



2018-2019 Officials Registration Package



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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

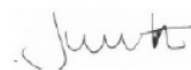
The benefits of membership with Synchro BC and Canada Artistic Swimming are outlined in this document. One of the most significant benefits is access to affordable liability insurance coverage when attending, volunteering, or participating in Synchro BC and Canada Artistic Swimming sanctioned activities. 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. Officials will continue to register directly with Synchro BC, not through affiliate clubs. 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.

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. 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 and Certification
- Officials Training and Certification
- Talent Identification (TID) Program
- Train to Train (T2) Program
- Team BC, when applicable
- 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 Archives

Competition Access

- Provincial Competitions
 - Training & Routine Meets, Provincial Qualifier, Provincial Championships, Fun Meets, Limited Competitive Meet (formerly Rec Meet), BC Summer Games
- National Competitions
 - National Qualifier, Canadian Artistic Swimming 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
- 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

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, 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 (as defined by Canada Artistic Swimming)

Officials Registrants	
Provincial Official (Level I & II)	An official (judge, referee, evaluator) who participates at the local, regional and/or provincial level.
National Official (Level III +)	An official (judge, referee, evaluator) who participates at the local, regional, provincial, national and/or international level.

III. REGISTRATION PROCEDURES

The Synchronized Swimming Season

Canada Artistic Swimming'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.

Officials Submission Requirements & Deadlines

Officials, including judges and referees, must register with CAS or Synchro BC using the approved Officials Membership Form.

NOTE:

Officials who are registered with a Synchro BC affiliate club as a **coach, athlete and/or executive** are required to submit **a separate officials' registration to Synchro BC or CAS.**

(New) Officials now have three ways to register for the upcoming season:

1. Directly with Canada Artistic Swimming through the new [e-Registration system](#) (Please refer to Appendix A for information on logging in to the new e-Registration system as an individual user);
2. Directly with Synchro BC using the [online registration form](#); or
3. Directly with Synchro BC using the [paper registration form](#) (Appendix B).

The registration deadline for all Officials is **October 15 each year.**

Online Submissions:

Canada Artistic Swimming:

<https://www.vsatech.ca/scms/logon.cfm>

Synchro BC:

<https://www.surveymonkey.com/r/18-19OfficialsRegistration>

Email Submissions:

info@synchro.bc.ca

Mail (paper) Submissions:

#2002C – 3713 Kensington Avenue, Burnaby, BC, V5B 0A7

IV. REGISTRATION FEES

Officials	Canada Artistic Swimming Fee	Synchro BC Fee	Total Fee
Provincial (Level I & II)	\$9.00	\$17.00	\$26.00
National (Level III +)	\$22.00*	\$0.00	\$22.00

PLEASE NOTE:

Synchro BC will waive the Synchro BC portion of fees for Judges and Referees who actively officiate in at least two (2) competitions in the previous season (2017-18). Canada Artistic Swimming fees cannot be waived.

(New) **In recognition of National Judges and Referees who continue to voluntarily invest in their development pathway and to share their knowledge and experience within the province of BC, Synchro BC will pay the Canada Artistic Swimming (CAS) fees and has eliminated provincial fees.*

4. PARTICIPATION IN SYNCHRO BC COMPETITIONS

I. AVAILABILITY FOR COMPETITIONS

(New) Synchro BC will no longer use an online tool for seasonal availability submissions. The Events Manager will distribute a call for availability by email to all officials in advance of competitions as follows:

Call for Availability	Competitions	Date & Location
September	Training Meet #1 Training Meet #2	November 2-4, 2018 – Victoria December 1-2, 2018 - Coquitlam
December	NS Provincial Qualifier NS Provincial Championships	January 18-20, 2019 – Richmond March 8-10, 2019 - Surrey
February	Mable Moran Jean Peters Provincial Championships	April 5-7, 2019 – Richmond May 17-19, 2019 - Nanaimo

The Please ensure you mark all 2018-2019 season competitions into your calendar.

II. DURING COMPETITIONS

The Officials Meet Schedule will be distributed by email to all participating officials prior to each competition.

Officials assigned to a panel must arrive in the judges' room at least 30 minutes prior to each event for which they are listed and report to the Head Judge of the panel on which they will be judging.

III. BOOKING TRAVEL AND ACCOMMODATIONS

Synchro BC is responsible for the reasonable costs for all travel*, accommodations, and meals (per diem) of officials participating in Synchro BC sanctioned competitions, unless otherwise stated.

As budgets are limited, Synchro BC recommends the following cost-saving considerations when attending a competition:

- Carpooling;
- Billeting or staying with a friend or relative if possible;
- Public transit if possible;
- Advise Synchro BC as early as possible if accommodations are required; and
- Air travel must be pre-approved by Synchro BC. Please watch for seat sales and book flights well in advance to get the best available rate

Synchro BC is responsible for booking accommodations for Officials attending a sanctioned event or competition. Information about accommodations, including rooming lists, will be distributed to officials prior to each competition.

(New) * Synchro BC will reimburse for car travel to and from each competition or event location greater than 40 km from the official's home. The standard Synchro BC mileage rate will be used to determine the reimbursement.

Inability to Attend a Competition

If you are unable to attend a competition for which you have registered as an Official, please advise Synchro BC as soon as possible:

- a) **48 hours or more before to the competition** – contact Synchro BC staff by email or phone (during regular office hours). Synchro BC will be responsible for cancelling travel plans* and accommodations.
- b) **Within 48 hours of the competition** – contact the hotel directly to cancel your room. Officials will be personally responsible for additional expenses incurred due to their failure to cancel travel plans or accommodations.

**Whenever possible, airline credits towards cancelled flights will be used towards future events or competitions. Synchro BC is unable to reimburse the cost of cancelled flights until they are used towards a pre-approved Synchro BC event or competition.*

IV. EXPENSE CLAIMS

- a) For reimbursement of competition- or event-related expenses, officials must complete and submit an Expense Claim Form **within 4 weeks of the event**. Up-to-date expense claim forms are available on the [Synchro BC website](#).
- b) Expenses submitted outside of the timelines listed in a) may result in the inability to reimburse all expenses due to budgetary restrictions.
- c) Whenever possible, please complete the electronic version of the form. If completing the form by hand, please **print clearly** and fill out all pertinent areas on the expense form **including your name and full address (including postal code)**. Please indicate shared travel (carpool, ferry receipt, etc.) and accommodations as required.
- d) Original **or a legible electronic copy of the applicable** receipts must accompany Expense Claim Forms. **In such cases as an electronic receipt is not legible, a copy of the original will be requested by Synchro BC. [Note: It is recommended that officials retain copies of original receipts for no less than one year after submission of the expense claim].**

5. MEMBER'S CODE OF CONDUCT

Officials are expected to conduct themselves, at all times, in a manner that aligns with Synchro BC and Canada Artistic Swimming's Conduct Policies. The related documents are available on the [Synchro BC](#) and [Canada Artistic Swimming](#) websites. Please do not hesitate to contact us with any questions.

6. 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.