
CALGARY ELITE SYNCHRO

PARENT HANDBOOK



Calgary Elite Synchro is Calgary's only boutique synchronized (Artistic) swimming club. For the past 15 years, CES has truly become the little club with BIG results.

For the 2022/2023 season, Calgary Elite Synchro will offer competitive team opportunities for swimmers aged 7-18. In addition, we are also offering a Pre Competitive program. This is a program that will help girls make a transition to our competitive program. We are committed to insuring a safe and fun skill based program. CES prides itself on being an Artistic Swimming Club that not only produces outstanding athletic results but also helps guide our young athletes into becoming confident, kind and successful members of our community. We are proud to be a part of your child's athletic journey and to be a part of the supportive community that makes CES so special to our staff and families. Calgary Elite Synchro follows the LTAD program as set out by Sport Canada and Canadian Artistic Swimming.

Calgary Elite Synchro strives to create programs that foster four (4) key principles:

- Safe and respectful athletic development.
- Recognition of the power of teamwork.
- Commitment to a common goal.
- Development of confidence through goal setting and work ethic.

SAFETY, FUN, INDIVIDUAL SKILL DEVELOPMENT

PLEASE NOTE THAT THIS HANDBOOK IS ONLY INTENDED TO BE AN INFORMATIVE REFERENCE TOOL FOR CES FAMILIES AND IS NOT A COMPREHENSIVE SUMMARY OF ALL PARENT, ATHLETE, STAFF OR BOARD MEMBER REQUIREMENTS OR OBLIGATIONS.

Prices, dates or content referenced within this handbook may be subject to change.

THE HANDBOOK IS NOT INTENDED TO REPLACE OR SUPERSEDE ANY OF CALGARY ELITE SYNCHRO'S POLICIES, PROCEDURES OR BYLAWS.

IN THE EVENT THAT THERE IS A DISCREPANCY BETWEEN THIS HANDBOOK AND ANY OF CALGARY ELITE SYNCHRO'S POLICIES, PROCEDURES OR BYLAWS, THE LATTER SHALL BE DEEMED TO BE CORRECT.

CES ENCOURAGES ITS FAMILIES TO FAMILIARIZE THEMSELVES WITH ITS OFFICIAL POLICIES, PROCEDURES & BYLAWS WHICH CAN BE FOUND ON THE 'ABOUT US' PAGE OF OUR WEBSITE AT WWW.CALGARYELITESYNCHRO.COM.

PROGRAMS

Calgary Elite Synchro offers Competitive and Pre Competitive Programs. Over the last 15 years CES has had many competitive successes. From a 5th Place finish at Nationals to several National team potentials and a 13-15 National Team member, we have trained all of our athletes to be strong competitors in the sport of Artistic Swimming. Our programs offer athletes well trained and experienced coaches.

	Pre Competitive	U10	11-12	Novice
Total Hours per Week	1,5	4.0 - 7.0	7.0 - 10.0	4
Training Days (Includes Dryland)	TBD	TBD	TBD	TBD
Dryland per Week	~15 min	~1 hour	2 hours	
Pools	Seton	Seton	Seton, MNP	Seton
Fees	Fall 225.00 Winter 225.00 Spring 100.00	2760.00 /year	4320	2300
<p>- SOLO AND DUET ROUTINES WILL BE ON TUESDAY, FRIDAY AND SUNDAY. THESE WILL BE DETERMINED OVER THE MONTH OF SEPTEMBER. WE WOULD LIKE AS MANY GIRLS AS POSSIBLE TO TAKE PART IN SOLO OR DUET BUT ARE NOT MANDATORY. \$1200 PER ROUTINE FOR THE YEAR.</p>				

COMPETITIONS

November or December	City of Calgary Figure Competition	All Swimmers
January 26-29, 2023	Northern Lights Edmonton	11/12
February 23-26, 2023	Rocky Mountain Qualifier Calgary	All Swimmers
April 2-23, 2023	Wildrose Classic Edmonton	U10, 11/12,
May 2022	Potential out of town meet TBD (possibly Saskatoon)	11/12

All swimmers that register for our Competitive Teams will be expected to be at all Competitions designated for their team. **Please make note of the Competition dates and the dates where swimmers will be given time off.** We also ask that swimmers do not miss any practices 2 weeks prior to a competition. This allows for all swimmers to do the work required for their best performance at the competition.

ADDITIONAL COSTS

Being part of a team means looking the same at any meet we may attend. These will be purchased in the fall and there will be a try on day in September.

Pool Clothing	Deck Clothing	Club Backpack
Black Figure Suit,	Club Shirt x 2	1 club Backpack with name and logo
4 x Club Bathing Cap	Club Jacket	
4 x Nose Clips	Black Tights	
Flip flops for the deck	Club Parka	

Travel Costs

All Swimmers will travel as the team does to the out of town meets. This means that they will travel by bus if that is the best means of transport for the teams.

The costs for out of town competitions will be divided amongst all team members for the following:

Travel via Bus

Hotel Costs (All girls will stay together in hotel rooms to decrease the cost for all)

Food Costs (Teams can work together to decrease costs)

Coach hours (Coaches will be paid up to 6 hours per day per competition day)

All teams are able to look at how to save costs by arranging meals, fundraising etc.

MARK THE DATE

October 8, 9, 10	No Swimming Thanksgiving
October 2 MNP October 4 Seton	Pre Competitive Starts
October 30, 2022	Halloween Party All swimmers welcome.
December 11, 2022	Water Show at MNP pool
December 20-January 3 Back to the pool on Jan 4	Winter Break.
January 9-15	New Session for Pre Competitive.
March 27-31	No Swimming Spring Break.

POINTS OF INTEREST

Hair Kit/Make-Up

For routine competitions, athletes are required to put their hair 'up' (synchro speak for putting hair into a bun and using gelatin to secure the bun). A hair kit consists of various elastics, pins, hair nets, gel containers, etc. Nearly all items in a synchro hair kit can be found at drug stores or major grocery stores. Cost for all supplies are approximately \$50 but many items can be reused from competition to competition.

Respect in Sport for Parents

In conjunction with our NSO, Canada Artistic Swimming (formally Synchro Canada), CES is requesting that prior to December 31, 2021 at least one (1) member of each CES family complete the Respect in Sport Parent program at a cost of \$12. Access to the Respect in Sport for Parents program can be found at www.synchro.ca.

Extra Training

Athletes wishing to do additional private training are responsible for paying the coach directly (rates typically vary between \$20-\$40/hour) as well as paying for any additional pool rental costs. Extra training is often undertaken by swimmers that would like to spend more time on individual figure training or extra routine training. This allows them to get 1/1 training that helps to improve individual figures. During COVID 19 if you would like to do extra figures we do have time on Wednesday night and there is the possibility that other time could be found.

FUNDRAISING

Club Administered Fundraising Campaigns

The club will participate in several fundraising activities throughout the duration of the year. Families are encouraged to participate. These funds earned can be applied to your own personal account.

The club takes part in Casinos to help offset costs to families. These casinos are assigned and we assume we will have one in the Spring of 2023. These are Mandatory for all families as our fees are substantially reduced by these casinos.

FINANCIAL POLICIES

Payments

Registration for all CES programs can be made by eTransfer or visa with a small administration cost to cover overhead. Payments are to be made monthly for 7 months commencing in late September and continuing on each subsequent month. The last monthly invoice will be March, 2023.

Prior to 11:59pm on December 14th, families may withdraw an athlete from any CES competitive program with a prorated refund given for any payments made for future instruction.

On or after 12:00am on December 15th, no refunds will be given. Families choosing to withdraw from competitive programs will be required to continue payment for the balance of the season despite non-participation in the program.

Invoices for Travel and Merchandise

Expenses relating to travel and merchandise (i.e. clothing, equipment, etc.) will be invoiced to each athlete's family on an "as incurred" basis. Payment is required within 30 days of receipt of any invoice. Payments can be made directly through the invoice using credit card.

Statement of Account

In early November and late May, CES families will be provided with a statement of account outlining all outstanding payments relating to programming, merchandise and travel expenses and any available fundraising credits.

VOLUNTEERING REQUIREMENT

Calgary Elite Volunteer Sign Up Sheet is attached and is summarized below. Each family is asked to volunteer for one of the following. Please pick your top 3 positions.

We ask everyone to submit a cheque for \$1000.00 in lieu of Volunteer time. This cheque needs to be post-dated to May 1st. If you do not wish to sign up for a position please let us know and we will cash your cheque immediately.

Positions

Board Member (3-4 New members) 2 hours per month

Casino Lead (20 hours)

Travel Coordinator (10 hours total)

Competition Entries (5-6 hours total)

Fundraising Lead (10 hours total)

Fundraising (5-8 hours)

Chaperone Coordinator (10 Hours Total)

Clothing Coordinator (10 Hour Total)

Year End Social (5 -8 hours Total)

Social Media, (1 -3 hours per week)

Webpage (1 hour per week)

Music system coordinator

Meal coordinator for competitions (10 hours)

Volunteer Coordinator (10 hours)

All members must fill 3 time slots for our Casino. The Casino allows us to keep our fees down as we can earn several thousand dollars to offset our costs. This is in addition to the Volunteer positions

ATTENDANCE

Absences from Practice

Practices are mandatory for all programs. Athletes who miss a significant number of practices leading up to a competition may be pulled from the routine for that competition at the coaches' discretion. We ask that families notify coaches as much in advance as possible of any anticipated absences so that alternate training plans can be made.

Please note that coaches put a great deal of work into all their practices. If a swimmer is late, or does not attend they miss the work done during that practice and could get behind. All coaches appreciate that some practices will be missed.

Injuries & Illness

If an athlete incurs an injury that prevents them from practicing, they still need to attend team practices (sitting out on the side and/or doing what they can) to keep up with the routine and learn choreography. If an injury keeps an athlete from participating in practice, CES may need a doctor's note clearing the athlete to return before they may be allowed to participate again. If an athlete is ill (contagious, vomiting, high fever, etc.) please stay home until fully recovered.

Calgary Elite Synchro is in compliance with Canadian Artistic Swimming Concussion policy.

Time Management

Please manage your school time, as it is your first priority. Proper time management is expected and we believe that all athletes are capable of performing well in school, while still keeping their commitment to their team.

COMMUNICATION

CES has a strict, no tolerance policy towards abusive or disrespectful behavior. This applies to coaches/staff, athletes, Board members and parents.

Communication:

The Club will provide regular updates to parents regarding the progress of each athlete and regarding any upcoming events or practice changes. A monthly newsletter will include all practices for that month. Any practices at MNP can be changed due to the mandate of MNP to host high performance competitions. We will give families about 2 weeks' notice when these changes take place. Please note it happens frequently.

Please ensure that all contact information is kept up-to-date throughout the season to ensure you are receiving all club communications. All club communication will go through the Program Manager. Please send any questions, concerns to the Program Manager.

If your swimmer is not able to attend a practice please send an email to the Program Manager so that the coach knows not to expect them to practice. This is important as coaches do need to know if the athlete is sick, or just late.

We remind parents that if you would like to meet with the coach please wait 24 hours and then send an email to our Program Manager to set up an appointment. These meetings will need to take place either prior to or after a scheduled practice.