SWIMKINS SYNCHRONIZED SWIMMING ASSOCIATION, INC.

 POLICIES AND PROCEDURES

GENERAL POLICIES

1. All pool related problems go to the designated team coach.
2. Practice is not the time to talk to the coaches unless they request it
3. Please call a board member with questions of matters not directly pertaining to swimming.
4. All appropriate receipts must be submitted to the chairperson of the committee for reimbursement within 14 days with an explanation.
5. Swimmers accounts will not be credited with money unless it is in an envelope marked with the swimmers name, amount and purpose.

MEET CONDUCT

1. Appropriate dress, as established by the coach is mandatory.
2. Reasonable hours must be maintained. Lights-out, quiet hours and study hours will be set and must be respected. Meal time will be established according to the meet schedule and must be followed.
3. Atheletes will share hotel rooms at the hotel reserved by Swimkins. Travel coordinator along with the coaches will be responsible for making room assignments. Four girls to a room if possible. Separate room arrangements will be made for the official chaperones of the meet.
4. All members must participate in all land drills and team meetings. Athletes are expected to watch teammates compete if possible. Promptness in mandatory.
5. Athletes will travel to away meets in assigned official chaperone cars. Coaches along with the travel coordinator are responsible for making car assignments and departure arrangements.
6. Doors of motels or dorms are to be locked
7. The buddy system must be adhered to. No athletes are allowed to wander the halls of the motel/dorm or leave the premises.
8. The chaperone(s) must be aware of the where-abouts of the athletes. Each girl must report to them.
9. All athletes must participate in planned sightseeing, etc.
10. Athletes are responsible for the neatness of the locker rooms, motel/dorm rooms and cars.
11. No jewelry or nail polish may be worn while in competition at a meet.
12. Display pride and respect people and property of others.
13. Athletes must listen to coaches, chaperone and parents.
14. Any inappropriate behavior can result in an athlete being sent home at their parents expense.

EQUIPMENT

1. Athletes are responsible for appropriate practice attire.
2. Athletes are responsible for black suit, orange practice suit, 2 pair nose clips, goggles, white/orange bathing caps, towels, gelatin, bobbie pins, hair bands, makeup, solo/duet/trio/team suits with headpieces and their warm-up, t-shirt and orange shorts. The cost of overnight shipping because of forgotten suits or headpieces shall be that of the athlete who forgot them
3. Each swimmer will pay for team suits, which are chosen by the coach. Purchasing of the small routine suits and headpieces will be the responsibility of the athletes and their parents. It will be up to the athlete and their parent to arrange for suit and headpiece design for all small routines. This is not the responsibility of the coach.

TEAM PLACEMENT

1. The coaches determine yearly routine and team placement based on meet criteria, figure and routine performance of the previous competitive years. Motivation, attendance and participation will also be taken in to consideration. These routine placements may be altered or dissolved during the year if the coaching staff deems it necessary. This will be done after a meeting of the coaching staff and a letter of explanation or warning is give to the athlete and parent.

CHAPERONE RESPONSIBILITIES

1. Official chaperones must be free from all other family responsibilities for the duration of the competition
2. Athletes at a competition are under the sole direction of the coaching staff. Official chaperones coordinate all activities under the direction of the coaching staff.
3. Official chaperones will be assigned by the coaches and the travel coordinator.
4. For a drive meet the general criteria that will be used for chaperone selection is the number of passenger seats in the chaperone’s vehicle available for coaches and athletes only.
5. For the new Swimkins and returning Swimkins who are on the 12 and under teams each family is expected to chaperone ONE of the “away” meets.
6. Parents of the 13+ year old Swimkins are expected to chaperone TWO of the “away” meets which can be drive or fly meets.
7. Assume that the meet will take the full day of each day scheduled.
8. Chaperons will be assigned to rooms in a cost effective manner. The cost of the chaperone room will be divided amongst the girls on the team that they are chaperoning.
9. Chaperone duties include putting up swimmers hair, holding swimmers money, transporting simmer and coaches when needed (even if they are not on your child’s team). Transportation could be between home and the meet, between the meet and the hotel, pool and restaurants, and planning meals for the swimmers and coaches. This includes collecting money, grocery shopping, restaurant take out for the pool or hotel, and scouting for good eating sports for a later meal.
10. Gasoline and tolls are reimbursed to the designated drivers for away meets. Copies of receipt must be turned in to the treasurer for reimbursement within 14 days. All expenses will be totaled and then divided among the girls and coaches attending the meets.
11. Help with any other coaches’ requests. Chaperones have been sent to buy batteries, cassettes, videotapes, extension cord, drinks and food for the coaches and swimmers. Keep your receipts and submit them with your travel expense sheet and your account will be credited.
12. Coaches sometimes borrow chaperones’ cars when necessary.

TRAVEL

1. For drive meets of more than 4 hours away from the Buffalo area, there will be two designated drivers in each vehicle. One of these designated drivers may be a coach. If there are not enough coaches (or the meet schedule dictates that some coaches remain for the full meet) the extra driver will have to be a parent.
2. Each family is responsible for their swimmers’ travel including airfare expenses. If you or a member of your family has frequent flyer vouchers you wish to use in lieu of buying a ticket, it is your responsibility to let the travel coordinator know the carriers and how you are going to use them. Every effort will be made to accommodate the needs of as man of the girls as possible. Please be sensitive to the fact it may not be possible to satisfy everyone’s different programs all the time. Our primary goal is to insure that the girls NOT travel unsupervised!
3. If you need special arrangements for your daughter that don’t parallel her teammates for fly meets, your responsibility includes:

 a. Letting the travel coordinator know as soon as possible (if a ticket has already been bought for your daughter, you are liable for any extra cost incurred to alter it or the cost of the whole ticket).

 b. Making these arrangements for yourself as well as handling the logistics of transfers between the airport and hotel. The travel coordinator will be happy to let you know the team’s carrier, date and time of arrival to help coordinate this.

 c. Booking your daughter’s frequent flyer tickets must be handled by you.

 d. Arrangements for additional family members must be made by you. This includes air ticket and hotel reservations. After the meet is over your daughter may travel with you and your family. All chaperone’s flight and hotel reservations will be made through the travel coordinator.

1. Parents unable or unwilling to meet their chaperoning responsibilities for a year will be responsible for paying the travel expenses of the chaperone taking their place.
2. Cars need to accommodate the club’s athletes and coaches. Your car should hold at least three swimmers and possibly a coach. Swimmers do not always ride with a parent, this is especially true as the girls get older.
3. The general the criteria for choosing chaperones is the number of passenger seats available for swimmers and coaches in the vehicle being used. In the past years families have borrowed and rented larger cars or vans for a period covering the meet.
4. Families not chaperoning a meet will be given meet and hotel information upon request in order to make their own hotel reservations.

FINANCIAL RESPONSIBILITIES

1. Monthly assessment will be due the first of the month. The assessment will be determined by the board and voted on at the first parent meeting. The assessments will be based on expected budget for that year. If your payment is not received by the 5th of the month your daughter will be held out of swimming until payment is met.
2. There will be several MANDATORY fundraisers that every family will be responsible for participating in. These will be determined by the board and voted on at the first parent meeting. The money raised through mandatory fundraisers will go to the club to defer pool and coaching travel costs and will not go toward your individual assessment. You may work off your individual assessment through optional fundraisers that are run during the year.
3. There will be a registration fee at the beginning of each season that will include the cost for registering your daughter with USA Synchro along with a fee for registering your daughter with Swimkins.
4. All travel and registration fees for small routines are separate payments and will be billed to you as separate line items on your account. The team pays for all team registration fees, but not for small routines.
5. If your bill is not paid in full at the end of June and finance charges are incurred on the credit card then you will be charged an additional monthly finance charge until your account is paid in full.
6. It is your responsibility to pay your bill, if you have questions or are not sure then again it is your responsibility to contact the treasurer.