WELCOME TO BARRACUDAS SYNCHRO!

This handbook was created to support and inform all levels of swimmers and parents by outlining all applicable policies, guidelines and procedures. We hope this handbook assists our swimmers to be successful and have a great season.

Please note that information in this handbook is subject to change. If there are any discrepancies between Executive motions or coaches' decisions and the policies and procedures defined in the handbook, the most recent Executive motion will take precedence.

Please refer to:

Barracudas Synchro website, www.barrudassynchronisedswimmingclub.com often for updates, a calendar of events and other resources you may find helpful.
OR
Join the Barracudas Facebook page https://www.facebook.com/BarracudasSynchro
MISSION, VISION, VALUES

Mission Statement

Barracudas Synchro is committed to developing, promoting and supporting the pursuit of excellence in synchronised swimming at all levels, in an atmosphere of fun.

Vision

Barracudas’ unrelenting passion for excellence and focus on continuous improvement as well as enjoyment will create champions and inspire success; which will support a steadfast commitment and longevity within Barracudas Synchro. Sport for life!

Values

HEALTHY LIFESTYLE: Synchronised swimming instills a love of physical activity that contributes to health and well-being.

LIFE SKILLS: Goal-setting, discipline, perseverance, and lessons about competing with integrity, winning fairly and losing gracefully are skills that are valuable in all aspects of life.

BUILDING CAPACITY: Pursuing learning and reaching goals in the company of others creates a sense of belonging and a willingness to give back to one’s larger community.

CREATIVITY/INNOVATION: The collaboration between coach and athlete, instructor and swimmer, water and movement is integral to innovative physical and aesthetic self-expression.

EXCELLENCE: Excellence is being the best swimmer, competitor, coach, official, administrator or leader you can be.
BARRACUDAS SYNCHRO CLUB HISTORY

Barracudas synchro club, Cape Town, was formed in 2000 and has a proud record of excellent achievements by its athletes, in an atmosphere of fun and enjoyment.

Barracudas has won South African National Age Group Synchro Championships every year since 2012 and is the home club of many provincial and national champions.
WHY SYNCHRO?

Synchro offers an ideal environment for young people to learn and grow. It is a multi-faceted sport, which allows participants to develop a variety of physical skills. There are many psychological and social benefits of the sport: synchro empowers swimmers and develops self-esteem, self-discipline, healthy body image, team work and time management. Children learn how to set goals and push themselves to excel.

Synchro provides young girls with fantastic female role models. Your daughter will be coached and mentored by capable, strong and intelligent women, and have successful, hard-working female athletes to look up to. Synchro helps girls to develop a strong sense of self-confidence: the kind of confidence that will lead them to success and to the belief that they can succeed at anything if they work hard enough at it.

While your child will be asked to challenge herself, synchro will not risk her health and safety. It is a sport with a low risk of severe injuries.

Most of all, synchro can be lots of fun, and having fun is the key to your child pursuing an active and healthy lifestyle and then maintaining that lifestyle throughout her adult life.

The Physical Benefits of Synchro

- Promotes better health and fitness
- Builds stamina (increases anaerobic and aerobic capacity)
- Improves and maintains flexibility
- Develops balance
- Improves posture
- Develops speed and agility
- Build strength and power
- Improves motor skills
- Develops exemplary swimming skills
- Develops musicality and rhythm
- Increases kinesthetic awareness
- Improves co-ordination
- Increases vocabulary of movement (with grace, with sharpness, with power, etc)
- Promotes an understanding of good nutrition habits
- Develops appreciation of active and healthy living

The Social Benefits of Synchro

- Co-operation
- Strong female role models
- Teamwork
- Communication
- Receiving and delivering feedback
• Improve scholastic achievement
• Perseverance
• Encouragement (giving and accepting)
• Courage/Risk
• Strong social values

The Psychological Benefits of Syncho

• Increases creativity
• Develops patience
• Improves concentration/focus
• Fosters multi-tasking
• Promotes goal setting (individual and team)
• Teaches how to deal with competition/stress
• Teaches time-management
• Increases confidence
• Facilitates healthy friendships
• Challenges
• Increases self-esteem
• Promotes healthy body image
• Fosters emotional stability
• Creates opportunities for success
WHO’S WHO

Swimming South Africa (SSA)

The governing body of aquatics in South Africa. [www.swimsa.org](http://www.swimsa.org). All clubs have to be registered with SSA through their provincial bodies (WPA).

The SSA Synchronised swimming Technical Committee sets rules and regulates all national synchro matters. These are circulated to the clubs via the affiliates.

WP Aquatics (WPA)

The governing body of all Aquatics sports (including Schools Aquatics) in the Western Cape [http://www.wpaquatics.org](http://www.wpaquatics.org). WPA is affiliated to SSA

Registration with WP is compulsory for every swimmer. One parent per family and all officials (judges, scorers etc) also have to be registered. This is done at the beginning of each season through the club secretary. See costs below.

Fédération Internationale de Natation (FINA)

The International Federation (IF) based in Lausanne, Switzerland, that is recognized by the International Olympic Committee (IOC) for governing international competition in the aquatic sports. FINA currently oversees competition in five aquatic sports: swimming, diving, synchronised swimming, water polo and open water swimming. All federations have to be affiliated to FINA.
DID YOU KNOW?

- Synchronised swimmers can hear the music underwater through underwater speakers.
- It is against the rules for a synchronised swimmer to touch the bottom of the pool during a routine. For such an infraction, they are given a two-point deduction.
- A lift/throw or boost in synchronised swimming is done by lifting the body of one or more swimmers above the water’s surface.
- Synchronised swimmers swim with their eyes open underwater. They do this to be able to maintain their balance underwater, see where they’re swimming, and to line up with their teammates to make patterns and set up for specific moves in their routine.
- The nose clip is a synchro swimmer’s most vital piece of equipment because it prevents water from entering the nasal cavity during the inverted movements and allows the swimmer to stay underwater for longer periods of time. Most synchro swimmers carry an extra nose clip (or two) in the hip of their costumes or on their finger during a routine in case the one they are wearing gets knocked off. Some swimmers even choose to wear two nose plugs at once to ensure that water does not enter their nose.
- Deck work consists of the movements the athletes perform on the deck once the music starts and before entering the water. Deck work is intended to set the mood for the routine and can only be a maximum of 10 seconds in length. Deck work does not factor into the final score.
 TRAINING

Barracudas trains at Constantia Virgin Active from Tuesday to Friday throughout the year and at WGHS on weekends during competition season. Virgin Active membership is required.

Training Times

Subject to numbers and levels

Land Drill

Landdrill is essential in synchronised swimming. Landdrill includes determining counts, setting patterns, clarifying positions, and practicing movements out of the pool. Swimmers are often required to do landdrill independently, outside of normal practice time. Team landdrill will be done for a minimum of one hour per week. Anyone with an extra routine will be required to landdrill for their solo, duet, or combo for at least one hour per week over and above her team's landdrill time. Parents are asked to encourage their swimmer's compliance with these expectations. Your swimmer’s coach will provide instructions and music in order to do landdrill at home.

Strength Training

As pool time is always very limited, it is reserved for training that can only be done in the water. Dry land strength, stretching, and conditioning exercises bring about optimal fitness more efficiently than relying only on training in the water. Dry land workouts include squats, lunges, push-ups, and many types of core exercises to develop a tighter, stronger swimmer. Balancing strength-building exercises with stretching builds flexibility and helps prevent injury. 30 minutes of land training and stretching is usually practiced before pool time. The coach may recommend extra sessions with a strength-training specialist or biokineticist.

Stretching

Proper stretching prevents injury and increases flexibility. Flexibility is extremely important in many of the intricate positions and movements that synchronised swimming demands. Many positions are not possible without good hip, shoulder and back flexibility. Stretching can be done individually and as little as 30 minutes per day can bring marked improvement in all areas of flexibility in a short period of time. Swimmers will be expected to participate in stretching for half an hour every practice; however, swimmers are encouraged to stretch as much as possible on their own. The difference between a swimmer who stretches and one who doesn't is very apparent in the pool. Although proper stretching does not require a solitary, quiet environment, it does demand thoughtful, concentrated effort to prevent injuries.
Swimming Drills

Much of the conditioning for synchronised swimming involves speed-swimming drills, including laps of freestyle, butterfly, backstroke, and breaststroke. Swimming drills are included in every session. These drills are designed not only to increase strength and endurance, but also to increase the speed with which one can move through the water. A 3-minute synchronised swimming routine requires extreme cardiovascular fitness.

Nutrition

Nutrition is an important aspect of a synchronised swimmer's training. Proper nutrition is important not only while the swimmer is competing, but throughout the season, in order to build a strong and healthy body. The coach may recommend a nutritionist if she feels that it would be beneficial. Synchro is an aesthetic sport and a strong, lean body is desirable.

Extra Figures

Any swimmer wishing to further strengthen their skills or to catch up for missed practices may choose to take extra figure lessons. Extra figure lessons may also be a good option for extra preparation leading up to a competition. These lessons are generally individual for 60 minutes in length and are charged separately, at R150ph.

Should you wish to schedule extra figures for your swimmer, let the Head Coach know and she will schedule lessons for you.

Scheduling and payment must be arranged directly with the Head Coach.

Extra routines

Team routines and combos always take priority at Barracudas. If selected to swim in a team routine or combo, these come first, and practices may not be missed.

An extra routine is a solo, duet or trio. The Head Coach may offer extra routines depending on athlete skill level and commitment, and available coaching.

Swimmers wishing to be eligible for a solo at NAG (only 4 per age group rule) will be required to enter trials. These trials will consist of figures as well as a short, prescribed routine. Duet and trio selection is based on age, similar levels of skill and commitment, and the ability to work well together. An extra routine is a privilege and left to the Head Coach’s discretion, based in part, on the swimmer’s attitude, attendance and overall commitment. Coaches will contact a swimmer’s parents for permission to participate prior to announcing extra routines.

Weekend training for extra routines will begin in September at a schedule to be determined and announced at that time. All extra routines will be evaluated by the Head Coach mid-November. If the Head Coach feels that there is a lack of
commitment on the part of the swimmer(s), or if other problems have arisen, she may decide not to pursue the extra routine.

Required Equipment

What does a Barracudas swimmer need?

- Barracudas club costume (either black or blue printed racer back) and cap
- Plain black costume and white cap for figures competitions
- Goggles (ideally 2 pairs so there is a spare in case of loss or breakage)
- Nose clips – should have 3-4 in the swimmer’s bag at all times
- Water bottle
- Healthy snack (i.e. granola bar, fruit)
- Club uniform: hoody, onesie, shorts and T-shirt
- Slops for deck and change room
- Plain black towels ONLY for competition
- Barracudas togbag/backpack

Attendance & Punctuality

Attendance and punctuality are extremely important in a team sport like synchronised swimming. The swimmer should clearly understand the commitment to her team, coach, and club before the season starts. It is important to note that during the local competition season (September to April), the highest degree of attendance and focus is necessary. The progress of the team depends on the regular attendance of every swimmer.

Absences and arriving late affect the entire team. If a swimmer must miss or arrive late for a scheduled practice, the Coach must be notified by phone, text or e-mail as soon as possible. This allows preparation time for the Coach to organise the practice with the least amount of disruption for the other members of the team.

Swimmers with more than three absences or late arrivals (more than 15 minutes) within a one-month period will be contacted, and a parent/coach meeting will be arranged by the Head Coach. The swimmer’s commitment and the Coach’s expectations of the swimmer will be discussed. If unexcused absences or late arrivals continue, the Head Coach will re-evaluate the swimmer and decide on a course of action.

Holidays and Extended Absences

Parents are encouraged to schedule family holidays at times when swimmers do not have scheduled practices (for example, Christmas holidays and June/July break). If holidays are to be taken during scheduled practice time, written notice to the Coach must be given at least 1 month beforehand, to enable them to plan around a swimmer’s absence. Holidays should be planned around the synchro calendar.
Practice Cancellations

Practices may be cancelled (by the Head Coach) unexpectedly due to extreme weather or pool closures. If this occurs parents will be notified via Facebook, email and phone. Refunds will not be issued for cancelled practices but every effort will be made to find an alternative venue/time.

CODES OF CONDUCT

Respect for Others:

Barracudas is committed to providing a sport environment in which all individuals are treated with respect. Furthermore, Barracudas supports equal opportunity and prohibits discriminatory practices. Coaches, athletes, officials, volunteers and parents belonging to the club shall conduct themselves at all times in a manner consistent with the ideals and values of our club.

- Their behaviour shall at all times be respectful, professional, responsible and sportsmanlike;
- They shall treat others with respect and shall not speak disparagingly of any other athlete, coach, official, volunteer, swimmer, programme, club or association;
- They shall refrain from comments or behaviours that are offensive, abusive, racist or sexist.

Code of Conduct for Parents

- Parents are required to demonstrate a positive attitude, be courteous, and show respect towards all club members, coaches, swimmers, and all WPA and SSA affiliates.
- Parents are expected to show good sportsmanship at all times.
- Parents are expected to get their swimmer to practices on time.
- Parents are encouraged to discuss progress and concerns with their child’s coach. If they wish to meet with the coach, these discussions are to take place before or after scheduled practices, at a time agreed upon by the parent and coach.
- Parents are not to interfere with practices or competitions. Parents are not allowed on the pool deck at practices, competitions, testing, etc.
- Three general meetings for all parents are held throughout the season. All parents must attend these meeting to keep informed.
- Barracudas, with the exception of the coaches, is staffed by volunteers. Parents are required to volunteer their services (e.g., competition steward, secretary, treasurer, kit coordinator, fund raiser, etc.), as needed during the season, at club events, and in the general operation of Barracudas.
- Parents are responsible to pay in full the coaching fees, annual club fees, registration fees, competition fees and other costs, as required.
Code of Conduct for Swimmers

Parents and swimmers must sign and return a copy of the Swimmers Code of Conduct prior to their child commencing the session.

Swimmers are expected to:

- Demonstrate a positive attitude towards the sport of synchronised swimming.
- Demonstrate good sportsmanship.
- Treat coaches and fellow swimmers with courtesy and respect.
- Be courteous to fellow competitors, other club coaches, and officials, other patrons of hotels, sports facilities, restaurants and public places and to conduct themselves appropriately.
- Refrain from any and all negative discussion regarding the performance and behaviour of all athletes, coaches and officials at all times.
- Be in attendance at and be on time for all practices and competitions.
- Support club swimmers by sitting together and cheering for all Barracudas routines.
- Follow all pool safety rules while on pool decks and in the change rooms.

There is zero tolerance for:

- Offensive language,
- Rude or offensive behavior,
- Angry outbursts or disorderly behavior,
- Abuse of athletes, coaches, or officials,
- Use of alcohol, cigarettes or illegal drugs,
- Bullying

Code of Conduct for Coaches and Technical Staff:

The swimmer/coach relationship is a privileged one. Coaches play a critical role in the personal and athletic development of their athletes. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it.

Coaches are expected to:

- Attend all designated practices or find an acceptable replacement.
- Arrive at the pool 15 minutes before all practices, with a practice plan ready.
- Be fair, frank and honest in all dealings with parents and athletes.
- Be a good role model and understand that a coach’s influence carries on long after the athlete leaves the pool deck.
- Ensure that all athletes get equal instruction, support and practice time.
- Do not ridicule or yell at athletes for making mistakes or for performing poorly.
- Be generous with praise.
- Remember that it is important to have fun as well as to compete.
- Encourage athletes to have confidence in themselves.
- Strive to phrase corrections and criticism in positive language.
Teach athletes to respect rules, officials, coaches, and opponents.
Make sure equipment and facilities are safe and match the athletes’ ages and abilities.
Notify the proper person if equipment needs repair or maintenance.
Communicate regularly with the parents and make arrangements to speak with them one-on-one if concerns arise.
Continually upgrade and improve knowledge of the sport of synchronised swimming so as to provide the most current and effective training methods.
Conduct yourself in a manner appropriate to a representative of Barracudas
Be approachable.
Be professional.
Have relevant coaching qualification and police clearance certificate.
Be registered with WPA and SSA.

Social Media Guidelines for Athletes

Training and competing for Barracudas Synchro club is a privilege. Athletes and members of Barracudas are held in the highest regard and are seen as role models in the community. As leaders you have the responsibility to portray your team, your club and yourselves in a positive manner at all times. Sometimes this means doing things that are an inconvenience to you, but benefit the whole team.

Facebook, Twitter, Instagram and other social media sites have increased in popularity globally, and are used by the majority of Barracudas athletes in one form or another.

Athletes should be aware that third parties, including the coaching staff, parents, WPA, SSA officials and even prospective sponsors could easily access your profiles and view all personal information. This includes all pictures, videos, comments and other posts.

Inappropriate material found by third parties affects the perception of the athlete, her teammates, and ultimately the club as a whole. This can also be detrimental to a team’s performance and perception, and negatively affect an athlete’s future endeavours both in and out of the pool.

Examples Of Inappropriate And Offensive Behaviours Concerning Participation In Online Communities May Include Depictions Or Presentations Of The Following:

- Photos, videos, comments or posters showing the personal use of alcohol, drugs and tobacco by minors e.g., no holding cups, cans, shot glasses etc.
- Photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
- Pictures, videos, comments or posters that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia.
- Content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity (examples: derogatory comments regarding another club; taunting comments aimed at an athlete, coach or team at another club and derogatory comments against race and/or gender).
• No posts should depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, illegal drug use).
• Information that is sensitive or personal in nature or is proprietary to Barracudas Synchro, which is not public information (examples: tentative or future team schedules, athlete injuries, travel plans/itineraries or information).

If An Athlete’s Profile And Its Contents Are Found To Be Inappropriate In Accordance With The Above Behaviours, She Will Be Subject To The Following Penalties:

• Written warning
• A meeting with the Head Coach
• A meeting with the Barracudas Committee
• Penalties as determined by the coaching staff and Barracudas Committee, including but not limited to possible suspension from her team.

For Your Own Safety, Please Keep The Following Recommendations In Mind As You Participate In Social Media Websites:

• Set your security settings so that only your friends can view your profile.
• You should not post your email, home address, local address, telephone number(s), or other personal information as it could lead to unwanted attention, stalking, identity theft, etc.
• Be aware of who you add as a friend to your site – people may be looking to take advantage of athletes
• Consider how the above behaviours can be reflected in all social media applications.

If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as Barracudas Synchro. Remember, always present a positive image and don’t do anything that may embarrass yourself, the team, your family or the club.

Parents and swimmers must sign and return a copy of the Social Media Guidelines prior to their child commencing the session.

COMPETITIONS

Your child’s participation in synchro may expose her to various types of competition. Competition can be extremely rewarding, provided that winning is kept in perspective. Competition (especially at the younger ages) should focus on fun, effort, skill development, building experience and confidence, and team activities, and should not focus solely on winning.

After a synchro competition, you might want to ask your daughter whether she had fun or how she felt she performed, rather than asking whether she won, or what her marks/scores were. It is very important that children learn to self-assess and evaluate their own performances. The sooner they develop this ability, the more
satisfying and rewarding their journey will be. In synchro and other judged sports, it is not uncommon to hear parents complain about the judging. It is crucial to remember that the judges are unpaid and trained volunteers. A key principle of fair play is respecting the officials and their decisions. Parents should role model that respect for their children.

Handling Disappointment

From time to time your child is going to make mistakes, perform poorly, and have friends who are better swimmers. Learning how to handle disappointment becomes a valuable sport (and life) skill.

How you handle these ups and downs will also set an example for your child. Your child not only pays close attention to your words, she also pays attention to your non-verbal messages, such as a look of disappointment or disapproval. Do your best to remain positive for your child’s sake.

Moving Up the Ranks

Your daughter may choose to pursue synchro at a provincial or national level. She may have dreams of competing as a Provincial team member or a South African national team member on the international stage. If she’s serious, it is vital that parents understand that the pursuit of such lofty goals requires intense and voluminous training and commitment.

<table>
<thead>
<tr>
<th>Competition</th>
<th>Date</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skills Level Testing</td>
<td>30 July 2017</td>
<td>TBA</td>
</tr>
<tr>
<td>WP Figures Competition 1</td>
<td>26/27 August 2017</td>
<td>TBA</td>
</tr>
<tr>
<td>WP Figures Competition 2</td>
<td>16/17 September 2017</td>
<td>TBA</td>
</tr>
<tr>
<td>WP Figures Competition 3</td>
<td>14/15 October 2017</td>
<td>TBA</td>
</tr>
<tr>
<td>NAG Final Dress Rehearsal</td>
<td>25 November 2017</td>
<td>TBA</td>
</tr>
<tr>
<td>National Age Groups Championships (NAG)</td>
<td>8-11 December 2017</td>
<td>UWC</td>
</tr>
</tbody>
</table>

*All above pending pool availability

Skills

Barracudas Synchro uses the British Skills system.

Inter-Club Competitions

Local

Participation in at least two (2) WPA Competitions during the season is Compulsory, if swimmers wish to be eligible for WP Champs.
**WPA Competitions**

WPA Competitions are usually held in Aug, Sept and October of each year. WP Championships is usually held in February/March.

**NAG**

The SSA National Age Group Championships is a 4-day inter-club tournament that takes place in December each year, and is hosted on a rotational basis.

The programme comprises figures, solos and duets for all the specified age groups, and team and trio competitions. No figure score will count in computing the trio event result. Trios and Teams may include swimmers across two age groups viz. 12&U and 13-18 years as well as a Novice category.

The competition also comprises a Free Combination Team according to FINA rules. Both age group and senior athletes may swim in this event.

As well as competing for national titles, the Championships are usually the first stage in the selection process for the following season’s SSA Talent Identification Programme.

Selection requirements are published by the SSA Synchro technical committee prior to NAG.

**Level 1 & 2**

The competition requires at least three (3) Affiliated Member teams to enter to allow the staging of the event. The competition is run between clubs.

Age is determined as at the 31st December of the year of competition. Age Groups are: 10&U, 12&U, 13-15, 16-18, Open.

**LEVEL 1**

Medal winners may still compete in Level 1 up to a maximum of 2 years. Competitors may only compete at Level 1 for a maximum of 3 years. Competitors may not have competed at SA Youth Championships or SA Senior Nationals or represented SSA in an international competition. Competitors may not have won an individual medal at SA Age Groups (NAG).

Routine time limits recommended as follows:

- Solo - 2min
- Duet - 2min 15sec
- Trios - 2min 30sec

Deck work must not exceed 10 seconds. The FINA penalty for breaking this rule will be applied.

**LEVEL 2**
For those athletes not eligible for Level 1 and who have not qualified for SA Youth Nationals or Senior Nationals.

The TC normally sets figures for a 4-year period, which runs with FINA. Duet partners are allowed from different age groups but they must then do 2 sets of figures. Points are only allocated for figures in own age groups. Athletes from different clubs may compete together in duets and trios. Points will be allocated on a pro rata basis.

Per FINA with FINA penalties applicable

**A minimum of 3 entries are required for any event to qualify for medals. Otherwise standard of performance will determine medal awards.**

CDs to be clearly marked (team name, time of music).

No figure score will be added to **trios**

Clubs will score points as per swimming (14,11,9,7,6,5,4,3,2,1) with double points for trios.

**Inter-Provincial Competitions**

**SA National Championships**

**Youth Nationals**

The competition requires at least 3 affiliated member teams to enter. It is run between provinces.

13 – 15 and Junior (15 – 18) age group participation. Athletes may not be older than 18 on 31 December of year of competition.

No competitors with SA Senior Nationals experience may enter.

There is no time limit on the number of years a competitor may compete.

FINA Junior and 13-15 figures will be used.

Time limits for routines are as per figure group selected.

The competition will run on figures, solos, duets and teams. **A minimum of 3 entries is required for any routine event to be held.**

Provinces entering 4 or more competitors must enter either the team or FRC event. The team event does not include figure scores as teams may include swimmers from both age groups i.e. 13-18.

**Senior Nationals**

This is an open competition at affiliate level.
Selection is at the discretion of the Affiliate member. No athlete younger than 15 on 31st December of year of competition may compete.

The competition comprises Figures, Solos (free and technical), Duets (free and technical), and Teams (free and technical). **A minimum of 3 entries is required for any routine event to be held.**

Senior FINA figures and technical criteria will be used.

The competition includes a free combination team event with swimmers from Youth and Senior participating.

**Barracudas On Tour**

- Tour expenses (including those of your coach) are the responsibility of each team member's family.
- Expenses include travel, accommodation, meals and transport from pool to hotel.
- All team members will stay together with assigned officials and chaperones at the designated hotel/guest house. Parents of U10 swimmers may stay with the team but other parents must stay separately.
- Once swimmers arrive at the competition they will adhere to the team itinerary including team meals, activities and training.
- Only swimmers who are competing are allowed on the pool deck. Designated space will be assigned by the Head Coach/Manager to be on deck to cheer for your club and other teams. Parents must stay in the stands at all times and are not allowed on deck, unless assigned to a duty.
- Valuables should be left at home.
- Swimmers are responsible for their belongings and spending money.
- Swimmers must listen and follow the instructions of the coaches, managers and chaperones at all times.
- Swimmers will follow their team's schedule as prepared by their Coach.
- Club uniforms must be worn by team members when representing Barracudas Synchro during travel to out-of-town destinations or to and from the pool and for all team outings, and on pool deck for awards. No jeans or pyjama pants will be allowed.
- Barracudas Synchro team members are expected to dress professionally and appropriately.
- A swimmer may leave the hotel, pool, or club activity only with direct permission of the Coach and supervision of the Coach or a parent/chaperone.
- Swimmers are required to be on deck to cheer their club and fellow teammates during competition.
- Barracudas Synchro swimmers are to leave the pool deck, pool change rooms, and hotel, clean and tidy, as this is a reflection on the club. All swimmers are reminded that their behaviour directly reflects on Barracudas.
- The hotel must be left in the same condition it was when you arrived. Unruly behaviour will not be tolerated.
- Swimmers must act in a responsible, honest and respectful manner at all times.
- Swimmers at all levels should be friendly and show good sportsmanship to other competitors and Clubs.
• Each swimmer is responsible for packing and giving to her chaperone her own belongings, including equipment, clothing and money
• **NO junk food on deck** – including sweets, chocolate bars, potato chips etc.
• Swimmers must always travel in pairs or groups, never alone. The “buddy system” is to be strictly enforced and adhered to at all times.
• Lights out at Coach’s or Team Chaperone’s instruction. This includes television and other devices.
• No cell phones, iPads or laptops are permitted outside of allocated times, unless special permission has been given by the coach (e.g. for filming).

Failure to comply with any of the above guidelines may result in disciplinary action being taken, including the possibility of a swimmer’s suspension from attending future competitions.

**TEAM MANAGERS GUIDELINES (SSA)**

**PRE-ARRANGEMENTS**

• Team members (email and cell contact information, passport info for flight booking, clothing sizes, etc.)
• Travelling documents
• Travelling arrangements in and outside SA (meeting time at airport)
• Airline security regulations
• Accommodation
• Out of the country requirements
• Kit preparations and collection
• BSSC/SSA code of conduct signed
• Drug forms
• Budget – circulate for team member approval
• Certified copies of passports and parental consent forms where a minor
• Training camps – venue, flights, accommodation
• Prepare basic medical kit for tour
• Packing list
• Rooming list
• Dietary requirements
• Flight confirmation & seating

**ON THE TRIP**

• Rules and regulations
• Meetings and updates (managers meetings and team meetings)
• Discipline-respect – Establish tour Disciplinary committee
• Return flight confirmation & seating
• Results & updates to BSSC and SSA
• Daily dress code
Discuss scratchings with coaches and submit per FINA rule

**POST**

- Full report to BSSC/SSA to include:
  - Results
  - Overall behaviour
  - Accommodation
  - Travelling
  - Photographs
  - Challenges and recommendations
  - Final costs

**TEAM CHAPERONE GUIDELINES**

Before the trip begins, receive all necessary travel documents, identity documents, parent contact and medical aid details.

These documents are to be kept in your possession for the entire duration of the trip.

The swimmer medical information is to be carried with you at all times.

If personal vehicles are being used for transportation, ensure that you have contact details of drivers and that they are kept well-informed of transport schedule.

At the hotel, the Team Chaperone will check in all athletes and coaches and distribute the room keys. A list of which rooms the swimmers and coaches are occupying must be kept. A list of cell phone numbers and appropriate contact information is required in the case of an emergency.

If necessary, help enforce the schedules and rules stipulated by the manager and coach regarding time and place for swimmers to congregate to attend practices and eat meals etc. Provide supervision so that swimmers follow the club's expectations of good behaviour and appropriate dress code. (Confer with the coach if a problem does occur). Swimmers are to stay as a team at all times and are not to go anywhere unsupervised without permission from the team coach or team chaperone.

Chaperones must support the entire club not just the team they are responsible for.

Athlete spending money should be given to you in an envelope marked with their name and the amount enclosed. You would then be required to allot money needed for meals, snacks and other appropriate purchases. A reasonable sum may be given to responsible swimmers on a daily basis. Keep a record of withdrawals on the outside of the envelope and return any remaining money to the swimmer at the end of the trip.

Confer with the coach as to where meals will be eaten as a group and try to ensure that swimmers eat balanced meals as much as possible. On occasion, it may be
necessary for you to purchase extra food for the team and coach e.g. fruit, muffins, juice etc. to be eaten at the pool. Each person must contribute his or her share of the cost. Meal/menu planning will be completed prior to the competition, and all money should be collected in advance to avoid confusion, and to ensure that enough funds are available to purchase the necessary food items. Coaches and chaperones are to be included in the planning and budgeting of all meals at a competition.

Assist swimmers, when required, to do hair and make-up before competitions.

Make sure swimmers clean up change rooms, washrooms and hotel rooms of gelatine packets and other clutter, leaving the premises tidy.

Be certain swimmers are aware of the time to be in bed at night and wake-up time as stipulated by the coach. If they do not have an alarm clock, have wake-up calls arranged.

Accompany team to pool for all practices and competitions. Supervise departure from pool making sure swimmers are accounted for at all times and that they pack all their belongings.

Chaperone will be responsible for athletes’ activities away from the pool so that the coach may focus on the competition.

Should a medical problem arise, deal with it in a responsible manner, under the direction of the coach. If necessary, be prepared to drive a swimmer to the hospital/doctor so the coach may remain with the rest of the team.

Before checking out of the hotel, inspect swimmers rooms to ensure that no items have been forgotten and that rooms are left in acceptable condition.

Collect and return room keys.

On arrival home, stay with swimmers until a responsible adult has picked them up.

Return all receipts and medical information to the appropriate people as soon as possible. Include any receipts for e.g. parking and food and incidentals.

What to Expect at a Figure Competition

Each swimmer within a specific age group swims the same set of 4 figures.

What to bring...

- Club Kit
- Black Figures Costume
- White cap
- 2-3 nose clips
- 2 pairs goggles
- 2 or 3 black towels
- Robe or sweat shirt to keep warm
- Healthy snacks
• WATER!

The girls will be asked to arrive at least one hour before their warm up begins in order to stretch, get familiar with the pool, and how things work. Please arrive wearing your Club kit and NO nail polish or jewellery!

After the girls have stretched and been given their order of appearance, they will get ready to get in the water for the warm-up.

The warm-up...

For the warm up the girls can wear club costumes and caps. During the 15-30 minute warm-up the girls will have the opportunity to practice the figures that they will be competing. A whistle will then blow, indicating the end of warm up time.

The competition...

During the competition the pool deck and the stands will be silent to allow the swimmers to concentrate on what they are performing. You will not be able to communicate with your daughter during the competition.

The swimmers will have time in between each of their figures. This time will be spent on deck preparing for their next figure, and watching their teammates. During this time the swimmers may also want to eat a SMALL, HEALTHY snack. Each swimmer will finish the competition at different times depending on their number. Once the swimmers have swum all of their figures, they will be instructed to go and get changed and return to the deck.

Judges And Scoring

There will be one to four panels of judges placed around the pool, usually one in each corner. Each panel is responsible for judging one of the four figures; the panel will consist of five to seven judges. The swimmers will rotate from panel to panel in order of their numbers. The numbers will be divided evenly between each panel. Example: panel number one will start with swimmers 1-10, panel number 2 will start with swimmers 11-20, panel number 3 will start with swimmers 21-30 and panel number 4 will start with swimmers 31-40. There is often a “standard setter” or “test swimmer” before the first competitor. The judges discuss the scores given to this test swimmer and the referee instructs judges to adjust scores if necessary.

The judges award points on a scale of 0.0-10.0 (in tenths)

• Perfect 10
• Near perfect 9.9 to 9.5
• Excellent 9.4 – 9.0
• Very Good 8.9 – 8.0
• Good 7.9 – 7.0
• Competent 6.9 – 6.0
• Satisfactory 5.9 – 5.0
• Deficient 4.9 – 4.0
• Weak 3.9 – 3.0
• Very weak 2.9 – 2.0
• Hardly recognizable 1.9 – 0.1
• Completely failed 0

The final result is determined by adding the results of the different figures performed.

Each figure has a designated degree of difficulty score that is used to calculate the final score of each figure. More difficult figures will have a heavier weighting in the total figure event score.

For more detailed scoring information, go to www.fina.org.

**Some tips for parents...**

Parents play an important role in supporting their children. Do not expect to see your child during the competition, as they will be focusing on their performance. Keep in mind that if you are watching your child perform they may be difficult to spot, as all swimmers will be dressed in black bathing suits and white bathing caps and all Barracudas use black towels. You should take along some nutritional snacks and bottles of water, as not only will the swimmers become hungry, but sitting watching in the stands can also be thirsty work. Watching figures can be quite lengthy and tedious, but routines make up for this.

**What to Expect at a Routine Competition**

Each team/individual/pair will swim to music combining figures and arm movements to create a routine that is choreographed and synchronised with the music. The scores are given in 3 categories:

1. **Execution** (how well they execute the skills and movements),
2. **Artistic Impression** (originality and creativity) and
3. **Difficulty** (how challenging is the arm action, figures, highlights and patterns).

The marks are averaged and added together to determine the routine winner.

**For Routines, Results Shall Be Calculated As Follows:**

- In events that include three components – figures, technical routines and free routines – results shall be calculated according to the percentages allocated to each session (figures (25%), technical routine (25%), and free routine final (50%).
- In events that include only the figures event and free routine event, results shall be calculated on the basis of figures (50%) and free routine final (50%).
- In events that include only the technical routine and free routine, results shall be calculated on the basis of technical routine (50%) and free routine final (50%).
- In the free combination (combo) event, the routine score is 100% of final score.
What To Bring...

- Club Kit
- Club costume for warm up
- Barracudas cap for warm up
- Routine costume & Headpiece
- Make up, gelatine, kettle, gelatine brush
- 2-3 nose clips
- 2 or 3 black towels
- Robe or sweat shirt to keep warm

Before The Competition...

The girls will be asked to arrive at a time set by the coach before their warm up begins in order to stretch, landdrill, practice walk-on and deckwork. Please arrive wearing your Club kit and NO nail polish or jewellery! Swimmers may apply makeup and gelatine before arrival, depending on competition schedule. If not, this will be done at the pool.

Make-Up...

Wearing make-up is a part of the artistic and performance side of synchronised swimming. Each swimmer needs to come prepared with their own WATERPROOF make-up. It often works best if a team parent co-ordinates the same make up for every swimmer, based on input from the coach, and keeps it packed for all meets. They usually require blush, eye shadow, eyeliner, mascara and lip stick.

The Warm-Up

For the warm up, club costumes and caps may be worn. During the 15-30 minute warm-up the girls will have the opportunity to swim lengths and practice the routine. A whistle will then blow, indicating the end of warm up time.

At some competitions, competitors are allowed one swim-through, to music, in order of appearance, prior to the start of the competition.

The Competition...

For prelims, there is a random draw for order of appearance. Finals are seeded.

The routine competition is very different from a figures competition as lots of cheering is encouraged!! Each team will swim through their routine once, and will be marked by several judges.
Gelling Hair Instructions

Hair Preparation:

1. Completely wet the swimmer's hair. **Smooth and brush the hair into a very tight ponytail** in the middle of the back of the head, using the ears as your line at the back of the head, unless the coach has given different instructions for the bun location. Make sure that all the hair is very flat and smooth, including under the ponytail. Use a water spritzer to help manage loose ends, as this will allow for a better end result and a shinier finish.

2. Split the ponytail in half and make two braids, braiding tightly. If the hair is particularly long or thick, three or even four braids may be necessary. Wind the braids around the ponytail into a tight, symmetrical bun in the middle of the back of the head, securing well with bobby pins as you wind. Make sure all loose ends are pinned and tucked into the bun. Hair pins are better to use than bobby pins for securing the braids into a bun.

3. If the swimmer has loose hair, bangs or short pieces that do not fit into the ponytail, use a spider comb to secure these hairs before beginning the gelling process. A bottle of hairdressing spray gel may help to smooth hair and hold down the loose ends before applying gelatin.

Gel Preparation/Application:

In a mug or small container, mix 3-4 packages of food gelatin (Knox or unflavored from bulk food supplies) and 1/4 cup boiling water. Stir gently (to avoid air bubbles), with fork or small whisk until smooth, with no lumps. If there are any lumps, strain through a small sieve. Let the strained gel sit about 20 seconds, and skim carefully, any bubbles that rise to the top. When done, the gel should be the colour, clarity and texture of honey. If it is too thick or thickens during application, add a touch of hot water as needed. Knox Gelatin is available in the baking/preserves section of most grocery stores or in the bulk food bins. It can be stored from year to year in tightly lidded dry plastic containers.

1. Apply gelatin to hair with a flat hair salon colouring dye brush, available at beauty supply stores or some dollar stores. Make each stroke long and consistent, starting at the top of the head from front to back, then doing one side, and then the other side, using even strokes. Avoid putting the gel on too thick, or putting on a second coat too soon after the first. This may result in bubbling or the gel turning white. Gel is difficult to get out of clothing and can be a bit messy to work with, so please make sure to have a towel on the swimmer’s shoulders, and a warm wet facecloth on hand to catch any drips.
2. Although one coat of gelatin if applied well will hold up through warm-up and the routine, the ideal, if time permits is to have two coats applied, with the first coat being blown dry with a hair dryer for about 10 minutes before applying the second coat. Make sure that headpieces are carefully applied before the first coat is completely dry, to ensure that the bobby pins can get through the gel. Touch ups may be required.

After the headpieces are on, gelatine needs time to completely dry before entering the water (approximately 1/2 hour). You can use a hair dryer on cool to speed the drying process.

To get the gel out of your hair – in a shower use hot water and shampoo, until all lumps are gone. Loose hair comes out easily when removing gel from your hair. Do not panic if you feel like there is a lot of hair coming out when washing out the gel. This is not uncommon. Use conditioner as normal. Your hair will feel extra smooth after the gel is washed out.
BARRACUDAS OPERATIONAL POLICIES

Organisational Structure

Barracudas Synchro is run by a volunteer executive board. This board consists of:

Chairlady: Linda Thomson
Head Coach: Sue Manners-Wood
Assistant Coach: Fatima Isaacs
Treasurer: Nicola Williams
Secretary: Sage Macdonald
Kit: Emma Manners-Wood
General: Gaby Wimmer
Fundraising: Shandre Otto

Bank Details:

*Coaching fees to coach, invoiced separately

Coaching fees

STANDARD BANK: S Manners-Wood
ACC NO: 071328564
MOWBRAY BRANCH: 490900
REF: SURNAME + FEES

Membership fees

NEDBANK: BSSC
ACC NO: 1118765370
BRANCH CODE: 10110900
REF: SURNAME + KIT

Communication

Club Meetings

In order to have a complete understanding of your child’s involvement and your required commitment within the club, please make every effort to attend requested meetings.

There are three MANDATORY membership meetings held during the year.
The first meeting is a parent information meeting held in September. The second meeting is the Annual General Meeting held before the start of the new season. The third meeting is held in January; this is an update meeting to review the budget and discuss upcoming events.

Team Specific Meetings

These meetings are held as required to cover team expectations, training goals and competition highlights.

Website

It is the responsibility of each member to check for updates regularly and ensure they are working with the latest calendar version. Arrange with the Team Parent if you do not have email to find an alternative means of getting club updates.

**Website address:** www.barracudassynchronisedswimmingclub.com

Email

Email is our primary source of information distribution to our members. It is the quickest and most efficient form of communication and provides the most current information possible to you. Strong communication depends on you to be an active participant.

**Email address:** sue@manners.co.za or susiemanners@mail.com

Parent/Coach/Swimmer Communication

Parents are encouraged to contact their team coach immediately if you have any questions or concerns. To prevent any misunderstandings, the coach will assign times based on their availability as to when they may be contacted as soon as possible. Please be patient and respect these guidelines. **Please do not interrupt the Coaches when they are on deck.** If this approach is not successful, the Head Coach should be informed so a meeting between the team coach, Head Coach and Executive Member can be scheduled.

**Key Contacts for Questions/Concerns**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Coach</td>
<td>Sue Manners-Wood</td>
<td><a href="mailto:sue@manners.co.za">sue@manners.co.za</a></td>
</tr>
<tr>
<td>Treasurer</td>
<td>Nicola Williams</td>
<td><a href="mailto:nicola@progen.co.za">nicola@progen.co.za</a></td>
</tr>
<tr>
<td>Secretary</td>
<td>Sage Macdonald</td>
<td><a href="mailto:sagesmith1@gmail.com">sagesmith1@gmail.com</a></td>
</tr>
<tr>
<td>Kit/Routine</td>
<td>Emma Manners-Wood</td>
<td><a href="mailto:emmamannerswood@gmail.com">emmamannerswood@gmail.com</a></td>
</tr>
<tr>
<td>General</td>
<td>Gaby Wimmer</td>
<td><a href="mailto:gabywimmer@gmail.com">gabywimmer@gmail.com</a></td>
</tr>
<tr>
<td>Fundraising</td>
<td>Shandré Otto</td>
<td><a href="mailto:sotto@zwhs.co.za">sotto@zwhs.co.za</a></td>
</tr>
</tbody>
</table>
FINANCE

Payment Policy

Barracudas Synchronised Swim Club is a non-profit organization. The goal of Barracudas Synchro is to operate efficiently and with a balanced budget. The club’s main sources of income are the annual membership fees, revenue from the yearly raffle and various other fundraising activities held throughout the season.

Annual membership fees cover registration, WP affiliation fees, admin, a portion of the expenses incurred for additional pool space rental and costs related to equipment acquisition and replacement. The remaining costs are subsidised by club funds. Registration can take place online through the club website or with the secretary.

If applicable, an additional fee for extra routines (solos, duets, combo or special cases) will be collected for the extra pool and coaching time required for these optional activities. The annual fee is subject to swimmer registration, pool fees and other expenses. Fundraising helps to keep the annual fee accessible to more families.

Any withdrawal from the club must be formally submitted in writing to the Executive 30 days prior to the effective date. A full terms’ coaching fee is payable as notice.

In the case of an extraordinary circumstance (i.e. injury or serious illness) and required notice of cancellation is not able to be given, an appeal can be made to the executive. A subcommittee will be struck to determine the refund schedule if the Executive deems a refund is in order.

Payment Schedule

Competitive Swimmers:

Fees are payable in advance, preferably termly. Fees are dependent on number of sessions attended per week. Registration fees are due 30 April of each year.

Uniform and equipment at placement of order.
Novice

Once Per Week   R 1320 per term
Twice Per Week  R 2420 per term

Intermediate/Elite

Three Times Per Week   R 3080 per term

Non-competitive/Recreational Swimmers: (once a week for the Full Season)

R1320 per term, payable in advance.

Uniform and equipment at placement of order.

Making Payments

All payments are payable in advance

There are also a number of expenses throughout the year that require payment, such as uniform items, competition fees, and extra figure lessons (optional).

Banking Details:

Coaching Fees:
STANDARD BANK: S.Manners-Wood
ACC NO: 071328564
MOWBRAY BRANCH: 490900
REF: SURNAME + FEES

All Other Club Payments:
NEDBANK: BSSC
ACC NO: 1118765370
BRANCH CODE: 10110900
REF: SURNAME + EXPENSE (e.g. KIT, EXTRA LESSONS, NAG)

REGISTRATION/ADDITIONAL FEES

<table>
<thead>
<tr>
<th></th>
<th>NON COMPETITIVE</th>
<th>NOVICE</th>
<th>COMPETITIVE</th>
<th>PROVINCIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>WPA Registration Fee</td>
<td>N/A</td>
<td>R 450 for all</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSSC Membership Fee</td>
<td>R750 for every swimmer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WPA Figures Competition Entry Fee</td>
<td>N/A</td>
<td>R 20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>National Competition Entry Fee</td>
<td>N/A</td>
<td>R 200 – R 500</td>
<td>R 350+</td>
<td></td>
</tr>
<tr>
<td>Uniform</td>
<td>See next page NOTE: Items &amp; prices quoted are from 2016 and may vary in the new season</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Routine Costume</td>
<td>N/A</td>
<td>R 200 – R 800 per routine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------</td>
<td>------</td>
<td>--------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comp Fees/Travel</td>
<td>N/A</td>
<td>+ R 6000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**UNIFORM ORDER FORM 2017 - 2018**

Swimmer’s Name: _________________________

Phone Number: ___________________ Email Address: _________________________

*Competitive Swimmers MANDATORY Uniform*

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SIZE</th>
<th>QUANTITY</th>
<th>PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hoody grey</strong> 9-10, 11-12</td>
<td>XS, S, M, L, XL</td>
<td>OR</td>
<td>R 350</td>
<td></td>
</tr>
<tr>
<td><strong>Hooded jacket grey</strong> (with front zip)</td>
<td>9-10, 11-12 XS, S, M, L, XL</td>
<td></td>
<td>R 380</td>
<td></td>
</tr>
<tr>
<td><strong>Onesie grey</strong> (front zip &amp; pockets)</td>
<td>9-10, 11-12 XS, S, M, L, XL</td>
<td></td>
<td>R 450</td>
<td></td>
</tr>
<tr>
<td><strong>Parka</strong> 9-10, 11-12 XS, S, M, L, XL</td>
<td></td>
<td></td>
<td>R 400</td>
<td></td>
</tr>
<tr>
<td><strong>Training costume racer back</strong></td>
<td>28, 30, 30L, 32L, 34, 36</td>
<td>OR</td>
<td>R 330</td>
<td></td>
</tr>
<tr>
<td><strong>Training costume black</strong></td>
<td></td>
<td></td>
<td>R 280</td>
<td></td>
</tr>
<tr>
<td>Barracuda fish embroidered on chest</td>
<td>28, 30, 30L, 32L, 34, 36</td>
<td></td>
<td>R 280</td>
<td></td>
</tr>
<tr>
<td><strong>Barracudas Training bikini</strong></td>
<td>28, 30, 32, 34, 36</td>
<td>(separate top and bottom sizes may be ordered)</td>
<td>R 280</td>
<td></td>
</tr>
<tr>
<td><strong>Barracudas Cap</strong></td>
<td></td>
<td></td>
<td>R 80</td>
<td></td>
</tr>
<tr>
<td><strong>Barracudas Tog bag</strong></td>
<td></td>
<td></td>
<td>R 250</td>
<td></td>
</tr>
<tr>
<td><strong>Barracudas T-shirt grey</strong></td>
<td>9-10, 11-12 XS, S, M, L, XL</td>
<td></td>
<td>R 200</td>
<td></td>
</tr>
<tr>
<td><strong>Barracudas T-shirt blue</strong></td>
<td>9-10, 11-12 XS, S, M, L, XL</td>
<td></td>
<td>R 200</td>
<td></td>
</tr>
<tr>
<td><strong>Barracudas black shorts</strong></td>
<td>9-10, 11-12 XS, S, M, L, XL</td>
<td></td>
<td>R 180</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I hereby acknowledge that the above order is accurate and I am obligated to pay the full amount in full when submitting the order.

Parent Signature: __________________________ Date: _____________

Please deposit the full amount into the following account and email proof of payment to emmamannerswood@gmail.com / nicola@progen.co.za.

**NEDBANK:** BSSC  
**ACC:** 1118765370  
**BRANCH CODE:** 10110900  
**REF:** SURNAME + KIT
FUNDRAISING

Fundraising is an intricate part of the revenue base of Barracudas Synchro. In order to keep our competition fees as low as possible, the club expects our membership to participate in both personal fundraising commitments and club events.

**Family Fun Quiz Evening: 2 June 2017** : to raise funds specifically for swimmers going to World Champs, and pool hire

**Club Based Fundraising**

Benefit the whole club directly and is mandatory for every swimmer’s family.

**Examples of club-based fundraisers are:**

- Raffle
- Aquaspectacular
- Hosting Competitions

**Raffle**

Should BSSC Synchro organize a Club Raffle, each swimmer is responsible for buying or selling as set number of tickets. All monies raised will go directly into BSSC Synchro’s operating budget.

HOSTING A SYNCHRO COMPETITION

If the Club is awarded a competition during the year each family will be required to participate in the running of that competition over and above their volunteer commitment.

A competition requires a large number of volunteers and some expenses associated with providing food items for the hospitality rooms, donating items for the raffle table or purchasing advertising in our program. Should you have a business and wish to assist with these expenses, BSSC would greatly appreciate your donations. Families should plan to spend the majority of the weekend at the pool for the competition. This is an awesome opportunity for the club but it is a lot of work! Every competitive family is expected to volunteer their time to help at the competition. The schedule for volunteers will be distributed once BSSC posts the final competition schedule.

DISPUTE RESOLUTION POLICY

**Policy Statement**

BSSC supports the principles of Alternate Dispute Resolution (ADR) and is committed to the techniques of negotiation, facilitation, mediation and arbitration as
effective ways to resolve disputes with and among members, and to avoid the uncertainty, costs and other negative effects associated with litigation.

Scope

This policy applies to disputes with and among BSSC Representatives, where the term “BSSC Representatives” refers to any director, officer, committee member, employee, contractor, volunteer, coach, athlete, athlete’s parent, official, referee, manager and member within BSSC.

BSSC encourages all BSSC Representatives to communicate openly and to collaborate in using problem-solving and negotiation techniques to resolve their differences. In almost all cases a negotiated settlement is preferable to any outcome achieved through other dispute resolution techniques, and negotiated resolutions to disputes with and among BSSC Representatives are strongly encouraged.

Facilitation and Mediation

Opportunities for facilitation and mediation may be pursued at any point in a dispute within BSSC where it is appropriate and where the disputing parties agree that such a course of action would be mutually beneficial.

CONFIDENTIALITY POLICY

Preamble

This policy applies to BSSC directors, officers, coaches, team managers, committee members, volunteers, administrators and employees (including contract personnel) who have access to Confidential Information (defined in paragraph 6).

Responsibilities

BSSC Representatives will not, either during the period of their involvement/employment or any time thereafter, disclose to any person or organization any Confidential Information about BSSC acquired during their period of involvement/employment, unless expressly authorized to do so.

BSSC Representatives will not publish, communicate, divulge or disclose to any unauthorized person, firm, corporation, third party or parties any Confidential Information, without the express written consent of BSSC.

BSSC Representatives will not use, reproduce or distribute such Confidential Information or any part thereof, without the express written consent of BSSC.

All files and written materials relating to Confidential Information of BSSC will remain the property of BSSC and upon request of BSSC, the BSSC Representative will return all Confidential Information received in written or tangible form, including
copies, or reproductions or other media containing such Confidential Information, immediately upon such request.

The term “Confidential Information” includes, but it not limited to the following:

- Names, addresses, e-mail, telephone number, cell phone number, date of birth and credit card information of BSSC Representatives;
- Information related to the programs, fundraisers, business or affairs of BSSC or any BSSC Representative; and
- Data, materials, products, technology, computer programs, specifications, manuals, business plans, software, marketing plans, and financial information.

**Intellectual Property**

Copyright and any other intellectual property rights in all written material (including material in electronic format) and other works produced in connection with employment or volunteer involvement with BSSC will be owned solely by BSSC, who will have the right to use, reproduce or distribute such material and works, or any part thereof, for any purpose it wishes. BSSC may grant permission for others to use such written material or other works, subject to such terms and conditions as BSSC may prescribe.

**Enforcement**

A breach of any provision in this policy may give rise to discipline in accordance with BSSC's Discipline and Complaints policy.

**Policy Statement**

Membership and participation in the activities of BSSC offer many benefits and privileges. At the same time members and participants are expected to fulfill certain responsibilities and obligations, including complying with BSSC Code of Conduct as well as with BSSC’s other policies and procedures.

**Application of this Policy**

This Policy applies to all BSSC Representatives and participants in BSSC programs and activities including spectators and the parents/guardians of BSSC athletes.

This Policy only applies to written and signed complaints received by BSSC that may arise during the course of BSSC’s business, activities and events including but not limited to office environment, competitions, practices, training camps, travel associated with BSSC activities, and any meetings of staff, committees or the Board of Directors. Anonymous complaints may be accepted upon the sole discretion of BSSC.

Discipline matters and complaints arising within the business, activities or events organized by entities other than BSSC will be dealt with pursuant to the policies of these other entities.
Reporting a Complaint

Any individual may report to a BSSC Official any complaint. Such complaint must be signed and in writing, and must be filed within fourteen (14) days of the alleged incident.

Upon receiving a complaint, the BSSC Official will provide it to the BSSC Chairperson or designate

The Chairperson, or designate, will determine whether the complaint is frivolous or vexatious within fourteen (14) days of receiving it. If the Chairperson, or designate, determines the complaint is frivolous or vexatious, the complaint will be dismissed immediately.

Minor Infractions

Minor infractions are single incidents of misconduct that generally do not result in harm to others. All situations involving minor infractions will be dealt with by the President, or designate.

If the Chairperson, or designate, determines the complaint is legitimate and that it is a minor infraction, she will notify the individual alleged to have committed the minor infraction within fourteen (14) days of receipt of the complaint.

Procedures for dealing with minor infractions will be informal as compared to those for major infractions.

Examples of minor infractions include, but are not limited to:

- A single incident of disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others;
- Conduct contrary to the ideals of respect such as angry outbursts or argument; and
- A single incident of being late for or absent from BSSC events and activities at which attendance is expected or required.

Sanctions for minor infractions, which may be applied singly or in combination, include the following:

- Verbal or written reprimand;
- Verbal or written apology;
- Service or other voluntary contribution to BSSC
- Suspension from the current activity; or
- Any other similar sanction considered appropriate for the offense.
- A written record will be maintained by BSSC
Major Infractions

Major infractions are instances of misconduct that result, or have the potential to result, in harm to other persons or to the BSSC.

Examples of major infractions include, but are not limited to:

- Repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others;
- Repeated angry outbursts or arguing;
- Repeated incidents of being late for or absent from BSSC events at which attendance is expected or required;
- Comments about body types;
- Pranks, jokes or other activities that endanger the safety of others;
- Conduct which results in harm to the image, credibility or reputation of Synchro SSA and/or its’ sponsors;
- Abusive use of alcohol where abuse means a level of consumption that impairs the individual's ability to speak, walk or drive; causes the individual to behave in a disruptive manner; or interferes with the individual's ability to perform effectively and safely;
- Any use of alcohol by minors;
- Any use of illicit drugs and narcotics; or
- Any use of banned performance enhancing drugs or methods.

If the Chairperson, or designate, determines the incident is a major infraction and that there is validity to the complaint, a hearing is required. The Chairperson, or designate, will notify the individual alleged to have committed a major infraction within fourteen (14) days of receipt of the complaint.

Discipline Panel

Within fourteen (14) days of notifying the respondent of a complaint of a major infraction or of receiving the written report of the Investigator if an investigation was carried out, the Chairperson, or designate, will appoint three individuals to serve as a Discipline Panel. The members of the Panel will select from themselves a Chairperson.

Members of the Discipline Panel will have no significant relationship with the complainant and respondent; will have had no involvement with the alleged infraction; and will be free from any other bias or conflict of interest. The members of the Discipline Panel will be approved by the parties.

The Discipline Panel will hold the hearing as soon as possible, but not more than thirty (30) days after being appointed.

Having regard to the nature of the discipline matter and the potential consequences of any resulting sanctions, the Panel may decide to conduct
the hearing by way of review of documentary evidence or by way of oral hearing. If the Panel decides to conduct an oral hearing, it may decide to do so in-person or by means of telephone conference.

CODE OF CONDUCT AND ETHICS

Code of Conduct

BSSC is committed to providing an environment in which all individuals are treated with respect. Further, BSSC supports equal opportunity and prohibits discriminatory practices. Members of BSSC, parents/guardians of BSSC competitors, participants in BSSC programs and activities, and spectators at BSSC’s events are expected to conduct themselves at all times in a manner consistent with the values of BSSC.

Conduct that violates this Code of Conduct may be subject to sanctions pursuant to BSSC’s policies related to discipline and complaints.

Purpose

The purpose of this Code of Conduct is to ensure a safe and positive environment within BSSC programs, activities and events, by making all individuals aware that there is an expectation of appropriate behavior, consistent with the values of BSSC, at all times.

Responsibilities

All Individuals have a responsibility to:

Maintain and enhance the dignity and self-esteem of BSSC Representatives and other Individuals by:

- Demonstrating respect to individuals regardless of body type, athletic ability, gender, ethnic or racial origin, sexual orientation, age, marital status, religion, political belief, disability or economic status;
- Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees and members;
- Consistently demonstrating the spirit of sportsmanship, sports leadership and ethical conduct and practices;
- Acting, when appropriate, to prevent or correct practices that are unjustly discriminatory;
- Interacting with others in a way that enables all individuals to maintain their dignity and respect;
- Consistently treating individuals fairly and reasonably;
- Ensuring that the rules of the sport of synchronised swimming, and the spirit of such rules, are adhered to.

Refrain from any behavior that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive,
abusive, racist, sexist, degrading or malicious. Types of behavior that constitute harassment include, but are not limited to:

- Written or verbal abuse, threats or outbursts;
- The display of visual material which is offensive or which one ought to know is offensive;
- Unwelcome remarks, jokes, comments, innuendo or taunting about a person’s looks, body, attire, age, race, religion, sex or sexual orientation;
- Leering or other suggestive or obscene gestures;
- Condescending, paternalistic or patronizing behavior which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
- Practical jokes which cause awkwardness or embarrassment, endanger a person’s safety or negatively affect performance;
- Unwanted physical contact including touching, petting, pinching or kissing;
- Unwelcome sexual flirtations, advances, requests or invitations;
- Physical or sexual assault;
- Behaviours such as those described above that are not directed towards individuals or groups but have the same effect of creating a negative or hostile environment; or
- Retaliation or threats of retaliation against an individual who reports harassment.
- Refrain from any behavior that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments, advances or conduct of a sexual nature, when submitting to or rejecting this conduct influences decisions which affect the individual, such conduct has the purpose or effect of diminishing performance, or such conduct creates an intimidating, hostile or offensive environment;
- Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
- Respect the property of others and not willfully cause damage.
- Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods.
- Comply at all times with the Constitution, Bylaws, policies, rules and regulations of FINA, SSA and BSSC, as adopted and amended from time to time, including complying with any contracts or athlete agreements executed with BSSC.

**Coaches**

In addition to paragraph 5 above, **Coaches** have additional responsibilities. The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal as well as athletic development of their athletes. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches will at all times:

- Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability and fitness level of athletes, including educating athletes as to their responsibilities in contributing to a safe environment;
• Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes;
• Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment and management of athletes’ medical and psychological problems;
• Under no circumstances promote or condone the use of drugs or performance-enhancing substances;
• Accept and promote athletes’ personal goals and refer athletes to other coaches and sports specialists as appropriate and as opportunities arise;
• Encourage and facilitate athletes to be responsible for their own behavior, performance and decisions;
• Give athletes the opportunity to discuss and contribute to proposed training and performance standards as appropriate. Provide athletes and the parents/guardians of athletes who are minors with the information necessary to be involved in the decisions that affect the athlete as appropriate;
• At no time engage in an intimate or sexual relationship with an athlete of under the age of 18 years and at no time engage in an intimate or sexual relation with an athlete over the age of 18 if the coach is in a position of power, trust or authority over the athlete.
• Refrain from intervening inappropriately in personal affairs that are outside the generally accepted jurisdiction of a synchronised swimming coach;
• Act in the best interest of the athlete’s development as a whole person;
• Where an athlete has qualified for a training camp, provincial team, national team, etc., the Coach will support the program, applicable coaching staff, SSA Synchro.
• Recognize the power inherent in the position of coach.
• Do not make some participants more or less worthy as a person than others on the basis of body type, gender, race, place of origin, athletic potential, color, sexual orientation, religion, political beliefs, socio-economic status, marital status, age or any other conditions.
• Have a responsibility to respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy); informed participation and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights.
• Interact with others in a manner that enables all participants in sport to maintain their dignity.
• Build mutual support among fellow coaches, officials, athletes and their family members.

Athletes
In addition to paragraph 5 above, Athletes who have been selected to a representative team of BSSC will have additional responsibilities to:

• Report any medical problems in a timely fashion, where such problems may limit the athlete’s ability to travel, train or compete;
• Participate and appear on time in all competitions, practices, training sessions, events, activities or projects to which the athlete has made a commitment;
• Properly represent themselves as affiliated to their respective club and not attempt to enter a competition for which they are not eligible, by reason of age, classification or other reasons.
• Act in a sportsmanlike manner and not display appearances of violence, foul language or gestures to other players, officials, coaches or spectators.
• Adhere to BSSC’s rules and requirements regarding clothing and equipment.

Parents/Guardians and Spectators

In addition to paragraph 5 above, Parents/Guardians of BSSC Representatives and Spectators at events will:

• Encourage athletes to play by the rules and to resolve conflicts without resorting to hostility or violence;
• Condemn the use of violence in any form;
• Never ridicule a participant for making a mistake during a performance or practice;
• Provide positive comments that motivate and encourage participants continued effort;
• Respect the decisions and judgments of officials, and encourage athletes to do the same. Feedback on competition performances is provided by officials only to the coaching staff, so parents are encouraged to discuss any questions with your athletes coach;
• Recognize that officials, executives and staff act in good faith, and in the best interests of the athletes and sport as a whole.
• Respect the decisions and judgments of officials, and encourage athletes to do the same;
• Never question an officials’ or BSSC staffs’ judgment or honesty.
• Support all efforts to remove verbal and physical abuse, coercion, intimidation and sarcasm from the sport of synchronised swimming;
• Respect and show appreciation to all competitors, and to the coaches, officials and other volunteers who give their time to the sport;
• Refrain from the use of bad language, nor harass competitors, coaches, officials, parents/guardians or other spectators.

ALL SWIMMERS AND PARENTS WILL BE REQUIRED TO SIGN THE RELEVANT CODE OF CONDUCT ON SUBMISSION OF REGISTRATION FORM