

Synchro BC



2011-2012 Officials Registration Package





"Synchro Swim British Columbia provides opportunities to foster and promote a fully integrated Synchronized Swimming Sport System throughout BC, which will offer opportunities for excellence at all levels of participation from Recreational to International."

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1. OFFICE INFORMATION

I. ADDRESS

Synchro BC
Suite 220 – 3820 Cessna Drive,
Richmond, BC,
V7B 0A2

II. GENERAL CONTACT INFORMATION

E-Mail: info@synchro.bc.ca
Website: www.synchro.bc.ca
Phone Number: 604-333-3640
Fax Number: 604-333-3450

III. OFFICE HOURS

Monday	8am to 3.30pm
Tuesday	8am to 3.30pm
Wednesday	8am to 3.30pm
Thursday	8am to 3.30pm
Friday	Closed
Weekends & Holidays	Closed

IV. STAFF

Kate Rader	Executive Director	ed@synchro.bc.ca
Brenda Smythe	Technical Director	td@synchro.bc.ca
Annie Vorpe	Office Coordinator	info@synchro.bc.ca
	Competitions Coordinator	competitions@synchro.bc.ca



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2. MEMBERSHIP & GUIDELINES

I. INFORMATION

Your support of Synchronized Swimming is very important to Synchro BC.

Officials receive Synchro BC Splash e-News and minutes, insurance coverage when attending or participating in Synchro events, and eligibility to vote at Synchro BC's AGM. Your membership with Synchro BC and/or Synchro Canada increases lines of communication and greatly contributes to the success of our sport.

Thank you for your support.

II. CATEGORIES

PROVINCIAL OFFICIAL is an official (judge, referee, etc.) participating at the regional and/or provincial level only. Judges attending provincial competitions must be members of Synchro BC.

NATIONAL OFFICIAL is an official (judge, referee, etc.) participating at the regional and/or provincial level as well as national and/or international level. Judges attending Divisional and National competitions must be members of Synchro BC and Synchro Canada.

PLEASE NOTE:

- Any persons attending Synchro BC's AGM intending to vote must be members of Synchro BC in good standing.
- All registered members agree to adhere to Synchro BC's Code of Conduct.
- Please do not register with any clubs directly. Contact Synchro BC for your Official Membership.

III. REGISTRATION FEES

Officials

Synchro BC	\$26.00
Synchro Canada	\$26.00
Synchro BC & Synchro Canada	\$46.00



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IV. REGISTRATION PROCEDURES

DEADLINES

The registration deadline is October 12, 2011. Please fill out the "Officials General Membership Form" as well as the "Officials Commitment Form" and send it to the office by email, fax or mail. Please find both forms on our website under <http://www.synchro.bc.ca/Officials/Registration/>. Both documents are forms that can be filled out and printed out.

NEW SEASON

Synchro Canada will be starting the new registration season (2011-2012) on August 31, 2011. As of August 30, 2011 the online database will show all members as non-active. As soon as the office received both of your forms you will be registered online by the office.

CLUB OFFICIALS

Again, please do **NOT** register with any clubs but register directly with Synchro BC.

V. BOOKING TRAVEL AND HOTELS:

Please be mindful that the Synchro BC budget for Officials is very limited and covers all meets, training and conferences for the year, for travel, accommodation, and per diems.

When you have committed to attending a meet:

- Consider being billeted or staying with a friend or relative if at all possible.
- Watch for seat sales on airlines if you must fly.
- Book flights well in advance to get the best price possible.
- Let the BCOMT Panel Judge know if you will need a hotel room, as early as possible.

When the hotel rooms have been booked by Synchro BC, the Competitions Coordinator will be sending out confirmation numbers and the rooming list to all attending judges requiring a room, along with the address and phone number of the hotel.

If for any reason you are unable to attend the meet, please call the office no later than Thursday at 3pm prior to the meet weekend. We will then cancel the room charge and any other reservations that were made on your behalf. After 3pm on Thursday, please contact the hotel directly and ask for your room to be cancelled. Failure to cancel the hotel room could result in additional expenses that Synchro BC will not cover.

We appreciate for your cooperation in this matter.



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VI. EXPENSE SHEETS

Please have your expense sheets filled out and submitted within 4 weeks.

Unfortunately, saving all expenses until the end of the year could result in the office being unable to reimburse all expenses as there may be no more money left in the budget!

Please use the expense form and fill out all pertinent areas. Please include who you roomed with, as what we sent to the hotel often changes once you all get there. Also, please **include your address and print clearly.**

Also, we require the original receipts please. We can get things started with faxed copies, but the cheque won't be sent until we receive the originals in the mail. This is for accounting purposes: the auditors require originals.

Thank you for your consideration, every little bit helps us in the office get things done as efficiently as possible.

The 2011-2012 expense forms can be found on our website under:

<http://www.synchro.bc.ca/Officials/Registration/>



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3. MEMBER'S CODE OF CONDUCT

Background

Synchro BC's goal is to foster and promote a fully integrated synchronized swimming sport system, which offers opportunities for excellence at all levels of participation from recreational to international. The following list of key words illustrates the values we uphold and encourage:



The Code of Conduct is in place to ensure that Synchro BC's integrity, public profile, and high standard of values are upheld.

Applications

Synchro BC intends for its Code of Conduct to apply to all of its members, which include staff, volunteers, Board members, general members, coaches, officials, and athletes of the association and of its associated clubs.

Behavior

When members of Synchro BC do business for or on behalf of the association, or when they conduct or are involved in any activity in which Synchro BC is even remotely involved in, they are representatives of the association; essentially, they are seen *as the association*. In this light, Synchro BC expects its members to conduct themselves in a professional manner *at all times* during the aforementioned situations.

Fairplay, defined by Synchro BC, is for all members to respect and abide by all rules set forth by Synchro BC, Synchro Canada, and FINA. Members are to honor all decisions made by

the officials at any and all competitions and are to show regard to all opponents.

Synchro BC will give everyone an **equal** chance to participate. Synchro BC expects all its members to maintain self-control and behave with dignity, decorum, and respect when in the position of representing the association. See section(s) 9.1 – 9.8 of the Members Code of Conduct for more information.

Synchro BC expects that its members *will not* be involved in any behavior that could be defined as **harassment** towards any other member, individual, or group.

Synchro BC expects its members to withdraw themselves from dealings that could in any way be construed as being a **conflict of interest**.

Synchro BC members strictly adhere to the **anti-doping** policy.

Synchro BC expects that its members *will not* be involved in any behavior or dealings – personal and/or business related – that are considered **illegal** or in any way **unethical**. The association also expects its members to report any behavior that they consider to be harassment, illegal, or unethical, whether it be directed towards or conducted by a member(s).

Any member suspected of the above behavior or actions will be subject to **disciplinary** action.

Procedure

All members of Synchro BC are required to sign the **Members' Agreement** stating that they have read the Code of Conduct and understood, and agree to abide by the policies established by the Association.

Note: Contact your local club or the Synchro BC office for complete Members Code of Conduct



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4. COMPETITIONS

I. 2011-2012 SYNCHRO BC MEET SCHEDULE

#	Date	Event <i>(NS=National Stream, PS=Provincial Stream)</i>	Location	Host Club	Entries Due	Figure Draw Out
1	October 14 - 16, 2011	•Fall Conference	Vancouver			
2	October 14 - 16, 2011	•Training Meet #1 <i>(NS & PS - LM, ISL, INT)</i>	Vancouver		20-Sep-11	
3	November 18, 2011	•BC High School Meet	Richmond	Synchro BC	31-Oct-11	
4	November 26, 2011	•AAP •NS - Tr Meet #2 •PS - Island Tr Meet #2 •BC Summer Games Trials <i>(Zone 6)</i>	Comox	CVO, RS & CR (PSSV)	31-Oct-11	
5	December 3, 2011	•PS - LM Training Meet #2 •BC Summer Games Trials <i>(Zone 3-5,7,8)</i>	Surrey	CHI	31-Oct-11	
6	December 11, 2011	•PS - Int Training Meet #2 •BC Summer Games Trials <i>(Zone 1-2)</i>	Vernon	VERN	31-Oct-11	
7	January 28, 2012	•NS - Meet •Masters Regional Meet	Surrey	VPW	6-Dec-11	19-Jan-12
8	Feb 25 & 26, 2012	•NS - Provincial Meet •PS - Routine Training Meet	Coquitlam	BCAQ	15-Dec-11	16-Feb-12
9	April 15, 2012	•PS - Isl. Regional Meet & Rec •Rec - Isl. Recreational Meet	Victoria	PSSV	27-Feb-12	29-Mar-12
10	April 21 - 22, 2012	•PS - LM. Regional Meet •Rec - LM Recreational Meet •Masters Provincial Meet	Walnut Grove	BURN/WCS	29-Feb-12	5-Apr-12
11	April 28, 2012	•PS - Int. Regional Meet •Rec - Int. Recreational Meet	Kamloops	KAM/KEL	5-Mar-12	12-Apr-12
12	June 1 - 3, 2012	•Jean Peters	Kamloops	KAM/KEL	2-Apr-12	24-May-12
13	July 19-22, 2012	•BC Summer Games	Surrey	Synchro BC	31-May-12	



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5. RAFFLE DRAW

Hello Officials,

Once again, Synchro BC will be conducting its annual fundraising raffle draw during the fall of 2012. This fundraising opportunity is open to the entire membership. Booklets will be available for pick up during the AGM, or can be mailed directly to each official at their expense. Officials that would like to participate are more than welcome. Please email Annie info@synchro.bc.ca or call 604-333-3640 to order books.

Tickets are sold at \$5.00/ticket, with 50% of the proceeds remaining with the Official. There are 10 tickets per book, and each booklet costs \$25.00.

Payment to Synchro BC should be made directly to Synchro BC by cheque. Please be aware that lost booklets are the responsibility of your club.

Further information will be distributed in late August or early September. Please do not forget the raffle draw when planning for the upcoming season.

If you have any further questions, please contact Kate Rader at 604-333-3642 or ed@synchro.bc.ca.