



**Northern Virginia Nereids
Synchronized Swim Team**

Handbook

Revised August 2019

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Organization Name

Our official name is the Northern Virginia Nereids Synchronized Swim Team.

Governed by

We follow our bylaws and Articles of Incorporation. These can be found on the members only part of the NVN website. We are a member of USASynchro and therefore, we must follow their policies as well.

Board of Directors

The Board of Directors ("the Board") consists of President, Vice President, Secretary, Treasurer, and two At-large-Members. The Board conducts routine club business and governs all affairs of the team and is the highest authority of the team.

The Head Coach shall attend the Board meetings which are open to all members, and the Board must report its business to the membership, including decisions affecting club policy, philosophy and finance. See page 30 for board and committee chair descriptions.

Standing Committees

The club shall include the following standing committees, chaired by a person appointed by the President:

Social Media	Suit Closet	Team Moms
Fundraising	Webmaster	Audio System
Meet (e. g., Capitol Classic)	Membership	Travel
Photography/Video	Water Show	Equipment

Section II - Team Overview

What Is Synchronized Swimming*?

Synchronized swimming is an Olympic sport which involves learning required figures, just as one does for gymnastics and ice skating. These figures are then combined with swimming strokes and hybrid figures, which are swum to music. Swimmers compete in team routines (which consist of a minimum of 4, maximum of 8 swimmers), combos, duets, and solos at all age levels. Swimmers (Novice up to AG 13-15) also have “figure competitions” while AG Jr and Sr do “technical routines.”

Note: On July 22, 2017 in Budapest, Hungary, members of the international swimming federation FINA general congress voted to rename the sport of synchronized swimming to artistic swimming. USA Synchro has decided to remain with synchronized swimming for the immediate future.

Club Philosophy

The Nereids philosophy is to encourage participation in all levels of competition sanctioned by [USA Synchro](https://www.teamusa.org/usa-synchronized-swimming/about-usa-synchro) <https://www.teamusa.org/usa-synchronized-swimming/about-usa-synchro> and the [United States Synchronized Swimming Foundation](https://www.synchrofoundation.com/about-us.html) <https://www.synchrofoundation.com/about-us.html>. We are fortunate to have a dedicated coaching staff which includes coaches with many years of synchronized swimming experience at the local, regional, national and international levels. We encourage parental support for the club by active participation, emotional support, and swimmer and family commitment. The swimmers and coaching staff deserve all our cooperation and support.

Non-discrimination Statement and Policy

NVN does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, athletes, volunteers, parents and vendors.

MAAPP - Minor Athlete Abuse Prevention Policies & SafeSport

USASynchro is requiring all member clubs to follow the MAAPP policies, which includes being SafeSport certified, and are summarized in the links below. You can also find this on the USASynchro website.

- [One-on-One Guidelines](#)
- [Social Media Guidelines](#)
- [Locker Rooms/Changing Area Guidelines](#)
- [Local Travel Guidelines](#)
- [Team Travel Guidelines](#)

- [Education and Training Guidelines](#)
- [Who and Where Prevention Policies Apply](#)

Time

Practice time is very important. Swimmers should arrive 10 minutes prior to their scheduled time so that they can be ready to begin practice promptly. All team announcements will be made before practice starts and swimmers arriving late may not get the information. Swimmers should plan to attend all practices each week for the level of ability. **BE ON TIME! IF A SWIMMER IS UNABLE TO ATTEND PRACTICE, THE COACH MUST BE NOTIFIED AS LONG BEFORE PRACTICE AS POSSIBLE.**

Athletes who have demonstrated issues with unexcused absences may be dropped to an alternate status for a period of time deemed appropriate by the head coach and the coaching staff.

Meet time is important for all swimmers. Association meets are usually one day meets on either a Saturday or a Sunday. Regional meets typically begin on Saturday and last through Sunday. Zone and national meets are longer. At least one parent or other representative from each family should plan to be present at all local meets in which their child participates. Remember that regional, zone and national meets are usually held out of town and travel time must be considered in addition to meet time.

Athletes are expected to stay for the duration of practices and meets, unless prearranged with a coach. No athlete should leave a facility early without first speaking with their coach or the head coach.

Volunteers

Volunteer participation is needed from each family to help with club operations. In addition, when NVN hosts meets, family members are expected to volunteer to help with running the meet. Volunteer jobs can include, but are not limited to, being a team mom, fundraising and serving as officers of the Board and on committees.

Financial Commitment

Membership fees are invoiced monthly by the club treasurer. Payments should be made by the 15th of the month starting September 15th and ending May 15th. Payments are considered late by the 25th of the month due and may be assessed a 10% late fee. Fees that are not paid may result in a swimmer to not be allowed to attend practice and/or a meet until the bill is paid in full, unless other arrangements have been made with the board.

Club dues are determined annually by the board and cover expenses outlined at the annual parents' meeting. In addition to dues, there will be a fee for renting suits. Some parents may wish to purchase custom made suits for their swimmer's routine.

Meet fees are charged for sponsor and entry fees. These expenses will be added to your bill. Sponsor fees are used by the host club to defray expenses involved in sponsoring the event, including pool rental and awards. Entry fees are paid per event entered. These may go to the meet host or at national meets to USA Synchro.

If a swimmer suffers from an injury or illness that will keep that her out of the water for more than 5 consecutive practice days, then the illness or injury must be documented with a doctor's note which would give an indication as to how long the swimmer would have to be out of the water, and the family may seek approval from the board to have their bill reduced.

If a swimmer is registered for a meet and becomes ill on or before the meet, then all costs of the meet must be paid. If a swimmer is registered for a meet, including alternate status, and does not attend a meet, then the fees associated with the meet are the responsibility of the parent regardless of the reason for the swimmer's absence.

Administrative fees are paid at the beginning of the season. These fees include registration to USA Synchro and additional fees required by the team. All team members are required to be registered with USA Synchro. This is a requirement of Fairfax County Park Authority (FCPA).

Team Website

NVN maintains a website, www.nvnsynchro.com. This site has a public section and a "Members Only" section, which is password protected. The website serves two purposes: the public section provides information for people interested in learning about the team; the Members Only section contains swimmers' private information and information only shared amongst the membership.

Team Emails

president@nvnsynchro.com is a direct email to the president of the board that may be used for inquiries regarding overall team operation including issues thought to be addressed by the board.

treasurer@nvnsynchro.com is for inquiring financial matters, such as monthly dues.

headcoach@nvnsynchro.com, teammanager@nvnsynchro.com are for absences and practice related questions/concerns and inquiries, schedule, meets, etc.

admin@nvnsynchro.com is an email address that may be used for new swimmer inquiries and general questions.

Essential Documents

There are several official forms that need to be filled out and submitted for each swimmer at the start of each season. Medical and insurance information should always be available in a file at the practice pool, and one of the coaches who travels with the team for meets should carry the copies of the info with her. The essential documents include:

1. USA Synchro registration (handled by NVN)
2. Contact information (filled out by parents/guardians for items 2-6)
3. Insurance information
4. Medical History Questionnaire
5. Permission to videotape and photograph
6. Medical Release Form

7. Codes of Conduct Agreements (agreed by parent/guardian and swimmer upon registration)

Practice Time

Practice days and times will be established before the start of the season and will be communicated to all actual and prospective team members. The season's practice schedule will be posted on the team website.

The head coach will control the allocation of pool time to the various teams.

In the event that practice time is delayed or interrupted due to a temporary closure of the pool, the coaches present will notify the parents that the pool has been closed and practice has been shortened so they can arrange for pickup.

Section III - Policies

Basic Policies

1. We are a competitive program. The coaches will select swimmers for teams and routines based on work ethic and participation in order to produce the best results possible.
2. Synchronized swimming is a subjectively judged sport. Looks, attitude, manners and behavior can have an effect on a swimmer's score.
3. Coaches make decisions as to the most effective training and competitive environment for each swimmer. The decisions are based on the background and knowledge of the coaching staff. Sometimes it is difficult to assess talent and potential, other times it is more obvious.
4. Regular attendance at practice will increase a swimmer's ability. Swimmers that swim less than the scheduled practice times must seek approval from the Coaches and/or Board on a case by case basis.
5. Land-drill practicing at home will increase synchro ability.
6. Swimmers who choose not to continue with NVN or are suspended will not be allowed to register for current or future swim seasons except under special circumstances and with prior approval of the NVN board.

Illness Policy

If an illness is serious enough to keep a swimmer out of the water, and the swimmer has a fever and/or the illness is contagious, the swimmer should stay home. PARENTS ARE THE BEST JUDGES OF WHEN A SWIMMER CAN OR CANNOT SWIM.

If your swimmer is contagious, whether or not she has a fever, keep her at home.

If you want to know if your swimmer should come to the pool and observe, email your swimmer's coach. The team coach will know what the team is doing at that practice and how important it is for the swimmer to attend practice.

If your swimmer needs to miss more than 5 consecutive practice days for an illness/injury, please provide the coach with a doctor's note.

FOOTWEAR: It is very important to remind your swimmer to wear something on her feet at all times while at the pool and in the locker room/showers to protect against warts and athletes' foot.

Attendance Policy

Be on time to practice!

Homework is not an excuse for missing practice. Swimmers should budget their time wisely to finish work on time. Swimmers in the past who have done this have learned great time management skills that are valuable in college and beyond.

Missed practices not only affect the swimmer but the entire team. A strong attendance policy helps create unity and dedication among the swimmers and coaches. Athletes who

have demonstrated issues with attendance may be dropped to an alternate status for a period of time deemed appropriate by the head coach and the coaching staff.

Excused absences include mandatory school functions and family functions. The team recognizes that school holiday and break periods are popular, common times for families to plan travel; no team competitions will be scheduled that conflict with these times. In addition, swimmers will not be subject to adverse treatment when there are conflicts with school, family plans and synchro opportunities that are beyond the swimmer's control.

Contacting Coaches Policy

If you have a concern you would like to address with your swimmer's coach, please contact that coach and the Head Coach (headcoach@nvnsynchro.com) via email and copy the Team Manager (teammanager@nvnsynchro.com) and President (president@nvnsynchro.com). Written communication is preferred, particularly if concerns are serious, or where lack of clarity or misunderstanding are part of the issue. If you would like to meet with the coach, please email them to set up a time that works for both parties.

Do not approach the coach on the deck during practice, unless it is an emergency or a safety concern, as their focus needs to be on the athletes. Do not approach a coach on the deck during a meet, unless there is an emergency, safety concern, or the swimmer has become ill.

Texting should only be used to alert coaches of last minute absences. All other communication should be via email or in pre-arranged meetings.

If you are in need of further assistance beyond what is offered by the coach of your specific age group, please contact the head coach.

Section IV - Codes of Conduct

Nereids Athlete Code of Conduct

All Nereids are to follow rules of common courtesy including, but not limited to the following:

- Nereids treat each member of the team (athletes, coaches and parents) with respect.
- Nereids treat members of other teams and other members of the public with respect.
- Nereids treat lifeguards and other aquatic staff with respect; we use the facilities with their permission.
- Nereids behave quietly in the locker room and do not hang out in the locker room or waste time away from practice or meets in the locker room. Remember, other people using the facility share the locker room with us.
- Nereids do not use foul or inappropriate language, or call other people names.
- Nereids cheer for their teammates at competitions.
- Nereids are good sports at competitions. We congratulate all competitors for a great swim. We are happy when we win and we are gracious when we lose. We congratulate all of our teammates and our competitors for their accomplishments.
- Nereids act properly at hotels and restaurants when attending competitions.
- Nereids act properly at practice and competitions.
- Nereids do not take part in any activity which could be embarrassing to you, your parents, or your teammates.
- Nereids accept and respect coaches' routine assignments.
- Nereids who are 18 or older must be SafeSport certified (USASynchro)
- When using social media Nereids will represent NVN in a positive way.

At the pool please remember:

- Nereids are ready and in place on time.
- Nereids are prepared for practice and meets.
- Nereids land drill during extra time in a quiet place away from the poolside.
- Nereids clean up all of their own trash when leaving the pool area. This includes water bottles, bobby pins, etc. No food is allowed on the deck at some pools.
- Nereids remain quiet around the pool during figures competitions, which helps the judges, scorers, and the athletes who are in the water.
- Nereids are required to stay at the pool for awards ceremonies unless given

specific permission from a coach.

- Nereids do not remove gel from hair unless given specific instruction to do so from a coach.
- **Nereids wear the assigned outfit in its entirety during awards ceremonies.** No towels are to be worn at the awards podium, and absolutely no electronic devices are to be used on the pool deck (i.e.: iPods, phones, tablets, etc.), except to take pictures

For away meets:

- Nereids do not run, jump, or exhibit loud behavior in rooms, halls, or restaurants.
- Nereids go to bed and are quiet at "lights out" time.
- Nereids have swimming equipment ready to go to the pool in the morning before going to bed at night.
- Nereids are respectful of others at all times.

Remember, we want our actions to be a good reflection on our team. If your behavior is a problem, we will work with you to correct your behavior. If the problem continues, you will be asked to leave the team.

I have read the Code of Conduct and promise to abide by it.

Athlete / Date

Parent or Guardian / Date

Parent Code of Conduct

Behind every successful swimmer are supportive parents who have the commitment that allows a swimmer to excel. Active, informed, involved, respectful, cooperative parents are vital to the success of the Northern Virginia Nereids.

- Parents are expected to demonstrate a positive attitude, be courteous, and show respect towards all club members, coaches, and swimmers.
- Parents will accept and respect coach's routine assignments and plan for athletes.
- Parents are expected to recognize the value and importance of coaches, officials, and all those who volunteer their time to support our athletes and the sport of synchronized swimming.
- Parents are expected to show good sportsmanship at all times, support and root for all the athletes on the team win or lose, fostering good sportsmanship. NVN's team identity is imperative to a successful experience.
- Parents are expected to get their athlete to practice on time, and let coaches know (coaches@nvnsynchro.com) when their swimmers are absent or come late/leave earlier since Synchro demands many practices to develop individual techniques/skills for team and small routines, and their attendance affects coaches' practice planning and the progress of each routine.
- Parents are encouraged to discuss progress and concerns with their swimmer's coach at a pre-arranged time and place. Parents should email the coach and the Head Coach (headcoach@nvnsynchro.com) and copy the Team Manager (teammanager@nvnsynchro.com) and President (president@nvnsynchro.com) to make an appointment. Refrain from impromptu discussions with coaches about swimmer performance or coaching decisions while on the pool deck or in earshot of others--discussing one swimmer's issues in front of others can be disruptive and disrespectful.
- Parents should let their swimmer's coach know if they expect any schedule conflicts, i.e., exams, school related extracurricular activities, other commitments such as music and other sports, religion, girls scout, etc at the beginning of the new season or as soon as they know. Coaches will make routine assignments accordingly.
- There are a minimum of two annual general meetings for all parents during the season. All parents are expected to attend these meetings to keep informed about the various activities, including fundraisers of Northern Virginia Nereids.
- Parents are responsible to pay in full and on time all fees and other costs posted to their swimmer's account, including, but not limited to, meet fees, alternate fees, coaching travel costs for away meets, chaperone fees, if applicable, in order for their athlete to compete.
- Parents will monitor their swimmer's health and well-being at home, and as parents, guide them about stress management for synchro as they would for any other parts of their lives. Parents should share with coaches any concerns about swimmer health or behavior that exceed normal parameters to jointly discuss possible solutions.
- Parents are expected to take good care of their swimmer's rental suit(s).
- In the best interest of the athletes, it is strongly encouraged that at least one parent become SafeSport certified through USASynchro.

- Parents need to be familiar with MAAPP (Minor Athlete Abuse Prevention Policies). See page 8 of this handbook.
- Parents will abide by the policies and procedures as outlined in the Northern Virginia Nereids bylaws and Articles of Incorporation.

Failure to comply with the above conditions of the Parent / Swimmer Code will result in disciplinary action which may include, but is not limited to the following (listed in order of severity):

- Termination of swimmer participation in competitions
- Temporary Suspension of swimmer from the team
- Permanent Dismissal of swimmer from the team

I have read the Code of Conduct and promise to abide by it.

Name

Date

Coach Code of Conduct

The swimmer/coach relationship is a privileged one. Coaches play a critical role in the personal and athletic development of their swimmers.

- Coaches will be SafeSport certified and have a background check through USASynchro.
- Coaches will follow the MAAPP policies adopted by USASynchro (see p. 8 of handbook).
- Coaches will attend all designated practices or find an acceptable replacement.
- Coaches will strive to arrive at the pool before all practices, with a practice plan.
- Coaches will be respectful, fair, and honest in all dealings with parents and athletes.
- Coaches will be good role models and understand that a coach's influence carries on long after the athlete leaves the pool deck.
- Coaches will use encouragement and specific positive reinforcement as their primary method of motivating.
- Coaches will ensure that all athletes get equal instruction, support, and practice time.
- Coaches will not ridicule an athlete for making mistakes or performing poorly.
- Coaches will strive to phrase corrections and criticisms in positive language, creating teachable moments.
- Coaches will encourage athletes to have confidence in themselves.
- Coaches will teach the athletes to respect rules, officials, coaches, and opponents.
- Coaches will make sure that equipment and facilities are safe and match the athletes' ages and abilities.
- Coaches will respect swimmers' school commitments and discuss any schedule conflicts with the swimmer and the parents.
- Coaches will arrange to speak with parents one-on-one during the practice time if concerns arise about their athlete.
- Coaches will treat all athletes with the same fairness and consistency regardless of relationships with the athletes' family.
- Coaches will conduct themselves in a dignified manner relating to emotions, language, attitude and actions, and display control and professionalism at all times under any circumstance.
- Coaches will continually upgrade and improve their knowledge of the sport of synchronized swimming to provide the most current and effective training methods.
- Coaches will communicate any problems or concerns to the Head Coach.

I have read the Code of Conduct and promise to abide by it.

Name

Date

Section V - Who Are We? Where Are We?

What Is NVN?

The Northern Virginia Nereids Synchronized Swim Club (NVN), founded in 1979, is a member of United States Synchronized Swimming, Inc. (USA Synchro, <http://www.usasynchro.org>). Each swimmer who participates with NVN must register as an athlete member of USA Synchro. NVN leases pool time for practice and competitions from the Fairfax County Park Authority (FCPA), but NVN is not otherwise affiliated with FCPA.

For the purpose of competitions throughout the season, USA Synchro divides its member clubs into geographic associations, regions, and zones. NVN is assigned to the Potomac Valley Association (PVA) of Region A of the South Zone. Details of the boundaries of this association, region, and zone may be found in the United States Synchronized Swimming Official Rules. Each athlete member of USA Synchro is entitled to receive a copy of the Rules at no charge, and the Rules may be viewed on-line at www.usasynchro.org.

How Are Swimmers Grouped Within NVN?

At the coaches' discretion, each swimmer is assigned to a practice/competition group within NVN, based upon the swimmer's age and ability. A swimmer's age for the season is calculated as follows: the swimmer's birth year is subtracted from the calendar year in which the season ends. (For example, for the season 2015-2016, a swimmer born in 2006 would be considered 10-years old for the entire season.). The age grouping categories are: 12 & Under; 13-15; 16-17; and 18-19. A swimmer may be assigned to compete in an older age grouping if their ability level justifies such an assignment, but no swimmer may compete in a younger age grouping.

The ability groupings are: Novice; Intermediate; Age Group; and Age Group Intensive (note that the Age Group ability level is different from the age groupings discussed above). The Novice ability level is generally reserved for first-year swimmers needing a basic introduction to synchronized swimming, although some swimmers proceed to higher competition levels without ever competing at the Novice level. At the Intermediate ability level, swimmers work to master basic synchro skills. The Age Group/AG Intensive ability level is for serious swimmers who have perfected basic synchro skills and are ready to proceed to a more competitive environment.

The practice/competition grouping for each swimmer is a combination of the age grouping and ability level grouping, for example: Novice, Intermediate, 12 & Under, 13-15, 16-17 or 18-19 Age Group. Those on the AG Intensive will compete according to the ordinary competition grouping such as 12 & Under, 13-15, 16-17 or 18-19 Age Group.

Information about Synchro Competitions

Please go to the NVN website and click on the meet information tab to learn all about competitions and level testing.

Section VI - Meets

Important Things to Remember at Meets

There will be long waits between the times that the swimmers compete. Bring plenty of ways to keep entertained. **Spectators should dress for extreme heat and cold at both indoor and outdoor meets, both winter and summer. This means wear or bring short sleeved shirts, sandals, and shorts, but also blankets and jackets.** Pool temperatures vary greatly and can be very cold. Remember to bring everything you will need for the meet.

Swimmers must arrive promptly and stay at the pool at all appointed times.

They should also watch the competition and cheer for all competitors when they are not preparing for their own swim.

No parents are allowed on deck unless they are volunteers. Parents are also asked not to approach meet staff unless they are volunteering in an official capacity. During the swimming of the routines, there should be no movement on deck by parents or swimmers other than cheering.

It is important to remember that the scores do not stay relative between meets. Your child may get 4's at one meet and a 3.5 at the next. Do not feel bad and get discouraged. The figures may be different, the judges may be different and the whole meet may be scored lower. The only thing that counts is how the swimmer did at that particular meet compared to the other swimmers.

Routine Competition

Etiquette is very simple. Stay away from the official's table. Do not dangle your hands or feet in the pool; stay away from the edge of the pool as much as possible. Neither parents nor swimmers should stand behind judges during figure competition and absolutely NO TALKING is allowed behind the judges while figure competition is taking place. If you are in the pool awaiting your turn, hold on the side quietly. Do not walk around on the deck during a routine. This is only a courtesy. The swimmers(s) are performing for the judges and the audience. If you are running around during someone else's routine, you are an impolite distraction. Applause is great and very encouraging. Cat calls or loud whistles while your teammates are performing can have a negative effect on the judges. Please respect the judges by not approaching them during a figure or routine competition.

Judges

Judges have a tough job. They have to maintain some level of judgment while sitting poolside for three to eight hours on a folding chair. Please make an effort to say thank you once in a while to our judges.

Away Meets

The head coach and/or team manager will provide a summary of anticipated meet activity each year. Swimmers qualify for meets based on scores earned in previous meets.

Expenses vary as some swimmers attend more away meets than others. Generally speaking, the younger, less experienced swimmers will only have one overnight meet each year. Travel expenses for the older swimmers include individual air fare,

share of the car rental (or other transportation), meal expenses, and a pro rata share of coach and chaperone lodging, food and transportation expenses.

Regulations for Swimmers at Away Meets

The purpose of the travel to competition is to compete. This receives top priority governing daily schedules at away meets.

- Follow the schedule that the coaches prepare and try to travel on the same flights to and from as the travel coordinators recommend.
- Stay in the same hotel.
- Wear the same uniform.

Parents are highly encouraged to travel with the team to care for their swimmer and to take part in the meet experience. The team recognizes that families may be constrained by either the time or financial commitments associated with these events and may not be able to travel. In those cases, such a family is expected to make arrangements with another family who can chaperone the swimmer over the duration of a meet. In order to follow MAAPP policy a note of permission must be signed saying it is okay for the non-related adult to share a hotel room with your child and their child. Those families will decide how to share the costs.

All swimmers must remain at the pool site during appointed times. Parents must not take their swimmers from the competition without direct approval of the coach. Parents are responsible for seeing to it that the swimmers are fed at appropriate times during the day.

When we travel to away meets, the host club may be small and need additional help. Parents should be ready to contribute any help that they can to the competition. It helps run the meet more efficiently and gives parents something to do. Remember to be supportive and cheer loudly for your swimmers.

Supervision

All members of the team must be supervised when they are not in the pool area. This means to/from hotel, pool, restaurants and any locations while participants are at the meet.

Driving

The parents are responsible for making sure that each swimmer is at the pool for all practices. Confirm that they have all of the supplies they will need at the pool. Make sure that the coach(es) has (have) a ride.

Meals

Bring the swimmers their meals to the pool. Don't take them to and from their meals without coach(es)' permission. Sometimes you can supply a cooler with lunch and snacks for the day. Try to make sure that each swimmer eats something nutritious and stays hydrated during the day. Swimmers should not drink carbonated beverages at competition.

Emergency Medical Response Forms

The traveling coach will have one medical response form for each swimmer.

Team Mom Responsibilities

Competition Suits

The Team competition suits are to be in the possession of the Team Mom until the swimmers put them on for competition. Individual suits are the responsibility of the swimmers. The Team Mom must remember to bring the suits to the pool when the swimmers arrive for competition. When the competition has ended, the Team Mom is responsible for collecting the suits and headpieces at the pool. Don't let the swimmers take them home. The Team Mom takes them home, rinses them and hangs them out to dry. DON'T USE THE DRYER. Then keep the competition suits hung or in a bag until the next competition. A temporary name label for the season avoids confusion. Laundry marker or permanent marker on a fabric label basted to the fabric lining works well. Do not use the marker directly on the suit.

Makeup and Hair

The team mom is responsible for ensuring that all of the athletes on their team have acquired their makeup. Each athlete must have their own make up. They must make sure all members are made up before the competition. They may have to help the younger girls.

Each parent is responsible for the swimmer's hair and makeup.

Each coach will tell the Team Mom about the headpiece placement and the specific makeup requirements for each routine. The Team Mom will communicate this to the parents and it is the parent's responsibility to purchase a makeup kit and have the swimmer have it at the meets.

Meet Supplies

What to Bring - Swimmers

You will need to bring the following to the meet:

- Nose clips, several
- Goggles, several
- 1 to 2 towels, as you will want a dry one to use after you shower
- NVN shorts, t-shirts, flip flops and sweats
- Knox gelatin for your hair, either for gelling or touch ups
- Small hand towel for your neck (for when you put the gelatin on)
- Lots of bobby pins (and a little box to put them in)
- Bun form (especially if your hair is not long enough to make a fair sized bun)
- Hair nets
- Team practice suit
- Black figure suit
- Blue NVN team cap
- White swim cap for figures
- Brush, comb, make up
- Make up remover as needed

- Pool shoes
- Underwear
- Something quiet to do while you wait

Food

Most clubs sell some food items to earn money for their teams. However, you may wish to bring a cooler with non-carbonated beverages and healthy snacks for your swimmer or other family members. Sometimes the team will also take a collection and purchase food to make sandwiches or to have snacks for everyone to share.

Outdoor Meets - Additional Items

You will also need the following for any outdoor pool:

- Sunscreen
- Lip protection
- Wide brim hat
- Sun glasses

REMEMBER - if you burn at the beach, you will burn worse at the pool side!

SPECIAL SYNCHRO TIP - if it is hot, keep a towel over your head. Why? If your hair is gelled, the tops of your ears will get badly sunburned!

What to Bring - Parents and Other Spectators

Remind your swimmer to bring all of the above items

For an indoor meet, wear lightweight clothing such as t-shirts, sandals, shorts. It gets HOT.

For an outdoor meet, bring:

- A blanket or two to lay or sit on for outdoors
- A folding lawn chair (per adult) for outdoors
- An umbrella (chair umbrellas work well)
- Sunscreen
- Long sleeved light colored clothing
- Big hat
- Sunglasses

Hints and Tips for Swimmers

Jewelry and Nail Polish

- Be sure to remove all nail polish that is not natural from your fingers and toes before the meet. If you have any questions, please contact your coach.
- Jewelry should be removed for meets. This includes hair ties, earrings, watches, etc.

Keeping Warm

Even though most meets are indoors, plan to keep warm by:

- Using all those towels. You get out of the water

after each figure.

- Bring warm clothes to wear between figures and routines since there is usually a considerable waiting period- a swim parka is ideal for this situation.

Food

Figures are usually in the morning and routines in the afternoon. The host team will frequently have a snack table where you can purchase homemade goodies, hot and cold drinks, chili, hot dogs, fruit, etc. However, this does not always happen. Many swimmers prefer to bring lunch from home to ensure good nutrition. But, remember to plan on eating so you do not just eat before swimming your routine. Do not eat foods high in fat.

Most Important

The meets are supposed to be FUN!!!!

Perform your best, but remember that there is always room for improvement. Arrive at the pool by the designated time that the Head Coach has decided upon.

Try to meet swimmers from other teams. Some of the most lasting friendships are made with girls from other clubs that you will be competing against time after time at the meets ahead.

Last, remember, we are guests at the pool and always leave our area spotlessly clean.

Section VII - Family and School

Role of Parents

Parents are THE support force behind the swimmers and the coaches.

Parents carpool a lot. Since there is frequent practice, and many swimmers come from a broad area carpooling is a lifesaver.

They support their swimmers in their effort - not to be confused with critiquing. That's the coach's job!

They prepare their swimmers for various competitions by helping with:

- Competition suits
- Make up
- Hair gelling
- Anxiety soothing

They cooperate with the coaches to make things easier for all. This is best done by:

- Promptness in dropping off the swimmers for practice.
- Promptness in picking up the swimmers after practice.
- Emailing ahead if, for any reason, their swimmer must miss practice. Synchro is a team sport. If one swimmer is missing, she/he must catch up with changes or training. This uses up the coach and the rest of the team's time!
- Keeping up with last minutes changes in the schedule, which is not always easy! Occasionally, because of an oversight or facility malfunction, one pool has to be substituted by another. The coaches must pass the word by e-mail or phone.

Parents provide the people power for all of the following:

- Competition, all kinds
- Water shows
- Annual events, such as the awards ceremony
- Team mothering (chaperone and coach helper)
- Socials
- Fundraising
- Team management (financial and organizational)

Parents, let the coaches coach. During practices parents are welcome to sit on the bleachers to the right of the guard office, watch, and even applaud. Parents are highly discouraged from engaging with the swimmers during practice. To keep the practice momentum focused, swimmers should not be distracted. Interactions with the coaches should be before or after the practice. The same applies to meets. If you

need to contact a coach, email the specific coach to schedule a time to discuss your concerns, unless there is an emergency situation.

Family and Swimmer Commitment

Synchronized swimming requires a family commitment in both time and money. This means that the family of the synchronized swimmer should be committed to their swimmer and the sport.

Once you make a commitment to the team, you must fully participate. Backing out will affect the performance of the routine and other swimmers. The other team members have worked hard to qualify for higher levels of competition and their families have arranged their schedules to allow their swimmers to compete at the highest level of competition possible.

If your swimmer is leaving the team before the end of the season, you must provide written notice to both the Head Coach and Treasurer 30 days prior to leaving. The member will be responsible for all the fees incurred up to the date of severance including meet fees, equipment, or travel which cannot be refunded to the team or returned.

Section VIII - Other Events

These are some of the regularly scheduled activities that take place every year:

Water Show

This is our chance to show off all of our routines to friends, family and guests. The water show takes place every spring in either late May or early June. The program consists of routines that the swimmers have competed with throughout the season. Frequently there is also an appearance by the Aquadudes, who are generally fathers and brothers of the team members.

Section IX - Equipment

Each swimmer will need the following clothing to participate in meets and practices:

Clothing

- 1 plain black athletic swim suit
- 1 NVN team suit
- 1 pair NVN shorts
- 1 red NVN tee shirt
- 1 pair of red Flip Flops (often found at Old Navy)
- 1 - 2 plain white swim caps
- 1 blue NVN swim cap
- 1 team routine suit
- 1 or more small routine suit(s) (if applicable)
- 1 team sweat suit (for 13-15 and over Age Groups)
- 1 team parka (for AG 13-15 and over, but up to athlete discretion)

Equipment

- 2 - 3 goggles
- 1-2 towels
- 1 dozen nose clips
- 2 - 2.5 gal. Collapsible water jugs (at coaches' discretion)
- 1 exercise mat (Required for practice)
- 1 pair of sneakers (Required for practice)
- 1 pair of socks (Required for practice)
- 1 water bottle (Required for practice)

Optional for All Swimmers

NVN Logo Swim Bag (required for all AG swimmers)

Please Remember to Clearly Mark All Items with The Swimmer's Name. All Of These Items Tend To Look Alike When It's Time To Go Home.

- The black suit and white cap are required for the figure/tech routine part of the competition. (All swimmers will be wearing the same items, so that the judges can't easily recognize the swimmers.)
- The blue cap and the NVN swim suits are used for warm-ups before the competition.
- The shorts and t-shirts are to be worn to the meets. The t-shirt and shorts, or (for older swimmers, team warm-up suits) will be worn during the awards ceremony at the coach's discretion.
- Older swimmers traveling to the meets such as US Nationals and Junior Olympics should also have matching team T shirts and/or hoodies to coordinate with teammates at the meet. It is easier to identify the team when we are traveling through airports.
- The club loans suits for team routines utilizing the supply from previous years, whenever possible.
- Swimmers may need to purchase routine suits if they are not available from the suit closet. If they are available from the suit closet, the team charges a rental fee \$30 per suit.

Section X - Team Organization

Board of Directors

The Board of Directors consists of a President, Vice President, Secretary, Treasurer, and two at-large members. The club shall also include the standing committees chaired by a person appointed by the President.

The Board Members will serve for a period of one year. The slate of candidates will be presented to the parents in the month of May, with a vote to be taken either in person or online. All volunteers should schedule a meeting with the previous office holder at a mutually convenient time before the end of the year to review responsibilities and pass on any helpful paperwork.

The outgoing Board Members will coordinate the transfer of records/information with the incoming Directors, whose term shall commence on July 1, before the first meeting of the new year in September.

The Board will meet at least every two months. The meeting will be conducted to discuss business related to the club. The Head Coach shall attend the meetings as all parents are invited and encouraged to attend.

Coaches are hired by the Head Coach with board approval.

Only the President and the Treasurer are authorized to incur costs on behalf of the team. Any delegation of that authority should be documented in writing or in an email.

President

Elected by the membership to serve for a one-year term. The responsibilities of the President will include:

- Schedule and conduct all Board Meetings.
- Serve as an ex officio member of all committees.
- Call and conduct two general parent meetings per year (or as appropriate)
- Coordinate communication between parents, board and coaches
- Oversee work of committees
- Facilitate planning and scheduling of activities
- Create direction and facilitate goal setting for the organization
- Schedule photography of team
- Promote team social events
- Assign volunteers to committees
- Be the primary contact with Fairfax County Park Authority (FCPA)
- Provides "tie breaking" vote for tied board votes.

Vice President

Elected by a vote of the membership to serve a one-year term.

The Vice President is to assist the President, be willing to assume special project assignments from the President and the Board which do not already fit into assigned jobs and be ready to assume the presidency in the event the President leaves office before the term expires.

Secretary

Elected by a vote of the membership to serve for a one-year term. The responsibilities of the Secretary consist of the following:

- Maintain an accurate record of all Board meetings.
- Provide minutes of the Board meetings to be posted on the team web site.
- Assist in writing minimal correspondence as required on behalf of the board.
- Register the swimmers for USA Synchro and PVA
- Able to have one or more Assistant Secretaries with the board approval, as it may deem necessary or desirable.

Treasurer

Elected by a vote of the membership to serve for a one-year term. The responsibilities of the Treasurer consist of the following:

- Present a beginning of the year report to returning and new parents at the Orientation Meeting.
- Attend all Board Meetings once a month and provide a monthly treasurer's report in writing.
- Maintain an accurate financial record of all transactions concerning the club.
- Send monthly dues invoices to the parents.
- Pay all team bills and salaries.
- Charge parents as necessary for any meet fees, transportation fees, chaperone fees, etc.
- Provide an end of the year Financial Report to the parents by the beginning of June
- Provide for the preparation of the tax returns as legally required.
- At the end of their term, the Treasurer will meet with one or two members to go over financial records and sign off on them before handing the financials over to the next Treasurer.
- Maintain the team post office box
- Able to have one or more Assistant Treasurers, each of who handles accounting and payroll with the board approval, as it may deem necessary or desirable.
- Provide an end of the year financial report by the end of the fiscal year.

Board Members at Large

Elected by a vote of the membership to serve for a one-year term. There will be two parents elected.

Responsibilities of the Board members at large will consist of the following:

- Attend all Board Meetings.
- Represent the parents' concerns at the meetings.
- Initiate contact with all team parents consistent with facilitating expressions of parent concerns
- Work on the tasks assigned by the President

Team Moms

Each age group team will have a "Team Mom" who will be the adult responsible for the following:

- Orient new parents to the team - explain paperwork, answer any questions, etc.
- Keep up with team suits at meets. (See previous instructions)
- Keep routine suits in between meets. This means to clean and dry and store them, bring them to meets, along with the headpieces. The suits can be cleaned in cold water and then line dried. **DO NOT PUT THEM IN THE DRYER!** They will be collected at the end of the year by the Equipment/Closet Manager.
- Make sure hair and makeup are correct. Get with parent if any changes are needed.

Suit Closet Manager

Appointed by the Board to serve for one year. The suit closet manager will:

- Coordinate the selection of team routine suits and headpieces, mend, finish decorating or replace portions as necessary.
- Arrange for the swimmers to be measured for team suits at the beginning of the season so that suits can be ordered in time for the first meet.
- Seek board approval for repairs and keep a documented log of repair costs
- Arrange to have the suits distributed after a practice session.
- Store all competition suits, headpieces, and other related items.
- Maintain a notebook containing pictures of the various competition suits used in previous years. It will contain the number of suits, sizes and headpieces for each group.
- The manager will collect all of the suits/headpieces at the end of the year. They will be inspected for wear and tear and the ones beyond repair will be discarded.

Equipment Manager

Appointed by the Board to serve for one year. The equipment manager will:

- Provide a list of necessary supplies/equipment with costs at the beginning of the season.
- Collect the equipment orders and coordinate the purchase of the necessary items.
- Distribute the clothing/equipment as it arrives.
- Inform the treasurer for billing purposes.
- Purchase equipment and uniforms as approved by the vote of the Board.

Social Media

Appointed by the Board to serve a one-year term. Responsibilities of social media coordinator will consist of the following:

- Coordinate and supervise all social media related to club activities – team Facebook, Instagram, Twitter, information to local newspapers, etc.
- Assist the Head Coach in the development of the flyers, brochures, bulletin boards at the RECcenter for the following activities

- Season start
- Summer program

Webmaster

Appointed by the Board to serve a one-year term. Responsibilities of the webmaster will consist of the following:

- Maintain the website

Travel Coordinator

Appointed by the Board to serve a one-year term. Responsibilities of the travel chairperson will consist of the following:

- Attend Board Meetings when requested.
- Coordinate travel plans for the various team members and coaches attending meets away from home and the parents who travel with their swimmers
- Provide anticipated cost figures as early as possible in the season based on the Head Coach's estimate of which swimmers are likely to attend which meets.
- Keep on top of deadlines for special rates and other provisions to ensure minimum costs in travel and accommodations.
- Schedule meeting with parents of swimmers who will be traveling to discuss travel plans, accommodations, transportation, costs of meet, etc.

Audio System Manager

Appointed by the Board to serve a one-year term. Responsibilities of the audio system manager will consist of the following:

- To arrange for maintenance and repair of the sound system.
- To communicate with the Head Coach on a regular basis in order to anticipate any potential difficulties.

Meet Coordinator

Appointed by the Board for a one-year term. The meet coordinator shall have the following duties:

- Attend the meetings when requested.
- Inform the President of facility needs for meets.
- Form a hospitality group on providing food for the judges and coaches.
- Prepare and submit pre-meet announcements in a timely manner for those meets that the club is hosting.
- Prepare and submit meet entries in a timely manner for any meets that our swimmers are attending.
- Ensure proper set up and clean up after meets. This will include visual inspection.
- Coordinate the scheduling of volunteers to support the meet.
- Supply a list of coaches and swimmers with names and addresses to the FCPA and Wakefield Recreation Center.

Fundraising Coordinator

Appointed by the Board for a one-year term.

While the Vice President serves as a member of the Fundraising Committee it is necessary to have someone functioning on an ongoing basis to direct the activities of this committee. The fundraising committee exists in order to help defray the costs associated with running the club. Some of the activities are repeated annually and others are added as the necessity arises or we become aware of other sources on revenues.

Membership Coordinator

Appointed by the Board for a one-year term. The membership coordinator shall have the following duties:

- Respond to all prospective team members.
- Distribute and collect all necessary forms from prospective members who are doing a trial.
- Follow up with prospective team members after doing a trial.
- Answer any general questions that members or non-members may have.

Section XI - Coaching Staff

*Below is a brief summary of the job descriptions held by the coaching staff.

Head Coach

The position is approved by the Board, and the following are the responsibilities agreed by the Board:

- Attend Board Meetings.
- Hold coach meetings.
- Ensure that the coaching staff will be available for the swimmers for every practice session.
- Contact parents of any swimmers who will be moving from one level to another or participating in events.
- Hire coaches and have Board approval.
- Discussing with each coach, select and prepare for music for competition.
- When needed, prepare daily lesson plans and schedules for each group for practice.
- Ensure proper set up and clean up after each practice.
- Mediate parent concerns, in collaboration, keeping Coaches and Board apprised as appropriate.
- Assist Board in USA Synchro athlete, team, and coaches' registrations.
- Serve as a liaison between NVN, USA Synchro, PVA, the region, and the South Zone; parents; and the Board
- Review and consolidate athlete attendance at practice.
- Coordinate participation in meets.
- Assist the Board as necessary in coordinating NVN hosting of meets
- Attend meets
- Track progress of swimmers
- Maintain good communication with parents
- Assign positions to coaches
- Assign swimmers to the levels (Novice, INT and AG)
- Assign routines

Team Manager

- Communicate closely to assist Head Coach in her responsibilities
- Work with Head Coach on practice planning
- Register NVN swimmers for meets
- Send out meet info to the membership
- Assist Head Coach in new coach hiring
- Communicate with other teams when needed
- Attend coaches' meetings
- Attend meets
- Assist the Board as necessary in coordinating NVN hosting of meets

Coach

The coaches will be supervised by the Head Coach and work with a particular age group. They will be responsible for preparing your child to be a successful synchronized swimmer.

The duties will be performed:

- Attend meets as needed
- Planning skills for suitability for swimmers
- Track progress of swimmers
- Assist with paperwork as needed
- Attend coaches' meetings
- Maintain good communication with parents