

BURLINGTON SYNCHRONIZED SWIMMING CLUB

Developing Champions for Life

CLUB POLICIES

REVISED SEPTEMBER 2019



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ABSENTEEISM POLICY

The team nature of synchronized swimming requires commitment from all Athletes on the team. Each Athlete has a responsibility to herself, her team and her coach to attend all practices, competitions, meetings and other events in order for the team to develop and function properly and cohesively as a unit.

Synchro/Artistic Swimming is a difficult sport requiring and entailing great technical skill. Missed practice time directly impacts the absentee Athlete's progress and development, as well as the progress and development of the Athlete's team. Lateness, leaving practice early and absenteeism should be avoided at all times and especially during the peak of competition season from January to June.

The Absenteeism Policy is intended to provide a framework to manage chronic: lateness, early departures and absenteeism (each event treated as an "**Absence**"). Because problems can only be identified as chronic after several occurrences, all Absences are recorded by the team coach as they occur for each Athlete. Coaches, in conjunction with the Head Coach, may exercise discretion regarding an Athlete's Absences on a case-by-case basis, taking into account the Athlete's specific circumstances.

Parents and/or Athletes must notify their coach and provide the reason, if the Athlete will be:

- late due to traffic, weather, prior commitments or some other reason;
- absent from practice due to illness, school tests or commitments, vacation or some other reason;
- leaving practice early for any reason.

If an Athlete will be absent due to vacation, the parent must notify the coach by email at least one (1) month in advance of the vacation. The coach will review the timing of the absence in light of any upcoming competitions. Repeated or chronic Absences will not be tolerated and will be addressed as follows:

- | | |
|----------------|--|
| First Absence | ● The coach will speak with the Athlete and/or parent in person or by phone |
| Second Absence | ● The coach will speak with the Athlete and/or parent in person or by phone and will notify the Head Coach and HR Director |
| Third Absence | <ul style="list-style-type: none">● The Athlete and parent will be advised of the coach's concerns with chronic Absences● Both the Athlete and parent will be required to sign a contract that states expectations and specific consequences related to future Absences● The Athlete and Parent will be warned that the Athlete may become an alternate or possibly removed from the team if Absences continue |
| Fourth Absence | <ul style="list-style-type: none">● The Athlete and parent will meet with the Head Coach and HR Director or President● The Athlete will be suspended from practice and competitions as follows:<ul style="list-style-type: none">◆ the Athlete will train with the team, but will not swim in pattern for no less than three (3) and no more than ten (10) practices, at the coach's discretion based on the timing during the Season◆ the Athlete will <u>not</u> compete as part of the team if the suspension occurs within two (2) weeks of a competition or if the Absences detrimentally affect the team's preparation for competition● Any Athlete suspended from a competition <u>must</u> still attend the competition to support her team |

COMMUNICATION POLICY

Effective communication is essential for keeping all Members, coaches and Athletes informed and up-to-date. Communication is an integral component of BSSC's Strategic Plan and a primary focus for the Board. Club information is communicated in a variety of ways including:

- BSSC's website
- Bulletin – *primary method of communication*
- direct email
- General Meetings
- in person
- Team Manager communications
- team parent meetings

Members should confirm the Club has all up-to-date email addresses and contact phone numbers to ensure receipt of Club communications. A monthly schedule of practice, events and competitions are circulated through bulletin

Who to contact:

- | | |
|---------------|---|
| Administrator | ● for general questions contact bssc@burlingtonsynchro.com |
| Team Coach | ● for questions regarding practice schedule, coaching, competitions, team dynamics, Athlete's progress and development |
| | ● Athletes are encouraged to discuss issues and concerns regarding practice, competitions, team dynamics and synchro topics with their team coach |
| Team Manager | ● for questions regarding team events, competitions, chaperoning |
| Head Coach | ● for questions or concerns unresolved by the team coach |
| HR Director | ● for questions or concerns unresolved by Head Coach |
| Board Member | ● for questions or concerns related to the Executive Director's area of responsibility |
| President | ● for questions or concerns unresolved by Head Coach or Executive Director |

COMPETITION TRAVEL POLICY

Athletes may need to travel to attend competitions during the Season. To ensure Athlete attendance, security, health and safety, as well as cost-savings, BSSC has instituted the following Policy for local and long-distance competitions.

Competition Plan For all competitions, each Team Coach is required to provide Members with a Competition Plan related to events in which the team or Athlete is participating. The Competition Plan includes:

- a schedule for arrival, warm-up, competitions, support of other teams and return to parents;
- a list of Equipment and other things required for the competition;
- suggested foods for the Athlete to bring for the day;
- a schedule of all other activities in which the Athletes will be involved for any Away Meet;
- the name and contact information of any Chaperone appointed for the team; and
- any other special instructions or expectations of the Team Coach.

Definition of "Local Meet"

A Local Meet is a competition event that does not require overnight travel in order for the Athlete to compete and is generally less than a two (2) hour drive from Burlington, ON.

In some instances, a Local Meet will occur over a weekend and the Athlete's may be required to compete in more than one event, which is scheduled on different days. In such event, the Athletes and Members have the option to remain in the city of the competition, at their sole cost and expense and provided they comply with the Competition Plan, advise the Team Coach of their hotel location and give the Team Coach their contact information.

Day Chaperones A Day Chaperone will be appointed:

- for every 10U Team competition, whether at a Local Meet or Away Meet;
- at the discretion of the Team Coach if required for a Local Meet;
- to assist the Team Coach with chaperoning the event and supervising the Athletes in the event Members are unable to attend; and
- to organize a team lunch and/or dinner at the Team Coach's request.

Local Meet Expectations

For all Local Meets, where a Day Chaperone has not been appointed, Members must ensure:

- the Athlete:
 - ◆ arrives at the competition pool on time, as stated in the Competition Plan;
 - ◆ has all Equipment required to compete; and
 - ◆ has sufficient water and nutritional snacks for the day;
- the Coach:
 - ◆ has the Member's and/or Athlete's cell phone number in the event of any last minute changes;
 - ◆ is advised of any reason the Athlete will be late for or unable to attend the competition;
 - ◆ is advised of any issues affecting the Athlete's ability to compete; and
- they have the Team Parent's contact information and/or the contact information of other team Members to enable communication between team Members.

Definition of "Away Meet"

An Away Meet is a competition event that requires overnight travel or an overnight stay in order for the Athlete to compete and takes more than two (2) hours to drive from Burlington, ON to the competition.

Away Meet Expectations

For all Away Meets:

- the safety and security of all Athlete's is a priority, requiring Athletes to use the "buddy system" and not go anywhere alone;
- at least one (1) Meet Chaperone will be appointed for each team;
- the Head Coach will appoint a Head Chaperone if required
- transportation to and from the Away Meet and overnight accommodations for the Athletes are organized by the Travel Coordinator or Team Chaperone
- costs for travel, accommodation and food for each team (including the Team Coach and the Meet Chaperone) is divided equally between the number of Athletes on the team and paid for by the Members of such Athletes
- Head Chaperone:
 - will be key contact with Travel Coordinator for travel arrangements
 - will be key contact with bus driver during Meet
 - will be key contact for hotel/accommodation
 - will be key contact for Head Coach concerning any club wide schedule changes
 - will be key resource for other chaperones concerning travel and accommodation issues during meet
 - will be key contact with Travel Coordinator for travel arrangements
 - will determine rest stops en route to destinations as required
 - will determine pick up and drop off locations
 - will be key contact with bus driver during Meet
 - will be key contact for hotel/accommodation
 - will be the key contact for Head Coach concerning any club wide schedule changes

- o will be key resource for other Meet Chaperones concerning travel and accommodation issues during meet
- o will maintain and update Chaperone Handbook annually

Meet Chaperones

At least one (1) Meet Chaperone will be appointed per Team for every team attending an Away Meet. Requirements to be a Meet Chaperone include:

- a current police records check, vulnerable sector must be on file with the Club
- a current member in good standing
- good organizational skills
- good communication skills
- good conflict management skills
- basic cooking skills

Meet Chaperone Duties include:

- to prepare meal plan and share with Team Members in advance
- get approval from Team Coach for meal plan
- to supervise the Athletes outside of training, meeting and competition times
- to ensure Athletes are aware of itinerary and are on time for busses, meetings, curfew, etc
- to prepare competition communication protocols with Team Members including emergency contact list
- to collect and maintain copies of Athlete health cards
- to purchase food and prepare meals for the Athletes and Team Coaches;
- to contact the Member of any Athlete who requires medical intervention or who misbehaves at any Away Meet.
- to ensure the safety and well-being of all Athletes
- to be available to Athletes at all times while not under supervision of Team Coach
- to support Team Coach as required with respect to Athletes

Transportation

- With the exception of 10U Athletes, all other Athletes are required to travel together with their Team Coach, Head Coach and other teams for Away Meets.
- Members of 10U Athletes can arrange for or provide individual transportation of their Athletes to and from the competitions, provided they comply with the Competition Plan.
- Travel is arranged by the Travel Coordinator in consultation with the Head Coach.
- The mode of travel selected is based on several factors, including cost, safety, efficiency, Athlete fatigue and time away from school
- The Head Coach, Team Coaches and Meet Chaperones must travel with their teams.
- Members may request to the Team Coach, but may not be permitted to travel with their Athlete and the teams to the Away Meet.
- Any request for special travel accommodations must be discussed with and approved by the Head Coach in advance of arranging transportation for the competition.
- Members will receive an invoice for and are required to pay their share of transportation costs prior to departure for the competition.
- Chaperones who use their personal vehicles for meets will provide police checks and auto insurance details including amount of liability, minimum CAD 1 million

Accommodation and Sleeping Arrangements

- With the exception of 10U Athletes, all other Athletes are required to stay in the same accommodations with their Team Coach, Head Coach and other teams for Away Meets.
- 10U Athletes are permitted to stay with their Member parents for Away Meets, provided they stay in the same facility and comply with the Competition Plan.
- Accommodations are arranged by the Travel Coordinator, with Head Coach approval.
- The accommodations selected are based on several factors, including cost, safety, proximity to the competition venue and other amenities, access to and availability of kitchen facilities, complimentary breakfast options and other amenities.
- Team Coaches in consultation with the Head Coach will determine room assignments, which will usually consist of three (3) to four (4) Athletes per room.
- Meet Chaperones may stay in the same room as Athletes, with the approval of all affected team Members.
- Team Coaches, Meet Chaperones and the Head Coach are required to share rooms with each other, with two (2) to four (4) persons per room.
- Whenever possible, Team Coaches, Meet Chaperones and the Head Coach will be located on the same floor as Athletes.
- Any request for special sleeping arrangements must be discussed with and approved by the Head Coach in advance of arranging accommodations for the competition.
- Members will receive an invoice for and are required to pay their share of accommodation costs prior to departure for the competition.
- Members attending Away Meets may book rooms in the same facility as BSSC, at their sole cost and expense.
- No guests may stay with Chaperones, Athletes or Coaches

Athlete Expectations

Athletes are:

- expected to behave and show proper decorum throughout the competition;
- expected to represent BSSC with pride and respect;
- expected to follow the instructions of the Head Coach, Team Coach and any Meet Chaperone assigned to the team; and
- required to wear appropriate attire in public areas and not pajamas or underwear.

Costs

- Members are responsible for all transportation, accommodation, food and other incidental costs for their Athlete to attend any competition.
- For all meets that require travel and overnight stay, travel costs and other incidentals incurred for Athletes, coaches and the Meet Chaperone will be divided equally between the number of Athletes attending competition, invoiced to each Member family and are payable following the Meet.
- Member families are only responsible for the cost of one (1) Meet Chaperone. If the role is shared, the chaperones must determine how the costs will be shared between them.
- Expenses greater than \$100.00 incurred by any Member other than the Meet Chaperone must be approved in advance by the Meet Chaperone and the Team Coach.

RETURN TO PLAY POLICY

Unexpected illness and injuries, including concussions can be serious and debilitating for the Athlete, however the illness or injury occurs. Medical studies have repeatedly determined that early detection and treatment are essential for the Athlete's health and quickest return to sport. BSSC has adopted this Return to Play Policy to ensure the

health and safety of its Athlete's and a clear guideline for managing an Athlete's return to synchro following a significant injury or illness.

Significant Injury or Illness

BSSC defines a "significant injury or illness", other than a head injury or concussion, as a medical condition requiring the Athlete to seek treatment from a medical professional and be absent from or unable to participate in synchro activities, including but not limited to, broken bones, severe strains or sprains, major lacerations, respiratory incidents and mental health concerns. The length of time the Athlete is unable to participate in synchro activities may vary depending on the type and severity of the illness or injury, the diagnosis and treatment plan of the medical professionals involved and other situational factors.

Protocol for Injury and Illness

If an Athlete becomes ill or injured during practice or competition, BSSC will implement the following protocol and procedures:

- the Athlete will be removed from the pool and assessed by the Coach, lifeguard and any other medical professional then available for the nature and severity of the injury or illness;
- together the Coach, lifeguard and medical professional will determine whether the Athlete can return to the pool, should be sent home or seen by emergency or a physician; and
- the Coach will immediately contact the Athlete's parent or guardian if additional or emergency medical intervention is required and will have someone remain with the Athlete until emergency assistance or the Athlete's parent arrives; or
- otherwise, the Coach will advise the Athlete's parent of the injury or illness at the end of the practice or competition.

Following a significant injury or illness, BSSC will implement the following principles and protocol for allowing the Athlete to return to the pool and participate in synchro activities:

- the Head Coach, with the advice, consultation and participation of the Athlete, her parent(s) and medical professionals will determine the best course of action for and capabilities of the Athlete, with emphasis being placed on the Athlete's health, well-being and best interests having regard to all surrounding circumstances;
- the Athlete will not be able to return to the pool unless cleared to do so (in writing) by a medical professional, which may include verbal authorization by a medical professional available on site and approved by Ontario Artistic Swimming or Canada Artistic Swimming at a competition event;
- under no circumstances will the Athlete be forced to participate in practice or competitions in the event the Athlete and/or her parent(s) do not want her to do so because of the nature, extent or severity of her significant injury or illness;
- the Athlete and/or her parent(s) are required to keep her Coach and the Head Coach apprised of the Athlete's progress, abilities and any health concerns related to returning to the pool and at the discretion of the Head Coach, may be required to complete a form authorizing the Head Coach to obtain information directly from the medical professional(s) treating the Athlete;
- having regard to the recommendations established by the Athlete's medical professional(s), the Athlete's return to synchro activities will be gradual and structured based on her specific needs, including returning first to land training, permitted pool activities, out-of-pattern training, with in-pattern team training once approved to do so by her medical professional(s);

- the final determination of whether and the extent to which the Athlete may return to the pool and synchro activities shall be in the absolute discretion of the Head Coach, based on and using the foregoing principles in making such decision.

Head Injuries and Concussions

BSSC has chosen to partner with the Oakville Optihealth Clinic for all Athlete concussion related matters. All athletes 25 and under **must** complete annual Mandatory Baseline Concussion Testing prior to the start of each Season. Any athletes over the age of 25 need to have testing done upon their first year of competitive.

Athletes will not be allowed to participate in any practice unless and until they have completed the Concussion Testing.

Concussion Testing creates a baseline measurement for each Athlete, which assesses the Athlete's "normal" balance and brain function in an uninjured state. If an Athlete incurs a head injury during the Season, the baseline measurement will be used to determine whether the Athlete has incurred a concussion and how best to treat the concussion. For more information on Concussion Testing and the Clinic visit <http://www.optihealthclinic.com/#!/pre-and-post-concussion-testing/c1ca7>.

Concussion Testing is covered under most medical benefit programs as Chiropractic care. Receipts will be provided by the Clinic, upon request.

Any Athlete who suffers a head injury or is suspected by a coach of having suffered a head injury during the Season **must** seek treatment at the Clinic or any CCM clinic identified at www.completeconcussions.com. The Clinic will conduct concussion testing on the Athlete and determine whether the Athlete has incurred a concussion and what treatment is required. A concussed Athlete's participation in synchro will be managed and monitored by the Clinic. Parents are expected to keep the coach up-to-date regarding the Athlete's health and progress. The Athlete will not be able to return to full practice or competition until the coach has received confirmation in writing from the Clinic that she is able to do so. NOTE: For purposes of insurance claims athletes are required to first seek diagnosis from a medical professional such as their family doctor.

CAS SCREENING POLICY

BSSC and its members follow and comply with the CAS Screening Policy which may be found at: <https://artisticswimming.ca/wp-content/uploads/2019/03/CAS-Screening-Policy-Approved-4-Mar-2019-FINAL.pdf> In all cases assume BSSC in addition to OAS.

Coaches and Members are not permitted to assume their duties without providing proof of a valid Criminal Record Check to the BSSC Administrator, who maintains a written record of its effective date. For privacy reasons, the Club does not retain copies of any Criminal Record Checks. Criminal Record Checks remain valid for a period of five (5) years and are required to be re-obtained upon expiry.

DISCRIMINATION, HARASSMENT AND VIOLENCE POLICY

BSSC and its members follow and comply with the OAS Discrimination, Harassment and Violence Policy which may be found at: <https://ontarioartisticswimming.ca/wp-content/uploads/2019/01/OAS-Conduct-Policy-18-January-2019.pdf> In all cases assume BSSC in addition to OAS.

Complaints

Any person (a “**Complainant**”) who experiences or believes s/he has been the subject of Discrimination or Harassment (an “**Incident**”) is encouraged to:

- advise the person engaging in the discriminatory or harassing behaviour (the “**Aggressor**”) that his/her behaviour is unwelcome, unwarranted and contrary to this Non-Discrimination and Harassment Policy. Sometimes telling the Aggressor that his/her behaviour is unacceptable is enough to stop the behaviour;
- keep a detailed record of the Incident(s), including the date, time, location, name of other persons involved or witnesses and what was said or done; and
- request a meeting with the Head Coach, HR Director or President to discuss the Incident.

Investigation

Upon receiving notice of a complaint, the HR Director is required to:

- meet with the Complainant to discuss the Incident;
- maintain the confidentiality of the Complainant, Incident and Aggressor, to the greatest extent possible, except where required by law or in the best interests of the public;
- make a pre-determination of whether the circumstances of the Incident, as reported by the Complainant constitutes Discrimination or Harassment under this Policy;
- assist the Complainant and Aggressor with pursuing an informal resolution of the Incident, if requested by and in the best interest of the Complainant;
- conduct an investigation with the assistance of an Executive Director (an “**Investigation**”), where a pre-determination of Discrimination or Harassment that is not resolvable through an informal resolution has been made, which Investigation should include discussions with the Aggressor and any witnesses or other persons involved in the Incident;
- seek the assistance of an independent third party in conducting a formal investigation of the Incident if there is more than one (1) Complainant, where the Incident is serious, extreme or repeated or where the Incident has been publicized to the media;
- report the results of the investigation to the Board and to Ontario Artistic Swimming in the case of serious offence(s) of Discrimination or Harassment;
- impose disciplinary measures on the Aggressor based on the severity of the Incident(s) and advise the Board and Ontario Artistic Swimming (as required) of same.

Disciplinary Measures

Following an Investigation that confirms an Incident of Discrimination or Harassment, the Board may impose any of the following disciplinary measures upon the Aggressor:

- verbal or written warning;
- suspension from practice or competition, in the case of an Athlete;
- demotion or reduction in pay, in the case of a coach or employee;
- suspension with or without pay, in the case of a coach or employee;
- termination of employment; or
- expulsion from membership in BSSC.

Disciplinary Considerations

When considering the disciplinary measure(s) to be imposed upon the Aggressor, the HR Director should consider:

- the nature of the relationship between the Complainant and the Aggressor;
- the nature and severity of the Harassment or Discrimination;
- whether the Incident was an isolated event or part of an ongoing pattern;
- whether the Aggressor retaliated against the Complainant; and
- whether the Aggressor was cooperative during the Investigation and admitted responsibility.

Other Considerations If the HR Director determines the complaint is vexatious, retaliatory or frivolous, the HR Director may impose disciplinary measures upon the Complainant.

EMAIL POLICY

Anti-spam legislation prohibits the unauthorized emailing of promotional and commercial information to email recipients. BSSC complies with the requirements set by law in maintaining its email databases and sending out emails. Member email addresses have been provided to BSSC in confidence and with the expectation that email addresses will not be sold or shared with others outside of the Club.

To ensure everyone's privacy and compliance with the law, Members **shall not** use the BSSC email address list for any email communication unrelated to BSSC matters.

Mass communication with other Members should be delivered through the Bulletin. Please send your member-wide message to the Bulletin coordinator at bulletin@burlingtonsynchro.com, with a copy to the appropriate Executive Director. Submission to the Bulletin must be received by Friday at 8:00 p.m. for delivery by Sunday in the Bulletin.

Email addresses for some coaches and volunteers can be found in this Handbook. Group emails are also available for each team allowing Members to communicate with their Athlete's respective team. Email groups may be requested by contacting the Administrator at bssc@burlingtonsynchro.com.

When communicating by email to any person in the Club, the following email etiquette protocols should be followed:

- email messages should not contain harsh, aggressive or offensive language;
- email distribution should be limited to only relevant parties;
- email messages to multiple parties should be kept to a minimum; and
- emails should be short and to the point, with questions directed to a particular person whenever possible.

INSUFFICIENT FUNDS POLICY

Any Member cheque or payment issued to BSSC and not honoured because of insufficient funds will automatically incur a \$35.00 service charge payable to BSSC. The service charge and payment will become immediately due and payable. BSSC reserves the right to suspend the Athlete's participation in practice and competition until the Member's account is brought into good standing.

BSSC may require a Member, who has defaulted twice on any payment during the Season, to provide alternate payment arrangements for the remainder of the Season. Alternate payment arrangements may include payment in cash, by bank draft, money order or certified cheque, as determined on a case-by-case basis by the Finance Director in consultation with the Head Coach.

MULTIPLE ATHLETE POLICY

BSSC knows the cost to participate in synchronized swimming can be expensive and Members may have more than one (1) Athlete interested in competing. To assist Members having more than one (1) Athlete (excluding Masters and adult swimmers) enrolled in BSSC:

- Fees will be discounted by ten percent (10%) up to a maximum discount of \$300.00 for Members with three (3) Athletes and a maximum discount of \$600.00 for Members with four (4) Athletes;
- Member families are only required to complete a maximum of 150 Volunteer Points per Season; and

- Member families must volunteer for Competition Shifts on a per-Member family and not per-Athlete basis. All Athletes must complete the stipulated number of Tag Days, assigned to each Athlete and not Member family.

PRACTICE CANCELLATION POLICY

Practices are essential for team and Athlete performance. Decisions to cancel practices are made having regard to surrounding circumstances, including holidays, coach unavailability, inclement weather, competitions and other Club events. Coaches must consult with the Head Coach prior to cancelling a practice for any reason. As much advance notice as possible will be given to Athletes and Members if a practice is or will be cancelled.

The Club has limited pool practice times, which are pre-determined at the start of each Season and upon which team practices are scheduled. Because of this, the Club has limited ability to reschedule any and every cancelled practice. The following protocols will be adhered to for rescheduling cancelled practices:

Rescheduled Practice In the event a practice is cancelled because of coach unavailability and no suitable replacement coach is available, every effort will be made to reschedule the missed practice.

No Rescheduled Practice Practices will not be rescheduled for any of the following circumstances:

- inclement weather or the threat of inclement weather;
- participation in a team competition;
- attendance at a Club event or demonstration; and
- Statutory or other recognized holidays.

PRIVACY POLICY

BSSC and its members follow and comply with the OAS Privacy Policy which may be found at: <https://ontarioartisticswimming.ca/wp-content/uploads/2018/05/SSO-Privacy-Policy-5July2017.pdf> In all cases assume BSSC in addition to OAS.

How to Contact BSSC ● The Head Coach is accountable for the Club's compliance with this Privacy Policy.
 ● Any questions or concerns regarding this Privacy Policy or the maintenance of personal information should be directed to the Head Coach at headcoach@burlingtonsynchro.com.

REFUND POLICY

BSSC's refund policy is as follows:

Type of Payment	Refundable	Refund Terms
All Recreational Fees	✗	n/a
Novice Fees	✓	At discretion of the Rec Coordinator, in consultation with the Head Coach and VP Finance
Registration Deposit	✗	n/a
Extra Routines (solo, duet and combo)	✓	On a case-by-case basis, as determined by the Head Coach in consultation with the President and Finance Director
Competition Suits	✗	n/a
Summer Camp	✓	● 90% more than 35 days before camp

- 50% between 15 and 34 days before camp
- 0% less than 15 days before camp

REIMBURSEMENT POLICY

Members sometimes incur expenses in performing their required duties as a volunteer, such as being a Chaperone or event coordinator. The Club is committed to reimbursing Members for expenses incurred by them within thirty (30) days of submission of the reimbursement form and receipts. To receive a reimbursement, Members must:

- complete the Reimbursement Form available as appendix E and attach all applicable receipts;
- obtain the signature of the appropriate Executive Director responsible for overseeing the expense; and
- submit the Reimbursement Form and receipts to the Finance Director.

Questions or requests for assistance should be directed to any Executive Director or the Head Coach.

WEATHER CANCELLATION POLICY

While attendance at practices and competitions is important, BSSC is committed to ensuring and will not compromise the safety of its Athletes, coaches and Members due to inclement weather conditions. The following protocols for cancellation of practice and competitions will be followed in the event of inclement weather:

Practice Pool Closure

The Head Coach will:

- contact the practice pool to determine whether a decision has been made to close it;
- notify the affected coaches, Team Manager(s) and the President of a pool closure; and
- email all affected families, notifying them of the pool closure.

Team Managers will notify Athletes of the pool closure. If the pool is open, Team Coach(es) will:

- in consultation with the Head Coach, decide whether to cancel or continue with practice; and
- notify all affected families of the decision to cancel or continue with practice.

Competition Travel

The Head Coach will:

- determine whether Ontario Artistic Swimming has made a decision to cancel the competition;
- in consultation with the President, the HR Director and affected coaches, decide whether to require Athletes to attend the competition;
- notify Ontario Artistic Swimming of the Club's decision not to attend the competition; and
- notify the affected coaches and Team Managers of the Club's decision to attend or not attend the competition.

Team Managers will notify all affected Athletes of the Club's decision.