

Mississauga Synchronized Swimming Association

Handbook



Welcome to MSSA!

This handbook was created to support and inform all levels of swimmers and parents by providing information on MSSA programs, policies and procedures, the executive, and volunteer expectations which apply to the sport of synchronized swimming and to our club. Please read the handbook and use it as a reference guide to better understand the happenings for the season ahead.

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

Visit our media sites often for news and updates:

www.mssa.ca

Or follow us on:

Facebook (Mississauga Synchronized Swimming Association)

Instagram (mississaugasynchro)

Twitter (@MississaugaSync)

YouTube (MississaugaSynchro)

CLUB PHONE NUMBER: 416-410-1433

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INTRODUCTION

Welcome to the Mississauga Synchronized Swimming Association (MSSA)

The **purpose** of MSSA is to provide a positive environment for the development of synchronized swimming that is enjoyable for both swimmers and coaches who are striving for excellence.

The **objectives** of MSSA are to provide opportunities for education and training in the sport of synchronized swimming and to foster a positive atmosphere for swimmers to reach their potential in competitive and recreational programs. This purpose and these objectives will be accomplished with the active participation of every swimmer, coach, and parent. The success of MSSA depends not only on the dedication and enthusiasm of our swimmers and coaches, but also on the support of parents, whose volunteer efforts and co-operation combine to make us a team, and ensure that our high standards continue.

Our coaching staff is among the best in Canada and this fact ensures the highest quality programs for your child. Debbie Stanton, our Head Coach, is a well respected, nationally ranked coach with many years of coaching and swimming experience.

This handbook is provided to you in an effort to answer any questions you might have about our program. It also contains MSSA policies and procedures. Additional information about the club will be provided during the year, through, e-mails, our Club website, notes from the coaches, and any club or team meetings.

PROGRAMS

At MSSA, our programs start at the Recreational level. We also offer programs for Provincial Stream Competitive athletes. Our Recreational program is focused on skill acquisition. Swimmers may remain in this stream for their whole synchro career.

The goal of the Recreational Program is to advance participants' synchronized swimming skill. Swimmers are continuously evaluated throughout each session and will receive a formal evaluation at the end of each session. It is an excellent introduction to the sport and provides an opportunity for physical activity to girls of various ages.

In order to swim Competitive Stream, swimmers should receive a recommendation from a Free Synchro event or Recreational program. Swimmers will then be placed on a team with athletes of similar skill level. All efforts will be made to keep age range close; however, blended age groups are a possibility. Swimmer age is determined based on age as of December 31 of competitive season. The competitive year runs from September through June.

Recreational Programs

Recreational Synchro Team

Participants learn the sport of synchronized swimming progressing through 4 levels. The program lasts for 15 weeks, with 1 practice a week that is 1.5 hours long. Each level has categories which encourage Speed, Stamina, Strength, Suppleness and Synchro Skills. Pool space is shared with competitive synchro teams. Participants will learn a routine for a demonstration at the end of the Session 1 and perform in the MSSA Swim Show at the end of Session 2.

Masters Recreational Program

The Masters Recreational Program is for adult swimmers. Participants swim 1.5 hours weekly and are taught synchronized swimming skills based on the Synchro Canada Technical Routine Elements. The program develops technical synchronized swimming skills, and enhanced fitness through a half hour of length swimming per class. The goal of this program is to create a routine that will be demonstrated at a provincial level meet, and at the annual year-end club show.

Unique Athletes

MSSA has the opportunity to offer the Unique Athletes program. The program is a recreational synchro program which has been carefully adapted for swimmers with special needs. The decision for the athlete(s) to go to competitions will be made on a yearly basis.

The goals of this program are to provide technical skill development and athletic conditioning in a positive way. The senior level swimmer is further honing her skills and advancing within the sport to often very competitive levels at regional, provincial competitions, and nationals. The athlete will work with her coach as an individual or as part of a team in a positive and encouraging environment.

Competitive Programs

Novice Program

The goal of the Novice program is to advance participants' synchronized swimming skills. Swimmers are continuously evaluated throughout each session and will receive a formal evaluation at the end of each session. It is an excellent introduction to the sport and provides an opportunity for physical activity to girls of various ages.

Participants learn the sport of synchronized swimming progressing through 4 levels. Each level has categories which encourage Speed, Stamina, Strength, Suppleness and Synchro Skills. Pool space is shared with competitive synchro teams. Participants will learn individual technical figures and a full team routine. These athletes compete at a Figures Competition in December and at an Invitational Novice level competition in the winter and spring.

Competitive – Provincial Stream

The team structures vary by year according to the age and skills of the swimmers in the club that year. Below is a sample of teams. Teams may have swimmers who are older or younger as long as the average age of the team is maintained. All swimmers will compete compulsory figures for their appropriate age, even if they are on a team of blended ages. Swimmer age is determined based on age as of December 31 of competitive season. The competitive year runs from September through June.

Example:

Swimmer 1: 11 years	= Total Age (44 years) / Number of Swimmers (4)
Swimmer 2: 10 years	= Average Age = 11
Swimmer 3: 14 years	= 12 & Under Team
Swimmer 4: 9 years	

10 & Under (a blended team whose average age is 10.4 or lower)

Swimmers practice two times a week for approximately 5 hours in total. Their training focuses on endurance, flexibility, core strength and stroke improvement in addition to technical synchronized swimming skills. Swimmers participate in both individual compulsory technical figures and a choreographed routine at Regional and Provincial competitions.

12 & Under (a blended team whose average age is 10.5-12.4)

Swimmers practice three times a week for approximately 9 hours in total. Their training builds on previous experience to further develop skills, although some swimmers may be new to the sport. Improvement is evident as the swimmers spend more time in the water. Swimmers participate in both individual compulsory technical figures and a choreographed routine at Regional and Provincial competitions.

13 - 15 (a blended team whose average age is 12.5-15.4)

This level is generally a program for swimmers with previous synchro experience. Swimmers practice three or four times weekly for approximately 10.5 hours in total. Choreographed routines become more complex, with tighter patterns, lifts and throws that the sport is famous for. The routines become faster, more sophisticated, the training hours are longer, there is a higher level of commitment to the more advanced skills of synchronized swimming, fitness training, mental training, being competition ready. Teams participate in 4-6 competitions per season including 2 Club Watershows.

16 - 20 (a blended team whose average age is 15.5-20.0)

Is generally a program for girls who have progressed from the 13-15 provincial competitive stream. Swimmers practice 4 times weekly for approximately 11.5 hours in total. Their training includes a focus on endurance, flexibility, core strength and stroke improvement at each practice in addition to technical synchronized swimming skills. Athletes participate in both individual compulsory technical figures and a choreographed routine at competitions.

Team Selections

MSSA provides various levels of instruction and competition to its members. At the competitive level, the club aims to field the most competitive team(s) at each level possible. Team selections will be made based on age, skill, ability and commitment.

For the season, all competitive swimmers registering will pay a *non-refundable fee* after which the balance of the fees required for the particular level will be due, as per the payment schedule.

More than one team in an Age Group

MSSA is dedicated to giving each individual the opportunity to reach maximum potential within a competitive environment. When a level requires it, 2 or more teams of different skill levels will be chosen based on specific selection criteria. Swimmers of like skills will be grouped as a team.

Alternates

In the event of alternates, the Head Coach and team coach will establish the criteria to select those that will be swimming the team event in each competition. The criteria will be announced to the team at the time of team selection.

Extra routines

An extra routine is a solo, duet, or combo event in which a swimmer participates over and above the team's normal training time. The Head Coach may offer extra routines depending on athlete skill level and commitment, and available coaching. Parents must pay an additional swim fee to cover pool rental, coaching expenses and additional meet fees as well as agree to purchase an added competition suit, if required.

Selected swimmers will be asked by the end of September whether they would like to participate in an extra routine. Duet selection is based on swimmers with 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.

Separate training for extra routines will begin in early October (with payment commencing October 1) at a schedule to be determined and announced at that time. All extra routines will be evaluated by the Head Coach in December. 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, the Head Coach may decide not to pursue the extra routine. If this is the case, payment for extra routines would be discontinued after December 31.

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 swim meet. 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 made directly with the coach providing the extra figure training.

Required Equipment

- ❖ Any style one-piece bathing suit will suffice for practices
- ❖ Plain black suit with no visible logos and white swim cap for figures competitions
- ❖ Goggles (2 pairs ideally so there is a spare in case of loss or breakage)
- ❖ Club swim cap to keep hair out of swimmer's eyes
- ❖ Nose clips – should have 3-4 in the swimmer's bag at all times
- ❖ Water bottle
- ❖ Club uniform and backpack; (optional for Recreational swimmers)
- ❖ Flip-flops or crocs for deck and change room
- ❖ Towel

The best place to purchase quality supplies (nose plugs, goggles etc) is at:

Team Aquatics Supplies,
111 - 1065 Canadian Place
Mississauga, ON L4W 0B8
TEL 905-602-9159
mississauga@team-aquatic.com

Purchase of the Club Uniform costs approximately \$300 and includes an MSSA cap, backpack, shirt, leggings, jacket and swim suit.

Attendance & Punctuality

Attendance and punctuality are extremely important in a team sport like synchronized swimming. The swimmer should clearly understand the commitment to team, coach, and club before the season starts. It is important to note that during the competition season (January to June), 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 organize the practice for the least amount of disruption for the other members of the team.

Vacations and Extended Absences

Parents are encouraged to schedule vacations at times when swimmers do not have scheduled practices. If vacation is to be taken during scheduled practice time, written notice to the Team Coach and Head Coach must be given at least 1 month beforehand, to enable them to plan around a swimmer's absence. Vacations should not be planned two weeks prior to any competitions for both Provincial Competitive and Novice swimmers.

Practice Cancellations

Practices may be cancelled unexpectedly due to extreme weather or pool closures. If this occurs parents will be notified via TeamSnap, email, website and phone. Refunds will not be issued for cancelled practices .

TRAINING

Land Drill

Land drill is essential in synchronized swimming. Land drill includes determining counts, setting patterns, clarifying positions and practicing movements out of the pool. Swimmers will participate in land drill while in practice, however they are required to do land drill independently, outside of normal practice time as well. Team land drill will be done in practice with the coaches. Anyone with an extra routine will be required to land-drill for their solo or duet as well. Parents are asked to encourage their swimmer's compliance with these expectations. Your swimmer's coach will provide instructions and music in order to practice land drill at home.

Dry-Land Training

As pool time is always limited, it is reserved for training that can only be done in the water. Dry-land flexibility, stretching and strength conditioning exercises bring about optimal fitness and flexibility and helps prevent injury

Stretching

Proper stretching prevents injury and increases flexibility. Many positions are not possible without good hip, back and shoulder flexibility. Swimmers will be encouraged to practice as much as possible at home. As little as 10-15 minutes per day can bring marked improvement in all areas of flexibility in a short period of time.

Swimming Drills

Much of the conditioning for synchronized swimming involves speed-swimming drills, including laps of freestyle, butterfly, backstroke and breaststroke. 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.

Deep Water Training

Deep pool training for MSSA athletes is included in the fees for competitive swimmers. It is important for team training and club participation that ALL swimmers and teams attend. Swimmers are expected to arrive in uniform, with either a black suit or their club suit – the coach will advise accordingly.

Extra Figure Training and Team Practices

Outside of club time, a swimmer or team may ask their coach for extra figure or routine practice in addition to the regular club schedule at an additional cost. The coaching staff will determine pool time, capacity, and coach availability. The fee is paid to the coach, at an hourly rate and is in addition to club fees. If any pool time is outside Club hours or in rental facilities not contracted by MSSA, approval from the Head Coach and Executive must be obtained. The Head Coach will arrange and book the required pool time.

Coach Development

MSSA's coaches are frequently updating their training and qualifications to meet the excellent standards of Synchro Ontario, Synchro Canada, and the City of Mississauga. MSSA continues its coaching development program for our senior swimmers, and actively promotes and supports swimmers within the Club in achieving their coaching qualifications. MSSA coaches are held to a high standard of conduct as per our Club and Synchro Ontario's Code of Conduct.

CLUB AWARDS

Club trophies have been donated to MSSA to acknowledge the achievements of swimmers, volunteers, and coaches. These club awards are presented at the annual Banquet and Awards Night in June.

Penny Jones Award – Senior Award

For most improved Senior Swimmer • with MSSA for at least 3 years • Positive team member who demonstrates improvement in figures and Routine & excellent attendance • Positive role model within the Club towards other members, especially junior swimmers • Candidate selected and determined by coaches.

Sabrina Gollnow Award – Intermediate Award

For most improved Intermediate Swimmer • Intermediate swimmer that has greatly improved in figures and routine over the season • Excellent attendance and hard work at practices • Positive team member and demonstrates consistent team effort • Candidate selected and determined by coaches.

Best Overall Novice Competitive – Junior Award

New competitive swimmer • Positive team member who demonstrates improvement in figures and Routine & excellent attendance • Positive role model within the Club towards other members, especially junior swimmers • Candidate selected and determined by coaches.

Most Dedicated Recreational Swimmer

Excellent attendance and hard work at practices • Shows leadership within team • Displays improvement in synchro skills • Candidate selected and determined by coaches.

Anchor Award

The Anchor Award in honor of a family who commits a significant amount of time and dedication to MSSA. An anchor represents a symbol of stability and strength. Just as a ship that is not firmly anchored is at the mercy of all of the elements of the sea, so too is a person who is not firmly anchored by a strong and loving family who supports her. When we are properly Anchored we are able to trust confidently in the skills and knowledge which are deep within us.

5 and 10 Year Pins

Given to swimmers that have participated in the club for 5 or 10 years.

Volunteer of the Year Award

Given to the Volunteer that has contributed and done an outstanding effort in donating their time and effort to the club. Voted upon by the club executive.

A YEAR IN THE LIFE OF MISSISSAUGA SYNCHRO ...

August	September	October
<ul style="list-style-type: none"> <input type="checkbox"/> Registration packages e-mailed <input type="checkbox"/> New Swimmer Evaluations <input type="checkbox"/> Synchro summer camps 	<ul style="list-style-type: none"> <input type="checkbox"/> Swimmers registration <input type="checkbox"/> Free Synchro <input type="checkbox"/> Comp/ Recreational programs begin 	<ul style="list-style-type: none"> <input type="checkbox"/> Thanksgiving Sunday & Monday off <input type="checkbox"/> Burning Bright for Breast Cancer <input type="checkbox"/> Team routine suit selection
November	December	January
	<ul style="list-style-type: none"> <input type="checkbox"/> Novice Figures Competition <input type="checkbox"/> Town Hall Meeting <input type="checkbox"/> WOW night <input type="checkbox"/> Christmas break 	<ul style="list-style-type: none"> <input type="checkbox"/> Lisa Alexander Meet <input type="checkbox"/> Waterloo Invitational <input type="checkbox"/> Recreational Session 1 completion <input type="checkbox"/> Recreational Demo
February	March	April
<ul style="list-style-type: none"> <input type="checkbox"/> Recreational Session 2 begins 	<ul style="list-style-type: none"> <input type="checkbox"/> Central North Regionals <input type="checkbox"/> March Break 	<ul style="list-style-type: none"> <input type="checkbox"/> Easter Sunday and Monday – no practices <input type="checkbox"/> Hilton Worldwide Invitational <input type="checkbox"/> Novice Team Competition
May	June	July
<ul style="list-style-type: none"> <input type="checkbox"/> Victoria Day Weekend no practices for Novice only <input type="checkbox"/> Ontario Age Group Championships <input type="checkbox"/> Recreational Year-End Celebration 	<ul style="list-style-type: none"> <input type="checkbox"/> Trillium Meet (12 & under) <input type="checkbox"/> MSSA Annual General Meeting <input type="checkbox"/> MSSA Rehearsal and Swim Show <input type="checkbox"/> MSSA Banquet <input type="checkbox"/> Recreational Demo <input type="checkbox"/> Try-outs for next year's competitive teams 	<ul style="list-style-type: none"> <input type="checkbox"/> Summer Holiday!!! <input type="checkbox"/> Executive Planning for next season

CLUB UNIFORMS

The MSSA club colors are navy blue, red and white.

Competitive swimmers are required to have the current design for:

- MSSA bathing suit
- MSSA bathing cap
- MSSA track suit
- MSSA equipment bag
- MSSA T-shirt
- Routine team suit, as selected by the coach
- Plus figure requirements, see below

For figures, **ALL** competitive swimmers are required to have:

- a black bathing suit (no logo)
- new white bathing cap (no logo)
- nose clips
- goggles

Club novice (recreational) swimmers are required to have:

- * bathing cap, nose clips and goggles for practices
- * routine team suit, as selected by the coach, for the Swim Show

Failure to have the proper uniform can result in the swimmer being removed from the function with disciplinary measures. The discipline may well include having the swimmer sent home.

Club Logo

Any reproduction of the club logo must be approved by the Executive.

OPERATIONAL POLICIES

Organizational Structure

MSSA is run by a team of volunteers ready and willing to ensure a fun and successful season of synchronized swimming. This board of directors consists of up to 7 positions; Director of Club Management, Director of Finance, Director of Administration, Director of Marketing, Director of Human Resources and Member at Large (up to 2 positions).

The board includes:

Director of Club Management - mssadirclub@gmail.com

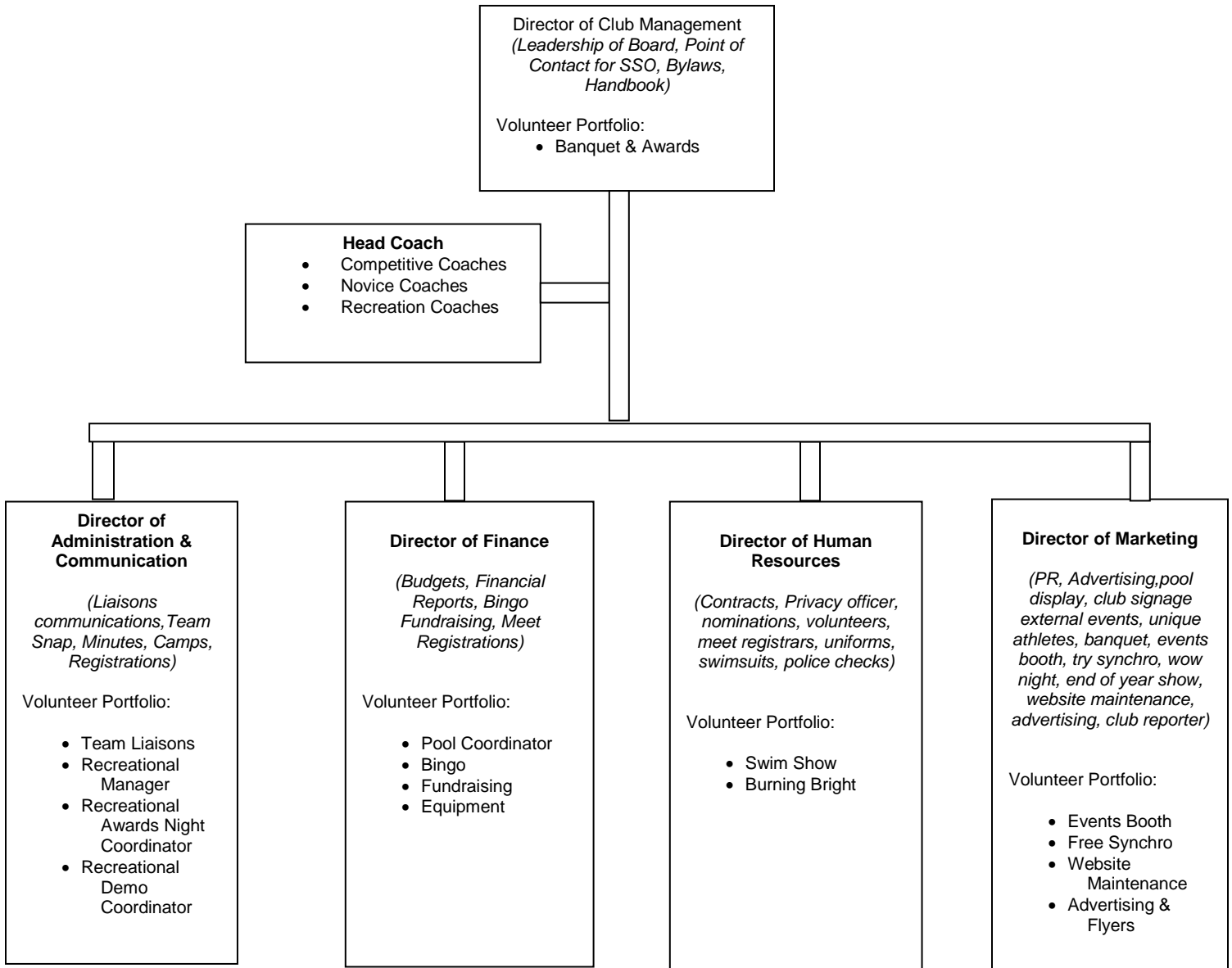
Director of Finance - mssa.vp.fin@gmail.com

Director of Administration & Communication - mssa.vp.adm@gmail.com

Director of Marketing - mssa.vp.mkt@gmail.com

Director of Human Resources - mssa.vp.hr@gmail.com

MSSA Executive And Committee Structure



Executive Members are elected from the membership and the positions are voluntary. The executives are responsible to the membership of the association for the everyday operations and finances of the club. Parents may submit their names or nominations in May to the Director of Administration & Communications for any executive position. The election of the Executive takes place at the Annual General Meeting held in May/June.

Based on the significant number of hours required to perform the duties of an Executive Member, Executive Members receive a \$750 reduction in their fees that is applied at the end of the swim year, as well as not requiring to pay any fundraising fees (if required that year). The reduction in fees is applied at the end of the swim year to ensure the executive fulfills their role the entire swim year.

Executive Members are asked to commit to a minimum of a 2-year term in order to allow for continuity within the Executive Board. New Executives are elected at the AGM, and can be nominated in May for the position(s).

Executive Position Descriptions

Below are the Role Descriptions for each member of the Executive as taken from the Bylaws. The Executive is welcome to change the Volunteer Portfolio for each role according to the member's strength and experience.

Director of Club Management

- (1) The Director of Club Management provides leadership to the Board, ensures the integrity of the Board's process and represents the Board to outside parties. The Director of Club Management coordinates Board activities in fulfilling its governance responsibilities and facilitates co-operative relationships among Directors. The Director of Club Management ensures the Board discusses all matters relating to the Board's mandate.
- (2) Establish agendas aligned with annual Board goals and preside at the Annual and General Meetings of the Association and at meetings of the Board. Ensure Meetings are effective and efficient for the performance of governance work. Ensure that a schedule of Board meetings is prepared annually.
- (3) Serves as the Board's central point of communication with Synchro Swim Ontario, and any Municipal or Provincial agencies; will provide general supervision of the affairs and operations of the Association; will be the official spokesperson of the Association; oversee and supervise office staff (if any) and will perform such other duties as may from time to time be established by the Board.
- (4) Leads the Board in monitoring and evaluating the performance of coaching staff and Directors through an annual process.
- (5) Ensures that a Board work plan is developed and implemented that includes annual goals for the Board and embraces continuous improvement.
- (6) Serves as the Board's primary contact with the public.
- (7) Reports regularly to the Board on issues relevant to its governance responsibilities.

- (8) Sets a high standard for Board conduct and enforce policies and By-laws concerning Director conduct.
- (9) Serves as a mentor to other Directors. Ensure that all Directors contribute fully. Address issues associated with underperformance of individual Directors.
- (10) Ensures succession planning occurs for Board members and critical volunteer roles.

Director of Finance

- (1) The Director of Finance will work collaboratively with the Director of Club Management and Directors to support the Board in achieving its fiduciary responsibilities.
- (2) The Director of Finance shall have the custody of the funds and securities of the Association and shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the Association in the books belonging to the Association and shall deposit all monies, securities and other valuable effects in the name and to the credit of the Association in such chartered bank or trust company, or, in the case of securities, in such registered dealer in securities as may be designated by the Board from time to time. The Director of Finance shall disburse the funds of the Association as may be directed by proper authority taking proper vouchers for such disbursements, and shall render to the Director of Club Management and Directors at the regular meeting of the Board, or whenever they may require it, an accounting of all the transactions and a statement of the finance position, of the Association. The Director of Finance shall also perform such other duties as may from time to time be directed by the Board.
- (3) Maintains a high standard for Board conduct and uphold policies and By-laws regarding Director's conduct, with particular emphasis on fiduciary responsibilities.
- (4) Presents to the Members at the annual meeting as part of the annual report, the financial statement of the Association approved by the Board together with the report of the auditor or of the person who has conducted the review engagement, as the case may be.
- (5) The Director of Finance will prepare annual budgets.

Director of Communication and Administration

- (1) The Director of Communication and Administration works collaboratively with the Director of Club Management to support the Board in fulfilling its administration responsibilities.
- (2) Maintains a high standard for Board conduct and uphold policies and By-laws regarding Director's conduct, with particular emphasis on administration responsibilities.
- (3) The Director of Communication and Administration will keep a role of the names and addresses of the Members. Ensure the proper recording and maintenance of minutes of all meetings of the Association, Board and committees. Attend to correspondence on behalf of the Board. Have custody of all minute books, documents, registers and ensure that they are maintained as required by law. Ensure the proper recording and maintenance of all amendments to the Association's By-Laws, ensure that all official documents and records of the Association are properly kept, keep attendance records of all Board meetings, cause to be recorded and drafted the minutes of all Board Meetings and Members' Meetings, send out any notice requirements as described herein, and perform such other duties as may from time to time be established by the Board. Ensure that all reports are prepared and filed as required by law or requested by the Board.
- (4) Gives notice as required by the By-laws of all meetings of the Board and the Association. Attend all meetings of the Association and the Board.

Director of Marketing

- (1) The Director of Marketing works collaboratively with the Director of Club Management to support the Board all aspects of fundraising, social media, advertising and internet presence for the Association, and will perform such duties as may from time to time be established by the Board.
- (2) Collaborate with the Board to create a fund development plan which increases revenues to support the strategic direction of the organization. Implement the fund development plans in accordance with ethical fundraising principles. Monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved. Monitor trends in the community or region and adapt fundraising strategies as necessary

- (3) Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fund raising processes are carried out in a timely manner. Develop policies and procedures for the fundraising team which reflect ethical fundraising practices
- (4) Prepare and submit grant applications as outlined in the fund development plan to generate funds for the organization
- (5) Oversee the planning and execution of special fundraising events as specified in the fund development plan to generate funds for the organization
- (6) Identify and develop corporate, community and individual prospects for the organization's fundraising priorities.
- (7) Oversee the administration of a donor mailing list and database, which respects the privacy, and confidentiality of donor information.
- (8) Coordinate donations and make decisions regarding the issuing of receipts.
- (9) Maintains a high standard for Board conduct and uphold policies and By-laws regarding Director's conduct, with particular emphasis on promotion and marketing responsibilities.

Director of Human Resources

- (1) The Director of Human Resources works collaboratively with the Director of Club Management and Board to maintain and enhance the Association's Human Resources by planning, implementing, and evaluating employee and Member relations. The Director of Human Resources will also manage volunteer resources to assist in the delivery of the organization's programs and services. This includes directly managing volunteers, and/or providing guidance, support, resources and tools to members who supervise volunteers.
- (2) Develop and implement goals and objectives for the volunteer program, which reflect the mission of the organization. Assess the need for volunteers to enhance program/service delivery. Develop a budget for the volunteer program activities. Conduct ongoing evaluation of the programs and services delivered by volunteers and implement improvements as necessary
- (3) Develop, administer, and review policies and procedures, which guide the volunteer programs and services, and reflect the overall values of the organization. Develop and administer forms and

records to document the volunteer activities. Identify volunteer assignments that provide meaningful work for volunteers and write the volunteer position descriptions in consultation with members as appropriate

- (4) Promote the volunteer program to gain community support of the volunteer program and the Association. Develop and implement effective strategies to recruit the right volunteers with the right skills. Develop and implement an intake and interview protocol for potential volunteers to ensure the best match between the skills, qualification, and interests of the volunteers and the needs of the Association
- (5) Train staff (if any) to work effectively and cooperatively with volunteers. Orient volunteers to increase their understanding of the organization, its clients, its services and the role and responsibilities of volunteers. Ensure that volunteers are given appropriate training to be successful in their positions. Ensure that volunteer check-in procedures are followed and records of volunteer hours are maintained according to established procedures. Ensure that volunteers receive the appropriate level of supervision. Assist with conflict resolution among clients, staff and volunteers according to established procedures.
- (6) The Director of Human Resources will assign and distribute volunteer assignments among Members, evaluate the contribution of each volunteer on an annual basis to ensure volunteer commitments are met, prepare an annual report on the contribution of the volunteer program to the organization, and administer and monitor expenditures for the volunteer program against the approved budget.
- (7) In consultation with the Director of Club Management and the Head Coach will recruit, screen, interview, and select well-qualified staff. Will be responsible for the negotiation and consolidation of contracts, orient coaches to the Association, decide on compensation issues, and will perform other such duties as may from time to time be established by the Board.
- (8) The Director of Human Resources will keep a role of the names and volunteer assignments of the Members. Ensure the proper recording and maintenance of minutes of all meetings of the Committees and distribute to the Director of Administration. Have custody of all contracts, documents, registers and ensure that they are maintained as required by law. Ensure the proper recording and maintenance of all contractual documents and ensure that all

official documents and records of the Association are properly kept and filed as required by law or requested by the Board.

- (9) Maintains a high standard for Board conduct and uphold policies and By-laws regarding Director's conduct, with particular emphasis on contractual coaching and volunteer responsibilities.

Director(s) at Large

- (1) Will attend all the meetings of the Board and will perform such duties as may from time to time be established by the Board.
- (2) Maintains a high standard for Board conduct and uphold policies and By-laws regarding Director's conduct.

Volunteer Commitment

Volunteers are vital to the successful operation of MSSA. Volunteers do many jobs to keep the club running, and are excellent role models for the swimmers. The Club can only run well when the workload is distributed among all of the parents. When we work together our girls will reap the benefits and we will have a club to be proud of.

The following explains MSSA's volunteer system:

1. A description of the Volunteer Roles and Point System is provided in Appendix B.
2. Volunteer positions for team liaisons can only be designated after team selection and need to be approved by the coaching staff and executive.
3. Certain volunteer positions are essential to the operation of MSSA and must be filled before others. Volunteer jobs may need to be reassigned following sign up in support of critical MSSA jobs. If the essential positions are not filled, you may be asked to leave the job you have chosen to fill an essential volunteer job.
4. Some volunteer work (e.g. chaperoning) cannot be considered part of your volunteer jobs. Please check with the Director of Human Resources if you are not sure if your work is eligible to be counted in as part of your volunteer commitment.
5. Commitment cheques are required with the swimmer's registration in the fall. These cheques are to ensure that the volunteers' do complete their committed hours. If the hours are not completed by the end of the swim year, the club will either cash the commitment cheque or request a new cheque with a proportionate amount according to the number of volunteer hours completed. Parents to have the option of requesting to **not** complete volunteer hours; in

that case the commitment cheque will be cashed at the beginning of the swim year with the registration fees.

Communication

Club Meetings

Parents are expected to attend all club meetings in order to have a complete understanding of your swimmer's involvement and your required commitment within the club.

There are three membership meetings held during the year.

- The first meeting is a parent information and registration meeting held in September
- The second meeting is the Town Hall held in December
- The third meeting is the Annual General Meeting (AGM) held in June

Membership List

A list of all members' phone numbers and e-mail addresses, grouped by team, is provided to each family to assist in arranging car pools and planning events. The list will be available on team's TeamSnap site. Please remember to update any changes to your e-mail address or phone number on the TeamSnap platform.

Team Meetings

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

Website / Team Snap

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 Liaison if you do not have an email to find an alternative means of getting club updates.

Website address: www.mssa.ca
Facebook: www.facebook.com/mssasynchro/

Email

Email is our primary source of communication with our members. Strong communication depends on you to be an active participant.

Main Email :	mssadirclub@gmail.com
Finance and Bill Payments:	mssa.vp.fin@gmail.com
Admin and Communication:	mssa.vp.adm@gmail.com
Volunteer roles:	mssa.vp.hr@gmail.com
Marketing/Fundraising:	mssa.vp.mkt@gmail.com

Team Liaison

Each team has a designated team parent to be the primary liaison with the coach and the Board of Directors. This person will also be responsible for creating and maintaining a team contact list, collect incidental fees, organize team social events and other team related tasks as required. Please advise the Director of HR (mssa.vp.hr@gmail.com) if you wish to be a Team Liaison.

Parent Swimmer / Coach Communication

Parents and swimmers are encouraged to communicate directly with their coach with any questions or concerns that may arise during the season. To prevent any misunderstandings and allow for adequate time, the coach will assign meeting times based on their availability as to when they can meet. Please be patient and respect these guidelines. Please do not interrupt the Coach when they are on deck. If this approach is not successful, the Head Coach or Director of Club Management (mssadirclub@gmail.com) should be informed to help address questions or concerns.

Finance

Payment Policy

MSSA is a not-for-profit organization. The goal of MSSA is to operate efficiently with a balanced budget, retaining a reserve fund year to year. The club's main sources of income are the annual membership fees, revenue from volunteer participation in Bingo, MSSA hosted meets, and various other fundraising activities held throughout the season.

Annual membership fees cover a portion of the expenses incurred for pool space rental, coaching fees and costs related to equipment. The annual fee is subject to swimmer registration, pool fees and other expenses. Fundraising helps to keep the annual fee more accessible to more families.

Registration fees and the first month's program fees are non-refundable due to administration costs, operating costs, carry costs and contractual obligations. If applicable, an additional fee for extra routines will be collected for the pool time and coaching required for these extra opportunities.

Any withdrawal from the club or request to change a swimmer's program, with cause, must be formally submitted in writing to the Board of Directors (mssadirclub@gmail.com) 30 days prior to the effective date. A penalty for the withdrawal or change will be pro-rated based on the point in the swimming year at which the withdrawal occurs. No refund will occur after December 31 due to financial commitments made to coaches, pool contracts and competition expenses.

In extraordinary circumstance (i.e. injury or serious illness) where required notice of cancellation cannot reasonably be obtained, an appeal can be made to the Board of Directors.

Families with three or more swimmers involved in the club will receive a 10% discount on the fees of the most expensive swimmer.

Based on the significant number of hours required to perform the duties of an Executive Member, Executive Members receive a \$750 reduction in their fees that is applied at the end of the swim year, as well as not requiring to pay any fundraising fees (if required that year).

Payment Schedule for the Season

The payment schedule is distributed at the beginning of the season. Payment is by cheque only. A sample payment schedule from the 2017/18 swim year is included as an Appendix.

Making Payments

All regularly occurring payments must be provided before October 1st (i.e. post-dated cheques).

There are also a number of expenses throughout the year that require payment such as uniform items, meet fees, and extra figure lessons (optional). MSSA will not accept cash payments for outstanding bills. Cheques should be made payable to MSSA.

NSF Cheques

NSF cheques must be replaced within 10 days of notification, with a certified cheque or money order. An NSF fee of \$30.00 must be added to the total owing.

Expense Procedures

If expenses are to be incurred the following procedure must be followed:

- Pre-approval of the expense by Executive
- Complete the expense form available on www.mssa.com
- Attach Receipts
- Forward the expense sheet and receipts to Director of Finance

Fundraising

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

Participation in club-based fundraisers is mandatory. Sample fundraising events include:

- Raffle
- Bingo
- Hosting Synchro Competitions

Raffle

Should MSSA organize a Club Raffle, each swimmer is responsible for buying/selling a set number of tickets. All monies raised will go directly to MSSA's operating budget. A cheque for tickets will be due at registration.

Bingo

Bingos are our major revenue source for our club. These funds pay for coaching salaries and pools. Bingo sessions are 2-4 hours long, and two members of the club are required to be at each session. Sessions are scheduled on a first come first serve basis. The available shifts are circulated well in advance.

In order to be a bingo volunteer you must be trained by OLG. If you are interested in volunteering at a bingo please contact the bingo coordinator at mssabingo@gmail.com to arrange for your schedule and required training.

Hosting a Synchro Ontario Competition

If the club is awarded a meet during the year, each family will be required to participate in the running of that meet 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, MSSA would greatly appreciate your donations. Families should plan to spend the majority of the weekend at the pool for the meet. 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 meet. The schedule for volunteers will be distributed once Synchro Ontario posts the final competition schedule. The volunteer commitment is typically estimated to be 15-20 hours per family.

Pool Policy

All pool bookings and facility bookings, whether within or outside Mississauga, must be arranged by the Head Coach and/or the Pool Coordinator (Volunteer Role).

Concussion Policy and Protocol

MSSA follows the SSO Concussion Policy and Protocol. Please click on the link to find that policy: [Concussion Policy](#)

Social Media Policy

MSSA follows the SSO Social Media Policy. Please click on the link to find that policy: [Social Media Policy](#)

MSSA Anti-Harassment Policy

MSSA has an anti-harassment policy which is consistent with that required by SYNCHRO ONTARIO. We are committed to providing a sport and work environment which promotes equal opportunities and prohibits discriminatory practices. Harassment is a form of discrimination which is prohibited by human rights legislation in each province of Canada. Harassment is offensive, degrading and threatening. It can generally be defined as comment or conduct, directed toward an individual or group of individuals, which is insulting, intimidating, humiliating, malicious, degrading or offensive. In its most extreme forms, harassment can be an offense under Canada's Criminal Code. This policy is available to members upon request from an Executive Member or you may see Synchro Swim Ontario Policies & Forms on their website for guidance.

MSSA recognizes that it can be very difficult to come forward with a complaint of harassment and that it can be devastating to be wrongly accused of harassment.

The Executive recognizes the interests of both the complainant and the respondent in keeping the matter confidential. The Executive will follow the policy with sensitivity and resolve the matter to the best of our ability.

Swimmer Responsibilities

1. Swimmers are expected to treat coaches, other club members, teammates, volunteers and pool staff with respect.

2. Swimmers are to represent the club in a positive manner at all times with judges, other clubs, media personnel etc.
3. Swimmers are responsible to know their team's training schedule. Your official team schedule will be on your team's TeamSnap site. All changes, including last minute ones will be posted on TeamSnap.
4. Practice time is valuable and must be used effectively. **Attendance at all practices is essential for both competitive and novice swimmers.** "Perfect" attendance is expected except in the case of illness or exceptional circumstances. Please contact your coach in advance to notify her of any absence. Do not attend if too ill or contagious, however swimmers should attend practice for water or dry land work as they are able.
5. All swimmers are responsible for being on time and fully prepared (suit, bathing cap, nose plugs, water bottle etc.) 10 minutes before practice. Swimmers may only enter the pool through the change room doors. They should be in their bathing suit unless the practice begins with dry land activities. **There is no undressing or wearing of street shoes on deck.**
6. All equipment and personal belongings should be labeled and remain on deck with the swimmers.
7. Swimmers are to participate in all club activities when appropriate.
8. For safety, swimmers will be encouraged to use the washroom or change room in pairs. When using Community change rooms, swimmers **MUST** go in pairs. Teammates should not leave anyone alone in the change room. No glass or nuts are permitted on deck.
9. If a swimmer abuses or damages pool property, the swimmer or their parents will be held financially responsible and the swimmer will be disciplined.

Parent Responsibilities

One of the most important parent responsibilities is to be supportive and encouraging. Sometimes swimmers can be too hard on themselves and this is when your swimmer really needs your support!

1. Please ensure that your child attends all practices on time.
2. Check your e-mail regularly for team and club information including newsletters and monthly team calendars. Any questions – check your team's TeamSnap website or the club website at www.mssa.ca or call / e-mail your team coach, liaison, head coach, or an executive member.
3. Please refrain from talking to your daughter or her coach during practice, as per City of Mississauga guidelines and for effective use of training time.

4. If you have a concern, your daughter's coach will be available to discuss this with you via email, phone, or meet at a mutually convenient time. Use discretion to apply the '24 hour rule'. Questions or concerns about club policy should be addressed to the Executive. All club and meet fees, and travel costs must be paid on time.
5. All members of MSSA are financially responsible for any shortfalls in the club operations.
6. The club is a parent volunteer run organization. Our parent group is the largest resource that MSSA has. Your skills and talents are invaluable. **You are required to sign up for a volunteer job on Registration Night.**
7. Be sure to attend any Parent/Team Meetings, the Town Hall Meeting in December, and the Annual General Meeting in May/June. Parents are voting members of MSSA so come out and make your vote count.
10. A **Vulnerable Sector Police Records Check** is necessary. Synchro Ontario has mandated that volunteers working with swimmers have this police check filed with their club. MSSA has been approved by Peel police to have our members, Mississauga residents only, apply for free. A current police check on file with MSSA, updated every 3 years, ensures that you are free to participate in events and meets with your daughter's team. Forms are available at Registration or through your executive. Non-residents need to apply for a police check in their own city.

Separated or Divorced Parents

Separated or divorced parents must arrange between themselves all matters to do with payment of fees, any refunds, and expenses (including team clothing, bathing suits, meet fees and travel), as well as volunteer and fundraising commitments.

Custody Issues

In the event that a swimmer is the subject of a Custody Order, MSSA will take direction from the Custodial Parent. The Custodial Parent must provide MSSA with written instructions so as not to put a swimmer, coach or chaperone in an uncomfortable or difficult situation.

Travel Policy

Participants in swim meets must abide by the following policies and rules and any additional rules established by the coach.

- The Executive must approve all travel, including to swim meets, training sessions, or camps. Approval may only be granted if the team presents an itinerary and list of costs. All parents must be made aware of the itinerary and the associated costs of the travel.

- There will be at least one chaperone per team for the entire meet.
- A medical and travel consent is incorporated in your registration form and will be brought to all out of town meets.
- Swimmers, when traveling out-of-town as part of a team, will be assigned accommodations with their team by their coach. Teams with swimmers under the age of 12 will have a chaperone staying in their room. Swimmers aged 10 and under will stay in their own room with their parent(s). Exceptions to this will require parent sign off. The club will always attempt to book adjoining rooms or the nearest possible room to the team room to allow for the best supervision.
- Swimmers are expected to attend all events of a meet, as identified by the team coach. These events may include spacing and banquets, as well as supporting other MSSA teams.
- Parents may stay at the same accommodations and are responsible for their own room bookings. Parents must realize that, while at a meet, their child is under the supervision and direction of the coach/chaperone(s).
- It must be understood that swimmers are at a meet to compete and that parents should not expect any “family time” during a competition.

Chaperone Policy

1. No MSSA team, except Masters, may travel without a chaperone.
2. A chaperone shall be a member of, and have a current Vulnerable Sector Police Records Check filed with MSSA. Chaperones will be approved by the club and team coach from team parents available to attend the meet or function in its entirety. They will travel and lodge with the team and receive reimbursement for travel and accommodation.
3. The chaperone(s) is/are responsible for the conduct and general well being of team members at all times, except when they are under the direct supervision of their coach.
4. A team meeting, including the coach, chaperone(s) and all swimmer parents will be held prior to discuss travel/accommodation arrangements, the rules pertaining to travel to and from the pool and hotel, curfews, meals, free times, etc.
5. The chaperone(s) may be expected to retain and manage money for the swimmers as well as room keys. Swimmers are expected to pay for their own meals and, where appropriate, look after their own room keys.
6. Quiet times will be set by the chaperone(s) in consultation with the coach. When swimmers are asleep, the coach and chaperone(s) will ensure that room doors are locked.

7. The coach and chaperone(s) will hold the travel consent and an up-to-date medical form for each swimmer, for each meet or function. **Parents must provide updated medical and contact information.**
8. Chaperones' duties may prevent them from seeing their own child swim.
9. The chaperone will estimate the total cost for a meet (travel, hotel and food costs) and collect the amounts each family is to pay prior to or after the meet.
10. The chaperone is expected to provide the family of each swimmer with a full cost accounting for the meet and provide a further refund or additional billing as the case may be.

Chaperone hours do not count toward the volunteer hour commitment.

Conduct

Swimmer and parent conduct must adhere to the Athlete Code of Conduct and Parent Code of Conduct. Inappropriate behavior, which poses a danger to other members or reflects poorly on MSSA as a whole will be addressed.

MSSA follows the SSO Code of Conduct which can be found at: [Code of Conduct & Ethics](#).

Curfew

A curfew will be established by the coach/chaperone at each meet and swimmers will abide by it or be subject to discipline.

Illegal Drugs, Alcohol, or Tobacco

When representing our club, any swimmer found to have illegal drugs, alcohol, or tobacco will be subject to immediate and severe discipline.

Dress Code

Swimmers are expected to dress appropriately when they are attending a synchronized swimming function. Swimmers are representing themselves, their parents, MSSA, the City of Mississauga and, in some cases, their Province. The on-deck uniform should always include an MSSA tracksuit, T-shirt, swim cap and equipment bag so that a "Club" image is projected.

Conflict Resolution Policy

MSSA is committed to sustaining a positive club and working environment in which members, swimmers and coaches work constructively together. MSSA recognizes that conflicts occur in organizations for various reasons. If conflicts are identified and recognized promptly and treated appropriately, the knowledge gained can enrich and improve our club. We also recognize that an unaddressed concern or conflict, whether because it is avoided or improperly handled, can also have a negative impact on the club. Prevention and early intervention efforts are key to fostering collaboration and maintaining a healthy and respectful environment.

The conflict resolution policy is intended to:

- Provide an effective, consistently applied, and transparent method to address concerns and conflicts.
- Provide the opportunity to resolve a conflict or concerns quickly, fairly and without reprisal.
- Ensure confidence in executives' decisions by providing a mechanism whereby executives' decisions can be objectively reviewed.
- Identify club policies and procedures which need to be improved.

The following measures should occur in order to prevent conflict:

- Parents are asked to be present at all MSSA parent meetings and team meetings.
- Coaches will endeavour to keep all swimmers and parents informed in advance by using a monthly calendar and team information via TeamSnap.

Respect in Sport Resource Line

MSSA Participants who have completed the Respect in Sport Group Activity Leader Training Program have the opportunity to access the Respect in Sport resource line. This 24/7 confidential and anonymous resource line provides advice on responding to inappropriate behaviour and is designed to assist in determining the most appropriate course of action to take. The Respect in Sport Resource Line may be accessed at: <https://synchro-canada.respectgroupinc.com>.

Informal conflict resolution and complaint process

MSSA encourages individuals to first attempt to resolve issues under this policy informally, whenever possible in a timely manner. Use discretion to apply the "24 hour rule" as issues are best resolved when parties are in a calm frame of mind. Options for informal resolution include speaking to the person and informing the individual that the conduct was inappropriate, and asking for it to stop or requesting assistance from one of the MSSA Executives (see Figure 1).

With informal conflict resolution, the following guidelines should apply:

1. Meetings should be scheduled in advance at a convenient time for all involved, and in a location suitable for all and ensuring confidentiality (not the lobby, gallery, or parking lot).
2. Discussion should be only with those directly involved.

If informal resolution fails to resolve the issue, or if the circumstances are such that an informal resolution is not possible or appropriate, the formal process outlined below should be used.

Formal conflict resolution and complaint process

If informal resolution fails to resolve the issue or not desired, the matter should be formalized in writing as a formal complaint. All relevant materials should be included in the complaint as well as a brief overview of the matter. Per Figure 1, the written complaint should be sent to the Head Coach. If it is not resolved by the Head Coach or involves the Head Coach, it should be sent to the Director of Club Management.

MSSA may initiate its own complaints under this formal conflict resolution process. Such complaints will be initiated by the Director of Club Management or their designate.

For complaints submitted via this formal conflict resolution, the following guidelines will apply:

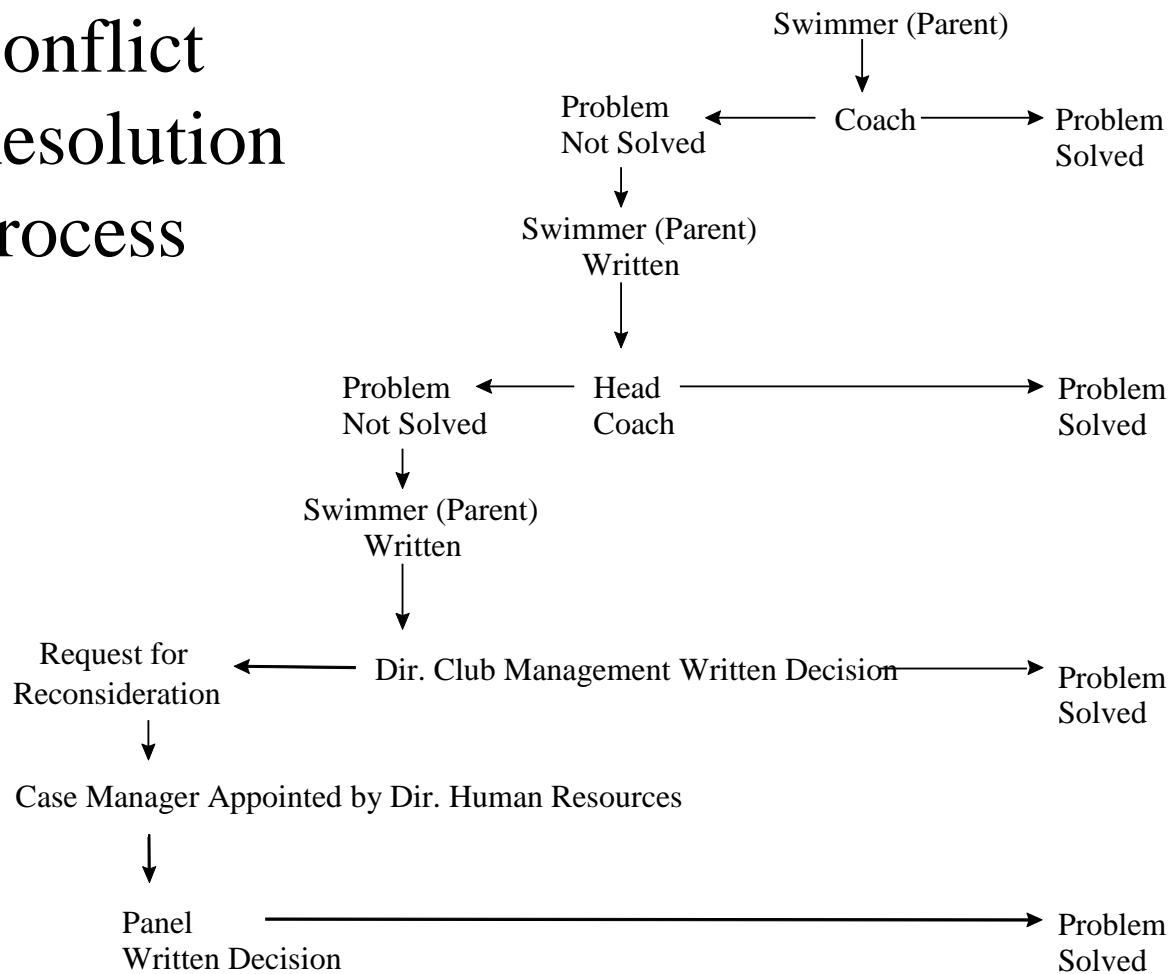
1. Written documentation of the situation must include supporting details (including name of applicable witness, if any, and any attempts made to resolve the conflict). Complaints must be submitted first to the Head Coach, and if the Head Coach fails to resolve the complaint or is involved, then to the Director to Club Management at mssadirclub@gmail.com.
2. The Director of Club Management (or their designate) will investigate the complaint by contacting the complainant and other individuals involved in the complaint. The Director of Club Management may solicit written statements from any individual and may take other action deemed necessary in the investigation. At all stages, the Director of Club Management will make every effort to ensure the safety of the complainant. The Director of Club Management may also consult with the Director of Human Resources.
3. Within fourteen (14) days of receiving the complaint, the Director of Club Management will prepare a written resolution for the complainant. The written resolution may contain sanctions for individuals mentioned in the complaint. To ensure procedural fairness, if the written resolution contains sanctions, the Director of Club Management will have informed the individual(s) being sanctioned and will have provided that person with an

- opportunity to respond to the allegations in the complaint before rendering sanctions.
4. If the complainant or any individual being sanctioned by the Director of Club Management disagrees with the written decision, they may submit a “Request for Reconsideration” to the Director of Human Resources at mssa.vp.hr@gmail.com. Requests for Reconsideration must be submitted within four (4) days of receiving the decisions from the Director of Club Management.

 5. The Director of Human Resources will appoint an independent Case Manager who is external to MSSA, and not involved in the complaint. The Case Manager will receive the Request for Reconsideration and will coordinate a formal dispute resolution procedure. This procedure will include opportunities for additional formal written submission, timelines for submissions, appointment of a decision-making Panel, determination of whether an oral hearing is required, and a formal written decision by the Panel.

 6. The Panel’s decision will be final.

Conflict Resolution Process



MISSISSAUGA SYNCHRO CLUB HISTORY

In 1969, Elizabeth Gray and Joyce Corner responded to an ad looking for coaches for a new synchronized swimming program beginning at Huron Park Pool in Mississauga. They started the program using only one lane and sharing the pool with a Red Cross Leader's course. Over the years, the enthusiasm of the group grew and the programs expanded. Currently, Elizabeth Gray still lives in Mississauga and enjoys recreational synchro, and Joyce Corner is an international synchro judge and Masters swimmer (visit <http://www.synchroontario.com/Masters.htm> to see a picture of her with her team-mates from the New Wave Synchro Masters).

By the mid 70's, under Head Coach Roberta Ammariti, MSSA had a strong recreational base as well as a team that placed sixth in the nation competition. In addition, Lisa Alexander, Olympic Silver medalist for team synchro in the 1996 Olympic Games, was a part of the recreational and pre-competitive programs with MSSA.

With the construction of the Etobicoke Olympium and the founding of its synchro club, Mississauga returned to a recreational program until 1988 when the next Head Coach, Shauna Press, started a Provincial Competitive program. In 1991, the club added a National Team, and in 1992 took over running the Parks and Recreation Synchronized Swimming program for the City of Mississauga. This program is now known as the MSSA Recreational program.

We are proud to say that Debbie Stanton has been our Head Coach for almost 25 great years. She swam with the Calgary Aquabelles for 7 years, winning National and International awards, and continues to be a respected national-level coach. Debbie is supported by a dedicated team of skilled coaches.

The MSSA has had a Swim Show every year for the past 45 years. In the early years, men swam and coached with the club, and often parents would do routines and swim them at the show. But MSSA has progressed. We no longer require that the Swim Show bathing suits be recycled from year to year!

The members of MSSA want their club to continue to offer quality synchronized swimming programs, perhaps for another 50+ years!

WHY SYNCHRO?

Synchro offers an ideal environment for children to learn and grow. It is a multi-faceted activity and allows participants to develop a variety of physical skills, while also benefiting from the many psychological and social aspects of the sport. While the focus of synchro is on the team component through which athletes learn how to be exemplary team-players, the athletes also train and compete individually (compulsory figures, solo), or as a pair (duet), and develop the ability to self-motivate, engage in healthy self-talk and learn independence.

Synchro helps children 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. Synchro empowers your child and teaches them about self-esteem, self-discipline, healthy body image, team-work and time-management.

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 their adult life.

The Physical Benefits of Synchro

- ❖ Improves health and stamina through anaerobic and aerobic activity
- ❖ Improves flexibility, balance and posture
- ❖ Develops speed, agility, strength, power and exemplary swimming skills
- ❖ Improves motor skills, coordination □ □ musicality, rhythm and grace
- ❖ Increases kinesthetic awareness
- ❖ Demonstrates an appreciation of active and healthy living

The Social Benefits of Synchro

- ❖ Fosters cooperation, teamwork and communication
- ❖ Teaches children how to receive and deliver constructive feedback
- ❖ Positively impacts scholastic achievement through development of concentration, multi-tasking, time management and goal setting
- ❖ Develops perseverance, patience and determination
- ❖ □ Supports children manage challenges with competition and stress
- ❖ Builds healthy body image and confidence

The History of Synchro

Synchro is a sport that was born and came into its own in Canadian waters. Although an aquatic activity called “water ballet” was demonstrated at several world exhibitions and fairs in the late 19th and early 20th centuries, the sport began to take form in Canada in the 1920s under the name of “ornamental swimming.” This graceful and beautiful aquatic activity soon spread to the United States, where a display at the 1934 Chicago World Fair attracted international publicity. The popularity of this new brand of swimming continued to grow when swim star Esther Williams performed in a string of MGM “aqua musicals” in the 1940s and 1950s.

In the 1950s and 60s, this aquatic phenomenon began to evolve into a highly technical and physically demanding competitive sport called synchronized swimming. Canada established itself as a leader in the sport and began to share its expertise with other nations, which aided its development across the globe. In 1954, FINA, the international federation for aquatic sports, recognized synchro as an official aquatic sport. It made its debut at the inaugural World Aquatic Championships in Belgrade in 1973 and was welcomed to the Olympic Games program in 1984.

Synchro consists of seven events: solo, duet, team (eight swimmers), each of these include free routine and technical routines, and a combo routine (a combination of team, duet, and solo in one routine). The team event replaced the solo and duet events at the 1996 Olympic Games. At the 2000 Olympic Games, the duet event was returned to the program. The sport is considered a female sport in the eyes of the IOC and males are not permitted to compete in FINA competitions. The competitive rules and manner of judging are similar to such sports as figure skating and gymnastics.

For many years, synchro was Canada’s most successful amateur sport. With the exception of 1998, our athletes won medals at every world championships between 1973 and 2001 and at every Olympic Games between 1984 and 2000. In recent years, the competition has stiffened and the number of countries competing in synchro at a high level has increased significantly. Russia, Spain, Japan, and China have begun to dominate the podium spots. Canada fell short of its goal to reach the podium at the 2012 Olympics in London, earning a respectable 4th place finish in duet and team.

Adapted from Synchro Canada LTAD: Developing Champions for Life*

Who's Who of Synchronized Swimming in Canada

Synchro Canada: Synchro Canada, a volunteer - based organization with a professional staff based in Ottawa, is responsible for the development and operation of the sport through a wide variety of programs. These programs encompass research and development; marketing and communications; participation; athletes, officials' and coaches' development; and competitions.

Synchro Swim Ontario: Synchro Swim Ontario is the governing body of synchronized swimming in Ontario. This includes varsity competition, competitive clubs and community recreation programs. Their mission is to develop, promote, support and regulate synchronized swimming through the implementation of an integrated sports system that is accessible to all Ontarians by providing opportunities for enjoyment and the pursuit of individual goals.

Fédération Internationale de Natation (FINA): FINA is 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, synchronized swimming, water polo and open water swimming.



Did You Know?

- Synchronized swimmers can hear the music underwater through underwater speakers.
- It is against the rules for a synchronized 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 synchronized swimming is done by lifting the body of one or more swimmers above the water's surface. Swimmers are not allowed to use the pool bottom to execute these lifts.

- Synchronized 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 plug is a synchro swimmer's most vital piece of equipment because it prevents water from entering the nasal cavity during the upside-down movements and allows the swimmer to stay underwater for long periods of time.
- Deck work (or "deck drill") 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.
- Most synchro swimmers carry an extra nose plug (or two) in the hip of their bathing suits 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.

Scoring (the basics)

- At a synchronized swimming competition, there are two 5- (and sometimes 7-) member panels of judges, one which is tasked with scoring the technical merit and the other scoring artistic impression.
- Technical merit covers three specific areas: execution, synchronization and difficulty. Execution covers strokes and other propulsion techniques and the precision of patterns. Movements should be smooth and effortless and swimmers should be high in the water.
- The form of swimmers in maintaining patterns, completing movements, and swimming with speed, strength and power should not deteriorate as the routine progresses.
- Synchronization looks at how "in tune" the swimmers are in body positions, movements and transitions. Synchronization must be maintained above and below the water line.
- Levels of difficulty are determined by the demands the routine places on the strength and technical proficiency of swimmers. As in other many other sports, the athletes are rewarded for performing difficult moves and tasks well.
- Judges assessing artistic impression rate the "look and feel" of routines.

- They judge the creativity of the choreography, the aesthetics of patterns, the fluidity of movements and transitions and the effect the music has on the mood of the performance.
- The judges award points on a scale of 0.0-10.0 (in tenths).
- When the judges have recorded their scores, the highest and lowest on each panel are discarded and the other three are averaged out.
- At the senior level, synchro competitions often include all synchro events: solo tech, solo free, duet tech, duet free, team tech, team free and combo, while the younger age- groups (ages 18 and below) may have solo free, duet free, team free, compulsory figures and combo.

Figures are scored as follows:

- All judgments are made from the standpoint of perfection.
- Judges look at “design” and consider the accuracy of positions and transitions as specified in figure description.
- They also consider “control”—the extension, height, stability, clarity, uniform motion, unless otherwise specified in the figure description.
- Judges watch to see if the figures are executed in a stationary position (unless otherwise specified in the figure description).
- The judges award points on a scale of 0.0-10.0 (in tenths)

10	Perfect - Olympic Level	5.9-5.0	Satisfactory
9.9-9.5	Near perfect	4.9-4.0	Deficient
9.4-9.0	Excellent	3.9-3.0	Weak
8.9-8.0	Very Good	2.9-2.0	Very Weak
7.9-7.0	Good	1.9-0.1	Hardly Recognizable
6.9-6.0	Competent		

- 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 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 Expect at a Figure Competition

Each swimmer within a specific age group swims the same set of 4 figures. The figures are judged out of 10. The marks are averaged for each figure and the 4 scores are added together to determine the winner.

What to bring

- Club Uniform
- Deck Shoes
- Black Figures Suit
- White bathing cap
- 2-3 nose clips
- 2 Goggles
- Hair elastics
- Deck shoes
- 2 or 3 towels
- Robe or sweat shirt to keep warm
- Healthy snacks
- WATER!

The girls will be asked to arrive at a time set by the coach before their warm up begins in order to stretch, get familiar with the pool, and how things work. Please arrive wearing your Club Attire and NO nail polish or jewelry!

Each swimmer in their respective age group will be given a number. The numbers are randomly assigned and will be the order they are to compete. It is each swimmer's responsibility to remember her number (the coaches will have the lists). ****Note- this number they are assigned will be different at every competition****

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

The Warm-Up

For the warm up they will be instructed to wear their black figure suit and white cap. 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. There will be two 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 three to five 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 1-20, panel number 2 will start with swimmers 21-40, panel number 3 will start with swimmers 41-60 and panel number 4 will start with swimmers 61-80.

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.

Awards

The awards ceremony will commence once the entire competition is over. Awards will be presented for 1st to 6th place in each age group. The girls stay for awards to cheer on their fellow MSSA swimmers and teammates, regardless of whether they receive an award or not.

Some tips for parents

Parents play an important role in supporting their daughters. Do not expect to see your daughter during the competition, as they will be focusing on their performance. Keep in mind that if you are watching your daughter perform she may be difficult to spot, as all swimmers will be dressed in black bathing suits and white bathing caps. A tip to find your daughter is have her use an easily recognizable towel or robe in between figures. You should also be prepared with some nutritional snacks and bottles of water, as not only will the swimmers become hungry, but sitting watching in the stands can also be a thirsty endeavor. You may also want to support your daughter by purchasing a “club fan wear” top as sitting in the stands of a pool deck can become very hot and humid.

What to Expect at a Routine Meet

Each team will swim to music combining figures and arm movements to create a program that is choreographed and synchronized with the music. The marks are given in 3 categories - Execution (how well they execute the skills and movements), Artistic Impression (originality and creativity) and Difficulty (how challenging is the arm action, figures, highlights and patterns). The marks are averaged and added together to determine the routine winner.

50% of the routine score and 50% of the combined team’s figure scores are added together to determine the championship score which constitutes the overall winner.

What to bring

Club Uniform

Deck Shoes

Club Spacing Suit

Club Gold Cap

Routine Suit & Headpiece 2-3 nose clips

2 Goggles
White socks
Running shoes
2 or 3 towels
Robe or sweat shirt to keep warm Healthy snacks

WATER!

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, get familiar with the pool, land drill, put on make-up and go over how things work. Please arrive wearing your Club Attire and NO nail polish or jewelry! All teams enrolled in the same meet are expected to be at all required competitions and must attend other routines to cheer on MSSA Synchro athletes whenever the schedules allows. Instructions/itinerary will be provided to each team by your Coach before each competition.

Make-up

Wearing make-up is a part of the artistic and performance side of synchronized swimming. Each swimmer needs to come prepared with their own WATERPROOF make-up. It often works best if a team parent coordinates 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, mascara and lip stick.

The warm-up and spacing

For the warm up they will be instructed to wear their Club Spacing suits and MSSA caps. 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.

The competition

Each team in their respective age group will be given a number. The numbers are randomly assigned and will be the order they are to compete.

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.

Awards

The award ceremony will happen once the competition is over. Awards will be presented for 1st to 6th place in each age group. The girls are required to stay for awards to cheer on their fellow swimmers and teammates, regardless of whether they receive an award or not.

Some tips for the parents

Parents play an important role in supporting their daughters. Do not expect to see your daughter during the competition, as they will be focusing on their performance. You should also be prepared with some nutritional snacks and bottles of water, as not only will the swimmers become hungry, but sitting watching in the stands can also be a thirsty endeavour. You may also want to support your daughter by purchasing a “club fan wear” top as sitting in the stands of a pool deck can become very hot and humid.

APPENDIX A: 2017/2018 FEES

COMPETITIVE PAYMENT SCHEDULE		
MSSA MEMBERSHIP FEES 2017-2018 SEASON		
<i>After September 30, 2017 no portion of the Registration Fee will be refunded.</i>		
** A \$200 portion of the Registration Fee is non-refundable.		
**** All NSF cheques received will be charged \$20 fee		
New - 10 & Under	4.5 hrs. Water + 0.5 hrs. Dry Land Weekly *Plus an additional 1.5 hours on the following Saturdays from 7-8:30am: Sept 24, Oct 8, Oct 22, Nov 5, Nov 19, Dec 3, Dec 17, Jan 14, Feb 4, Feb 25, Mar	
FEES		
Annual Fee	1790.00	*Meet Fees: Includes Lisa Alexander, Waterloo Invitational, Central Regional, Hilton Invitational, and Age Group Championships. Meet fees for other events will be collected separately.
Meet Fees*	200.00	
Swim suit deposit	180.00	
Fundraising (Winter and Spring Raffle)	200.00	
Christmas Party, Banquet, and Trophy	70.00	
	2440.00	
Payment Schedule		
<i>Cheques to be dated:</i>		
September 8, 2017 - MSSA Registration Fee**	400.00	*Registration fee is non-refundable after September 30, 2017
October 1, 2017	255.00	
November 1, 2017	255.00	
December 1, 2017	255.00	
January 1, 2018	255.00	
February 1, 2018	255.00	
March 1, 2018	255.00	
April 1, 2018	255.00	
May 1, 2018	255.00	
	2440.00	
Commitment / Promise Cheques		
Promise Amounts		
Oct. 1, 2017. - MSSA Core E-gaming / Volunteer #1	500.00	Promise cheques are a "deposit" against a family's commitment to fulfill their E-Gaming commitment, Volunteer Job, and Fundraising commitments. MSSA will only cash promise cheques if commitments are not fulfilled and will do so only with email notification
Feb. 1, 2018. - MSSA Core E-gaming / Volunteer #2	500.00	
May 15, 2018. - MSSA Fundraising Promise	100.00	
\$25 refund for attendance at each Town Hall Meeting (December and June)		

12 & UNDER DEVELOPMENTAL		7 hrs. Water + 1.75 hrs. Dry Land Weekly	
	FEES		
Annual Fee	2485.00		
Meet Fees*	200.00	*Meet Fees: Includes Lisa Alexander, Waterloo Invitational, Central Regional, Hilton Invitational, and Age Group Championships. Meet fees for other events will be collected separately.	
Swim suit deposit	180.00		
Fundraising	200.00		
Christmas Party, Banquet, and Trophy	70.00		
	3135.00		
<u>Payment Schedule</u>			
<i>Cheques to be dated:</i>			
September 8, 2017 - MSSA Registration Fee**	400.00	*Registration fee is non-refundable after September 30, 2017	
October 1, 2017	341.88		
November 1, 2017	341.88		
December 1, 2017	341.88		
January 1, 2018	341.88		
February 1, 2018	341.88		
March 1, 2018	341.88		
April 1, 2018	341.88		
May 1, 2018	341.88		
	3135.00		
<u>Commitment / Promise Cheques</u>			
	Promise Amounts		
Oct. 1, 2017. - MSSA Core E-gaming / Volunteer #1	500.00	Promise cheques are a "deposit" against a family's commitment to fulfill their E-Gaming commitment, Volunteer Job, and Fundraising commitments. MSSA will only cash promise cheques if commitments are not fulfilled and will do so only with email notification	
Feb. 1, 2018. - MSSA Core E-gaming / Volunteer #2	500.00		
May 15, 2018. - MSSA Fundraising Promise	100.00		
\$25 refund for attendance at each Town Hall Meeting (December and June)			

13 PROVINCIAL - "A"		7.5 hrs. Water + 2.5 hrs. Dry Land Weekly + 1.5 hrs, 3 times per month Thursday morning		
	FEES			
Annual Fee	3005.00	*Meet Fees: Includes Lisa Alexander, Waterloo Invitational, Central Regional, Hilton Invitational, and Age Group Championships. Meet fees for other events will be collected separately.		
Meet Fees*	200.00			
Swim suit deposit	180.00			
Fundraising	200.00			
Christmas Party, Banquet, and Trophy	70.00			
	3655.00			
Payment Schedule				
<i>Cheques to be dated:</i>				
September 8, 2017 - MSSA Registration Fee**	400.00	*Registration fee is non-refundable after September 30, 2017		
October 1, 2017	406.88			
November 1, 2017	406.88			
December 1, 2017	406.88			
January 1, 2018	406.88			
February 1, 2018	406.88			
March 1, 2018	406.88			
April 1, 2018	406.88			
May 1, 2018	406.88			
	3655.00			
Commitment / Promise Cheques				
	Promise Amounts			
Oct. 1, 2017. - MSSA Core E-gaming / Volunteer #1	500.00	Promise cheques are a "deposit" against a family's commitment to fulfill their E-Gaming commitment, Volunteer Job, and Fundraising commitments. MSSA will only cash promise cheques if commitments are not fulfilled and will do so only with email notification		
Feb. 1, 2018. - MSSA Core E-gaming / Volunteer #2	500.00			
May 15, 2018. - MSSA Fundraising Promise	100.00			
\$25 refund for attendance at each Town Hall Meeting (December and June)				
16 & OVER PROVINCIAL				
		9 hrs. Water + 2.5 hrs. Dry Land Weekly		
	FEES			
Annual Fee	3180.00	*Meet Fees: Includes Lisa Alexander, Waterloo Invitational, Central Regional, Hilton Invitational, and Age Group Championships. Meet fees for other events will be collected separately.		
Meet Fees*	200.00			
Swim suit deposit	180.00			
Fundraising	200.00			
Christmas Party, Banquet, and Trophy	70.00			
	3830.00			
Payment Schedule				
<i>Cheques to be dated:</i>				
September 8, 2017 - MSSA Registration Fee**	400.00	*Registration fee is non-refundable after September 30, 2017		
October 1, 2017	490.00			
November 1, 2017	490.00			
December 1, 2017	490.00			
January 1, 2018	490.00			
February 1, 2018	490.00			
March 1, 2018	490.00			
April 1, 2018	490.00			
	3830.00			
Commitment / Promise Cheques				
	Promise Amounts			
Oct. 1, 2017. - MSSA Core E-gaming / Volunteer #1	500.00	Promise cheques are a "deposit" against a family's commitment to fulfill their E-Gaming commitment, Volunteer Job, and Fundraising commitments. MSSA will only cash promise cheques if commitments are not fulfilled and will do so only with email notification		
Feb. 1, 2018. - MSSA Core E-gaming / Volunteer #2	500.00			
May 15, 2018. - MSSA Fundraising Promise	100.00			
\$25 refund for attendance at each Town Hall Meeting (December and June)				

APPENDIX B: VOLUNTEER ROLES AND POINT ALLOCATION

Job	Description (Summary)	Portfolio	Points	# of Bingo + 2 Hour training if not already training
Director of Club Management	Constitution, Handbook, Banquet & Awards, and Club Registrar	-	12	0
Club Registrar	Maintain and manage registration records and register swimmers with Synchro Ontario. Updates registration package and handbook for the coming year. Works with the Head coach to register all swimmers for any meets. Ensure required forms are submitted to the appropriate body and meet fees collected.	Club Management	8	4
Banquet and Awards Night Coordinator	Responsible for planning and overseeing this event. The Coordinator will work with committee members in determining and booking the location, menu planning, preparing trophies, raffles, prizes, decorations and orchestrating the evening's events. Will present plans to the Directors in order to determine ticket prices. Following the banquet, the Coordinator will follow-up with the "Thank You" letters to organizations donating to this event and ensure that all trophies are distributed	Club Management	8	4
Banquet and Awards Night Committee Members (x3)	The Banquet Committee members will assist the Banquet Coordinator in executing and planning the event. Committee members will be responsible for a specific role in the planning process: Ticket Coordinator and Slide Show Creator. Subtask include but not limited to, making/buying centrepieces and decorating hall and standard role of MC who will help in coordinating the evening. The MSSA banquet is a night for swimmers, coaches and parents to come together after a year of hard work.	Club Management	2	10

Job	Description (Summary)	Portfolio	Points	# of Bingo + 2 Hour training if not already training
Director of Finance	Treasurer, Budgets, Financial Reports, Bingo Fundraising, Pool Coordinator, and Equipment	-	12	0
Bingo Coordinator	Managing, scheduling, training bingo team members, and liaising with Director of Finance and City of Mississauga regarding MSSA bingo events. Must be able to attend 3 bingo sessions if the shifts are not covered.	Finance	12	0
Fundraising Coordinator	Responsible for coordinating fundraising activities. Liaise with Fundschrift and World Meats, send out informational emails to club members, collect money, distribute products and attend fundraising events. Coordinates the wine and beer raffles including; ticket sales distribution, collection of Member's donations of wine, beer and bbq supplies, and creation of gift baskets	Finance	5	7
Equipment Manager	Maintain and service equipment. Research and price any new equipment if required	Finance	4	8
Swimming Pool & Facilities Rental Coordinator	Responsible for booking all pool time. Will audit and reconcile pool bills to ensure MSSA is paying only for pool time used and will follow up in writing with City Parks and Rec office on any discrepancies. Will book meeting rooms. Will resource, price, and book deep end water practice at facilities outside of Mississauga Parks and Rec.	Finance	12	0

Job	Description (Summary)	Portfolio	Points	# of Bingo + 2 Hour training if not already training
Director of Administration & Communications	Team Liaisons for Competitive and Novice, Recreational Manager, Team Snap, Minutes, Registrations, Club Members, Contact List, Synchro Camp, Synchro Conditioning, and Free Try-Synchro	-	12	0
Recreational Session End Demonstration Coordinator	Arrange hospitality at parent demo night in January. Arrangements to be approved by the Head Coach & Director of Communications & Administration	Administration & Communication	2	10
Recreational Awards Night Coordinator	Responsible for planning and overseeing this event. The Coordinator will work with committee members in determining and booking the location, menu planning, preparing awards, decorating and orchestrating the event. The Coordinator will present plans to the Directors for approval.	Administration & Communication	4	8
Recreational Liaison	Assists in free Try-Synchro, recreational banquet, and bathing suits for the recreational - year end swim show	Administration & Communication	4	8
Liaison for Novice Teams	Requires a parent from the Novice team that has been with the club for at least one year. This individual is required to attend a minimum of 4 practices each session - 2 beginning, 1 mid, 1 end, arrange competitive swim suits, and communicate information to Novice teams from the Club as required.	Administration & Communication	4	8
Team Liaison 13-15A	Team liaisons must have access to email and a printer so that the Directors, Coach, and Team Liaisons can easily communicate information for distribution to their team members. Each team will have a designated Team Liaison who is responsible for keeping team parents informed. These positions can only be confirmed after team selection has taken place. Responsible for collection of all team fees and expenses. Responsible for collection and distribution of monthly vista fundraising program. Check email daily for updates. Immediately update team parents in the chosen manner on all information forwarded to the liaison from the Head Coach, Directors for distribution. Organize	Administration & Communication	4	8
Team Liaison 13-15B			4	8
Team Liaison 11-12			4	8
Team Liaison 10U			4	8

Job	Description (Summary)	Portfolio	Points	# of Bingo + 2 Hour training if not already training
Director of Human Resources	Contracts, Privacy officer, Nominations, Volunteers, Police Checks, Burning Bright, Swim Show, WOW & Christmas Party, and Bank Signing	-	12	0
Swim Show Coordinator	The Swim Show Coordinator will coordinate with the Head Coach, to determine a theme for the swim show. The Coordinator will search pool time and locations suitable for the swim show, as well as coordinate a dress rehearsal, a team photo session, and determine tasks for committee members. The Swim Show Coordinator will be called upon to present plans and slots to the Directors.	Human Resources	4	8
Swim Show Assistants (x3)	Swim Show Assistants are responsible for decorating, obtaining refreshments, ticket sales, marshalling, show day preparations, gathering raffle prizes and refreshments sales and many more	Human Resources	2	10
Burning Bright Coordinator (x2)	Assist Burning Bright Event Organizer (Amanda) in October. Promote event. Assist the night of the event one hour before and one hour after the event. One volunteer will be assigned to Erin Meadows Community Centre and one at Huron Park Community Centre. Set-up and remove event decorations and promotions at the pool. Take pictures of the event and upload to MSSA site. Advocate and demonstrate team spirit.	Human Resources	2	10
WOW Night, Christmas Party Assistants (x2)	Assistants are responsible for decorating, obtaining refreshments, and coordinating gift exchange amongst swimmers.	Human Resources	2	10

Job	Description (Summary)	Portfolio	Points	# of Bingo + 2 Hour training if not already training
Director of Marketing	PR, Advertising, Pool Display, Club Signage External Events, Unique Athletes, Events Booth, Website Maintenance, Advertising, Club reporter, Club Wear & Swimsuits, and Meet Manager & Travel Coordinator	-	12	0
Club Wear Coordinator/Routine/Novice Swimsuit Coordinator	Coordinates MSSA logo wear including liaising with the supplier, ordering, collecting and distributing club wear to all the club members. Coordinates fittings for new club track suits and for all competitive teams and to distribute all orders from the designated uniform suppliers to Team Liaisons. Responsible for fitting and purchasing swimsuits for Sunday and Wednesday Recreational swimmers. Responsible or sourcing and coordinating routine swimsuits club wide	Marketing	5	7
Internet Website Maintenance Coordinator	Updates and maintains existing internet website and Facebook page with current marketing and club information including newsletter every 4-6 weeks during the swim season. The newsletter is the main vehicle for communications and contains items such as upcoming events, important dates, meet results, fundraising updates and information from the coaches. The final newsletter content must be approved by the Director of Communications.	Marketing	6	6
Club Reporter	Writes articles for submission to the Mississauga News, immediately after provincial championships, regionals and Age Group championships. Lisa Alexander meet, Provincial Qualifier, as well as the Erin Meadows Demo Night. Responsible for collecting information required for the article (results, placing, photographs)	Marketing	4	8
Meet Manager	Coordinates all aspects of Lisa A meet and to act as a backup when needed in any role required. Meet Manager should create the Meet Schedule and Volunteer Schedule, assign membership to Volunteer roles and manage contact information for all Volunteers participating at the meet.	Marketing	12	0
Travel Coordinator	Ensures that travel plans for all teams at all meets are completed. Research options for travel and accommodations. Handle all communication with hotel and transport. Advise of costs and obtain approval prior to booking for the teams. At the time of the meet, will handle the check in and distribution of keys to all team chaperones.	Marketing		
Advertising and Flyer Distribution	Responsible for delivery of flyers and posters to Mississauga pools and community centres throughout the year. Tasks, locations, and timelines will be provided by the Director of Marketing. May be called upon to assist the Director of Marketing in creating and reproducing Club flyers, posters, and other advertising materials to promote the club, and ensuring the Parks & Rec advertising deadlines and marketing opportunities are explored. Additional hours	Marketing	2	10

APPENDIX C: HAIR GEL RECIPE

Put about 1 inch of water in a crockpot. Heat for 1 hour. Using a container, put 2/3 cup COLD water in it. Add 9 packages of Knox Gelatin. Stir together. Heat slowly in crockpot for a minimum of 1 hour. Skim white layer off using a chopstick.