



N·A·N·A·I·M·O
DIAMONDS

Nanaimo Diamonds

Artistic Swimming Club

Parent & Guardian Handbook

2024-2025

Welcome!

Welcome to the Nanaimo Diamonds Artistic Swimming Club (NDASC). We are looking forward to another exciting year!

This handbook will help parents understand the expectations of families, athletes, and know what to expect for competitions (if applicable). The items presented in this handbook apply to all levels of athletes unless otherwise specified, however they are subject to change. If there are any discrepancies between the Board of Directors' motions or coaches' decisions and the policies and procedures defined in the handbook, the most recent motion or decision will take priority.

If you have any questions, please email the Board: nanaimodiamondsboard@gmail.com

Provincial & National Sport Organisations

The Nanaimo Diamonds Artistic Swimming Club (NDASC) follows and abides by guidelines and policies provided by BC Artistic Swimming (BCAS) and Canada Artistic Swimming (CAS). We also support BC Summer Swimming Association (BCSSA) as many of our artistic swimmers compete as speed swimmers in the off-season.

We acknowledge the financial support of the Province of British Columbia through the Gaming Grant Fund.

Mission Statement

The Nanaimo Diamonds Artistic Swimming Club fosters a positive and safe sport environment where athletes of all abilities have the opportunity to reach their potential.

Goals and Objectives

- Development of artistic swimming skills through instruction, practice, and participation in major sanctioned competitions to the best of each team member's abilities.
- Individual growth, focusing on: self-esteem, responsibility, leadership, and physical fitness.
- To foster an environment in which swimmers, coaches, and parents can actively participate in team and club activities.
- To encourage the promotion and enjoyment of the sport of artistic swimming both as an individual and team member.
- To have FUN!

Become a Nanaimo Diamond

All new and returning athletes must complete the following, prior to swimming:

Completed online registration form through the RAMP system, including completing all waivers and emergency medical information, and signing the athlete and parent code of conduct.

Annual Club Membership, Registration and BCAS/CAS Insurance fees are non-refundable. These fees are in effect for the season from September - August annually.

Prior to re-registering an athlete, all members must clear any outstanding debts to the club to be accepted as a member in good standing. BC Artistic Swimming has deadlines for athletes and club registration, see [BCAS policies](#).

Nanaimo Diamonds Club Code of Conduct

The Nanaimo Diamonds Artistic Swimming Club (NDASC) Code of Conduct, rules and policies apply to all members, which includes: staff, volunteers, board members, coaches, athletes and their families. When members are involved in any public activity, even remotely connected to the Nanaimo Diamonds (eg. bottle drives or travel to competition), they are representatives of the club. This includes online activities like social media and blogging.

As representatives of the NDASC, all members are expected to conduct themselves appropriately in public. Members are to demonstrate a positive attitude towards the sport, the club, other teams, and treat officials, coaches, parents and swimmers with courtesy and respect at all times. No form of abuse of athletes, parents, coaches or officials will be tolerated. Members will refrain from angry outbursts, use of coarse language, rude or disorderly behaviour, and are expected to maintain self-control, behave with dignity, decorum, and respect at any club meeting, practice, competition or other club function. Athletes may not participate in any activities that are illegal (e.g. shoplifting, drinking, drugs, smoking and/or vaping) or behave in a way that puts the club or others at risk while training, competing, or at a club event or while interacting with teammates.

The Nanaimo Diamonds expect members will not engage in any behaviour that could be defined as harassment towards another member, individual, or group. The club expects its members to withdraw themselves from dealings that could in any way be construed as being a conflict of interest, any behaviour or dealings – personal and/or business related – that are considered illegal or unethical. The Club also expects its members to report any behaviour that they consider to be harassment, illegal, or unethical, whether it be directed towards, or conducted by a member(s) of the Board.

All athletes and parents will be asked to sign the code of conduct and respectful communication document when you sign the waivers at the beginning of the season.

Communication

Communication between the NDASC Board of Directors, members, coaches, parents, and athletes is done in several ways. The main sources of communication are through the Head Coach and Board via club email, as well as team social media channels. ***New this season, each group/team will have their own Google Classroom.*** Athletes and their parent(s) or guardian(s) will be added to all team/groups. Please ensure you are checking in regularly. Coach updates should be received via email as soon as they are posted. Any updates to training, what to bring to practise or special events will be communicated through the Google Classroom. Facebook groups have been discontinued.

Emails are sent out by individual coaches related to scheduling and by the Board with information such as payment updates or travel plans. Monthly newsletters will also be sent out with a variety of information. It is the responsibility of each family to ensure they are receiving and reading these emails. Please add nanaimodiamondsboard@gmail.com to your contacts and safe sender list. *****NOTE this is a new email address for the board this season! Please update your address book!*****

It is expected that parents will attend the AGM and other club or team meetings when required.

Respectful Communications Policy & The Rule of Two

All members of the Nanaimo Diamonds are expected to communicate in a respectful way between athletes, athlete-coach and parent-coach. The [Rule of Two](#) helps ensure all interactions and communications are in the open (e.g. on the pool deck), observable, interruptible and in justifiable settings.

All athletes, parents and coaches must adhere to the [Social Media and Electronic Communications Policy](#), to the [BC Safe Sport Policies](#) and [Athlete Code of Conduct](#).

Coach Communication and Conflict Resolution

If an athlete must communicate with their coach, make sure to keep all communications public (e.g. no direct messages on Instagram), and apply the Rule of Two. Ensure another adult is included in the communication. For example, an athlete can text a coach to say they will miss practice, copying their parent and/or head coach. **At no time should an athlete be messaging their coach privately or vice versa.** Communication should be related only to NDASC matters/swimming and not of a personal nature.

If an issue should arise, athletes are encouraged to first speak with their Coach (in person at the next practice), and then involve their parents, if necessary. When there is a need for a parent to discuss an issue with a Coach, please email the coach first to let them know what the issue is and to schedule a time to meet. Speaking to a Coach on the pool deck may seem convenient for the parent, however is not the best time, as the Coaches must still attend to their athletes. Some Coaches may also have other commitments after practice and may have to leave immediately. When communicating with a Coach, please respect their personal time. If there is a serious concern, or you feel a concern brought forward has not been addressed adequately, please contact Head Coach Catharine Edwards at catharinejedwards@gmail.com and/or nanaimodiamondsboard@gmail.com.

Team Parent

A Team Parent will be identified for each team. The Team Parent is an important resource for the team and can be the liaison between the Coach and other parents. The Team Parent also assists to coordinate team bonding events regularly throughout the season , and will be shared in the Google Classroom.

Nanaimo Diamonds Board of Directors

When there is a need to bring an issue up to the Board, it is best if it is communicated in writing to the club account, nanaimodiamondsboard@gmail.com. The concern will then be addressed by the Board at the next meeting or by email depending on the nature of the issue. ****NOTE this is a new email address for the board this season! Please update your address book!****

Policies

Team-First Philosophy

The Nanaimo Diamonds Artistic Swimming Club (NDASC) adheres to a Team-First

approach in all our programming. This policy emphasises the importance of team formation and collaboration, ensuring that the primary focus is on creating successful teams for artistic swimming routines. Our goal is to foster a supportive and cohesive environment where each athlete contributes to the team's success

In creating Teams or awarding Extra Routines, our coaches consider the best combination of swimmers for the success of the Team and the Club as a whole. Each athlete must fully commit to a Team routine before Extra Routines may be considered.

Team Formation

All Competitive Teams require a minimum of four athletes to proceed. In the absence of a team, all efforts will be made to accommodate swimmers following the NDASC principle of *Team First*, as outlined above. Teams will be set based on coach discretion and will be finalised no later than three weeks after the first practice of the competitive season.

Extra Routine Formation

Extra Routines (Duets & Solos) are a way of featuring our Club's top athletes at competitions.

Extra Routine Selection

Coaches will offer Solos or Duets based on several factors, including but not limited to:

- Family/athlete interest in extra routines (families will be consulted first)
- placement on a team in the current season (as per our *Team First* philosophy);
- previous years' performance;
- previous commitment to team & extra routines;
- age category;
- pool availability;
- coach availability.

In the case of Duets, selected athletes will be paired based on the above considerations, and at the coaches' discretion.

Opportunities for Duets/Solos will be awarded to athletes who are pre-existing members of a Nanaimo Diamonds competitive team (e.g. 12 & Under Provincial Stream). There will be one solo and one duet per coach; however, extra routines may not necessarily be per team. This policy ensures alignment with our Team-First philosophy.

Limited pool space and coaching availability may ultimately restrict the number of extra routines on offer. In a typical season based on coaching, pool allocations and/or previous season placement. The Head Coach's decision on this is final.

Attendance

Artistic Swimming is the ultimate team sport where each individual member plays an integral part in the team's ultimate success. Athletes have a responsibility to the team and the Club to ensure they attend all practices, competitions and other events. This Attendance Policy sets out expectations relating to attendance and punctuality for all Nanaimo Diamonds members.

Coaches will clearly outline expectations at the beginning of each season and these expectations will be dependent on the athlete's group allocation. Compliance with the Rule of Two if the athlete is communicating with the coach, must be met. (see Respectful Communication Policy)

In general, the following will apply:

1. The Coach will keep track of attendance, punctuality and participation to help to identify areas of concern.
2. Athletes with any non-communicable illnesses or injuries that restrict them from water participation are expected to attend deck practice and keep up with routine changes, if their condition allows it.
3. Athletes that know that they are going to arrive late for practice must notify their primary coach as soon as possible, by email, text or calling adhering to the rule of 2.
4. The athlete's primary Coach must be notified by phone, email or text asap prior to any missed practice so they can plan for the athlete's absence, in accordance with the Rule of Two.
5. All athletes must be fully prepared and on deck before practice starts. This means they come prepared for practice wearing running shoes and athletic gear for dryland training, with their black diamonds caps and shirts. They must have a training suit, water bottle, goggles and nose clips at the ready, for pool time. PJs, wide leg jogging or sweat pants are not appropriate or safe attire for practice.
6. Attendance at all practices, including dryland training, is mandatory unless specified.
7. Attendance at all competitions is mandatory unless specified.
8. Parents are encouraged to schedule vacations at times when athletes do not have practices or competition.
9. If a vacation is to be taken during scheduled practice time, written notice to the primary coach must be given beforehand. This allows the Coach time to produce a homework plan for the athlete during their absence. Private lessons, at the expense of the family, may be required to catch the athlete up.
10. All practices three weeks prior to competitions are MANDATORY. Any athletes who show continued absences during those scheduled practices may not be eligible to compete.

Cancellation & Missed Practice

Due to personal circumstances, coaches may be unable to attend a practice. As such, all coaches are expected to notify the club and parents at their earliest opportunity using the Google Classroom. If possible, the club will try to find a substitute (sub) coach for the practice. If there is not enough time to find a sub coach, or if sub coaches are not available, then the practice will be cancelled. If a practice is cancelled, the club cannot guarantee a make-up day, however, the Head Coach and/or Board will investigate options to see if pool time is available.

Training Fees

Training fees are calculated on an annual basis and divided into monthly instalments. The monthly dues are not based on the number of practices, rather on the costs for the entire season, divided monthly. An athlete who does not attend multiple practices will not be entitled to any reduction in rates.

The Diamonds may choose to prorate the fees for a member joining the club after the start of the season. Athletes taking time off mid-season are expected to maintain their account in good standing during their absence (see attendance section). An athlete must give one month notice when withdrawing from the Club prior to the season's end, and the athlete is welcome to swim for the withdrawal month.

Fees will be charged to the credit card on file on the 2nd of each month through the RAMP system.

All other fees will be withdrawn as required and communicated to parents in advance. Some examples of other fees are:

- Private coaching/additional lessons
- Extra routines (e.g. duets/solos) outside of team practice
- Clothing, equipment, or gear
- Banquet costs or special activities

Occasionally, when practice times are changed, reduced, lengthened, or cancelled for various reasons during the season, monthly team fees will not be adjusted as a result. Fees are averaged out throughout the year so as to be consistent.

Competitive athletes may be responsible for their entry fees to the meets. The cost covers figures and team routine. For each extra routine, there will be an additional fee. These fees will be withdrawn with monthly fees in the month following the meet. Fundraising can be used to supplement these costs.

A \$50 fee will be charged for any non-sufficient funds (NSF) withdrawals.

Financial Hardship

A member may notify the Treasurer in writing at nanaimodiamondsboard@gmail.com if a financial problem arises and assistance is temporarily needed. The Board will then review the circumstances.

Sports grants may be available through external organisations, depending on income level. Funding ranges from \$300-600/year. If you think you may qualify for a grant, please see the links below for options.

- BC Artistic Swimming - [Awards & Bursaries - BC Artistic Swimming](#)
- Kidsport - [Provincial Fund - KidSport British Columbia](#)
- Athletics 4 Kids - https://www.a4k.ca/apply_now
- Jumpstart - [Individual Child Grants | Jumpstart](#)
- ISPARC - [RISE Grants for Individuals – ISPARC Move | Play | Compete](#)

Annual Fees

Please note the fees for registration with CAS and the premiums for insurance are as follows:

- Annual Nanaimo Diamonds ASC Membership fee - \$50
- CAS Registration (including Athlete Insurance - \$36 for AquaGo, \$53 for Interclub and \$142 for PS athletes)

For example: a competitive athlete will pay \$242 in season fees to train. Kindly note that these annual fees are non-refundable.

Team Schedule/Planning

Coaches will contact athletes as soon as start dates, schedules and locations are determined. Coaches will also be organising parent/team meetings to discuss team schedules, meets and training expectations at the beginning and throughout the season, as required. **The club does not operate on statutory holidays. Please note, sometimes a Monday is a observed as the holiday, however is not always the actual stat.**

For 2024-2025 we are aware of the following pool closures and/or adjustments to practices.

- Monday September 30th (Truth & Reconciliation Day)
- Monday October 14th (Thanksgiving)
- Riptides Meet - Sat/Sun - October 26/27 (at NAC, Beban classes will proceed)
 - Make up practice at NAC on Oct 28 for competitive teams
- NO TRAINING Thursday October 31, 2024
- Monday November 11, 2024 (Remembrance Day)
- Meet at NAC- Sat Nov 23, 2024

- Make up practice at NAC on Mon Nov 25, 2024 for competitive teams
- Last Day of regular training is Dec 15, 2024 (at Beban)
- First Day of regular training in 2025 is Sunday January 5, 2025
- Family Day - Monday February 17, 2025
- Good Friday Friday April 18, 2025
- Easter Monday April 21, 2025
- Victoria Day - Monday May 19, 2025
- Nanaimo Diamonds Watershow - Saturday May 31, 2025
- Last day of regular training is Saturday May 31, 2025

The City of Nanaimo reserves the right to change these event dates. NDASC will strive to ensure that updates are provided when notified. The club is actively looking at alternative training opportunities for non-holiday dates where other facilities can be reserved. These alternate activities will be communicated to the athletes in advance by the coaches.

Competitions

Competitive athletes are expected to attend all major sanctioned competitions unless there are extenuating circumstances such as a medical condition or a death in the family or provide a note to BC Artistic Swimming from an appropriate source (i.e. a medical professional) clearly identifying the rationale for their inability to compete.

Figure Draw and Meet Schedule

The draw for the figure groups will be communicated one - two weeks before the figure event of the competition and posted on the BC Artistic Swimming website.

Meet schedules are set approximately two weeks before competitions. Coaches will be notified by BC Artistic Swimming (BCAS) as to what figures will be required for the competition by age category. Coaches will share this information with athletes, along with the expected travel schedules and relevant meet information at their earliest opportunity.

For more information, please refer to the Technical package on the [BC Artistic Swimming website](#).

The Nanaimo Diamonds will attend the following competitions in 2024-2025. Sometimes, these posted dates may change. Please verify dates through the [BC Artistic Swimming website](#). Coaches will be sharing competition-specific information with athletes in advance of all competitions.

Competition/Activity	Dates	Location	Who Attends
Training Meet #1	November 9 - 10, 2024	Canada Games Aquatic Centre (Kamloops)	PS - All Ages NS- All Ages

		<p>ROOMS booked at ACCENT INN Group Block: BC Artistic Swimming \$125/night plus tax Phone: 250-374-8877</p> <p>Room Release date: October 10, 2024</p> <p>5 rooms booked for coaches, NS athletes and Chaperones</p>	
Training Meet #2	December 13 - 15, 2024	<p>City Centre Aquatic Centre (Coquitlam)</p> <p>ROOMS BOOKED at Executive Hotel in Coquitlam 405 North Road, Coquitlam \$190/room/night Booked under: Nanaimo Diamonds Artistic Swimming Club - BOOKING ID is 34891.</p> <p>SEND an email to salesmktg.coq@executivehotels.net</p> <p>ROOM CUT OFF IS OCT 15, 2024 *NOTE ROOM CANCELLATION IS 30 DAYS PRIOR*</p> <p>4 rooms booked for coaches, NS athletes and Chaperones</p>	PS - All Ages NS- All Ages
Pacific Coast Provincial Qualifier	January 17 - 19, 2025	<p>Surrey Sport & Leisure (Surrey)</p> <p>5 rooms booked for coaches, NS athletes and Chaperones.</p>	NS - All Ages

Water Show	TBD- January 2025	Nanaimo Aquatic Centre	All groups
Training Meet #3	February 21 - 23, 2025	Nanaimo Aquatic Centre (Nanaimo)	PS - All Ages Interclub
Pacific Peaks Provincial Championships	February 21 - 23, 2025	Nanaimo Aquatic Centre (Nanaimo)	NS - All Levels
National Qualifiers	March 16 - 22, 2024	Commonwealth Pool, Saanich Plans - TBA for rooms	NS- All levels
Mable Moran (Provincial Qualifier)	April 11 - 13, 2025	Watermania (Richmond) Rooms booked at Holiday Inn & Suites Riverport Richmond Group Block: BC Artistic Swimming \$199 - \$239/ room per night plus tax Phone: 604-241-1830 RESERVE EARLY!	All PS groups
Jean Peters (Provincials) BC Games Tryouts	May 16 - 18, 2025	Nanaimo Aquatic Centre (Nanaimo)	Interclub Qualified Teams NS - All Levels
Water Show	May 31, 2025	Nanaimo Aquatic Centre (Nanaimo)	All groups

Travel

Coaches will identify the days/times expected for travel approximately two weeks prior to a competition. Athletes are expected to travel as a team to/from the competition with their teammates and wear their Nanaimo Diamonds gear where appropriate (e.g. jacket and pink shirts on the ferry and during competition).

A block of hotel rooms will be made available to families in advance. This information will be communicated to our members and then each family must contact the hotel in order to

reserve a room in their name and with their payment information. Rooms must be booked by the cut off date in order to secure the group rate. You are welcome to make arrangements with other members to share rooms if you choose. All travel costs and arrangements (e.g. hotels and ferry reservations) are the responsibility of each family.

All information regarding travel will be posted in the Teams' facebook group and sent via email.

Nanaimo Diamonds Club Attire

AquaGo: Swimsuit, swim cap, goggles, nose clip, and towel.

Interclub: Swimsuit, pink NDASC cap, goggles, nose clip, towel, water bottle, pink Club shirt with shorts/leggings for dryland.

Competitive Levels: Swimsuit, pink and black NDASC caps, goggles, nose clip, towel, water bottle, black yoga shorts or leggings, black team T-shirt. A yoga mat is optional and may be substituted with an extra towel. Club backpack and swim parka are optional apparel that can be purchased through the Club. Individual coaches may make requests for additional items or team training suits.

All athletes competing in figures are required to wear a plain black swimsuit and a white cap. Attire for the routines will be decided by the team and Coach during the season. Athletes may be required to wear them to specific practices in addition to competitions and water shows.

Please refer to the [competition handbook](#) for additional information.

Fundraising & Sponsorship

As a non-profit organisation, the Diamonds rely on funding from grants, sponsorship, and fundraising events to operate and supplement annual fees. Volunteering your time at the fundraising activities or organising a Club fundraiser will count towards your fundraising hours. Volunteering at fundraising goes to fundraising not volunteer hours.

2024 - 2025 Fundraisers

The Nanaimo Diamonds will be doing maybe Club-wide events this season as follows:

- Swiftie Raffle - Draw date Tuesday September 24, 2024
- Nanaimo Diamonds Cookbook - Fall 2024
- Sat Nov 2, 2024 from 9am - 1pm - Bottle Drive at Hayes Road Return It Depot
- Meat Draw - October 2024 at the Black Bear Pub
- Mom's Pantry - November 2024
- 50/50 online draw - Spring 2025

Families are expected to participate in fundraising events, as the money made helps out the club as a whole. If you have any fundraising ideas for the club, please email nanaimodiamondsboard@gmail.com. New ideas are welcome! Competitive teams may wish to organise their own team fundraisers to offset any travel costs with the approval of the Board, so as to not overlap with club fundraisers.

Families are also encouraged to seek out Sponsorships for the Nanaimo Diamonds. Sponsorships brought in by each family will earn fundraising/volunteer credits.

Team Fundraising

If teams wish to supplement costs associated with travel, gear, special activities, etc, they are welcome to organise team fundraising activities. The Board must be advised in advance of all fundraisers and funds must be held and accounted for in the Nanaimo Diamonds account. If your team is interested in organising fundraising events, please contact the Board at nanaimodiamondsboard@gmail.com.

Team fundraisers do not count towards volunteer or club fundraising hours.

Ongoing Fundraisers

- **CO-OP Number:** 1076769 (use this number when you buy gas at a co-op station)
- **Country Grocer Receipts:** Please keep all your Country Grocer receipts and submit monthly to the Board.
- **FlipGive:** Purchases may earn our Club up to 17% cashback. Please visit <https://flipgive.app.link/r?code=1915229> and enter our Team Code: JN9WYZ

Fundraising Hours

Each hour of fundraising assistance is equivalent to \$20 and any remaining unfulfilled hours will be withdrawn from your account on *Friday, May 17th, 2024*. Prior notice will be provided in the NDASC e-newsletter.

- AquaGo 5/6 - 5 hours or \$100
- Interclub Levels I & II - 5 hours or \$100
- Competitive - Provincial Stream teams - 10 hours or \$200
- Competitive - National Stream teams - 15 hours or \$300
- Athletes with Disabilities - 2 hours or \$20

Volunteering

Parents are strongly encouraged to become involved with the Nanaimo Diamonds in as many ways as possible. The Club is successful thanks to the effort and hours generously committed by many volunteers. There are a variety of jobs that require different levels of commitment, but everyone is expected to donate time and/or money in lieu of time. Volunteer hours consist of duties at NDASC-sanctioned events, Team Parent roles, Water Shows, or participating in mandated supporting roles at competitions both at home and away such as score keeping, timing, marshalling and more.

Each athlete's family shall be responsible for a set number of volunteer hours. If you wish to volunteer in any capacity, or have an idea to help the club, please contact the club via email nanaimodiamondsboard@gmail.com. The club will also send out emails when volunteer opportunities arise.

Volunteer Hours

Each hour of volunteering is equivalent to \$20 and any remaining unfulfilled hours will be billed to your account on Friday May 23, 2025 (with notice).

- AquaGo 5/6 - 5 hours or \$100
- Interclub Levels I & II - 5 hours or \$100
- Competitive - Provincial & National Streams - 20 hours or \$400
- Athletes with Disabilities - 2 hour or \$20

Families with more than one athlete in the club will be asked to fulfill the hours for the highest level swimmer.

Use of the Nanaimo Diamonds Logo

Coaches, staff, athletes, parents, committees, and informal groups may not use the Nanaimo Diamonds logo without consent from the Board. The NDASC logo may not be altered in any way; nor can the Club's logo be used in the name of a club or, non-affiliated program, which include team t-shirt designs. All requests to use the logo/image must be requested to the Board at nanaimodiamondsboard@gmail.com.

Club Roles And Responsibilities

Board of Directors / Executive Committee

The Nanaimo Diamonds Artistic Swimming Club is governed by a Board of Directors elected by the membership. They hold the positions of President, Vice President, Treasurer, Secretary, and Members-at-Large. The Board of Directors are responsible for managing and directing the work of the club and are accountable to the members.

President

1. Acts as leader and steward of the Board of Directors.
2. Supervises the Club.
3. Acts as the official spokesperson for the Club.
4. Presides over all meetings of the Board.
5. Chairs the Executive Committee (or assigns a Chair).
6. Ensures all required duties are fulfilled by the Club.

Vice President

1. Assists the President to fulfill his/her responsibilities for the governance and success of the club.
2. Chairs meetings if the President is unable to attend.

Treasurer

1. Chief financial management officer. Tasks include the preparation of annual budgets, planning the financial future and monitoring all revenue and expenditure. It is desirable that the treasurer is well organised and possesses a level of financial expertise.
2. Responsible for the financial supervision of the club to allow the Committee to provide good governance of the club.
3. Prepares the year-end Financial Statements for distribution and presentation to the Board and membership and submits this report for independent review.
4. Prepares and files the Provincial Community Gaming Grant application along with other Grant Applications, as required.
5. Ensures that bank deposits and invoice payments are made in a timely manner.

Secretary

1. Responsible for the documentation and communication of the Executive and all Board Committees.
2. Is the primary administrative officer of the Board and provides links between the Board, Club Members and any outside agencies.
3. Records minutes from all Board Meetings and distributes the draft from those within 14 days.
4. Receives and disseminates all correspondence.

Members-at-Large

1. Attends all meetings of the Board of Directors or provides reasonable notice if non-attendance is unavoidable.
2. Actively participates in the Board's planning, monitoring and evaluation of responsibilities.
3. Maintains all policy and procedures.
4. Payroll Clerk, registrar, marketing and communications

Non Executive Positions (Not required to attend Board meetings)

Team Parent

1. The liaison between the parents of the team and the Coach. *See Communication Section.*
2. Helps organise activities for Provincial Stream athletes at the out of town meets.
3. Helps organise team bonding activities (minimum of every two months)

Fundraiser Coordinator

1. Identifies new fundraising opportunities for the club.
2. Organises various fundraisers. e.g. bottle drive and beer/burger night.

3. Maintains ongoing fundraisers: Co-op gas member number, Country Grocer “Save the Tape” Program.

Club Apparel Coordinator

1. Orders and distributes all Club apparel.
2. Maintains the inventory of the standard list equipment
3. Communicates directly with Coaches and Board regarding appropriate Club apparel

Sound System Coordinator

1. Coordinates the repairs and maintenance of all sound, video and related equipment at each pool.

Volunteer coordinator

1. Recruitment of volunteer at club events
2. Tracks volunteer hours of membership

Artistic Swimming Terms

BCAS - British Columbia Artistic Swimming, our governing body.

CAS - Canadian Artistic Swimming, is the governing body of all provincial organisations.

Figures - a term that is used to describe the different technical movements that artistic swimmer's practice and compete with. Age categories are assigned specific figures and at training meets and competitions, artistic swimmers present themselves in front of a judging panel and are tested on their ability to execute these moves.

Routine Score- when a routine is performed, a panel of judges scores the performance on different elements such as execution, artistic impression and difficulty.

Championship Score- the total score when the routine score and figure scores are combined.

“Synchro Age” - your swimmer's age at the end of the year in which the season ends. This is the age that is used to determine what age category they will compete in.

Penalty - a deduction to a score when a swimmer, duet or team performs a figure or routine that is not complete or violates a rule.

Deckwork - the set of movements that the athletes perform on the pool deck prior to diving in.

Eggbeater - artistic swimmers move each of their legs in a circular motion in order to keep their body high in the water while keeping the arms free.

Highlight - when a swimmer (or more) is lifted above the surface of the water by another swimmer or swimmers.

Sculling - a specific repetitive movement of the hands that help to either propel, balance or support the body in the water. There are several different types of sculls such as support scull, propeller, paddle, head first, etc.

Routine - a choreographed set of movements including strokes, figures and highlights set to music

Free Routine - a routine that does not have to contain any specific requirements.

Technical Routine - a routine that must contain specific required elements as part of the choreography.