

**WEST cOAST sPLASH mEMBERs HANDBOOK 2020/21**

Club Handbook

2022/23 Season

**Welcome to the West Coast Splash Synchronised Swimming Club!**

This handbook is designed to help parents and their children have a successful year by providing information, guidelines, and club policies.

The items presented in this handbook apply to all levels of swimmers unless otherwise specified. Please note that information in this handbook is subject to change: if there are any discrepancies between Executive motions or coaches' decisions and the policies and procedures defined in the handbook, the most recent Executive motion will take precedence.

For further information, please refer to:

West Coast Splash website <https://www.westcoastsplash.com/>

Facebook page <https://www.facebook.com/westcoastsplash/>

Facebook “members only” page WCS –Members <https://www.facebook.com/groups/710405782437248/>

The Executive Committee of the West Coast Splash Synchronised Swimming Swim Club is responsible for the day to day business of the Club. The Executive and Coordinator positions are elected at the annual general meeting of the Club.

**The Executive and Coordinator positions are as follows:**

**2022-2023 Executive Committee**

**President:** Michelle Fellows [president.wcssynchro@gmail.com](mailto:president.wcssynchro@gmail.com)

**Vice President:** Sarah Wakeb [vicepresident.wcssynchro@gmail.com](mailto:vicepresident.wcssynchro@gmail.com)

**Secretary:** Rachel Thompson [secretary.wcssynchro@gmail.com](mailto:secretary.wcssynchro@gmail.com)

**Treasurer:** Joyce Yang [treasurer.wcs@hotmail.com](mailto:treasurer.wcs@hotmail.com)

**Uniforms:** Aniko [uniform.wcssynchro@gmail.com](mailto:uniform.wcssynchro@gmail.com)

**Volunteers:** Susan Dimopoulos & Deanna Preshaw [volunteers.wcssynchro@gmail.com](mailto:volunteers.wcssynchro@gmail.com)

***Club Values***

***Respect for myself and others Support one another Be the best we can be***

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**1 WEST COAST SPLASH SYNCHRONISED SWIMMING CLUB**

* 1. **History**

The foundations of the West Coast Splash Synchronised Swimming Club were laid in 2009 as a result of a “Come and Try Synchro” event held at HBF Stadium. Some participants wanted to continue to learn the sport and weekly classes were started. In a short time, some of those girls had a desire to take their involvement in the sport to the next level, which meant training to compete. With the goal of competing at the 2010 Australian Open and Age Group Championships, the club was officially formed and incorporated in 2010 with five swimmers. The club found a home at Claremont Pool.

West Coast Splash now has many swimmers competing or participating in the National, State, Recreational or Masters (Men and Women) streams. West Coast Splash have had many swimmers represent Australia in Youth and Junior events and we have also athletes participate in the Rio Olympics in 2016 and Tokyo Olympic in 2021. We currently have four swimmers in the National Team program, with their sights on the 2024 Olympics in Paris.

Our body of coaches include a mix of experience and youth and all our coaches are ex or current synchronised swimmers. With the support of SynchroWA, we have had the opportunity to invite international coaches to join our team, and this has offered our girls a wealth of experience.

* 1. **Philosophy**

West Coast Splash provides its swimmers with the opportunity to achieve their personal best as individuals, athletes, and team members in a club environment that values respect, dedication, and sportsmanship. West Coast Splash’s focus is to provide an opportunity for various levels of recreational and competitive swimmers to practice the sport of synchronised swimming.

**2 THE SPORT OF SYNCHRONISED SWIMMING**

**2.1 What is Synchronised Swimming?**

A combination of swimming, gymnastics, ballet and acrobatics, synchronised swimming involves swimmers performing—either as teams, solos, duets, or "combo" groups—aesthetically pleasing and strenuous movements while keeping afloat in and under water. Aside from exceptional breath control, this demanding team sport also requires strength, endurance, flexibility, artistry, and split-second timing. The goal is the illusion of effortlessness and grace.

**2.2 Figures**

Figures, which form the foundation of any routine, are a combination of basic positions joined together by transitional movements. During competition, figures are performed in front of a panel of judges who mark the figure out of ten points. Individual marks for the figures are combined with the scores for the routine to arrive at the overall championship score of a routine. Both figures and team performance scores are thus recognized in the team's score.

For 10&Under, 12&Under and 13-15 age groups, there is a compulsory set of figures that need to be performed at every competition, and a noncompulsory set which are chosen at random prior to a competition.

Competitors must wear plain black bathers and a plain white cap for competitions. competitors are not permitted to wear jewelry, make up or nail polish during competitions, as swimmers should not be identifiable.

**2.3 Routines**

A routine is performed as a team, combo, duet, or solo.

Coaches encourage swimmers to collaborate on the choreography and choice of music for their routine. Like figures, routines are marked on a ten-point scale by three panels of judges for execution, difficulty and artistic impression.

**2.3.1 Solos**

A solo is a single competitor. Soloists compete against other soloists in the same age group. Only one soloist per age group can represent the Club at a National competition.

**2.3.2 Duets**

A duet is comprised of two competitors. Duets compete against other duets in the same age group. Duets may have a reserve swimmer**.**

**2.3.3 Teams**

For a team, a minimum of four swimmers is required, with eight being the maximum number of swimmers. Teams can compete in free or technical events. Teams compete against other teams in the same age group. When performing, all swimmers wear matching bathers, head pieces designed to match the music and routine. Hair is gelled and light make up is worn.

**2.3.4 Combo**

A combo, as the name implies, is a combination of a solo, a duet, and team performances all in one routine. Eight to ten swimmers perform in a combo and athletes comprise of various age groups.

**2.4 Routine Selection**

Synchronised swimming is essentially a team sport. The purpose of team selection is to match swimmers of similar skill level on the same team. Eight members on a team are considered ideal, and the minimum is four; however, registration numbers, skill development and availability to train play a large part in determining team size.

Using the following criteria, West Coast Splash will determine the number and type of routines for the season: attitude / attendance / swimming ability (strength, endurance, power, technique) / Synchro ability (figure positions, transitions, routine skills) / flexibility.

If a swimmer is chosen for more than one routine, they must understand that there will be an added cost as well as more time in the pool. Parents must agree to the additional fee to cover pool rental, coaching costs, and a competition suit. The Head Coach will contact swimmers’ parents for permission to participate prior to announcing extra routines. Both the Coach and Head Coach will evaluate all extra routines. If the Coach feels that there is a lack of commitment on the part of the swimmer(s), or if other problems have arisen, the Coach may decide not to pursue the extra routine.

**2.5 Costumes**

Competition bathers and head pieces for all team routines are supplied by the club, through our bather library. Each season a $50 hire charge is collected from each competitor ($30 for State Stream, 0 for non-competitive swimmers) which ensures the club can maintain and improve the bather selection. Bathers are signed for at the beginning of each season, and are the responsibility of the athlete until collection at the end of the season.

Solos and duet costumes are selected in consultation with the coach. Solos and duets are welcome to borrow from the library, once team costume selections have been made.

**2.6 Hair and Make-Up**

Hair should be secured in a synchro bun, using a hair net and bun pins to secure and then gelled.

Athletes should create a competition kit, including the following supplies.

* Pot of Gelatine
* Small plastic bowl and application brush
* Spoon or mini whisk
* Bun donut (if required)
* Bun net matching athlete’s hair colour
* Hair ties
* Bobby pins and bun pins
* Mascara
* Eye liner
* Bright red or hot pink lip stick shadow (check with coach for colour requirements)
* Eye shadows (check with coach for colour requirements)

**2.7 Uniforms and Equipment**

What does a swimmer need to synchro swim with West Coast Splash?

**SynchroSTART (Beginners)**

• Cap for training

• Nose clip

• Mat

• Water bottle, sunscreen

**STATE START (West Coast Splash Swans)**

• West Coast Splash Club Bathers\*

• Goggles

• Club bathing cap\*

• Nose clips\*

• Club Shirt\*

• Club Shorts\*

• Mat, pull buoy, kickboard, float bottles, stretching bands if required by your coach

• Water bottle, sunscreen

**STATE and NATIONAL STREAM**

• West Coast Splash Club Bathers\*

• Goggles

• Club bathing cap\*

• Nose clips\*

• Club Shirt\*

• Club Shorts\*

• Club Tracksuit\* (National Stream only)

• Plain black bathers for figures competitions

• Mat, pull buoy, kickboard, float bottles, stretching bands if required by your coach

• Water bottle, sunscreen

Additional Items required for out-of-town competitions

• Club backpacks • Club towel

Items marked \* are available through our online shop <https://www.westcoastsplash.com/club-uniform>

**2.8 Synchro Competitive Structure**

Swimmers compete by age group according to FINA (Federatio Internationale de Nataion) and SSAI (Synchronised Swimming Australia Incorporated) rules.

All Age Group competitors remain qualified from 1st January to the following 31st December at the age they are at the close of day (12 midnight) on 31st December of the year of the competition.

age groups are:

• 12 and Under

• 13 – 15

• Junior (15 – 18)

• Open (13+)

• Senior (18+)

• Masters (25+)

1. **TRAINING**

**3.1 Land Drill**

Land drill is essential in synchronised swimming. It reinforces the movements in the pool to commit them to memory and to enhance synchronization. Land drill includes determining counts, setting patterns, clarifying position presentation, and practicing movements out of the pool. Swimmers are encouraged to do land drill independently, outside of normal practice time. Team land drill will be done for a minimum of one hour per week. Anyone with an extra routine will be required to land-drill for their solo, duet, or combo for at least one hour per week over and above her team's land-drill time. Parents are asked to encourage their swimmer's compliance with these expectations.

* 1. **Dry-land Training**

A synchronised swimmer's goal in training is to achieve maximum strength, tone, and flexibility with a healthy amount of weight. As pool time is always very limited, it is reserved for training that can only be done in the water. Dry-land strength, stretching, and conditioning exercises bring about optimal fitness more efficiently than relying only on training in the water. Dry-land workouts include squats, lunges, push-ups, and many types of body-core exercises to develop a fitter, stronger swimmer. Balancing strength-building exercises with stretching builds flexibility and helps prevent injury.

* 1. **Flexibility**

Proper stretching prevents injury and increases flexibility. Flexibility is extremely important in many of the intricate positions and movements that synchronised swimming demands. Many positions are not possible without good hip, back, and shoulder flexibility. For example, certain sculls require flexibility in the shoulders to be effective, and an extended flat split position will receive much higher scores than one that shows poor flexibility. Stretching can be done individually and requires as little as 15 minutes per day for maintenance. Stretching for up to 30 minutes per day can bring marked improvement in all areas of flexibility in a short period of time. Swimmers are encouraged to stretch as much as possible on their own. The difference between a swimmer who stretches and one who doesn't is very apparent in the pool.

* 1. **Swimming Training**

Performing a synchro routine is comparable to swimming a 400m Individual Medley holding the breath for up to half the time. Much of the conditioning for synchronised 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 pool coverage and speed with which one can move through the water, both things that judges are looking for in routines.

1. **STRUCTURE**

**4.1 Artistic Swimming WA**

****ASWA is the State governing body for all Western Australian Synchronised Swimming Clubs. Their role is to support Western Australian Clubs, conduct competitions, develop beginner programs, coaches and judges. More information can be found at <https://synchrowa.org.au/>

**4.2 Artistic Swimming Australia Incorporated (ASAI)**

All participating countries have a governing synchronised swimming body called a Federation. Our Federation is Australia and the governing body is Artist Swimming Inc. (ASAI). Registration with ASAI is compulsory for every athlete, committee member and official. More information can be found at <https://www.artisticswimming.org.au/>

**4.3 FINA**

FINA is the International Swimming Federation. FINA provides the official

rules and regulations for Artistic Swimming. These can be found at <http://www.fina.org/content/fina-rules>

1. **ATHLETE PATHWAY**

**6. PROGRAMS**

**6.1 Registration**

**All competitive swimmers must be registered with ASAI (Artistic Swimming Australia Incorporated.)** ASAI’s membership year is from July 1 to June 30. Members must be registered prior to partaking in any Artistic Swimming related activity.

Swimmers compete by age group according to FINA (Federation Internationale de Natation) and ASAI rules. All Age Group competitors remain qualified from 1st January to the following 31st December at the age they are at the close of day (12 midnight) on 31st December of the year of the competition.

The age groups are:

**State Stream**

* 10 & Under
* 12 & Under
* 13 and over

**National Stream**

* 12 and Under
* 13 – 15
* Junior (15 – 18 years)
* Open (13+)
* Senior (18+)
* Masters (25+)

**6.2 Venues**

Training for our competitive program is split between the following venues:

* **Claremont Pool -** 2 Davies Rd, Claremont WA 6010
* Beatty Park Pool - 220 Vincent St, North Perth WA 6006

**6.3 Fees**

|  |  |  |
| --- | --- | --- |
| **Group** | **ASAI Fees (2019 rates)** | **Monthly Club Fee\* (2021 rates)** |
| **STARFISH – 1 day, 1 hour** | **$53** | **$110 (per term)** |
| **SWANS – 1 day, 1.5 - 2hours** | **$53** | **$160 - 180 (per term)** |
| **State Stream – 2 days** | **$114** | **$140** |
| **State Stream – 3 days** | **$114** | **$180** |
| **National Stream 12U** | **$114** | **$230** |
| **National Stream 13 - 15** | **$114** | **$230** |
| **National Stream Juniors** | **$114** | **$230** |
| **National Stream Seniors** | **$114** | **$230** |
| **Masters (2 days)** | **$114** | **$140** |

Monthly fees\* are adjusted during pre-season and Club holiday periods

Pool entry fees are not included in the monthly Club fee. Multiple entry cards are available at Beatty Park Pool. Claremont Pool offers a discounted cash rate for West Coast Splash swimmers.

National and State Solos and duets incur additional fees

* Solo, one hour per week - $25 per hour or $60 per month\*\*
* Duet, one and a half hours per week - $60 per month\*\*
* Private lessons, one hour - $35 (pool hire extra, if required)

\*\* Solo rates for full fee paying swimmers are charged as follows Private lesson rate - $25 per hour Or $60 per month for a shared lesson Or $60 per month with a junior coach

Competition entry fees are also payable. These entry fees are currently invoiced to members along with the monthly Club fee, as they are charged to the Club.

WCS coaching staff have duty of care of your child until the end of a training session so for this reason, it is very important that parents/caregivers are on time for pick-up.  Swimmers not picked up on time will be asked to wait at the pool reception or in the café area, where it is well lit and in view of life guards and or reception staff.  If you are not happy with this arrangement and would prefer the coach to wait with your child, please contact the President by email.  If our coaching staff are required to wait past their scheduled time, we will be enforcing a late fee, which is charged at $5 per 15 minutes.

Questions or queries regarding invoices or payments should be made to [treasurer.wcssynchro@hotmail.com](mailto:treasurer.wcssynchro@hotmail.com)

**6.4 Refunds/Absences**

**T**he Club does not refund fees for any absence due to personal choice or circumstances. This is because the Club works on a full recovery of cost structure. Once all swimmers have agreed to their teams/routines and all related costs (coaching, pool hire etc) have been estimated, the Club’s fees for the year are fixed and allocated to individual members according to their swimming commitments. Each member is responsible for the payment of their fees over the course of the season as it represents the cost directly attributable to their individual participation.

The Committee does however acknowledge the following extenuating circumstances where a fee reduction may be considered on a case-by-case basis:

1. Injury or illness – the Club supports any member who finds themselves dealing with an injury or illness that requires a prolonged absence (more than one month) from training. The nature of the fee reduction will be dependent on the circumstances and at the discretion of the Committee.
2. National Team selection – the Club acknowledges that members selected to represent Australia have significant training and financial commitments outside of the Club. Their representation shows a dedication to their sport and they are considered goodwill ambassadors for West Coast Splash. Members representing Australia will be given a 50 per cent reduction in fees during periods they are required to attend National Team training camps or international competitions. Members selected to the National Team will be required to provide appropriate documentation and are expected to maintain their Club team commitments.

In addition, the Club will refund any class that is cancelled by the Club due to coach absence and there being no suitable substitute available. Classes cancelled due to circumstances outside of the Club’s control (for example, inclement weather) will not be refunded.

**7 SWIMMER OBLIGATIONS**

**7.1 Code of Conduct**

To ensure that the club's goals are achieved, the Head Coach (or designate) shall have authority over all swimmers in matters of discipline. All members of the coaching staff will reinforce the code of conduct as set out in this document. Swimmers in the competitive program are required to sign a code of conduct.

**7.2 Swimmer’s Code** **of Conduct**

West Coast Splash (WCS) is committed to providing a safe, supportive and positive sporting environment, where everyone is treated with respect. Coaches, parents/guardians (including their family and friends), athletes, volunteers and officials are expected to:

* Be ethical, fair and honest in all their dealings with other people;
* Treat all persons with respect and courtesy and have proper regard for their dignity, rights and obligations;
* Always place the safety and welfare of children above other considerations;
* Comply with WCS’s Constitution, rules and policies;
* Operate within the rules and spirit of the sport;
* Comply with all relevant Australian laws (Federal and State), particularly antidiscrimination and child protection laws;
* Be responsible and accountable for their conduct. Abide by the Code of Conduct outlined in the Synchro WA policy <https://synchrowa.org.au/wp-content/uploads/2020/01/Synchro-WA-codes-of-conduct.pdf>

**7.3 Attendance and Absences from Training**

Attendance is extremely important in a team sport like synchronised swimming. The swimmer should clearly understand the commitment to the team, coach, and club before the season starts. The highest degree of attendance and focus is necessary. The progress of the team depends on the regular attendance of every swimmer. Absences affect the entire team

**7.3.1 Illness or Injury**

If a swimmer is ill or has an injury, the Coach must be notified by phone, message or email as soon as possible. Swimmers with an infectious illness, eg colds, flu, infection, gastroenteritis or other infectious conditions should not attend training to minimise cross-infection of other swimmers.

If a swimmer has an injury or illness that is not infectious, attendance at training may be advantageous but is at the discretion of the Coach. Training may be modified at the discretion of the Coach to reflect the swimmers capacity at the time. Unexcused Absences Parents of swimmers with multiple unexcused absences within a one-month period will be contacted, and a parent–coach meeting will be arranged by the Head Coach. The swimmer's commitment and the Coach's expectations of the swimmer will be discussed. If unexcused absences continue, the Coach and Head Coach will re-evaluate the swimmer and decide on a course of action.

**7.3.1 Vacations and Extended Absences**

It is recognized that swimmers will spend vacation time with their families. Parents are encouraged to schedule vacations at times that least affects the swimmer’s preparation for competition. Parents are requested to provide written notice to the Coach well beforehand, to enable her to plan around a swimmer’s absence. Should the vacation extend for a period longer than two weeks, it is at the discretion of the Coach and Head Coach whether the swimmer will continue as an active member of the team or swim as an alternate. Prolonged absences from training lead to rapid loss of fitness and familiarity and ability to swim routines.

**7.4 Injury and Illness Procedures**

Athlete Duty of Care is important to West Coast Splash

Please ensure

* You have the contact number of the Head Coach and your child’s team coach
* You notify the registrar of any changes to your child’s emergency contact
* You notify the Head coach and your child’s direct coach of any injuries or accidents that occur outside of training
* You notify the registrar of any changes to medical requires.

**7.4.1 Illness at Training** - If a swimmer requests to leave the pool due to an ailment (headache, earache etc.) they will need to be on deck until they are picked up by their Parent/Guardian.

**7.4.2 Injury at Training Minor Injuries** - If a swimmer is injured at training, first aid will be provided and if the swimmer is unable to return to training, it is up to the coach’s discretion whether their parents will be contacted to collect them or they will be allowed to sit on the side. This will depend on the duty of care conditions.

**7.4.3 Non-minor Injuries** – If a swimmer suffers a non-minor injury, first aid will initially be provided. If urgent medical attention is required, this will be immediately sought and followed up by parent / guardians being contacted. If immediate medical attention is not required, parent / guardians will be contacted to determine next actions. A record of injury will be kept

**7.4.4 Insurance –** By registering with ASAI all competitors, officials and volunteers are covered by insurance when travelling to and from events, when participating in events and while training. Please contact the Secretary to request a copy of the policy.

**7.5 Disciplinary Process**

When an athlete’s behaviour does not comply with the above Code of Conduct, the following steps will be followed:

* 1st warning

The Coach will talk with the swimmer and arrive at an agreement of appropriate behaviour. The Coach will document (as detailed below) and report to the President. Parent/guardian will be informed.

* 2nd warning

The Coach will give the swimmer a time-out (10 to 15 minutes). Coach will document (as detailed below) and inform the President. A meeting with the parent/guardian will be requested.

* 3rd warning

The Coach will ask the swimmer to leave the pool and the parent/guardian will be immediately contacted and asked to collect the athlete from the training session. The Coach will document (as detailed below) and inform the President. A meeting with the athlete, parent/guardian, Coach and a Committee member will be arranged. A signed written action plan will be required before athlete returns to training.

**Under no circumstances may a parent/guardian address disciplinary concerns with a Coach during scheduled training times. Parents/guardians wishing to discuss any disciplinary matter must arrange their meeting with the Coach outside of training times.**

When a Coach, parent/guardian, volunteer or official’s behaviour does not comply with the Code of Conduct, the following steps will be followed

* 1st warning

The Committee will send an email to the person involved reminding them of the Club’s Code of Conduct and their obligation to adhere to its requirements. This will be documented.

* 2nd warning

The matter will be documented and a meeting will be set up between the person involved and executive members of the Committee. A signed written action plan will be required.

* 3rd warning

The matter will be documented. The person will be excluded from all WCS training sessions, events and/or competitions.

**7.6 Appeal Procedure**

To appeal a disciplinary decision made by the Coach, parents/guardians must file an appeal according to the following procedures:

• Email a written letter of appeal to the President([president.wcssynchro@gmail.com](mailto:president.wcssynchro@gmail.com)).

• The President will arrange a meeting of the parents/guardians, the athlete, the Coach and if required, a member of the Committee.

**7.7 Bullying**

Bullying behaviour is unproductive, unnecessary and can cause lasting health and wellbeing issues to the individuals concerned. Bullying is not tolerated in West Coast Splash and any bullying behaviour should be reported to the Coach or a member of the Committee as soon as possible.

Initially the bullying party will be reminded of the Club’s values of  
- Respect for myself and others  
- Support one another  
- Be the best we can be  
and asked to consider how their actions reflect these values.

Where bullying behaviour continues, the Disciplinary Process outlined above will be followed.

West Coast Splash aligns with the SynchroWA policy <https://synchrowa.org.au/wp-content/uploads/2020/01/Behaviour-policy.pdf> and member protection policy <https://synchrowa.org.au/wp-content/uploads/2020/05/Member-Protection-Policy-Version-1.4-May-2020_-002-copy-2.pdf>

**7.8 SOCIAL MEDIA**

When registering with ASAI members grant permission for photos or video to be taken during practices, competitions ant at West Coast Splash events. These photos may be used in publicity material or on West Coast Splash, SynchroWA or ASAI’s social media.

We expect all members bound by ASAI’s Member Protection policy to conduct themselves appropriately when using social media social and sharing information about our spot.

<https://synchrowa.org.au/wp-content/uploads/2020/05/Member-Protection-Policy-Version-1.4-May-2020_-002-copy-2.pdf>

* Must not be offensive, provocative or use hateful languages
* Must not be misleading, false or injure the reputation of another person
* Must respect and maintain the privacy of others
* Must promote the sport in a positive way

**7.9 COMPETITIONS**

**7.9.1 Local Competitions**

A competition schedule will be prepared by each Coach for their team. Please assist the Coach in ensuring that your swimmer respects the schedule and is on deck at the time requested. Swimmers are required to wear the official club uniform while on deck and for all award presentations. Swimmers should set a good example by keeping clean any areas where hair is being put up or taken down. All West Coast Splash swimmers are expected to support club members as they compete in events, including solos, duets, and combo and team events.

**7.9.2 Out-of-Town Competitions**

Swimmers will travel as a club unless prior approval has been granted by the Head Coach. Parent Chaperones or “House Mothers” will be recruited to assist with the supervision and care of the swimmers while away. All swimmers will be directly supervised by either a Coach or a House Mother at all times. The coaches will prepare a competition schedule. The Travel Coordinator will make arrangements for any out-of-town competition and will forward to parents a notice regarding transportation, hotel and pool location, and the amount of money required. In the event a swimmer has approval to travel separately from the team, the Travel Coordinator must be notified in writing as soon as possible. Arrangements are made for the club to eat meals together when not at the pool. House Mothers will assist with meals and ensure that swimmers have healthy snacks and beverages. A checklist for packing for an out-of-town competition will ensure that swimmers bring all items necessary for a competition.

**8 WEST COAST SPLASH SYNCHRONISED SWIMMING CLUB ORGANIZATION**

**8.1 Governance**

The West Coast Splash Synchronised Swimming Club Inc. is a non-profit organization registered with the Department of Commerce. It is run by an Executive Committee elected by members according to the rules of association of the club. Members consist of parents of swimmers in good standing. Meetings of the Executive Committee are held once a month, or more as required. The Objects define the fundamental goals and objectives of the club. The Rules of Association outline the governing rules and regulations. Copies of both the Objects and the Rules of Association of the West Coast Splash Synchronised Swimming Club are available from the Secretary on request.

**8.2 Executive Structure**

The Executive Committee of West Coast Splash is responsible for the day to day business of the club. The Executive and Coordinator positions are elected at the annual general meeting of the club. The Executive and Coordinator positions are as follows:

Executive Committee

President Vice President Secretary Registrar Treasurer Director/s

 Coordinator Positions

Fundraising, Grants and Special Funding Coordinator Uniform Coordinator Volunteer Coordinator Travel Coordinator Web Master

**8.3 Summary of Responsibilities**

Executive Committee President • Oversee the general operation of the club; • Be the first line of contact for club members and coaches in matters of club business and governance; • Chair Executive Committee Meetings General Meetings and the Annual General Meeting; • Direct the club towards fulfilling its mission and goals; • Represent the club at official functions as required.

Vice-President • Assist Directors if required to ensure Coordinators responsibilities are fulfilled; • Fulfill the Presidents role as necessary; • Undertake other activities as determined by the President.

Secretary Registrar • Record and publish the minutes of Executive Committee and General meetings and the Annual General Meeting; • Make minutes available for the members only Facebook page within a week of each meeting; • Handle all correspondence as required; • Maintain a system for filing, storing and archiving club documents and information; • Maintain a hard copy of all important club documents; • Hold the club Common Seal and be familiar with procedures for its use according government regulations; • Stewardship of the club Handbook Treasurer

Registrar • Responsible for SSAI and SynchroWA registrations in July • Liaise with the Head Coach and Treasurer to ensure registration fees to be paid correspond to the registrations; • Ensure new members are registered should they join the club during any other month of the year; • Prepare the club contact list and emergency medical and contact list.

Treasurer • Keep financial books for the club (Xerox); • Receive and disperse all money; • Liaise with the Head Coach and Uniform Coordinator to prepare and send invoices to parents for monthly fees, registration fees, wardrobe purchases and entry fees; • Report to the Executive Committee any overdue monthly fees; • Prepare monthly reports of financial status for the Executive Committee meeting; • Prepare financial information for grant and other funding applications when required; • Ensure that the audit of the club’s financial statements is completed annually for the AGM.

Coach • Consult with and present recommendations to the President (and/or other Executive members when appropriate) in matters relating to the operation of the club; • Provide input regarding club development and direction; • Identify the need for club equipment, and submit estimates and recommendations to the Executive for approval; • Determine the need for coach and swimmer education and/or training beyond day-to-day on-deck activities, bringing recommendations and estimates of involvement and costs to the Executive for approval prior to implementation; • Present a report at each Executive Committee meeting.

Directors • Each Director will undertake a specific role as required by the committee. • Other activities as determined by the President.

**8.4 Registration and Costs**

The registration year for West Coast Splash is 1st July to 30th June. There are annual ASAI and SynchroWA registration fees for competitive and non-competitive swimmers which allow the swimmers to compete and provide liability insurance for the West Coast Splash. Competition officials and executive members must also be registered for liability purposes, there is no cost for this. Registration is through Revolutionise Sport <https://www.revolutionise.com.au/sswa/registration/>

**8.5 Club Financing and Membership Fees**

The club collects membership fees monthly. Invoices are issued via email on the 1st of the month, and payment is due by the 15th of the calendar month in which the invoice is issued.

Monthly training fees covering pool rental, coaches' fees and some miscellaneous expenses are charged according to the competitive stream of the swimmer and the number and types of routines being trained. The fee structure will be set for the beginning of the season by the Committee and the club operates on full cost recovery. Swimmers will be advised of the base monthly fee plus training fees associated with additional routines at the beginning of each season. Additional fees for things such as competition entry fees, music production for routines and costume rental for competitions will be added to monthly invoices as they arise. Estimated travel and accommodation costs for competitors travelling to out of town competitions (eg Nationals) will be advised prior and invoiced in installments via third party travel company. Please note that the monthly fee is payable regardless of how many sessions a swimmer attends during the month.

Fundraising initiatives will be introduced to raise money for coaching education and resources, marketing and promotion of the club, equipment purchase and to keep fees reasonable. Fundraising ideas are always welcome. Parents are encouraged to become involved and forward ideas to the Executive. Please contact the Treasurer with any questions about fees, or club financing in general.

**8.6 Parent Volunteer Program**

Parents are strongly encouraged to become involved with West Coast Splash in as many ways as possible in order to develop a supportive organization for all of the swimmers. The long term viability of the club depends on the effort and hours generously committed by parents of swimmers.

To ensure that there is equitable participation by all families, there is a requirement for families of competitive swimmers to complete a set number of volunteer hours during the year. There are a variety of jobs that require different levels of commitment, but everyone is expected to donate time. Parents can volunteer to serve on the Executive Committee, as a Coordinator organizing club related activities or at fundraising activities and events.

Volunteering at competitions is compulsory and it is expected that all families will volunteer at least twice of the course of the season, at any competition (figure or routine) in any role. Volunteers at competition must be registered with Revolutionized Sport and wear black pants and a white top with enclosed shoes when on deck.

**9 CLUB CALENDAR**

* **Saturday 10th September**: ASWA Awards Evening (all 2021/2022 swimmers to attend. RSVP required)
* **Monday 26th September**: AGM
* **22nd October** Figures comp (HBF)
* **12th November** Figures and routine comp (HBF)
* **10th & 11th December** Figures and routines comp(HBF)
* **Sunday 11th December:** Christmas routine displays and Club Christmas Party. Last training day for 2022
* **Monday 9th January:** Training commences for 2023
* **4th & 5th February** Figures and routines comp (HBF)
* **12th & 13th March 2023** State Championships (HBF)
* **2023 8th – 11th April** National Championships Perth