

July 28, 2017



2017-2018 Registration Package



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1. PREAMBLE

Welcome to the 2017-18 synchronized swimming season!

Synchro BC is a volunteer-led organization that supports the development and delivery of the sport of synchronized swimming in British Columbia. Approximately 17 clubs deliver programming to over 1,400 registered swimmers across the province. In 2017, Synchro BC saw the creation of two new positions – High Performance Director and Sport Development Director – who are tasked with the job of generating and supporting a development system for synchronized swimming that allows athletes and coaches at all levels to aspire to be the best they can be.

Membership with Synchro BC and Synchro Canada offers clubs access to a number of benefits outlined herein, not the least of which is access to liability insurance coverage when attending, volunteering or participating in Synchro BC and Synchro Canada sanctioned activities. They also have a voice in the sport's pathway through town hall meetings, opportunities to serve on committees, and eligibility to vote at Synchro BC's AGM. In general, membership with Synchro BC and Synchro Canada opens and broadens the lines of communication and greatly contributes to the success of our sport.

The purpose of registration is to maintain an official national record of all amateur synchronized swimming athletes, coaches, officials, clubs, and general members in B.C. and across the country. This record is used in a variety of ways by the National Office and Synchro BC to assist in the provision of efficient services to clubs and to satisfy government funding regulations.

Synchro Canada and Synchro BC will manage the National Registration Database, according to the Synchro Canada and Synchro BC Privacy Policies.

Thank you for your support and we look forward to another great season!

RaeAnne Rose
President

Jennifer Keith
Interim Executive Director

2. OFFICE INFORMATION

I. ADDRESS

Synchro BC
Fortius Sport & Health
Suite 2002C Sydney Landing
3713 Kensington Avenue,
Burnaby, BC, V5B 0A7

II. GENERAL CONTACT INFORMATION

Staff:

General Office Inquiries: info@synchro.bc.ca
Executive Director: ed@synchro.bc.ca
High Performance Director: hpd@synchro.bc.ca
Sport Development Director: sdd@synchro.bc.ca
Events Manager: competitions@synchro.bc.ca

Website: www.synchro.bc.ca
Phone Number: 604-333-3640

III. OFFICE HOURS

Monday	9:00 am to 4:00 pm
Tuesday	9:00 am to 4:00 pm
Wednesday	9:00 am to 4:00 pm
Thursday	9:00 am to 4:00 pm
Friday	9:00 am to 4:00 pm
Weekends & Holidays	Closed

3. SYNCHRO BC/CANADA MEMBERSHIP

I. MEMBER BENEFITS

As a member of Synchro BC, and by extension Synchro Canada, clubs gain access to a host of benefits that include but are not limited to:

Member Services

- Coach Training and Certification
- Officials Training and Certification
- Talent Identification (TID) Program
- Train to Train (T2) Program
- Conferences, seminars and clinics for all levels of membership
- Technical Packages Information
- Long Term Athlete Development resources and support
- Awards and Recognition for all member categories
- Synchronized Swimming Archive Access

Competition Access

- Provincial Competitions
 - Training, Regionals, Provincials, Fun Meets, Rec Meet, BC Summer Games, High School Championships
- National Competitions
 - Qualifier, Canadian Open or Espoir National Championships, Canada Games
- Opportunities to compete in international competitions
- Online Competition Registration

Clubs Support

- Communication of current information and updates for the sport
- Directors' Liability Insurance for Club Executives
- Access to Insurance for Club Equipment
- Fundraising Support – Synchro BC Raffle, National Sport Trust Fund
- Access to Club Education and Development Support through clinics and seminars
- Travel Grants
- Coach Classified Advertisements
- Equipment Classified Advertisements
- Policy and Procedure Development Support
- New Club development information and support
- Club Excellence Certification Support

Operations Support

- Strategic planning for regional and provincial success
- Provincial competitions and event planning and delivery
- Domestic and/or National Member Accident and Liability Insurance
- Website News and Updates
 - Programs, Services and Resources
 - Registration Support
 - Policy, Procedures and Technical Information

- Merchandise
- Secure Login Advantages
- Advocacy for Pool Development and Design
- Advocacy for Grants and other Types of Funding
- High School External Sport Credits
- Athlete Assistance Funding Support
- Access to the National Sport Trust Fund
- Program Delivery Support – Star Program, Aquasquirts, etc.

PLEASE NOTE:

- All registered members agree to adhere to Synchro BC’s and Synchro Canada’s [Code of Conduct](#) and [Officials Code of Ethics](#).
- Members attending provincial events must be members in good standing of Synchro BC.
- Members attending national events must be members in good standing of Synchro BC and Synchro Canada.
- Any person attending Synchro BC’s AGM intending to vote must be a member in good standing of Synchro BC and meet the membership requirements outlined in [Synchro BC’s Bylaws](#).

II. REGISTRATION CATEGORIES (as defined by Synchro Canada)

Registration Category (Synchro Canada)	Definition	Synchro BC Equivalent
Provincial/Territorial organization member	A Provincial/territorial sport organization that governs synchronized swimming in their respective province or territory	N/A - Synchro BC
Athlete Registrants		
Short Term Recreational Program Registrants	Recreational athletes who participate in a summer camp, seasonal program, or other types of non-competitive programming of a minimum of one (1) 1-hour session per week for up to six consecutive weeks. If participants re-register, they must register as a recreational member.	ST - Short Term Recreational
Recreational Program Registrants	Athletes in the categories below are considered recreational program registrants – these athletes do not compete ¹ at any level <ul style="list-style-type: none"> ● Active Start / FUNdamentals / Learn to Train: Athlete enrolled in recreational synchronized swimming programs, including Adaptive Synchro, for under 18 years of age 	<ul style="list-style-type: none"> ● AQ - Aquasquirts ● R AWD - Recreational Athletes with a Disability ● REC - Recreational Athletes ● RM - Recreational Masters

¹ The CASSA Rule Book defines “compete” as participating in an event in which there is ranking with others.

	<ul style="list-style-type: none"> Active for Life/ Sync for Life: Athlete enrolled in recreational synchronized swimming programs, including Adaptive Synchro, for adults aged 18+ years of age 	
Novice Competitive / Competitive AWAD, Competitive Masters' and Limited Competitive Program Registrant	AWAD competitor at all levels; Masters competitor at all levels; and Learn to Train or Train to Train athlete registered in an entry level, limited competitive program as defined and recognized by their home province.	<ul style="list-style-type: none"> BC High School Members C AWD - Competitive Athletes with a Disability CM - Competitive Masters (New) LCOMP - Limited Competitive are Recreational Athletes who wish to participate in Mabel Moran
Competitive Program Registrant	<p>All athletes in the categories below are considered competitive synchro registrants if they compete at any level:</p> <ul style="list-style-type: none"> Train to Train: Athlete aged 7-15 (F) + 12-16 (M) years of age Train to Compete: Athlete aged 15-18 (F) + 16-19 (M) years of age Train to Compete/Train to Win: Regional Training Centre Athlete enrolled in an RTC Train to Win: Center of Excellence Athlete enrolled in the Centre of Excellence Active for Life: University Athlete enrolled in a university program in Canada or USA that in addition to their University events, participates in Provincial or National sanctioned events 	<ul style="list-style-type: none"> PS – Provincial Stream (9-10, 11-12, 13-15. 16-18) NS – National Stream (11-12, 13-15. 16-18) CM – Competitive Masters UM – University Members
Coach Registrants		
Recreational Coach	A coach who will be coaching a recreational program on-deck within their local club. No certification needed, Synchro Instructor training and/or certification recommended.	Recreational Coaches
Competitive Coach	A coach who will be coaching on-deck within their local club and/or at provincial, national and/or international sanctioned meets. Coaches on deck at BC competitions must be Competition Introduction certified. Coaches on deck at National championships must be Competition Development certified.	Competitive Coaches

Officials Registrants		
Provincial Official	An official (judge, referee, evaluator) who participates at the local, regional and/or provincial level.	Provincial Official
National Officials	An official (judge, referee, evaluator) who participates at the local, regional, provincial, national and/or international level.	National Officials
Affiliated Registrants		
Individuals or organizations that are affiliated with or wish to be affiliated with Synchro Canada to enable them to participate fully in or benefit from Synchro Canada programs and services.		
Leagues	A league that offers synchronized swimming competitions that does not participate within the national qualification event system (e.g. Canadian University Synchronized Swimming League (CUSSL)).	Not applicable
League Affiliates	University athlete or coach who participates in the university league in Canada.	Not applicable
Recreational Club	A synchronized swimming club affiliated with their member provincial organizations as recognized by their respective policies and bylaws and who only deliver recreational programs.	Recreational Club
Competitive Club	A synchronized swimming club affiliated with their member provincial organizations as recognized by their respective policies and bylaws which deliver competitive programs and may include recreational programs.	<ul style="list-style-type: none"> • Competitive Club (25 + athletes) • Competitive Club (>25 athletes)
Associate Registrant	Those individuals who are active within their member provincial organizations (club executives, Board members, alumni etc.) and those who attend Annual Meetings and/or exercise a role at Synchro Canada meetings.	<ul style="list-style-type: none"> • Club Executives • Club Volunteers • General Members • Alumni
Volunteer	A parent or other individual who donates their time periodically to assist with an event or other Synchro Canada provincial or national function.	<ul style="list-style-type: none"> • Club or provincial volunteers
Licensee	Any other organization (includes universities, schools, community centres, municipal or private aquatic facilities) offering a Synchro Canada recreational program. A license includes an annual fee for the program, and allows the licensee to offer the program and access applicable program awards. Licensees do not need to register the individual athletes participating in their programs. Licensees must sign the applicable license agreement. (Agreement items include – licensee has own insurance, access to materials at Synchro Canada member pricing and coach training courses provincially and must link to the geographical PSO to enable progression of athletes to synchro clubs).	Not applicable

III. SYNCHRO BC COMPETITION CATEGORIES

The competitive age groups for the 2017-2018 season will be:

National Stream	Provincial Stream	Masters Stream	Recreational Stream
AG 11-12	AG 9-10	Recreational	AquaSquirts
AG 13-15	AG 11-12	Competitive	Recreational
Junior	AG 13-15		Limited Competitive [^] (New)
Senior	AG 16-18		Adaptive Synchro
University*	Adaptive Synchro		Short Term
			High School [#]

* University – members that are registered through a college or a university

[^]Limited Competitive athletes are youth registrants who compete in the Recreation category at the Mabel Moran meet.

[#] High School athletes are registered through Synchro BC and are athletes that are only competing at the BC High School Championships.

IV. SYNCHRO BC REGISTRATION POLICIES & PROCEDURES

The Synchronized Swimming Season

Synchro Canada's membership year is September 1st to August 31st. As of August 31st each year, the online E-Sport Registration database will show all members as non-active.

Member Club Submission Requirements & Deadlines

- Member Clubs must complete the registration of its members (i.e. athletes, coaches, executives, volunteers, etc.) through the E-Sport Registration Program (see below) no later than **11:59 PM on October 15** annually. (**Note:** the registration deadline must be at least one day prior to the Annual General Meeting and is subject to change to align with this requirement).
- After the registration deadline, Synchro BC will review each Member Club's registration database and issue an invoice to each Member Club for the registration fees owing.
- Member Clubs may add new registrants to the E-Sport Registration Program at any time during the season. Synchro BC will review each Member Club's registration database on **December 15, March 15** and **June 1** and issue an invoice to Member Clubs for any outstanding registration fees owing.
- Registration fees are due **30 days after the date of the invoice**. Late payments may be subject to fines.
- Member Clubs must submit a completed **Club Contact List** by **October 15** annually. The Club Contact List ensures that relevant club executives, coaches, and/or volunteers are included on Synchro BC's email distribution lists.

E-Sport Registration

- Member Clubs must register their members (i.e. athletes, coaches, executives, volunteers, etc.) using the Synchro Canada E-Sport Registration Program found on Synchro Canada's Website at: <http://www.issmembership.com/syncan/>
- Synchro BC will **NOT** accept registration in any other formats.
- Club Registrars needing guidance on using the E-Sport Registration Program can find documentation on our website under: http://www.synchro.bc.ca/Member_Services/Registration/. Please email

(info@synchro.bc.ca) or call (604-333-3640) if there are any additional questions or concerns or issues.

- d) Each club is responsible for their own username and password. If there are any problems logging in, please contact Synchro BC by email (info@synchro.bc.ca) or phone (604-333-3640).
- e) **Please DO NOT register officials and provincial board members with your club membership as these registration categories must be registered with Synchro BC directly.**

Members with Multiple Roles

Members acting in more than one role/capacity in the club or with Synchro BC (i.e. official, coaches, athletes, administrative members, club, and provincial board members) are required to register in all “roles” under their one registration (except provincial Board of Directors and Officials). They will pay only the highest registration fee.

PLEASE NOTE: Registrants with more than one role should not be added as a as a new member (i.e. DO NOT select “Add a Member” more than once for each registrant). Simply select **“Add to another Role”** to the left of the member’s name and select the additional registration role. This allows you to add more than one role per member and ensures that members have only one CASSA number.

The office will be available to help with any problems with E-Sport Registration at info@synchro.bc.ca or at 604-333-3640 Monday to Friday from 9:00 am to 4:00 pm.

General Membership Registration Form

General Members are members who are not affiliated with a club, are not an official, or a member of the provincial Board of Directors. General Members must complete the [General Membership Registration Form](#) that can be downloaded from our website. Please send the completed form to the Synchro BC office by the registration deadline.

Governance Documents Submission (New - Optional)

In the past, new club board of directors have asked for past documentation that were lost or misplaced by ex-club executives. Synchro BC offers Member Clubs a place of safe keeping in case succession plans fail or are not in place. Should Member Clubs wish to submit copies of their governance documents to Synchro BC, all documentation will be kept completely confidential. Documentation that Member Club may wish to consider submitting to Synchro BC may include, but are not limited to:

- *BC Corporate Registry Renewals*
- *Club Bylaws*
- *Operations Manual and/or copies of Policies and Procedures*
- *Most recent financial statements and/or copies of audited statements*
- *Code of Conduct*

Fines

Synchro BC will charge fines as follows:

- \$5.00 per athlete for any late, incomplete, or incorrect competitive athlete registrations.
- \$50.00 for late, incomplete, or incorrect club registrations.

The Competitive Athlete and Club Membership registration deadline is **11:59 PM October 15** annually.

Synchro Canada rules state: "Late, incomplete or incorrect registrations will result in a \$25.00 penalty fee per competitive athlete up to a maximum of \$500.00 per club." Any Synchro Canada fines incurred will be charged to the club(s) involved.

V. REGISTRATION & COMPETITION FEES

Synchro BC's Membership Fees are listed below. The Club registration fees include general membership for all club executives.

CLUB

Competitive Club (25 or fewer competitive athletes)	\$235.00
Competitive Club (26 or more competitive athletes)	\$285.00
Recreational Club	\$90.00

ATHLETES

ST	Short Term Recreational	\$2.00
AQ	Aquasquirts	\$10.00
HS	BC High School Members	\$0.00
R AWD	Recreational Athletes with Disability	\$30.00
REC	Recreational Athletes	\$30.00
RM	Recreational Masters	\$30.00
LCOMP	Limited Competitive	\$16.00 + Rec fees (New)
PS	Provincial Stream (9-10, 11-12, 13-15, 16-18)	\$100.00
NS	National Stream (11-12, 13-15, Jr & Sr)	\$130.00
C AWD	Competitive Athletes with Disability	\$100.00
CM	Competitive Masters	\$100.00
UM	University Members	\$15.00

COACHES

Recreational Coaches	\$25.00
Competitive Coaches	\$50.00

OFFICIALS

Provincial Official	\$25.00
National Official	\$45.00
Synchro Canada only <i>(when BC fee is waived)</i>	\$20.00

ASSOCIATE REGISTRANT

Club Executives <i>(incl. in Club Registration Fee)</i>	\$0.00
Club Volunteer <i>(e.g. parents and/or Board Members)</i>	\$0.00
General Members	\$10.00
Alumni	\$0.00

Club Executives & Volunteers must be registered with Synchro BC to ensure they have the SBC liability insurance during any Synchro BC sanctioned activities and be allowed on deck. This is at no cost to the club.

MEET FEE STRUCTURE

	Provincial Stream including AWD	National Stream	Competitive Seniors & Masters
Figure	\$30.00	\$30.00	-
Skills Testing	\$30.00	\$30.00	-
Solo Tech	-	-	\$15.00
Solo Free	\$30.00	\$40.00	\$30.00
Duet Tech	-	-	\$17.50
Duet Free	\$35.00	\$45.00	\$35.00
Mixed Ability Duet (New)	\$35.00	\$45.00	-
Trio Tech	-	-	\$20.00
Trio Free	-	-	\$40.00
Team Tech	-	-	\$45.00
Team Free	\$95.00	\$105.00	\$90.00
Mixed Ability Team (New)	\$35.00	\$105.00	-
Combo	-	\$110.00	\$80.00

Fines for Late Competition Entry Fees

A late entry fee of \$100.00 will be levied for entries received after the written deadline. No entries will be accepted after the figure draw has been sent out.

Withdraws from Competitions

NO reimbursement of entry fees will be given should an athlete withdraw after the registration deadline.

VI. TRANSFER POLICY

a) Inter-Club Transfers

Members transferring from one member club to another member club within British Columbia must submit a signed and complete "[Member Transfer Form](#)". A member of the club executive from the releasing club must sign and complete the "Member Transfer Form."

Synchro BC will not approve incomplete forms or transfer for members or members clubs not in good standing.

Please contact Synchro BC at info@synchro.bc.ca or 604-333-3640 with any questions.

b) Inter-Provincial Transfers

Inter-Provincials transfer must follow Synchro Canada's policies as outlined in the CASSA Manual:

In sanctioned competitions, no synchronized swimmer can represent more than one (1) Club during the competitive year, September 1 to August 31, except under the following circumstances:

- a) Swimmers taking up residence (permanent) in another province may be granted permission to transfer by the Provincial Association from which they have departed.
- b) Swimmers transferring club affiliation within a Provincial Association shall be bound by the transfer rules and procedures of the Provincial Associations concerning transfers.

- c) Members of schools, universities, and similar organizations may represent their organization in competitions promoted by such organizations and may at the same time compete for a Club in CASSA competitions, if properly registered as an amateur competitive swimmer through the Club.

VII. MEMBER'S CODE OF CONDUCT

Please note that the Member's [Code of Conduct](#) can be found on our website. Do not hesitate to contact us with any questions.

4. RAFFLE DRAW

Synchro BC conducts an annual fundraising raffle draw in the spring of each season. Raffle ticket booklets will be available for pick up at the office, distributed during a Synchro BC competition or mailed directly to clubs by January of each year. Please remember that this is a mandatory fundraiser for all athletes in a member club.

Tickets are sold at \$5.00/ticket, with 50% of the proceeds remaining with the athlete or club.

Recreational athletes (including Adaptive and Masters but excluding Short Term and Aquasquirts) attending a Fun Meet will be required to sell a book of 5 tickets and competitive athletes (including provincial, national, Adaptive and Masters athletes) will be required to sell a book of 10 tickets.

Clubs will be invoiced for the raffle tickets and payment is to be remitted to Synchro BC directly. Payments for raffle tickets may not be combined with other payments (i.e. registration fees, meet fees, etc.) and Synchro BC is not able to accept payments from individual families. Clubs are responsible for collecting money from their members. Please be aware that lost booklets are the responsibility of the member clubs. General members, officials, provincial Board of Directors wishing to sell raffle tickets may remit payment directly to Synchro BC.

Additional information will be distributed annually in advance of the raffle. Please remember the raffle draw when planning for the upcoming season.

If you have any questions, please contact the Executive Director directly at 604-333-3642 or ed@synchro.bc.ca.