



TABLE OF CONTENTS

1. PREAMBLE	3
2. OFFICE INFORMATION	4
I. ADDRESS	4
II. GENERAL CONTACT INFORMATION	4
III. OFFICE HOURS	4
3. SYNCHRO BC/CANADA MEMBERSHIP	5
I. MEMBER BENEFITS	5
MEMBER SERVICES	5
COMPETITION ACCESS	5
CLUB SUPPORT	5
OPERATIONS SUPPORT	6
II. REGISTRATION CATEGORIES	6
III. SYNCHRO BC REGISTRATION CATEGORIES	10
IV. SYNCHRO BC REGISTRATION POLICIES & PROCEDURES	10
V. REGISTRATION & COMPETITION FEES	12
VI. TRANSFER POLICY	14
VII. MEMBER'S CODE OF CONDUCT	14
4. RAFFLE DRAW	14



1. PREAMBLE

Welcome to the 2018-19 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 and provides services to more than 1,100 registered members including 650 athletes, 90 coaches, 40 officials, and 330 volunteers.

In addition to a commitment to the ongoing engagement of its members and the development of the sport, Synchro BC is dedicated to ensuring a positive, safe and welcoming space for everyone. In support of this mandate, Synchro BC has joined True Sport, made a pledge to the Responsible Coaching Movement, and is a supporter of Respect in Sport online training. Synchro BC is also committed to providing services, delivering programs, and making decisions that align with its values statement striving for unity within its sphere of influence:


We are **CONNECTED** as a **TrUe** Sport community
We strive for organizational **EXCELLENCE**
We offer **INCLUSIVE** programs and services so that all can benefit from our sport
We act with **INTEGRITY** ensuring our decisions reflect ethical practices
We communicate **RESPECTFULLY** with all participants


The benefits of membership with Synchro BC and Canada Artistic Swimming are outlined in this document. One of the most significant benefits is access to affordable liability insurance coverage when attending, volunteering, or participating in Synchro BC and Canada Artistic Swimming sanctioned activities. Members also have a voice in the sport's development pathway by participating in meetings, serving on committees, and voting at general meetings. In general, membership with Synchro BC and Canada Artistic Swimming opens and broadens the lines of communication and greatly contributes to the success of our sport.

Canada Artistic Swimming is pleased to introduce **a new, streamlined, and user-friendly E-Registration system** for the 2018-19 season. Club Registrar training on the new system will be available by webinar in late-August and early-September. The registration process is key to provide an official national record of all amateur synchronized swimming athletes, coaches, officials, clubs, and general members. This record is used in a variety of ways by the National Office and Synchro BC to assist in providing insurance coverage, efficient services to clubs, supporting grant applications, and to satisfy government funding regulations.

Another significant change for 2018-19 is the decision to **cancel the Synchro BC Raffle**. Upon review of the 'Revoke the Raffle' survey results and a cost-benefit analysis for the last 5 years, it was apparent that neither Synchro BC nor its member clubs saw adequate value in the fundraiser. As a result, registration fees for members who were formerly required to sell raffle tickets have been offset with a fee increase. Synchro BC will continue to explore other opportunities to generate revenue in partnership with its member clubs.

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


RaeAnne Rose
President


Jennifer Keith
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

General Inquiries: info@synchro.bc.ca
Website: www.synchro.bc.ca
Phone: 604-333-3640

Executive Director	Jennifer Keith	ed@synchro.bc.ca
High Performance Director	Susan Kemper	hpd@synchro.bc.ca
Sport Development Director	Tanya Magee	sdd@synchro.bc.ca
Events Manager	Annie Smith	competitions@synchro.bc.ca
Office Administrator	Amanda Nichol	info@synchro.bc.ca

III. OFFICE HOURS

Monday – Thursday	9:30 am to 3:30 pm
Friday	9:30 am to 3:00 pm
Weekends & Holidays	Closed

3. SYNCHRO BC & CANADA ARTISTIC SWIMMING MEMBERSHIP

I. MEMBER BENEFITS

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

Member Services

- Coach Training, Certification, Professional Development, and Evaluations
- Officials Training and Certification
- Talent Identification (TID) Program
- Train to Train (T2T) Program
- Team BC, when applicable
- Conferences, seminars, and clinics for all levels of membership
- Technical Package Information
- Long Term Athlete Development resources and support
- Awards and Recognition for all member categories
- Synchronized Swimming Archives

Competition Access

- Provincial Competitions
 - Training & Routine Meets, Provincial Qualifier, Provincial Championships, Fun Meets, Limited Competitive Meet, BC Summer Games
- National Competitions
 - National Qualifier, Canadian Artistic Swimming National Championships, Canada Games
- Opportunities to compete in international competitions
- Online Competition Registration

Club Support

- Communication of current information and updates for the sport
- Directors' Liability Insurance for Club Executives
- Access to Insurance for Club Equipment¹
- Fundraising Support
- Club Education and Development
- Travel Grants
- Coach Classified Advertisements
- Equipment Classified Advertisements
- Policy and Procedure Development Support
- New Club development information and support
- Club Excellence Certification Support
- Regional Coach Program

¹ Additional cost to club

Operations Support

- Strategic planning for regional and provincial success
- Provincial competitions, 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, AquaGo, etc.

PLEASE NOTE:

- All registered members agree to adhere to Synchro BC's and Canada Artistic Swimming's [Conduct Policy](#).
- 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 Canada Artistic Swimming.
- 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

Canada Artistic Swimming		Synchro BC Registration Category
Registration Category	Definition	
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

<p>Recreational Program Registrants</p>	<p>Athletes in the categories below are considered recreational program registrants – these athletes do not compete² at any level</p> <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 • Active for Life/ Sync for Life: Athlete enrolled in recreational synchronized swimming programs, including Adaptive Synchro, for adults aged 18+ years of age 	<ul style="list-style-type: none"> • AQ - AquaGo • RA - Recreational Adaptive Athletes • REC - Recreational Athletes • RM - Recreational Masters
<p>Novice Competitive / Competitive AWAD, Competitive Masters' and Limited Competitive Program Registrant</p>	<p>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.</p>	<ul style="list-style-type: none"> • BC High School Members • CA - Competitive Adaptive Athletes • CM - Competitive Masters • LCOMP - Limited Competitive are Recreational Athletes who wish to participate in Mabel Moran
<p>Competitive Program Registrant</p>	<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, 16-20) (New) • CM – Competitive Masters • UM – University Members

² The CASSA Rule Book defines “compete” as participating in an event in which there is ranking with others.

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 – NOTE: ALL officials are to register through Synchro BC directly		
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 Canada Artistic Swimming to enable them to participate fully in or benefit from Canada Artistic Swimming's 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 (CUSL)).	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	<ul style="list-style-type: none"> Competitive Club (25 + athletes) Competitive Club (>25 athletes)

	bylaws which deliver competitive programs and may include recreational programs.	
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 Canada Artistic Swimming 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 Canada Artistic Swimming 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 Canada Artistic Swimming recreational program. A license includes an annual fee for the program, 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 Canada Artistic Swimming 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 REGISTRATION CATEGORIES

The registration and competition categories for the 2018-2019 season will be:

National Stream	Provincial Stream	Masters Stream	Recreational Stream
AG 13-15	AG 9-10	Recreational	AquaGo
Junior	AG 11-12	Competitive	Recreational
Senior	AG 13-15		Limited Competitive [^]
University*	AG 16-20 (New)		Adaptive Synchro
	Adaptive Synchro		Short Term
			High School [#]

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

[^] Limited Competitive athletes are youth Recreation Stream registrants who wish to compete at the Mable Moran meet (i.e. they MUST be registered as Recreational athletes AND Limited Competitive).

IV. SYNCHRO BC REGISTRATION POLICIES & PROCEDURES

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

The Synchronized Swimming Season

The Canada Artistic Swimming membership year is September 1st to August 31st. As of August 31st each year, the online E-Registration database will show all members as inactive.

E-Registration

Canada Artistic Swimming (CAS) is launching **a new E-Registration System prior to the start of the 2018-2019 season**. CAS will host a series of online E-Registration System training webinars for Club Registrars as follows:

Week of August 13 th – date and time to be confirmed	Tuesday, August 21, 2018 10:30 AM PST	Thursday, September 20, 2018 4:30 PM PST
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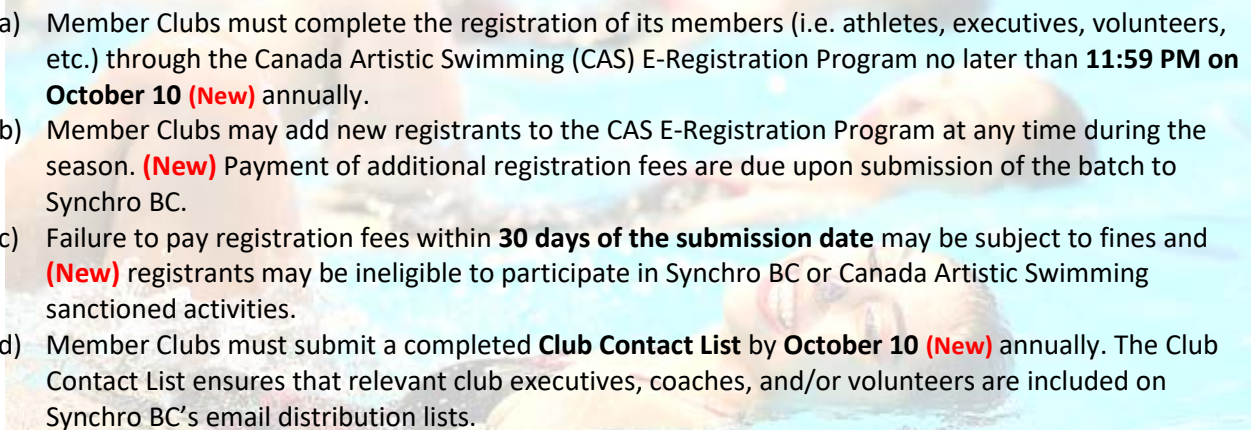
Clubs are encouraged to participate in a webinar to ensure they understand the new system. Webinar connection details will be made available as they are confirmed.

Additional information about the CAS E-Registration System, including **login information, e-registration handbook and updated registration rules and requirements** will be made available as it becomes available to Synchro BC. The details that are currently available are noted below.

Member Club Submission Requirements & Deadlines

Some of the information that is currently available includes:

- **(New) All coaches** will now be required to **register with Synchro BC directly**, not through their clubs.
- **Officials** will continue to **register with Synchro BC directly**, not through an affiliate member club.
- **(New)** The new e-Reg system will automatically generate an itemized invoice for the balance due with each batch of registrations submitted to Synchro BC. **Payment will be due upon submitting the batch** and each registrant's status will remain 'pending' until such time as payment is received, processed by Synchro BC, and confirmed in the e-Reg system. Confirmation of payment will trigger the registrant's status to be changed to 'active'.
- **(New)** Registration is only complete when Canada Artistic Swimming (CAS) receives payment from the PSO.

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- a) Member Clubs must complete the registration of its members (i.e. athletes, executives, volunteers, etc.) through the Canada Artistic Swimming (CAS) E-Registration Program no later than **11:59 PM on October 10 (New)** annually.
 - b) Member Clubs may add new registrants to the CAS E-Registration Program at any time during the season. **(New)** Payment of additional registration fees are due upon submission of the batch to Synchro BC.
 - c) Failure to pay registration fees within **30 days of the submission date** may be subject to fines and **(New)** registrants may be ineligible to participate in Synchro BC or Canada Artistic Swimming sanctioned activities.
 - d) Member Clubs must submit a completed **Club Contact List** by **October 10 (New)** annually. The Club Contact List ensures that relevant club executives, coaches, and/or volunteers are included on Synchro BC's email distribution lists.

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](#). The applicable payment must be submitted to the Synchro BC office by the registration deadline.

Governance Documents Submission (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 10 (New)** annually.

Canada Artistic Swimming 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 Canada Artistic Swimming 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. (Changes from last season are noted in red.)

	Canada AS	Synchro BC	TOTAL FEE
CLUB			
Competitive Club (25 or fewer competitive athletes)	\$110.00	\$130.00	\$240.00
Competitive Club (26 or more competitive athletes)	\$110.00	\$180.00	\$290.00
Recreational Club	\$60.00	\$35.00	\$95.00
ATHLETES			
ST – Short Term Recreational	\$3.00	\$2.00[^]	\$5.00
AG – AquaGo	-	-	\$0.00
BCSSA – BC Summer Swim Club	-	-	\$0.00
High School	-	-	\$0.00
Recreation Adaptive	\$9.00	\$22.00	\$31.00
Recreation	\$9.00	\$22.00	\$31.00
Recreation Masters	\$9.00	\$36.00	\$45.00
Limited Competitive	\$30.00	\$19.00^{**}	\$45.00
Competitive – Provincial Stream	\$50.00	\$67.00[*]	\$117.00
Competitive – National Stream	\$50.00	\$89.00[*]	\$147.00
Competitive Adaptive	\$30.00	\$89.00[*]	\$119.00
Competitive Masters	\$30.00	\$89.00[*]	\$119.00
University	\$6.00	\$10.00	\$16.00

	Canada AS	Synchro BC	TOTAL FEE
COACHES			
Recreational	\$9.00	\$17.00	\$26.00
Competitive	\$30.00	\$22.00	\$52.00

OFFICIALS			
Provincial	\$9.00	\$17.00	\$26.00
National	\$22.00	-	\$22.00

ASSOCIATE REGISTRANTS			
Club Executive	\$9.00	-	\$9.00
Club Volunteer	-	-	\$0.00
General Member	\$9.00	\$10.00	\$19.00
Alumni	-	-	\$0.00

* \$14.00 increase in Synchro BC fees to offset the Synchro BC Raffle revenue

^ New Synchro BC fee

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	-	\$20.00	\$15.00
Solo Free	\$30.00	\$40.00	\$30.00
Duet Tech	-	\$22.50	\$17.50
Duet Free	\$35.00	\$45.00	\$35.00
Mixed Ability Duet	\$35.00	\$45.00	-
Trio Tech	-	-	\$20.00
Trio Free	-	-	\$40.00
Team Tech	-	\$52.50	\$45.00
Team Free	\$95.00	\$105.00	\$90.00
Mixed Ability Team	\$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.

Withdrawals 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 Canada Artistic Swimming'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) Athletes taking up residence (permanent) in another province may be granted permission to transfer by the Provincial Association from which they have departed.
- b) Athletes 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 the Synchro BC website. Please do not hesitate to contact us with any questions.

4. RAFFLE DRAW

In June 2018, Synchro BC issued a membership survey to assess the value of the annual raffle. Upon review of the 'Revoke the Raffle' survey results and a cost-benefit analysis for the last 5 years, it was apparent that neither Synchro BC or its member clubs saw adequate value in the fundraiser. As a result, Synchro BC has decided to cancel the raffle and to offset the loss in revenue by increasing registration

fees for members who were formerly required to sell raffle tickets. The offset in fees is \$11.00 less than the Synchro BC portion that each family individually contributed through the raffle. Synchro BC will continue to explore other opportunities to generate revenue in partnership with its member clubs.

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

