



Sunrise Swans  
Artistic Swim Team

2025

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Team Handbook

# Welcome Swimmers and Parents to the Sunrise Swans

Welcome Swans!

We are looking forward to another exciting season. The Board and coaching staff have been working all year long to ensure that 2025 is a great year for the Sunrise Swans and their families.

This Parent Handbook is designed to help keep you informed about the procedures, activities, and events of our team. We will also keep you updated by using the Spond App, Google Photos (for picture storage/sharing), as well as the Sunrise Swans Webpage. The Board, coaches, and family members are all here to support each other if questions arise. We want everyone to feel comfortable talking about ideas, suggestions, or concerns about our program. Each Board Member and coach is available by phone, Spond, email or poolside.

## Message from Swans Board

For many years the Sunrise Swans have been a part of Citrus Heights and the surrounding communities. The goal of the Sunrise Swans Board is to foster an environment that promotes good sportsmanship, a positive attitude, and a desire to perform at your best. The Sunrise Swans are known for their great team spirit, a quality coaching staff, and superior family participation.

The Board is available to help you navigate through this season with ease. If you have any questions or concerns, please don't hesitate to ask any one of the Board members and we will be happy to assist you in any way that we can. You will find one of us poolside during most practices (at the very least, but feel free to contact us via Spond, phone or email anytime). Please utilize the Board as your first resource. Team coaches have such limited time with the swimmers, so please let the coaches do what they do best...coach our children. We look forward to working alongside you this season and to getting to know you better. This is going to be an amazing season!

Sincerely,

The Sunrise Swans Board

# SWANS BOARD

The Sunrise Swans Board is an organization whose member positions are voted on at the end of each season. The Board is open to all parents, guardians, or family of registered Swans team members. The Board assists in the coordination and operation of the Synchro team. As parents, guardians, or family of the team member(s), you are invited and encouraged to attend the monthly Board meetings in the off season, as well as the weekly meetings during the season. Although unable to vote on issues, your input is valued, necessary, and sought after in order to guide our team.

The Board is elected by the general membership and is composed of a President, Vice President, Secretary, Treasurer, Parent Coordinator, Head Coach and Assistant Coach. A VFCAL Representative and coaches also serve as ex-officio members to this Board.

The role of the Board is to coordinate and direct activities during the pre-season and the official swim season. The members serve as liaison between the coaching staff, team members, and parents. They offer suggestions about the program to assure its success as well as to help resolve any issues that arise.

## BOARD RESPONSIBILITIES

1. Conduct monthly Board Meetings
  - a. Regular business
  - b. Organize fundraisers, socials, etc...
2. Conduct General Meetings as needed (weekly during the season)
  - a. Serve as forum for discussion of Board and team business
  - b. Recommend members and organize sub-Board positions
3. Provide necessary meet workers per VFCAL Rules
4. Provide training and workshops for meet workers as needed
5. Purchase and maintain supplies and equipment needed to operate the teams as deemed necessary by VFCAL and/or the membership
6. Assist with publicity and recruitment
7. Compile team records and update as necessary
8. Purchase end of year awards and work with coaches in selection of awards

**Calling all parents! We need your ideas, input, and help!** We invite you to attend the first 15 minutes of any Board meeting to discuss upcoming events, fundraisers, team incentives and whatever else you may want to discuss.

## COMMUNICATION FOR TEAM: SPOND APP

The Sunrise Swans primarily use the **Spond** app in order to communicate all team info and details related to events during the season. It also allows for direct communication with other team members, parents, the coaches and the Board. Every swimmer **must** have at least one guardian with the app downloaded on their phone. **Directions for downloading and using the app are provided with registration.**

## PARENT VOLUNTEER REQUIREMENTS

**The team can only be successful with the help and support of each family.** Family participation is an absolutely essential part of our team's success. The team relies on your participation during meets, in team activities, and by giving 100% in each fundraising event. The more you participate, the more you are investing in this unique and beautiful sport, while showing your children that you support them. It's also a great way to meet other quality families, too.

Each family must meet a **minimum of 20 volunteer hours** during the season, including Championships. Our Team cannot operate without the support and participation of every family. **Please read through the volunteer jobs and speak with the Parent Coordinator at the beginning of the season to reserve your volunteer spots.** The Sunrise Swans Board requires a **\$250.00** volunteer fee from each family upon registration. This check serves as a deposit towards the required volunteer hours during the season and will not be cashed unless the volunteer requirement is not completed by the end of the season.

In order to get credit for your time volunteering, you are required to sign up and then report all activities at the beginning and end of each job in the tracking system provided by the Parent Coordinator. All hour totals worked must be approved by the Parent Coordinator or other Board Member present at the event and earned credit shall not exceed the listed job time unless approved by the Parent Coordinator.

It is the responsibility of each family to meet the required minimum volunteer hours by the end of the season and if not met, the volunteer fee will be cashed. Please be sure to check the mid-season hour summary provided by the Parent Coordinator to make sure you are on track to fulfill your required volunteer commitment.

If you prefer to not volunteer, please indicate this during registration and your volunteer fee will be deposited at the beginning of the season to help support the team (NOTE: we would prefer your time rather than your money, however we understand this is not always feasible for all families). For any questions regarding volunteer job details or hours, please speak with the Parent Coordinator for assistance.

# FAMILY VOLUNTEER OPPORTUNITY EXAMPLES

Jobs	Description	Est. Time
<b>JUDGES</b>		
Judging Clinic	Attend an annual judging clinic– Full Day Training	TBD
Judging Workshops	Practice judging poolside with the Head Referee or conditioning coach during regular team practice. This helps your judging skills and our swimmers really appreciate the feedback! Please sign up to attend AT LEAST 1 of these workshops. <i>*Only get credit for Poolside hours if you attended Judges Clinic</i>	1 Hour
Judge	Judge swimmers figures (1.5 Hours) or routines (0.5 hours) at meets.	Varies
<b>MEETS</b>		
Meet Parent	organize and lead swimmer activity for Novice Swimmers after they get out of the pool	1 Hour
Referee	Needs advanced training and at least 1 year judging experience.	Fulfills 20 hr requirement
Prompter	Novice only- Ensure swimmers are in the right place in line up, keep quiet, alert swimmer when time to perform figure	1 Hour
Reader	Call out the swimmer's name, figure, and read the judges' scores out loud.	1 Hour
Recorder	Record and tabulate judges' scores.	1 Hour
Runner	Collects Score cards from Recorder, bring to Computer table. Also responsible for offering Water to Judges through meet	1 Hour
Computer	Records scores on the computer- training needed	1.5-3 Hours
Set Up	Set up Easy ups, tables, equipment, and chairs.	20 Minutes
Clean Up	Easy ups and tables, and move to the shed, clean up chairs and store in gated area behind diving boards, make sure all trash is picked up, gather any lost items and deliver to coaches/board member for next practice.	20 Minutes
<b>OTHER</b>		
Costume Coordinator	In charge of coordinating the costumes for all routines, ensure there is a 'parent in charge' for each routine and that they know requirements and deadlines for costumes.	Varies
Costumes	Alterations/embellishments on suits and headpieces may be worked on poolside or at home.	Varies
Announcer	MC Watershow and Swim-A-Thon events.	Varies
Raffle Coordinator	Coordinate with Parents prior to Watershow Raffle Baskets being donate, help arrange and put together as needed, Run/Manage Raffle Table set up and sale during Watershow	Varies

# SYNCHRO SURVIVAL

**Swimmer Responsibilities:** Besides having fun, all swimmers are responsible for coming to practice ready and willing to learn and listen. Swimmers should be open to try new things and have a positive attitude. Swimmers must know what time practices are, and be responsible for all of their personal belongings (towels, caps, nose-clips, goggles, shoes, bags, cell phones, etc). If missing anything, it is the swimmer's responsibility to check the board or coaches for the "Lost and Found".

**Practices:** Swimmers are expected to attend all practices. It is important to arrive at the pool **ON TIME** and wearing your swimsuit. You are to arrive at your scheduled practice time (see Team Calendar), and must complete all warm ups and stretching before entering the water (approx. 15-30 minutes). Please **be aware that after school gets out** practices are longer and there may be some **morning practices** during the season, as well.

**Attendance:** Coaches will inform everyone as to which practice schedule they will attend. Attendance will be taken at every practice. It is the **swimmer's responsibility to contact your coach via text message/Spond, if you are running late or going to miss a practice.** Vacation Calendar submissions must be made in advance for any days you know that you will be absent. Too many absences will result in a swimmer being pulled from routines due to the needs of the groups' choreography or the opportunity to compete in figures.

**Figures:** Synchronized swimming is divided into two categories: figures and routines. In competition you will perform four figures, consisting of two compulsory and two rotated figures for Novice and four rotated figures for Intermediates. Novice swimmers age 11 (who place 1<sup>st</sup> - 6<sup>th</sup> at Championships) and Novice swimmers ages 11-18 (who place 1<sup>st</sup> - 8<sup>th</sup> at Championships), will qualify to swim as an Intermediate the following year, based on coach's discretion.

**Routines:** While routines can be a lot of fun; they require hard work, dedication, and commitment. **All swimmers will be included in at least one routine, at our Annual Water Show.** Some swimmers will also have a routine at Champs (*not all swimmers are guaranteed a routine at Champs*). Coaches will determine who swims in routines by informal individual assessments during practices. Selection is based on ability, commitment, and attendance. If a swimmer misses a "routine" practice they are required to get caught up **prior** to the next

session. It is highly recommended that you arrange a land drill time with a team member before the next scheduled “routine” practice if you have had an absence.

**Dual Meets:** Only a total of 40 swimmers per team are allowed to compete in figures for each dual meet and Championships. Meet times will be determined by location and will be announced as much in advance as possible. Coaches will determine who swims at each meet and will give each swimmer notice before the meets. All swimmers should notify coaches of all vacation dates or any other reasons you may miss a meet. Per VFCAL rules, Swimmers are allowed to miss 1 meet per season, more than may result in being unqualified for participating at Champs. Each swimmer and family is expected to arrive early to home meets.

**Championships:** Championship competition takes place during two days. Figures competition takes place the first day and Routines are performed on the second competition day. Awards are presented following Routines, after clean up.

**Swans Buddy Program:** We will be pairing up swimmers to help form lasting friendships as well as fostering a mentor relationship. To show support and encouragement for one another, it is suggested to make your Synchro Buddy a personalized card or small gift to give them at the beginning of each meet. For both days of Championships, it is recommended that you make or buy your Synchro Buddy something special (not to exceed \$10 per day, or \$20 two-day total). Let your Synchro Buddy know you are there to support them.

**Equipment Required:** Synchronized Swimmers must have the following personal items:

- Competition Suit (See below)
- a one-piece swimsuit for practices
- at least 3 nose clips (they get lost easily so we sell them for \$3 each, or three for \$5 )
- white swim cap (it’s recommended to have 2 caps on hand in case one rips)
- proper fitting goggles
- towels
- sunscreen
- water bottle
- yoga mat for stretching (recommended)

**Competition Suit:** All Synchronized Swimmers compete in all black one-piece swimsuits with white swim caps for meet and Championship figures. Each swimmer must have a black suit before Picture Day (see team calendar for date). White swim caps are available for purchase

from the team if needed (speak with a Board Member if interested or for questions regarding competition swimsuits or caps).

**Costumes:** The swimmers will need costumes for any Water Show and Championship routines they may have. These need not be elaborate and can often just be accessories/flair added on top of their black suits. Routine groups will work with their coach and the Costume Coordinator to come up with an appropriate costume. If you are in a solo, duet, or trio you may purchase your own suit or borrow anything from our team costume shed. In this case, anything you buy you may keep or donate to the team after Champs. For group routines of 4 or more swimmers, the team *may* purchase suits that are pre-approved by the Board and these suits will be property of the Sunrise Swans.

**Parent Involvement:** You should make every attempt to attend all Parent Poolside Meetings throughout the season. During these meetings the Board will keep you updated on what is going on and what you need to know to ensure your swimmer will have a successful synchro season. Board Members are available anytime during practice for questions or concerns. Coaches are available before and after practice.

**Drop Off / Pick Up:** Please walk your child from your car to the pool to ensure their safety, and make sure their coach is there. Please make sure your child is ON TIME to practice and picked up PROMPTLY when practice ends. You are also more than welcome to stay and watch the practice from the bleachers poolside. All swimmers will need to be signed out before they exit the facility. Parents can decide if your swimmer is able to sign themselves out and can fill this out in the Swimmer Registration form.

**Additional Items:** Like any other children's sports teams there may be additional costs throughout the season. Unlike a regular swim team, additional equipment such as nose clips, and secondary group/routine suits may be required. In addition, swimmers are asked to participate in a number of fundraisers, including Swim-A-Thon, Water Show Ad sales and collecting donations for raffles.

## Valley Foothill Competitive Aquatic League (VFCAL) Rule of Conduct Spectators, Participants, and Coaches

1. Smoking is prohibited in the pool area.
2. Spectators must remain in the stands and/or designated areas until the meet is concluded.



3. At no time will a spectator, participant, or coach question a judgment decision given by a meet official.
4. Visiting and home team members will remain in their designated team areas unless competing or making ready to compete.
5. Questions by coaches, spectators, or participants on decisions made by meet officials must be directed to the League Representative.
6. Unsportsmanlike conduct (e.g., abusive language, inappropriate yelling, and derogatory mannerisms) will not be tolerated by a spectator, participant, or coach at any time.
7. At no time will a coach, participant, or spectator act in a physical or threatening manner toward another person. This type of action will result in immediate dismissal from the pool area and suspension from the remainder of League meets.
8. At the conclusion of the meet, all participants must stay out of the pool.
9. At the conclusion of the meet, teams will thoroughly clean their respective team areas.
10. The following procedures will be used for anyone who disregards the rules governing the operation of a VFCAL sponsored meet/event and/or authority of any League official on duty:
  - a. The League Representative will issue a verbal warning explaining why the rule is in effect and how it was violated. In addition, the League Representative has the authority to:
    - i. Ask the violator to leave the pool area for the remainder of the meet/event.
    - ii. Issue a written statement (stating the event(s) leading to the removal, the violator's name and address, and any other pertinent information) to appropriate Division Chairperson by 5:00 pm on the first working day after the meet/event.
  - b. The Division Chairperson has the authority to:
    - i. Issue a written warning to the violator stating the next problem the League encounters with him/her will result in immediate dismissal from the pool area and could result in suspension from subsequent meets determined by the League Representative. (The Division Chairperson will send this letter, along with written statement, to the violator and all League Representatives.)
    - ii. Suspend violator from subsequent meets/events as determined by the League Representative.

## VFCAL Swimmer Eligibility Rules

1. Any swimmer who has reached his/her 19th birthday on or before June 1 shall not be eligible to compete in the League. (All individuals who are 18 years of age or younger can participate assuming they do not swim on a college swim team or violate any eligibility rules.)
2. All Swimmers may work out with any organized group from the end of VFCAL season up to January 15. As of January 16, no swimmer may swim with any organized synchronized swimming group (any synchronized group that meets on a daily, weekly, or monthly basis in which an organized workout with a coach, instructor, or other person responsible for the group is present. Specialized clinics or classes of only one week in duration are allowed).
3. A swimmer who competes in any synchronized swim meet (attached, unattached, or unofficial) between January 15th and the official League starting date is not eligible to participate in the VFCAL (exception: high school team meets).

## Intermediate Classification

Participants must compete in the intermediate class if they have qualified under the following provisions:

1. Was an Intermediate in a previous season
2. If a Novice placed first place in 11 year old and up age group figure competition during dual meet competition, three or more times, in a season. (If an 11 year old meets this criterion as a 9-10 novice, she/he is classified as an 11-12 intermediate).
3. If a swimmer places in the top eight novice class (top six for 9-10) in their first synchronized swimming Championship meet they have the option of moving up to intermediates (unless they fall under the #2 criteria).
4. If a swimmer has competed at the USSI level, a Board of USS coaches from the swimmer's team will determine the level of placement for the swimmer. The Board must be approved by the League and the Synchronized Division Chair will be a member of the Board.

## Judge's Clinic & Training

Judges and Referees are required to attend a clinic and poolside training in order to be eligible to judge figures and/or routines at meets and Champs. Information regarding Judge's Clinic will be provided during the beginning of the season. Please speak with a board member or our Team Referee if you have questions or are interested in training to become a judge.

## Codes of Conduct/Ethics

The Sunrise Swans Synchronized swim team have been dedicated to the overall promotion of the sport of youth recreational synchronized swimming. The team works hard to provide an environment in which each swimmer can improve his/her performance while having fun and learning the concepts of good sportsmanship and fair play. The Codes of Conduct/Ethics are a useful way of communicating an organization's philosophy to all levels within the team. Benefits include setting up appropriate boundaries of appropriate behavior as well as offering general guidelines to everyone involved with the team. The Sunrise Swans synchronized swim team Codes of Conduct/Ethics are based upon the overall principles of mutual respect and cooperation. To help achieve these goals, we ask that all swimmers, parents and coaches read, understand and agree to the following Codes of Conduct/Ethics.

Parent Code of Conduct/Ethics: Parents are responsible for providing a supportive attitude towards all aspects of synchronized swimming for their child(ren). I hereby pledge to provide positive support, care and encouragement for my child(ren) participating in this program by following the Parent's Code of Conduct/Ethics listed below:

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, officials, volunteers and our opponents at every meet, practice or other team event.
- I will practice teamwork with all parents, swimmers and coaches by supporting the values of discipline, loyalty, commitment and hard work.
- I will ask my child(ren) to treat other players, coaches, parents and officials with respect regardless of race, sex, creed or ability.
- I will insist that my child(ren) play in a safe and healthy environment.
- I will demand a sports environment for my child(ren) that is free from drugs, tobacco and alcohol and will refrain for their use at all team events.
- I will remember that the meet, practice or event is for youth – not adults.
- I will do my very best to make this experience fun for my child(ren).
- I will place the emotional well being of my child(ren) ahead of my personal desire to win.
- I will conduct myself at practices and synchronized swim meets in a way that supports every swimmer's ability to learn and the coaches' ability to teach other swimmers.
- I will recognize that our synchro coaches are professionals and allow them to coach my swimmer(s) without interference during workouts and meets, including not being present on deck during practice or competitions unless I am working at the swim meet.
- I will support the coaches and officials working with my child(ren), in order to encourage a positive and enjoyable experience for all.
- If I have a concern, I will address it with the appropriate coach in private. I will call or meet with coaches before and after practices or meets when appropriate to discuss issues or concerns.
- I will refrain from coaching my swimmer at practices or during meets, as this is the coach's job.

- I will be constructive in criticisms and direct appropriate comments, recommendations and observations to the relevant individuals. I will refrain from judging or criticizing others. I will not discuss individuals when not in my presence.
- I will “Praise in public and correct in private.” I will direct comments at the performance rather than the person. I will refrain from public criticism of swimmers or fellow coaches.
- I will use appropriate language. I will not use profane or abusive language or obscene gestures.
- I understand that physical or verbal abusive behavior is unacceptable. I will not tolerate any form of bullying.
- I will insist that my swimmer(s) refrain from using any type of steroids, drugs, alcohol, tobacco, violence, abusive or foul language, inappropriate sexual conduct, or any other behavior deemed dishonest, discourteous, offensive or disrespectful of others.
- I will see that my swimmer(s) arrives on time for practices and synchro meets.
- I will encourage my swimmer(s) to fulfill his/her team obligations by routinely attending practices and, if possible attending all synchro meets.
- I will maintain self-control at all times. I will know my role on the team:

Swimmers – swim Coaches – coach Officials – officiate Parents – parent

- I will be an active participant on the Sunrise Swans synchronized swim team by becoming involved and share the burden among parents to help operate the swim team. I will fulfill a role of bettering the team, hosting home swim meets and assisting in away meets through my full participation as a meet official, Swans Board Member, fundraiser, time, age group parent, etc. I will participate in team fundraisers and in team activities.
- I will encourage my swimmer(s) to check my family file folder before leaving the pool each day, and will check my family folder if my swimmer(s) fail to do so.
- I will understand that siblings not participating in practice or competitions must be accompanied and supervised by a responsible adult at all times.
- I will ensure that a coach is notified in advance if my swimmer(s) plan to leave practice or synchro meets early.
- I will immediately report to any coach or District Staff of any person(s) who seems out of place or unfamiliar, and any unsafe or unusual activities.

I will follow the spirit of the rules as well as the specific rules. I understand that this philosophy may be adapted to an infinite number of situations. I will respect coaches, Swans Board Members and District Staff and give them my full cooperation. I understand that cooperation with teammates and coaches will produce a productive practice environment for all. I understand the rules described in this Code of Conduct/Ethics. I understand that by signing this document that I agree to comply with this Code of Conduct/Ethics. I understand that my failure to comply with this Code of Conduct/Ethics or that I should conduct myself in such a way that brings discredit or discord to the Sunrise Recreation & Park District and/or the Sunrise Swans, I voluntarily subject myself to disciplinary action. This discipline may include but not be limited to:

- Dismissal or termination of participation and attendance in one or more meets.
- Dismissal or termination of participation and attendance for the entire season.