



**2023-2024**  
**Parents Handbook**  
**Version: August 2023**

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## MISSION STATEMENT

The Synchro Saint-Laurent Club, hereafter referred to as “Synchro Saint-Laurent” or the “the Club”, will strive for excellence in the sport of artistic swimming by providing opportunities to foster and promote a positive environment where athletes can reach their full potential, both athletically and in the area of personal development. Our coaches evaluate the swimmers individually and support them in competing in solos, duets and team competitions ranging from local meets through to provincial and national events depending on their wishes and qualifications.

## VISION STATEMENT

- To encourage the importance of Team and Club spirit and support for one another.
- To realize that every athlete has something to give and something to gain.
- To promote a high standard of coaching and training for all.
- To establish friendships - the Club is a success when all coaches and swimmers know each other by name and can appreciate each other’s accomplishments throughout the season.
- To teach good sportsmanship and develop life skills.
- To develop well-rounded athletes who desire to achieve their personal best.
- To offer opportunities for excellence for all levels of participation, whether it be provincially, or even nationally. The Synchro Saint-Laurent Club prioritizes the personal development of each athlete, and looks to support their dreams, even if this means to reach higher.
- To develop team and individual artistic swimming skills in a positive environment.

## PROGRAMS

Synchro Saint-Laurent is proud to offer a Recreational program, as well as a Competitive program at the provincial level. Athletes in the Provincial Stream program compete within the province of Québec. The Provincial Stream program is intended for athletes who are developing their artistic swimming skills and abilities, and is for athletes ages 8 and up.

## **FEES**

Participating in artistic swimming entails a number of other costs which vary according to the level of participation. Most of these are collected by the Club. Each swimmer has an individual account which itemizes their charges and payments throughout the swimming season. The major expenses consist of the following:

**Team fees** are paid directly to Synchrono Saint-Laurent at registration. These fees depend on the swimmer's level and are generally reviewed at the beginning of each season. Although called a team fee, all athletes must pay as these cover both the team and Club administration hours of the head coaches.

**Club fees** are paid directly to Synchrono Saint-Laurent at registration. These fees also depend on the swimmer's level and are generally reviewed at the beginning of each season. These fees include the cost of Club affiliation and operating expenses.

**Solo & duet fees** are paid directly to Synchrono Saint-Laurent at registration for athletes in the competitive provincial program. These fees are generally reviewed at the beginning of each season depending on the expected level of participation. Provincial Stream fees are based on the number of privates given, as well as the hourly rates of the coaches.

**Strength/ flexibility fees** are paid directly to Synchrono Saint-Laurent at registration. These amounts are reviewed at the beginning of each year depending on the hours and number of participants. These fees go towards strength and flexibility specialists in the Provincial Stream program at the Head Coach's discretion. Costs are divided among all the athletes participating.

**Competition fees** are paid directly to Synchrono Saint-Laurent at registration. The amounts paid are estimated and finalized at the end of the year based on actual costs incurred and could result in either an invoice or a refund. These costs include:

- Coaches' compensation for time at meets
- Coaches' and chaperones' per diems and mileage
- Travel fees (hotel, airfare, charter bus, etc.)
- Competition entry fees
- Athlete affiliation fees.

Costs are divided among the athletes and depend on the destination and duration of the trip. Should there be a training camp, the costs will be included in this category as well. Please refer to the Fee Structure on the Club's website for details regarding the current season.

**Food expenses** are collected separately at the time of travel to include meals and snacks. Food costs per day are approximately \$30-\$40 depending on if breakfast at the hotel is included or not. A subsidy may be given if an athlete becomes ill or injured close to a competition and non-refundable fees have been incurred. This approach also makes it fair to others in the competition sharing certain costs as the Club may subsidize a portion of these as well.

**Other fees** are paid directly to Synchro Saint-Laurent. These fees include uniform, competition routine suits and decoration (sequins, sparkle glue, etc.), and a service charge of \$15 for returned cheques (NSF cheques). Competition routine suits must be paid for before the Holiday Show or the athlete will not receive their suit.

**Parental Commitment fees** might be charged to families who do not fulfill the requirements of the Parental Commitment Policy for Club-hosted events. An amount of \$100 might be charged if the parental commitment was not fulfilled. Please see the Parental Commitment Policy for additional information.

### **PAYMENT OPTIONS**

Synchro Saint-Laurent tries to be as flexible as possible in terms of payment options. However, in order to continue this, we rely on the goodwill of participants to respect deadlines. Should a deadline not be met Synchro Saint-Laurent reserves the right to suspend participation until payment is received and a \$100 late fee will be charged. Athlete accounts must remain in good standing to be eligible to receive a subsidy at the end of the season should the Club be in a position to give them.

Team, Club, Solos & Duets, strength/ flexibility - payable to Synchro Saint-Laurent by interac e-transfer in full, or by post dated cheques dated as one of the options below (credit card & bank transfers will not be accepted):

**\*Option 1:**

4 payments dated as follows:  
1st cheque: Date of registration  
2nd cheque: November 1 or 15  
3rd cheque: February 1 or 15  
4th cheque: April 1 or 15

**\*Option 2:**

8 payments dated as follows:  
1st cheque: Date of registration  
2nd cheque: November 1 or 15  
3rd cheque: December 1 or 15  
4th cheque: January 1 or 15  
5th cheque: February 1 or 15  
6th cheque: March 1 or 15  
7th cheque: April 1 or 15  
8th cheque: May 1 or 15

**\*Notes:**

There is a late fee of \$100 for payments received after the registration date of September 30

The above schedule is recommended, however other options can be discussed with the Treasurer at registration day. Should you need to request a post-dated cheque not be deposited on a certain date, please advise Jean-Francois Lescadres, Treasurer, by e-mail at [tresorier@synchrosaintlaurent.com](mailto:tresorier@synchrosaintlaurent.com) a few days before and he will hold the cheque. If not given a few days' notice, there is no guarantee that the check will be held. All post-dated cheques must be received by the Club by September 30th or the athlete will not be permitted on deck and a late fee of \$100 will be charged.

## **FUNDRAISING**

In order to help athletes meet the costs of participating in their sport, fundraising activities such as bag packing, fruit drives, Fundschrift, etc. may be undertaken. Teams are permitted to have fundraisers supporting their team only, the activity must be approved by the Board beforehand. It must be stressed that these campaigns require the participation of volunteer parents who agree to undertake and organize the activity. The team coaches cannot be expected to organize and participate in such activities. Participation in these efforts is not mandatory, however, please note that athletes who do not participate in these fundraising activities will not benefit from the funds raised. Experience has shown us that active participation by many athletes can have a significant impact on reducing overall artistic swimming costs therefore, we strongly urge your support. Funds raised are tracked throughout the season and credited to the athlete's account at the end of the year. This results in a reduction of the invoice at the end of the year or will be part of the refund given. No exceptions will be made.

## **EVENT HOSTING**

Synchro Saint-Laurent is a volunteer organization and depends on the enthusiastic participation of the athletes and their families for its success. Although certain activities will be coordinated by the Club's executive, most will be carried out by a larger group of parents. Parents are expected to help ensure that various activities undertaken by the Club, such as fundraising and organization of competitions, are successful and to ensure that they do not put too heavy a burden on a small group of parents.

Furthermore, we cannot insist enough on the importance of your presence at competitions and demonstrations to encourage your child.

If our Club hosts a meet, every family will be required to volunteer one family member. A fee will be charged to families who cannot volunteer their time at a meet and do not contribute the food items required for the competition hosted. Please refer to the Parental Commitment Policy for further information. Please note that hosting a competition helps reduce competition fees. A competition at Saint-Laurent will cost the athlete approximately \$100 versus \$500 for the same competition in Quebec City. It is also a source of fundraising for the Club. Without parents' contributions of food for officials and time to ensure the meet runs smoothly, we would not be able to host a competition, which will directly impact the competition fees.

## **COMMUNICATION**

The Club's Head Coach is responsible for communication with parents, athletes, the Board of Directors, and the coaching staff at large. Any email sent after 2:00pm on Friday may not receive a response until the following Monday. The delay also may be longer upon returning from competitions. Please contact your child's team head coach via e-mail for any questions or concerns. Some issues may not be able to be resolved through e-mail and may require a face-to-face meeting. Should this be necessary, please schedule a meeting with your child's coach via email. Should concerns persist, the club head coach or the Executive Board of Directors can be contacted.

Head Coach:

Andréanne Cormier [head.coach@synchronsaintlaurent.com](mailto:head.coach@synchronsaintlaurent.com)

President of Board of Directors:

Ugo Tremblay [president@synchronsaintlaurent.com](mailto:president@synchronsaintlaurent.com)

## **TRAVEL**

When a meet takes place in the Greater Montreal area, each athlete arranges their transportation and must arrive at the meet at the required time. Car-pooling can be arranged. Please note that athletes and parents are expected to treat local competitions with the same professionalism and respect as away competitions. Training and competition schedules that require an athlete to miss school or social activities are considered of equal importance during local competitions.

When a competition takes place out of town, the Club makes the travel and accommodation arrangements for the swimmers, chaperones and coaches with the costs divided evenly among all athletes. When travel to a sleepaway competition is by car and the chaperone(s) and/or coach(es) cannot accommodate transporting the entire team, additional parent driver(s) will be asked to help and may be reimbursed for mileage. Mileage reimbursement must be discussed with the Travel Coordinator prior to the trip to ensure reimbursement, and mileage for the trip is determined by the Club.

Athletes and their parents are informed as soon as possible of the travel arrangements. Athletes must travel with the Club because it encourages team spirit and simplifies arrangements. Exceptions can be made based on particular circumstances and are considered on a case-by-case basis. In these cases the coach must be advised as soon as possible, and the swimmer must arrive at the location of the meet at the required time. In addition, alternative team travel arrangements may be made based on the age and level of individual teams and will be addressed as needed.

**It is a Club rule that all athletes are required to stay in rooms with their fellow team members when they travel to out of town meets.** The team rooms are closely supervised by chaperones. Athletes will only be permitted to sleep in their parents' hotel room if the athlete provides a doctor's note indicating that he/she is suffering from a serious medical condition that requires special attention.

A list of items that should be brought on trips will be provided. It is also necessary to bring adequate money for miscellaneous expenses, such as competition memorabilia that are not covered by competition and food fees. Finally, athletes will be informed beforehand whether specific travel outfits are recommended. Usually the athletes are required to travel in the Club tracksuit. If an athlete is injured, suffering from an illness, etc. during the trip, the parent will receive a phone call from the chaperone to bring the parent up to date on the issue at hand.

For further information, please feel free to communicate with the members of the Board of Directors responsible for arranging travel.

## **CHAPERONES**

The Club sends at least one parent to accompany each team traveling to meets. The role of these chaperones is to take care of certain support tasks such as arrangements with the hotel, meals, local transportation and to monitor the athletes while away from the pool, thereby permitting the coaches to concentrate on the competition and on coaching.

All parent chaperones are female as our teams consist of mainly female athletes. Parents interested in acting as chaperones are invited to speak with their respective coach. It is important that the parent displays that her intentions are to help the coach, the team and the Club. The coach has numerous responsibilities to attend to at the pool, so she greatly appreciates a chaperone who will respect the plan for the athletes and who will alleviate many of the responsibilities outside of the pool environment.

All parents are encouraged to chaperone. Please note that Members of the Board of Directors will have priority due to the fact that they volunteer their time to help the Club on numerous occasions throughout the season.

Since the primary role of the chaperone is to support the athletes and coaches, although timing often permits, it cannot be guaranteed that the chaperone will be able to watch all of her child's competition events. The chaperone's room is for the chaperone and athletes (as needed) only. Spouses, other children, family, friends, etc. are not permitted to stay in the chaperone's room.

In the case where multiple teams are competing at the same event, one chaperone per team must accompany the athletes in order to assure proper supervision and support. U10 and U12 teams will have up to 2 chaperones per team, teams 13+ will have 1 chaperone per team. If it is agreed to send more than 2 chaperones for 12 & under or more than 1 chaperone for 13 & up, reimbursement for per diems, travel, accommodation, etc. will be split between that team's chaperones.

#### **CHAPERONES' DUTIES:**

- Provide the Travel Coordinator proof of valid background check.
- The chaperone is responsible for check-in, check-out and any other business dealing with the hotel. The hotel bill should be paid the night before departure to avoid problems.
- The chaperone is responsible for looking after the athletes at all times including supervision on the airplane and/or bus as well as at the hotel and at restaurants. Parents must leave supervision duties to the chaperones and give the athletes space to come together as a team. The coach is responsible for the athletes when they are at the pool. Chaperones should be close by in case of an emergency.
- The chaperone will monitor the athletes' rooms at curfew and a few times after to ensure that everyone is in their room.
- The chaperone keeps an extra set of keys for the athletes.
- The chaperone supervises trips between the hotel and the pool.
- The chaperone is available to go out and get whatever might be needed at the pool, whether that be food for the swimmers or coaches, medicine, etc.
- The chaperone will organize the settling of accounts with swimmers concerning monies owed for food (i.e. the chaperone collects money to be used for food purchases).
- The chaperone will accompany athletes to the hospital if medical care is needed and will communicate with parents in the case of an injury or illness that requires medical attention. The chaperone will also collect Medicare cards (physical card or photocopy) prior to the trip.
- The chaperone takes headcounts while the athletes are in transit.
- The chaperone lets the athletes know that they must inform her if they are leaving the room even if it is to go down the hall or make a phone call.
- The chaperone checks the rooms in the morning 15 minutes before departure.
- The chaperone is responsible for the airplane tickets.
- Chaperones ensure that the bus, plane and hotel are kept clean.
- Chaperones are allocated a \$30 per diem per day or a \$40 per diem per day when breakfast is not included at the hotel, in order to offset expenses for their own meals and/or snacks.
- Should a chaperone need to pay for unforeseen emergencies or incidentals, a reimbursement upon return from the competition will be provided. Receipts and an expense report must be submitted to the treasurer.
- At the pool the chaperone stays off the deck and does not interfere. They should stay where coaches can find them.

- The chaperone should give the coach space when it is a team meeting, land drill session or anything to do with the artistic swimming end of things.
- Chaperones should support the coach's decision regarding time spent with parents, family and friends which may be scheduled at the discretion of the coach and in line with the age and level of the athlete.

### **CHAPERONE POLICE BACKGROUND CHECK POLICY**

All chaperones will need to have a police background check for away competitions. Only parents with completed background checks will be permitted to chaperone.

The background checks are performed by yourself through the website [www.mybackcheck.com](http://www.mybackcheck.com) and are valid for 5 years. If this interests you, please fill out the demand form during the Synchro Saint-Laurent registration dates.

## **CODE OF CONDUCT**

### **COACHES**

A sporting club's reputation is shaped by its coaches. As a coach of the Club, every coach must agree to always offer their best in the respect of their peers, athletes, the officials and the rules of the sport.

More specifically, coaches must:

- Attend practices and private sessions on time and find a substitute for any class that is missed.
- Coaches should arrive ten minutes before the start of a practice. The coach and the team may take time off for holidays, to taper for a meet, to recover from a meet, etc.
- Conduct safe, structured and motivating lessons. Arrive prepared with a lesson plan and goals for the day.
- Help with equipment or delegate the tasks – flags, sound system, chairs, tape decks, etc.
- Dress in a professional manner and display a professional self-image.
- Set a positive example. Try to instill positive values and life lessons.
- Make a point of getting to know every athlete and parent – their goals and aspirations.
- Give positive feedback and corrections to the athletes so that they can learn and improve.
- Reinforce the Club and the Sports Complex rules by explaining them to the athletes at the start of the season and following through with the consequences that have been suggested by the Club.
- Deal with problems that may arise (in conjunction with the Head Coach if necessary).
- Check email regularly and pass on all notices to athletes.
- Respond to email in a timely manner (i.e. within 24 hours except on weekends).
- Make every athlete feel good about their achievements and reward hard work, dedication, punctuality, etc.
- Arrive at meets prepared – binder, schedule, flag, copies of music, camera, Club t-shirt, etc.
- Attend all competitions and/or inform the Club of any competitions that will be missed at the start of the season so that arrangements can be made.
- Make sure the athletes learn the appropriate competition requirements, follow music time limits, respect Artistic swimming Quebec and Artistic swimming Canada rules, etc.
- Respect judges, officials and the rules of the sport.



- Follow the athlete's group and individual progress and keep records of this type of information
  - attendance, time trials, flex tests, simulation and competition results, etc.
- Represent the Club and the team in a positive manner, including through the use of electronic devices and social media platforms.

\*\*Please see other documents sent by email for the code of conduct for athletes and parents, which will need to be signed and returned at the beginning of the season.