until your ride arrives.
- 4) RESPECT YOURSELF AND YOUR TEAM MATES  
We want to create an atmosphere where every swimmer feels comfortable and accepted.  
\*Do not bring valuables to practice.  
\*Before leaving practice pick up ALL trash and personal belongings.  
\*Anything that does not promote good sportsmanship (foul language, fighting, name calling, gossiping & teasing) are strictly prohibited!
- 5) RESPECT YOUR COACH Our coaches are experienced, knowledgeable and are dedicated in sharing their expertise in the sport of synchronized swimming with our swimmers. Courtesy and consideration is expected and appreciated at all times.

RULES FOR TRAVELING SWIMMERS All AAS swimmers represent the Team at both home and away meets. When representing AAS, everyone is expected to behave in an exemplary manner. All AAS swimmers must be responsible and accountable for their behavior – to both the coaches and the chaperones – for the duration of any out of town travel and competition.

- A. Swimmers are expected at all times to follow the directions of the coaches and/or chaperones, *whether or not they agree with the decisions*. Disrespectful attitudes and behaviors will not be tolerated.
- B. Swimmers are expected to demonstrate appropriate behavior. Examples of inappropriate behavior include disrespectful language, failure to follow directions, failure to comply with stated rules and/or curfews as set out by the coaches and chaperones, actions that threaten the safety of self and others, and causing property damage or violating a criminal code.
- C. Swimmers must – in the interest of their own safety – use the buddy system at all times. In addition, they must ask permission of the chaperones before separating from the group.
- D. Swimmers are expected to be polite in restaurants and all public facilities. Swimmers will be responsible for paying for many of their own meals, and they should leave a 15% tip at restaurants. If there is a problem with the service, talk to the chaperones or coach.
- E. Swimmers are expected to behave maturely in all hotels. In addition, swimmers will be held financially responsible for any damages incurred in their hotel room. AAS also expects that swimmers will be mindful of the fact that many other guests occupy hotels. Therefore, under no circumstances will loud or boisterous behavior be tolerated in any part of the hotel facility. Swimmers are expected to leave their room neat and tidy so housekeeping is able to come in daily and perform their work.

**Corrective Action** The following actions will be taken if there are violations of this code of conduct. Violations observed by a parent should be brought to the attention of the swimmer’s coach, the head coach, or a member of the AASPA Board.

- 1) First offense will result in a verbal warning to swimmer from the swimmer’s coach and/or a member of the AASPA Board
- 2) A second violation will result in removal from that practice for a period of time as determined by coach AND parent contact by coach. There will also be a written notification of the incident to the AASPA Board.
- 3) Repeated offenses could result in swimmer being suspended from entire practices, a future meet, or even expulsion from the team with no financial reimbursement to parent.

## AGREEMENT

I accept my responsibility to abide by the expectations of the Arizona Aqua Stars and the code of conduct above; moreover, I acknowledge that I have received and read such.

Swimmer’s Printed Name \_\_\_\_\_

Swimmer’s Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent’s Printed Name \_\_\_\_\_

Parent’s Signature \_\_\_\_\_

Date \_\_\_\_\_

## PARENT CODE OF CONDUCT

Parents agree to adhere to the following rules:

- 1) BE RESPONSIBLE AND SAFE Parents are expected to demonstrate appropriate behavior. Examples of inappropriate behavior include disrespectful language, actions that threaten the safety of themselves or others, and causing property damage or violating a criminal code.
- 2) REPRESENT THE TEAM Whether parents are observing a practice or at a competition as a spectator, chaperone or volunteer, when representing AAS, everyone is expected to behave in an exemplary manner. Non-social communication with other teams must be approved by the AASPA Board prior. The reputation of AAS is dependent on your behavior.
- 3) BE RESPECTFUL Disrespectful attitudes and behaviors will not be tolerated. Verbal abuse of the coaches will not be tolerated.
- 4) NO INTERRUPTIONS Parents may observe practices but must stay in the covered bleachers on the west side of the pool (NOT on deck). PLEASE refrain from asking questions or addressing concerns with the coaches during practice times. The coaches will make themselves available outside of practice times to meet with parents. Parents must also avoid interrupting coaches for any non-urgent items at meets as they focus on the swimmers and their events.

### RULES FOR TRAVEL MEETS:

- A. Swimmers on 11-12 team and older teams may travel to meets during the year as defined in the "Types of Meets" section of the parent handbook. Parents of these swimmers agree their daughter(s), as members of these teams, will travel, eat, and sleep with the team, chaperone, and coaches.
- B. Parents who choose to attend travel meets agree that they attend as spectators who defer to the official chaperones and coaches when decisions regarding the team must be made. Spectator parents must allow the coaches and chaperones to manage the swimmers schedule throughout the entire travel period. Spectator parents must not interfere with this schedule, the coaching, practice sessions, team meetings, or the swimmers any time they are engaged in activities associated with the competition or their performance. Spectator parents must ask either the coach or chaperone for when there would be a time they can visit with their daughter. Such requests may be difficult to fulfill, and parents must respect the decisions by the coach and chaperone as to when and how long they will be able to visit. Parents shall use the Chaperone as the first point of contact and not make excessive requests.
- C. Spectator parents are responsible for their own travel and hotel accommodations. Travel and accommodations for the athletes, chaperones and coaches are made by the team Travel Manager. Spectator parents understand that they may not be able to secure rooms in the same hotel or seats on the same flight as the athletes or at the same rate.
- D. Parents who act as official chaperones understand that they must follow the already established *Chaperone Responsibilities* as set forth by the Arizona Aqua Stars.
- E. Parents will provide the chaperones to the contact information for who will be picking up swimmers at the airport to minimize confusion and ensure the safety of all swimmers.

**CORRECTIVE ACTION** The following actions will be taken if there are violations of this code of conduct. Violations observed by another parent should be brought to the attention of a member of the AASPA Board.

Actions taken if there has been a violation of this code of conduct are:

- 1) First offense will result in a verbal warning from coach and/or AASPA Board
- 2) A second violation will result in dismissal from practice pool area (closed deck)
- 3) Continued failure to comply may result in loss of any board, committee or other position held for the team and the expulsion of your daughter from the team with no financial reimbursement.

**AGREEMENT**

I accept my responsibility to abide by the expectations of the Arizona Aqua Stars and the code of conduct above; moreover, I acknowledge that I have received and read such.

Parent Printed Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent's Printed Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

This signed agreement will remain in effect for the 2014-2015 season.

## **TYPES OF MEETS**

There are several different levels and kinds of competition your daughter may be involved in. Team participation at meets is based on the decision of the coach. The designated swimmers are obligated to attend these meets. When the competition calendar comes out in September/October, please look at the dates of the competitions your daughter may be attending. Please notify your coach ASAP if you have a conflict. Synchro is a team sport and your daughters' teammates are relying on her!

**FIGURE ONLY COMPETITION** – In early December there is a one-day Arizona State Association figure competition. All new swimmers compete in a novice category for awards. This allows them to attend and compete in their first meet without the pressure of competing against more experienced swimmers.

**INVITATIONAL COMPETITION** - Varies in location and level of competition. Coaches will review invitations to participate for each calendar year. Some past meets have been Cactus Classic (Arizona recently), Orange Blossom (Riverside, CA) and 13-15 West Zone (varies in zone locations).

**AGE GROUP COMPETITION** - Age group meets include all ages broken into categories as: 10 & under, 11/12, 13-15, 16/17, 18/19. There are three meets:

- 1) Arizona State Age Group (April) - The top 3 routines in each event for each age group advance to Regionals.
- 2) Regional Age Group (May) - The top 3 routines in each event advance to Nationals (excluding 10 & under)
- 3) National Age Group Championships (June/July) - Every routine swims in semifinals. Top 10 routines (20 for solo routines) advance to finals and swim figures. After figure scores are included with routine score, the top 8 routines compete in finals, with 9<sup>th</sup> and 10<sup>th</sup> place routines swim as pre swimmers in the final competition.

**JUNIOR/Senior LEVEL COMPETITION** - Swimmers require “qualifying scores” from select meets to compete, (except Jr./Sr. West Zones.) There are three meets at this level:

- 1) Junior/Sr. West Zones (Feb. or early Mar.) - Swimmers must be 15 years of age to attend. Here they obtain “qualifying scores” for future meets
- 2) Junior National Championships (April) - Swimmers must be 15 years of age to attend. The “qualifying scores” are SOLO: 77, DUET: 76, TEAM: 74, COMBO: No qualifying score. The top 30 figure swimmers qualify for Junior National Team Trials; however, the placement may move farther down the list if swimmers opt out of team trials.
- 3) U.S. National Championship (Seniors) (April) - This meet may have international and collegiate competitors along with senior level club swimmers. Swimmers may qualify by placing top 3 in Final Free Routine swim at WZ, placing top 3 in most recent US JR Nationals, placing top 4 (excluding foreign and national team members) in most recent U.S. Senior Opens
- 4) US Junior/Sr. Open Championships (aka “Opens”) (July) - Swimmers compete as either a Junior (15-18 yrs. of age) or Senior Division. The “qualifying scores” for Juniors are SOLO: 76, DUET: 75, TRIO: 74, TEAM: and COMBO no qualifying score. The “qualifying scores” for Seniors are: SOLO 79, DUET 78, TEAM and COMBO: no qualifying score. This is an international competition hosted by the United States.

<b>Meet</b>	<b>Month</b>	<b>Ages*</b>	<b>Category* (Age Group/ Jr/Sr)</b>	<b>Location</b>	<b>Chaperoned Team Travel</b>	<b>Qualifying requirements</b>
AZ Association Figure meet	Dec. (typ 1 <sup>st</sup> Saturday)	All ages	Age Group	Arizona	No	No
AZ Association Competition meet	January	All ages	Age Group & Intermediates	Arizona	No	No
Cactus Classic	February	All ages	Age Group	Phoenix area	No	No
West Zones	March	13-15 & over	Jr/Sr	West zone location	Yes	No
Orange Blossom	March	11-12	Age Group	Riverside, California	Yes	No
Jr Nationals Championships	April	15 & over	Jr	Varies	Yes	Yes
Sr. National Championships	April	15 & over	Sr	Varies	Yes	Yes
Arizona State Age Group Championships	April	All ages	Age Group & Intermediates	Arizona	No	No
Regional Championships	May	All ages	Age Group	Arizona or Nevada	No	Yes
Grand Canyon State Games	June	All ages	Age Group & Intermediates	Arizona	No	No
Age Group National Championships	June/ July	11-12 and over	Age Group	varies	Yes	Yes
US Open Championships	July	15 & over	Jr./Sr	Varies	Yes	Yes

\*represents the ages of teams the AAS team typically will compete with, not necessarily the entire age range allowed at the meet. Note that younger swimmers may “swim up” into an older age team.

## WHAT HAPPENS AT THE “MEET”?

### PRE-MEET

An entry registration form for each event (figures, solo, duet, trio, and team) is submitted for each girl entered in a meet. The team coordinator (2<sup>nd</sup> Vice President of AASPS Executive Board) in charge of meet entries does this. The entries are submitted to the competition designated Scoring Chairperson, at least 14 days before competition. Your daughter’s account will be charged for her individual meet entry fees.

The Meet Manager distributes a tentative schedule prior to the meet. Information regarding hotel accommodations, travel arrangements, directions to the pool facility is included. Depending on whether the meet is within the Phoenix area, Tucson area, or out-of-state travel, responsibilities differ (see TRAVEL section). It is important to notify the coach and the team manager if your daughter will not be attending a meet at least 45 days in advance or your account will be assessed the meet fees. Illness, unfortunately, is not an exception since fees are submitted well in advance of a meet and each athlete’s account will be assessed. These fees are usually nominal, but you are responsible for paying them.

## DURING MEET

It is important to have your swimmer at the pool on time, which is one hour before the beginning of competition. This allows enough time to settle bags, unload your car, find your AAS team, look up your swimmer's placement on the "order of draw", and get her ready to warm up. Your individual coach will let you know what time they need your daughters at the pool.

*"Order of Draw" is a random selection of each routine to determine the order of competition. All of the girls' entries are compiled and drawn for order of position by age group (i.e. 10 & under, 11-12, 13-15, etc.). The order of draw is posted on a wall for viewing before competition begins.*

There is generally a break between the figure and routine competition that enables the swimmers to prepare for the routine competition (knoxing the hair, applying makeup, changing into routine suits, land drilling).

Solo, duet, trio, team routines are performed by category and age group. The predetermined schedule listed on the meet announcement is tentative and often changes, based on the number of entries, weather and judges. Due to unannounced schedule changes, parents should not leave the pool area with their swimmer without first checking with the coach and letting the coach know how they can be reached.

## END OF MEET

There will be an awards ceremony at the conclusion of each meet. Place position is determined by adding routine scores and averaged figures scores together. Awards are given for the top eight (8) places in each age group, for figures, solos, duets, trios, and team routines. Medals are awarded for first, second and third place with ribbons presented for fourth through eighth place. For the awards ceremony, Aqua Stars are to wear the official team uniform, as designated by the coaches. It is important that ALL team members and coaches are present for the awards ceremony! All members of a team should go up to receive the award together, and remain together until all team members have been given their award.

## MEET RESPONSIBILITIES

Each team entered in a meet, within the Arizona Association, is required to contribute workers to fill needed positions so that the meet will start on time and function smoothly. Parents and volunteers new to Synchro meets can easily step in and learn the duties of each position. Work positions can be shared so that parents may film, watch, or take care of other obligations. Parents and/or family members are expected to volunteer (see Family Participation)...it is a great way to meet people and learn more about the sport.

### REMEMBER TO ASK QUESTIONS WHEN IN DOUBT

Positions needed at all State and Regional Meets:

- (a) Meet Manager (or the host team's designated coordinator) (1) The host team fills this position.
- (b) Announcer (1) This position is usually filled by the host team.
- (c) Concession Manager - the host team fills this position. Concession workers will be needed.

(A portion of the monies earned through concessions is contributed to the Arizona Association to cover expenses for medals and Association equipment.)

- (d) Set up, take down, & clean up crew (8-10)

Positions are assigned for set up (before) or take down (after) the meet. This position is good for those parents that cannot stay during the meet, but are available to assist either before or after.

- (e) Scoring Assistants

*During figure competition:*

- 1) Readers (4) Verifies swimmer's draw number, announces figure to swimmer and calls out judges' scores



- 2) Recorders (12) Write down scores on entry forms, determine high & low scores, add remaining scores.
- 3) Extenders (12) Use a printed chart to determine extended score based on degree of difficulty.
- 4) Clerk of the Course (4) Keep swimmers in order by draw number.
- 5) Paper runner (2) Handles movement of figure entry forms from one figure panel to another.
- 6) Computer Recorder (4) Records judge's scores during figure competition, used for computer entry data.
- 7) Scoring room worker (2) assists scoring chairperson.

*During routine competition:*

- 1) Reader (1) reads aloud the judges' scores and routine elapsed time from slips given to by the runners.
- 2) Recorders (3)
- 3) Extenders (3)
- 4) Scoring room workers (2)
- 5) Timers (3)
- 6) Runners (2) Picks up judges' score slips, timer's slip, and gives them to the Reader.
- 7) Music Assistant (1)

\*Numbers listed in parentheses are total number of people needed to run a meet.

## MEET ETIQUETTE

We would like to remind everyone of the etiquette necessary at meets, in order to provide a safe environment and an atmosphere that is fair to all competitors.

During figure competition, there should be no talking near the judges or scoring tables except those persons working in an official capacity at that time. Parents wishing to videotape figures will be allowed to do so provided that there is no disruption of the meet.

Officials are not to take notes on scores. Please devote your full attention to your assigned duties. Parents and friends should not be sharing scores with competitors. Swimmers need to concentrate on their performance and not worry about their scores or the scores of other competitors.

Once figure competition begins, practice and coaching ends! Swimmers are to enter and exit the water as quietly as possible without disturbing others. No more than three swimmers should be waiting in the water at each panel. The meet Coordinator may, on occasion, make exceptions to this due to weather or pool temperature conditions. While waiting in the water to perform your next figure, remain quietly against the pool wall without disturbing the water. Any other behavior is rude and unfair to other swimmers as well as distracting to the judges. If it is necessary to talk to someone, keep voices as quiet as possible. Scorers and judges need to be able to hear the scores being announced.

During routine competition, there should be absolute quiet after the referee blows the whistle. Swimmers and timers have to be able to hear when the music begins. Once swimmers are in the water, please cheer and applaud as much as you like. *NO ONE except officials and workers should be walking around near the competitive area during a routine.*

We are sure that everyone wants a meet that is safe and fair to everyone involved.

An adult **MUST** supervise other children attending the meet at ALL TIMES. Accidents can happen on deck or in the water, including wading or baby pools.

**SMOKING, USE OF ALCOHOLIC BEVERAGES AND/OR ILLEGAL SUBSTANCES IS STRICTLY PROHIBITED.**

## JUDGING

- The Arizona Association is always looking for parents interested in gaining judging certification. If you would like more information please contact our club president or Jeanne Struck at (520) 299-2956.
- U.S.S.S. Official Synchronized Swimming Handbook may be obtained from [www.usasynchro.org](http://www.usasynchro.org).

## THANK YOU!

A meet could not be held without the help of all of our volunteers.

## KNOXING HAIR

It takes a while to learn how to get a girl's hair in to a bun and knoxed for competition. Try not to become frustrated, as we have all gone through it. Ask for help.

To begin, put hair up in a secure ponytail position center (left/right) of head near crown. If hair is long, braid into 1 or 2 braids, secure ends of each, then wrap into bun shape & secure with bobby pins. Wrap an invisible hair net over the bun, double as necessary and secure with bobby pins.

You will need:

- 3 packages Knox unflavored gelatin
- 1/4 or less very hot water (almost boiling) usually available at the pool
- plastic or paper cup/bowl, small whisk, sponge brush or paint brush, comb

Put Knox in cup/bowl then add the hot water. Using whisk or fork, stir vigorously until gelatin is completely dissolved. If you end up with any undissolved clumps, remove before applying.

Put towel over shoulders. You may have to add a drop or so of cold water or wait a minute to thicken. Brush Knox onto hair. If you should drip onto your daughter wipe immediately as Knox dries quite hard.

NEVER Knox on any pool deck or in bathrooms (unless host team has a designated site). Grass areas are usually available. There is a \$100 FINE given to any swimmer that Knox's (also called gelling) or de-gells in an undesignated area at a competition. If your daughter receives a fine, you are personally responsible for paying it, not the team.

## TRAVEL PROCEDURES

Meets within the Phoenix Area:

- 1) Parents are completely responsible for their swimmer.
- 2) Have swimmer at pool during entire meet in order to support the team.

“Family” Meets within the Tucson Area, Most Invitationals, and Regionals:

- 1) You will be notified of a hotel with special rates for the meets.
- 2) You will be responsible for making your own travel arrangements and room reservations and paying your own bills.
- 3) Again, it is very important to have your swimmer at the pool during the entire meet in order to support the team. If you, as a parent, are unable to attend a meet, you may ask another parent to take care of your

swimmer; this includes transportation, a place to stay, meals, and transportation to and from pool. Arrangements on how hotel, gas and food expenses will be shared should be discussed and agreed upon prior to the meet. It is the responsibility of the parents involved to work out the financial details, not the teams.

#### Travel Meets:

There is a travel manager who will be making all of the arrangements for the coaches, chaperones, and swimmers. THIS INCLUDES airline tickets, hotel reservations and van rental. Should you hear of any special rates or have information for discounts, please let her know. DO NOT PURCHASE YOUR SWIMMER'S TICKET.

You will be given in advance a travel report for payment prior to travel. These expenses may be paid from any reserves currently in your athlete's personal account and must be paid in full 10 days prior to the meet. ALL SWIMMERS MUST TRAVEL TO AND FROM THE MEET WITH THE TEAM.

The swimmers will be completely taken care of during the entire meet. The chaperone(s) and coach will be assuming all responsibilities for the swimmers. Parents attending a travel meet will need to make separate arrangements for their own hotel room and transportation. Spectator parents may stay at the same hotel as the team if they are able to secure reservations on their own.

Spectator parents must allow the coaches and chaperones to manage the swimmers schedule throughout the entire travel period. Please remember this is not a family vacation! In order for the swimmers to be fair to their teammates it is important that the swimmers focus on the competition throughout the meet.

## CHAPERONE RESPONSIBILITIES

### Main Objective

To ensure the safety and well being of each swimmer!  
Our goal is to have one chaperone for every 5 swimmers (1:5 ratio)

*The Chaperone(s) and Coach will work closely together before and during the meet to coordinate times the swimmers are required to land drill, practice, compete, eat and sleep!*

Chaperones are required to:

- 1) Travel with swimmers.
- 2) Rent and drive vehicles & swimmers to/from airport, hotel and pool on an "as needed" basis. Car rental companies usually require leaving a credit card number for the designated driver. Aqua Stars will reimburse car chaperone car rental expenses (KEEP ALL RECEIPTS...PARKING, GAS, CAR RENTAL).
- 3) Coordinate meals and shop for snacks/water/food and have available at the pool and hotel during meets. This includes getting feedback from the coach, suggestions from the swimmers (on snacks) and the collection of money from swimmers. The team will eat meals together.
- 4) Stay at the "host" hotel with swimmers and be available to swimmers and coach. Meet with swimmers daily and on an "as needed" basis to explain ongoing plans, expectations and safety rules.
- 5) Share a room with another chaperone, coach or swimmer.

- 6) Be available to coaches and swimmers at the pool throughout the meet.
- 7) To carry swimmers MEDICAL RELEASE FORMS at all times.
- 8) Transport the TEAM BANNER and a COOLER with snacks/water to and from the meet.
- 9) Collect TEAM swimsuits and headpieces prior to travel and maintain them throughout the meet.
- 10) Collect and be responsible for swimmers/coaches airline tickets while traveling.

Chaperones will receive compensation for:

- Hotel Room (to be shared with swimmers, coach and/or additional chaperones depending on need)
- Rental Vehicle & associated costs for gas and parking
- \*\*\*Airfare\*\*\*

*If you are planning to travel to the meet to see your daughter and her team compete, volunteering to be a chaperone is an excellent opportunity to make a valuable contribution to the team. PLEASE do not commit to chaperone responsibilities if the trip is a planned family vacation or an opportunity to visit with friends. Chaperones are to take care of all the girls on the team, not just their daughters. The girls who are traveling without their parents require your support and availability close to 100% of the time!*

\*\*\*The team will cover the cost of your airfare if funds are available. Otherwise, the chaperone will pay 50% of the ticket (up to \$150) and the remaining amount will be paid by the team or assessed to each swimmer. However, if you commit to chaperoning a travel meet and must cancel, you are financially responsible for your airline ticket.

## PACKING AND TRAVEL CHECK-LIST

**THINK...EVERYTHING YOU NEED  
TO BE SUCCESSFUL AT COMPETITION!**

### **AIRLINE CARRY ON**

- \_\_\_ **Black figure suit**
- \_\_\_ **White Cap (name on inside)**
- \_\_\_ **Goggles**
- \_\_\_ **Nose Clip(s)**
- \_\_\_ **Solo, Duet, Trio Suits & Headpieces (Team Suit/Headpieces carried by chaperone)**
- \_\_\_ **Practice music, cd player, ipod, mp3 player**
- \_\_\_ **AAS Team Warm Up Swim Suit and "Aqua Star" Cap**
- \_\_\_ **AAS Team Warm Ups/ Sweat Suit/Black Shorts/T-shirts/Tanks**
- \_\_\_ **Knox/hairpins/donut/comb/brush/ponytail holders/hairnet/ "knoxing" towel**
- \_\_\_ **Waterproof makeup, lip gloss, no liquids sized above 3 ounces, put in clear zip baggie**
- \_\_\_ **Sanitary napkins/tampons**
- \_\_\_ **Prescribed Medications (with written instructions), glasses**
- \_\_\_ **Pool Towels (1)**
- \_\_\_ **Underwear (1) (Socks and gloves a good idea if it is cold!)**
- \_\_\_ **Shoes and/or Flip Flops**
- \_\_\_ **Plastic Bags (wet suit, dirty clothes)**
- \_\_\_ **School Homework/Writing/Reading materials**

- Parka (can wear on plane)
- Wallet with money for meals, snacks, water, souvenirs, Airline Frequent Flyer Card #
- Camera/film
- PHOTO IDENTIFICATION
- GOOD ATTITUDE & A SMILE!!

**ONE SUITCASE (TO BE CHECKED)**

- P.J.'s
- Toiletries (Toothbrush, toothpaste, retainers, makeup remover, polish remover, shampoo/conditioner, razor, lotion, deodorant, hairdryer)
- Pool Towels (2)
- Shirt/Sweatshirt (3)
- shorts/pants/jeans (2)
- socks (2-3 pair)
- underwear (however many days you will be gone!)
- Umbrella/poncho/rainproof jacket if rainy weather is possible
- Outfit for "Swimmers Social" (if planned)

**Please make sure outside of suitcase is labeled  
with your name and home phone number!!  
PLEASE LABEL EVERYTHING WITH YOUR NAME!**

## GLOSSARY OF TERMS

By now you have heard or will be hearing some new terms that will need clarification. A short list and their definitions are below.

- |                |  |
|----------------|--|
| EGGBEATER(ING) | A method of treading water used by synchro swimmers and water polo players.  |
| FIGURES        | A series of specific body positions performed in a specific sequence, each defined and assigned a degree of difficulty in the rulebook. When the girls compete in a routine, their figure scores are added together and divided by the number of swimmers for an average figure score. That average is then added to the routine score for a final composite score. Therefore, figures are an important part of the competition. A personal copy of the figures portion of the rulebook can be ordered from the USSS. It contains complete descriptions and drawings of all figures used in competition. |
| HYBRID         | Any figure or combination thereof not listed in the rulebook. Hybrids are only used in swimming routines.  |
| KNOX           | A mixture of Knox unflavored gelatin and water used by swimmers in routines to keep their hair in place  |

LAND DRILL	Practicing a routine out of the water, using hand and arm movements to duplicate leg/arm movements and positions. This reinforces moving correctly in the water to the specific counts of the music.
PENALTY	A deduction from the score of a routine or figure. Penalties may be declared by the referee for violation of time limits in routines. Figure penalties may be given for performing the wrong figure or stopping and starting over. Although there can be other penalties (described in the rulebook) these are the most common.
ROUTINE	Swimming a creative interpretation of the music, traveling the entire competitive area of the pool several times. The categories are solo, duet, trio, and team. Teams consist of at least four girls and not more than eight. The more girls swimming in a routine, the more difficult it is to synchronize. For team routines having more than four swimmers a bonus of ¼ point per girl are added for a possible total of 1 bonus point. There are specific time limits for each category of routine.
SCULLING	A method of moving hands and arms to enable the swimmer to control her body positions in the water, either stationary or traveling. Different sculls are used to achieve different movements.

### IMPORTANT PHONE NUMBERS

President, Christine LaBounty	206-817-7595
1st VP, Meet Manager, Bryan Simmons	480-254-6640
2nd VP, Team Manager, OPEN	
3rd VP, Travel Manager, Marylou Zimmerman	480-862-4116
Secretary, Jocelyn Abruzzese	480-370-3888
Treasurer, General, Joanna Spain	480-276-6080
Treasurer, Coaching, Julie Johnson	480-507-8046
Head Coach, Katie LaBounty	206-948-5292
Coach, Jamie Flanery	602-705-3284
Coach, Alex Beckett	480-600-5241
Assistant Coach, Andrea Beckett	602-312-3136
Assistant Coach, Courtney Johnson	480-338-3611
Assistant Coach, Scarlett Delaney	480-202-0700

Fundraising,  
Recruiting, OPEN

Costumes, OPEN

Uniforms and Accessories, OPEN