



Handbook

Welcome Swimmers and Parents to the Sunrise Swans

Welcome Swans!

We are looking forward to another exciting season. The Parent Board and coaching staff have been working all year long to ensure that 2019 is a great year for the Sunrise Swans and their families.

This Parent Handbook is designed to give you an outline of information to help keep you informed about the procedures, activities, and events of our team. We will also keep you updated by using via the Spond App, Shutterfly (for picture storage/sharing) and well as the Sunrise Swans Webpage (be on the look out for an email to give you access to the members only section). The Parent 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, email or poolside.

We are really looking forward to an exciting season!



Message from Swans Parent Board

Welcome to the 2019 season of the Sunrise Swans. For 50 years, the Sunrise Swans have been a part of the Citrus Heights community. The Parent Board's goal 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 Parent 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 Parent Board members, we will be happy to assist you in any way that we can. You will find one of us poolside during the first and last 15 minutes of each practice (at the very least, but feel free to contact us via the phone or email anytime). Please utilize the Parent Board as your first resource, since our coaches have such limited time with the swimmers. That way, we can let the coaches' do what they do best...coach our children.

The team can only be successful with the help and support of each family. Please volunteer to work during meets, participate in activities, and give 100% to each fundraiser. The more you participate, the more you are investing in this unique and beautiful sport. Volunteering is a great way to show your children that you support them in their sport and it's a great way to meet quality parents too.

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,

Sunrise Swans, Parent Board

SWANS PARENT BOARD

Friends of Sunrise Swans Parent 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 Parent 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 comprised of a President, Vice President, Secretary, Treasurer, & Parent Coordinator. A VFCAL Representative and coaches also serve as ex-officio members to this Board.

The role of the Board is to coordinate and direct the 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.

PARENT BOARD RESPONSIBILITIES

1. Organize the Board
2. Conduct monthly Board Meetings
 - a. Regular business
 - b. Organize fundraisers, socials, etc...
3. Conduct General Meetings as needed (weekly during the season)
 - a. Serve as forum for discussion of Parent Board and team business
 - b. Recommend members and organize sub-Board positions
4. Provide necessary meet workers per VFCAL Rules
5. Provide training and workshops for meet workers as needed
6. Purchase and maintain supplies and equipment needed to operate the teams as deemed necessary by VFCAL and/or the membership
7. Assist with publicity and recruitment
8. Compile team records and update as necessary
9. 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 any Board meeting to discuss upcoming events, fundraisers, team incentives and whatever else you may want to discuss. We will need parents to assist with costumes for routines; taking measurements, embellishing suits and head pieces, and other finishing touches. We need some wonderful parents to assist with coordinating these tasks.

“BACK TO SYNCHRO” NIGHT

Back to Synchro Night is held for **ALL parents** of a Swimmer (first time swimmer parents AND seasoned swimmer parents) so we can be as informed about the current season as possible. It is also a time to sign up for your parent volunteer duties, turn in all important forms, order merchandise, and say hello to many friendly faces that you haven't seen in several months. This is such an important meeting for you to attend.

Please print out and complete the Registration Forms from our website, sunriseswans.org, ahead of time. Or we will have the forms printed for you to complete at Back to Synchro Night. We accept checks and credit cards. Cash is acceptable, but make sure you have exact change. If your child is new to the Swans you will enjoy meeting all of the parents, as we enjoy catching up with one another. All swimmers are encouraged to join us as well, swimmers and coaches will break off from the group for an informal meet and greet. The Parent Board looks forward to seeing you there, helping you complete paperwork if needed, taking deposits/fees, and answering all of your questions.

PARENT VOLUNTEER REQUIREMENTS

The Sunrise Swans Parent Board charges each family a \$200.00 refundable volunteer assessment fee. This check will be returned to you when you have worked your required volunteer hours for the team. Our team requires that each family works a minimum of 20 hours, which **DOES NOT** include Championships. All families are required to work Championships. Our Team cannot operate without the support of all of us. Please read through the volunteer jobs, so you are ready to sign up at Back to Synchro Night. If you do not plan on volunteering during the season please indicate this and we will deposit your check at the beginning of the season and not bother you to volunteer (NOTE: we would prefer your time rather than your money, however we understand this is not always feasible for all families). In order to get credit for your volunteer time you are required to report all activities and time in the tracking system provided by the parent coordinator.

FAMILY VOLUNTEER OPPORTUNITIES

Jobs	Description	Time
PRACTICES		
Accessories set up	At beginning of practice pull out floats and kickboards	10 Minutes
Clean Up	put away floats, kickboards, other props (clackers, music, etc.)	10 Minutes
Pool Covers	assist with uncovering and recovering pool before and after practice	15 Minutes
Morning Snack	Provide a healthy snack for swimmers during morning practices	1 Hour
Judging Workshops	Practice judging poolside with the Head Referee or conditioning coach during regular team practice. This helps your skills and our swimmers really appreciate the feedback! Required to attend AT LEAST 1 of these workshops.	1 Hours
Parent Workshops	Attend a workshop to help learn a little more about synchro, what our swimmers are doing, and how you can support them. All parents are required to attend AT LEAST 1 of these workshops.	1 Hour
MEETS		
Meet Parent	Direct parent/swimmer traffic to Sunrise area and away team area. Lead swimmer activity.	2 Hour
Snacks	Provide a healthy snack for swimmers	1 Hour
Baked Goods	Provide baked goods (cookies/ brownies/ Rice Crispy treats, etc.) to be sold at snack bar.	1 Hour
Judge	Judge swimmers figures (1.5 Hours) or routines (.5 hours) at meet	varies
Referee	Needs advanced training and 1 year judging experience	1 Hour
Reader	Call out swimmer's name, figure, and read the judges' scores out loud.	1 Hour
Recorder	Record and tabulate judges' scores	1 Hour
Computer	Records scores in computer	2 Hours
Ribbon Coordinator	Submit meet sheets and prepare ribbons and meet summary sheets.	1 Hour
Snack Bar Worker	Help prepare food, display, taking and filling orders, and clean up.	Varies
Announcer	Announces meet results.	1 Hour
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 into box for next practice.	20 Minutes
Water Boy/Girl	hand out water to judges and meet workers during meet	30 Minutes
OTHER		
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.	fulfills requirement
Costumes	alterations/embellishments on suits and headpieces may be worked on poolside or at home	varies
Judging Clinic	Attend annual judging clinic	6 Hours
Photographer	Take pictures at Practices, Meets, and Events - Upload to Shutterfly.	varies
Snack Bar Manager	In charge of Snack Bar at home meets, ensure we are stocked and ready to serve	fulfills requirement
Social Media Director	Create Facebook/Instagram Posts on behalf of the Swans promoting our Team	fulfills requirement
Team Judge	Attend Judge Clinic, 2-3 (or as needed) judge workshops, judge/shadow judge at the mock meet, & judge 4 times at meets (novice or intermediate figures)	fulfills requirement

SYNCHRO SURVIVAL FOR SWIMMERS

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 "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 (in most cases 6:00pm), and must complete all warm ups and stretching before entering the water (apx 15 minutes). After school gets out there will be some morning practices as well. Coaches will inform everyone as to which practice schedule they will attend. It is the **swimmer's responsibility to contact your coach via text message/spotify, if you are running late** or going to miss a practice. Mark the Vacation Calendar any days you know in advance that you will be absent.

Figures: Synchronized swimming is divided into two categories: figures and routines. In competition you will perform four figures, two compulsory and two rotated figures. Novice swimmers age 11 (who place 1st - 6th at Championships) and Novice swimmers ages 11-18 (who place 1st - 8th 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. We have a collection of costumes; however, some suits may need to be bought and/or sewn.

Dual Meets: Only a total of 40 swimmers are allowed to compete in figures for each dual meet and Championships. Meet times will be determined by location. 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. Each swimmer and family is expected to arrive early to home meets to help set-up. We traditionally go to Leatherby's after every home meet to celebrate our efforts!

Championships: Championship are two days (a Friday and Sunday). Figures competition takes place Friday afternoon and Routines are performed Sunday, awards are presented Sunday afternoon.

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 Buddy a personalized card to them at the beginning of each meet. For both days of Championships, it is recommended that you make or buy your Buddy something special (not to exceed \$10 per day, or \$20 two-day total). Let your Buddy know you are there to support them.

SYNCHRO SURVIVAL FOR PARENTS

Parent Responsibilities: To provide your children with fun and learning, we need full parental support. The first step is being familiar with the “Synchro Survival for Swimmers”.

Competition Suit: All Synchronized Swimmers compete in black one-piece swimsuits with white swim caps. Each swimmer must have a black suit before Picture Day. White swim caps and black suits are also required for meets and Championship figures.

Equipment Required: Synchronized Swimmers must have the following items;

- all black one-piece swimsuit for meets, Championships, and Picture Day
- 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 is recommended

Parent Involvement: Congratulations! By becoming a Synchro Parent, you are encouraged to attend Parent Board meetings that will be held weekly during the season. At these meetings decisions are made on issues affecting the Sunrise Swans, such as budget, fundraising, costumes, and social events.

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. If your swimmer is under 16 you are **REQUIRED** to sign them **IN** and **OUT**. 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.

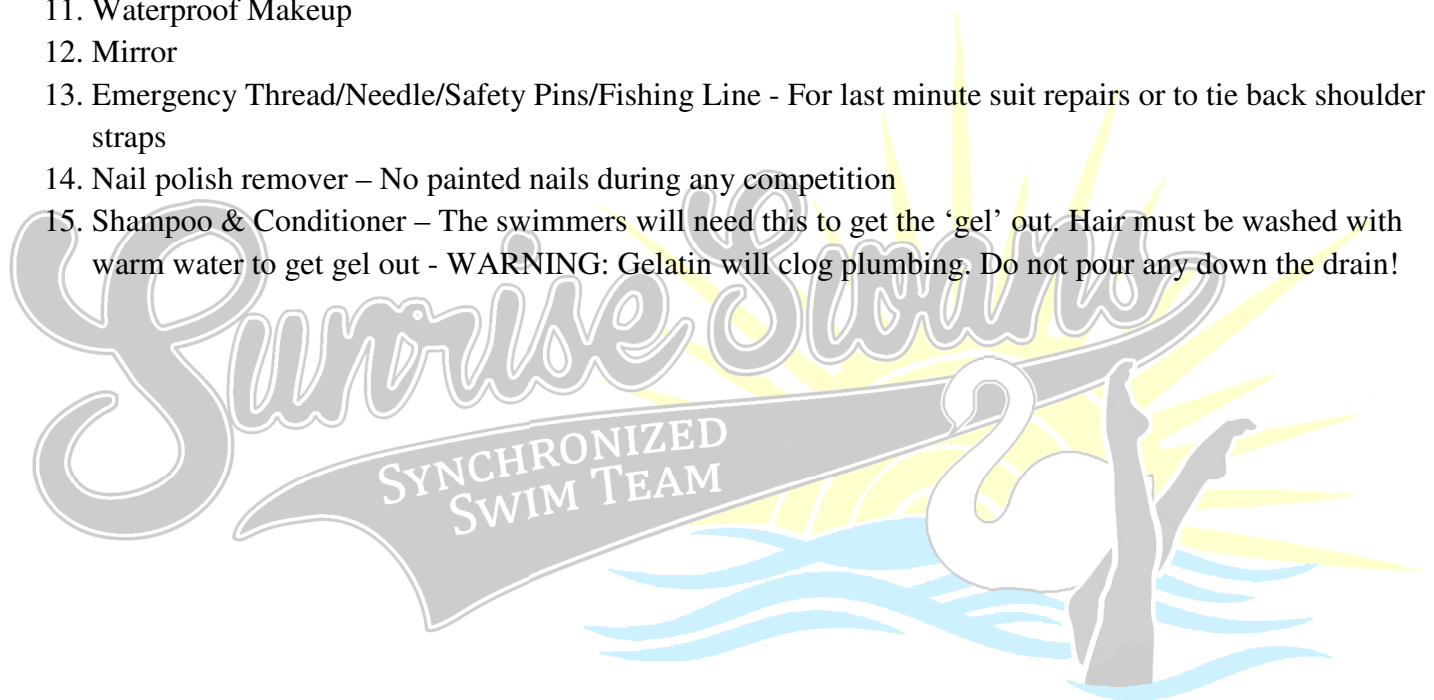
Additional Items: Like any other children’s sports teams there may be additional costs throughout the season. Unlike a regular swim team, additional equipment such as nose clips, and secondary group suits may be required. In addition, swimmers are asked to participate in a number of fundraisers, such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

Parent Jobs: Like most other activities in which your child is involved, volunteering your valuable time is an absolute must to support this team. Each parent is needed to help in some way. We have a variety of parent jobs to choose from, ranging from complex to simple, and allowing you to work either at home or poolside. On page 6 of this handbook you will find a list of the parent volunteer jobs that are necessary for a successful Sunrise Swans season.

How to Get the “Perfect Synchro Hair! Synchro “Gel” Kits

(Water Show/Championship Routines only)

1. 1-2 Boxes ‘Unflavored Knox Gelatin’: 4 to 6 Packets. Mix ratio 2 to 3 packets to ½ cup hot water.
2. Paper/Disposable Cups (For Hot Liquid) To mix gel in AND plastic spoons
3. Pastry Brush (Disposable ok) 1” size or 1” paint brushes
4. Brush, to put hair up in ponytails AND a Fine Tooth Comb(s)
5. Hair Donut: This will be used to form bun in swimmers hair. You can find at any Walgreens/Rite Aid or Beauty Supply Store
6. Hair Pins/Bobby Pins (small & large): To use on bun and to pin on headpieces and to pin up hair
7. Rubber Bands for braids – Assorted sizes from tiny to larger
8. Vaseline
9. Old washcloth & Towel
10. Thermos for Hot Water
11. Waterproof Makeup
12. Mirror
13. Emergency Thread/Needle/Safety Pins/Fishing Line - For last minute suit repairs or to tie back shoulder straps
14. Nail polish remover – No painted nails during any competition
15. Shampoo & Conditioner – The swimmers will need this to get the ‘gel’ out. Hair must be washed with warm water to get gel out - WARNING: Gelatin will clog plumbing. Do not pour any down the drain!



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 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.

Judges & Referees Clinics

Judges and Referees are required to attend a clinic in order to be eligible to judge figures and/or routines at meets and Champs. Please look for more information the first week of practice.

Novice Figures

Ballet Leg (Right/Left)	Somersub
Barracuda	Kipnus
Prawn	Neptunus
Tower	Front Walkover

Intermediate Figures

Kip ½ Twist	Albatross
Angelfish	Side Fishtail Split
Flamingo, Bent Knee Spinning 360	Barracuda Airborne Split
Back Walkover	Catalina

Dual Meet Scoring Championship Scoring

Place	Figure Score	Place	Figures & Solo	Duets	Trios	Team
1st	7	1st	10	14	16	18
2nd	5	2nd	8	11	13	15
3rd	3	3rd	6	8	10	12
4th	2	4th	5	6	8	10
5th	1	5th	4	5	7	9
6th	0	6th	3	4	6	7
		7th	2	3	4	5
		8^{nv}	1	2	3	4

Meets/Routines: 5 points for each of 2 (two) mandatory entries

Sunrise Recreation & Park District & Sunrise Swans Synchronized Swim Team

Codes of Conduct/Ethics

The Sunrise Recreation & Park District and 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.