

San Dieguito Sea Dragons (SDSD) Artistic Swim Club

Club Membership Handbook

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1. Introduction

The San Dieguito Sea Dragons (SDSD) Artistic Swim Club is a 501(c)3 non-profit organization committed to helping Athletes, of all skill levels, achieve their artistic swimming goals through a positive and supportive environment.

Our mission is to develop physically active, mentally strong, and dedicated athletes through the sport of artistic swimming.

2. Club Policies

- 2.1. SDSD is committed to providing a safe and inclusive environment for all Athletes, coaches, and club members.
- 2.2. SDSD expects all members to behave in a respectful manner at all times, exhibiting good sportsmanship, and adhering to the club's code of conduct.
- 2.3. SDSD will not tolerate any form of discrimination, harassment, or bullying, and will take appropriate actions to address any such behavior.
- 2.4. SDSD will provide high quality of training through knowledgeable and equipped coaches.
- 2.5. SDSD will prioritize the safety and wellbeing of all Athletes, and will implement appropriate policies and procedures to prevent and respond to any accidents or injuries.
- 2.6. SDSD will maintain a policy of open communication including providing regular updates

on club activities and upcoming events to all club members.

- 2.7. SDSD will encourage and support Athletes to participate in competitions and other events, and will provide appropriate resources and training to help Athletes achieve their goals.
- 2.8. SDSD will work collaboratively with other clubs and organizations to promote the sport of artistic swimming and support the development of Athletes at all levels.
- 2.9. SDSD will maintain accurate and up-to-date records of all club activities, including training sessions, competitions, legal documents, and finances.
- 2.10. SDSD reserves the right to modify or revoke any of its policies at any time, in accordance with its bylaws and governing regulations.
- 2.11. All questions and concerns should be directed to the Head Coach immediately when they arise in order for productive conflict management to take place.
- 2.12. It is the policy of San Dieguito Sea Dragons that Board of Directors, Officers, Club Members, Coaches and Committee that Members of San Dieguito Sea Dragons will not disclose confidential information belonging to, or obtained through their affiliation with, San Dieguito Sea Dragons to any person, including their relatives, friends, and business and professional associates, unless San Dieguito Sea Dragons has authorized disclosure. This policy is not intended to prevent disclosure where disclosure is required by law.

3. Club Membership Programs

Our programs are designed for both recreational Athletes who want to have fun and gain artistic swimming skills, as well as competitive Athletes who want to compete at the highest levels of the sport. We welcome boys and girls ages 6+ to learn artistic swimming techniques and routines, and gain self-confidence and discipline in a nurturing team environment. Our Athletes train year round with one month off for Summer and Winter break respectively. Summer and Winter Camps may be scheduled during the break and paid a la carte. Athletes that are interested in recreational synchro will train as routine alternates, learning all of the skills and choreography, but not participating in competitions.

Swimmers may book private lessons with coaches outside of practice time and use their own pool. Coaches set their rates for private lessons. We ask that the swimmer/coach make the board aware of the private lessons.

- 3.1. NOVICE. This program is designed for young Athletes who are interested in incorporating their love of the water with dance, gymnastics and performance. Athletes focus on the basics of artistic swimming such as eggbeater, sculling and body positions that will culminate in a team routine. Novices practice 2 days per week (4 hours) and participate in novice meets as well as our annual watershow.

- 3.2. INTERMEDIATE. This program is for Athletes who love artistic swimming and want to improve their skill level, but might not be ready or able to make the full commitment required for the competitive team. These athletes practice 3 days per week (6-8 hours) and participate in local and regional competitions as well as our annual watershow.
- 3.3. AGE GROUP. This program is designed for athletes who are passionate about artistic swimming and want to go as far as they can in the sport. This includes Youth and Jr/Sr Age Groups. At this level, the athletic training and competition schedule is quite rigorous. Athletes develop strong bonds and friendships with their teammates and have a lot of fun together performing and practicing. Depending on team placement, competitive athletes practice 3-5 days per week (10-20 hours) and compete in local, regional and national meets. Additional strength and flexibility training is required, as well as acrobatic instruction to enhance lifts. Select athletes in this program will also perform as entertainers at shows for local business events or other functions.

Athletes in Age Group are eligible for Independent Study PE credit if their school allows. Please contact the Head Coach at least 30 days prior to deadlines in order to organize ISPE. A fee of \$50 will be required for the Head Coach to complete the application.

4. Registrations, Membership Dues, and Team Fees

4.1. Registration and Club Membership Dues

The following registrations are paid for by the Club Member upon registering with SDSD Club or in their first tuition payment.

Member Registration Name and Cost (\$58) - The Sea Dragons (SDSD) - West Zones (WZ) and - San Diego Imperial (SDI) Associations	Registration Fee Type Description
SDSD Registration Fee (\$50.00)	An annual non-refundable fee paid at registration with SDSD.
SDI payment for Annual West Zone Fund Assessment Fee (\$8.00)	WZ by-laws stipulate that we cover convention expenses for the Senior WZ Athlete Representatives

USAAS Membership Registration Name and Cost	Membership Fee Type Description
USAAS Athlete Safety Membership (\$44.00) BOARD MEMBERS	This membership is to be purchased by chaperones and board of directors of a club. Holders of this membership are required to

	have Safe Sport certification as well as a background screen, which is included in the price of the membership.
USAAS Athlete Membership: Adult/Youth (\$54.00) NOVICE ATHLETES	This membership is to be utilized by recreational athletes that do not participate in qualifying or national events. The designated email for this membership will receive email updates related to events, organizational news and the sport in the United States.
USAAS Competitive Athlete Membership: Adult/Youth (\$104.00) INTERMEDIATE/AGE GROUP	This membership is appropriate for athletes who will be competing in sanctioned events and camps/clinics, qualifying events and national championships. Adult options of this membership are available for athletes ages 18 and over which requires Safe Sport training. The designated email for this membership will receive email updates related to events, organizational news and the sport in the United States.

San Dieguito Sea Dragons offers an all-inclusive 10-Month Membership covering the tuition dues and competition/event entry fees. Summer and Winter Sessions and Camps are paid a la carte.

Club Membership dues are collected the 1st day of each month via Zelle or check. Don't hesitate to speak to SDSD Finance, finance@sandieguitosynchro.org with any inquiries.

*** Families with multiple Athletes get a 5% discount of the total membership dues per swimmer.**

*** Pay the entire annual Membership Dues at the time of registration, and get a 10% discount!!**

Membership Programs	Monthly Dues* / Annual Dues*
Novice - 2 Days per Week	\$300 / \$2,700
Intermediate - 3 Days per Week	\$400 / \$3,600
Age Group, JR, SR - 3 Days per Week	\$500 / \$4,500
Solo and Duet Routines - Add on	Additional \$100 per month per routine

Tuition may be paid by Check or Zelle.

<https://www.zellepay.com/get-started>

Business Name: San Dieguito Synchro

Business Emails: finance@seadragonssd.org

Scan in your banking app to pay
SAN DIEGUITO SYNCHRO
at xxx-xxx-4755.



zelle

4.2. Late Fees:

4.2.1. First through third day of the month: grace period

4.2.2. Fourth through tenth day of month: \$20/day

4.2.3. After the tenth day: Athlete will be removed from routine

4.3. Refund Policy:

4.3.1. Athlete(s) must be water safe and confident off the wall. When an Athlete is determined by SDSD not to be water safe at any time during the program, no refund will be given for already paid monthly membership dues.

4.3.2. For camp sessions, refund will be processed when an Athlete withdraws **7 days prior** to the start of a camp session. Notifications must be given to SDSD via email enroll@sandieguitosynchro.org AND finance@sandieguitosynchro.org, **7 days prior** to the first day of camp session.

4.3.3. For monthly dues, refund will be processed when an Athlete withdraws **30 days prior** to the start of the next monthly practice session. Notifications must be given to SDSD via email enroll@sandieguitosynchro.org AND finance@sandieguitosynchro.org, **30 days prior** to the first day of the next monthly practice session.

4.3.4. When an Athlete does not complete the program and quits without confirmed

receipt withdrawal notification, no refunds will be given.

- 4.3.5. Medical Emergency with a required medical physician note.
- 4.3.6. Required Annual registration is non-refundable.
- 4.3.7. SDSD reserves the right to cancel a program due to low enrollment.
- 4.4. All-Inclusive Club Membership Dues and Team fees includes entry fees paid for Grade Levels Testing(s) and/or Competition Meet(s). Participation in all meets is not guaranteed and is dependent on the Head Coach annual plan.
 - 4.4.1. Grade Levels Testing 1, 2, 3, 4, 5, 6+; estimated cost \$85-100.
 - 4.4.2. Cactus Classic; estimated cost \$85-100.
 - 4.4.3. West Zones Competition Meet; estimated cost \$85-100.
 - 4.4.4. San Diego Imperial Associations Competition; estimated cost \$85-100.
 - 4.4.5. Regionals Competition Meet; estimated cost \$85-100.
 - 4.4.6. California State Games; estimated cost \$85-100.
 - 4.4.7. Junior Olympics; estimated cost \$85-100.
- 4.5. All-Inclusive Club Membership Dues and Team fees will NOT include the following items. These items are the responsibility of Athlete-Parents to organize and pay for.
 - 4.5.1. SDSD Registration Fee and Annual West Zone Fee (paid at registration).
 - 4.5.2. Out of state travel expenses to competitions.
 - 4.5.3. Local travel expenses to invited performances such as media appearances.
 - 4.5.4. Any competition and performance opportunities not traditionally scheduled.
 - 4.5.5. Gear pack \$500 (required for AG Athletes to purchase their first year of competing, optional for intermediate and novice Athletes). Team purchase will be made in the Fall.
 - Team Warm Up Suit
 - Team Cap
 - Team Parka
 - Team Jacket
 - Team Shirt
 - Team Backpack
 - Team Routine Swimsuit

5. Equipment and Apparel

5.1. Practice

All athletes should arrive to practice in a swimsuit with workout clothes on top and running shoes. Athletes should have their hair up and sunscreen on when they arrive.

Tinted goggles are recommended for day practice and untinted goggles for evening practices.

NOVICE: One piece swimsuit, workout clothes, running shoes, flip flops, cap, goggles, 2+ nose clips, towel, water, sunscreen, yoga mat, parka

INTERMEDIATE: One piece swimsuit, workout clothes, running shoes, flip flops, cap, goggles, 2+ nose clips, towel, water, sunscreen, yoga mat, parka, resistance band

AGE GROUP: One piece or athletic two piece swimsuit, workout clothes, running shoes, flip flops, cap, goggles, 2+ nose clips, towel, water, sunscreen, yoga mat, parka, resistance band, waterproof ankle weights, jump rope

5.2. Competitions

The night before the meet please remove all jewelry and nail polish.

Packing List

- SSDS team warm up suit
- 2+ SSDS team cap
- Goggles (tinted if outdoor, non tinted if indoor)
- 3+ tan/clear nose clips
- White cap for figures
- Black suit for figures
- Black leggings/shorts to wear over suit
- Team shirt for awards
- Team jacket for awards
- Black flip flops
- 2-3 towels
- Yoga Mat
- Water bottle
- Sunscreen
- Routine suit on a hanger
- Routine headpiece
- Knox kit
 - Hairbrush and fine comb
 - Ponytails, small baby bands, hairnets (3)
 - 4 packs of klox per routine
 - Kloxing brush (paint brush or hair dye brush)
 - U-pins for bun (25-30)

- Bobby pins (40-50)
- Cup or bowl for mixing Knox
- Big ziplock bag to put dirty materials in
- Makeup kit
 - Black waterproof eyeliner
 - Black waterproof mascara
 - Maybelline Super Stay Matte Ink Liquid Lipstick "330 Innovator"
 - Cream blush stick for cheeks
 - Blonde athletes may want to bring brown eyebrow pencil
 - Makeup remover wipes

After your swim, rinse out the competition suit and head piece in lots of cool water and hang them up to dry from the crotch. If you put them in a plastic garment bag please do not zip them up until both are completely dry.

6. Board of Directors, Officers and Committees

SDSD is governed by an elected Board of Directors composed of parents and coaches. To contact the board, please email bod@seadragonssd.org.

Name - Role	Contact Information
Mary Liesegang, President Interim Head Coach	mary@seadragonssd.org
Ling Zheng, Vice President	zhengling99@gmail.co ,
Bin Xu, Treasurer	bin@seadragonssd.org
Leslie Lee, Secretary Enrollment Committee Chair	lesliemaylee@gmail.com

COMMITTEES:

Committee Name and Participants	Contact Information
Enrollment Outreach Committee <ul style="list-style-type: none"> - Leslie Lee (Chair) - Huu Hoang - Frank Kephart 	enroll@seadragonssd.org
Community Fundraising Outreach and Scholarships Committee <ul style="list-style-type: none"> - Ling Zheng (Chair) 	fundraising@seadragonssd.org

Media and Technology Committee - Ildefonso Omingo (Chair) - Coach Alex	media@seadragonssd.org
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7. Coaches

SDSD is committed to providing Athletes with high quality training from expert coaches. All coaches maintain a membership with USA Artistic Swimming in addition to the following certifications: Lifeguard/CPR/First Aid, SafeSport, and a minimum of CCP1. Coaches have all signed an SDSD Contract and Code of Conduct.

HEAD COACH

The Head Coach of the Club will make day-to-day operational decisions for the Club, as well as lead all aspects of training. The Board of Directors and Head Coach develop the Club mission, budget, and objectives. The Board will hold the Head Coach accountable for achieving objectives and upholding the mission of the organization.

The Head Coach will act as the main point of contact and communication for the club.

The Head Coach will develop rules and regulations for Athletes, Parents, and Coaches which will be approved by the Board. This approved policy will include consequences for violations which will be carried out by the Head Coach.

The Head Coach will develop and maintain a roster of team members. They will take attendance, hold trial sessions, and provide a monthly update to the board.

The Head Coach will have access to all financial information and will propose an annual budget to the Board for approval. They will coordinate with the treasurer who will be responsible for ensuring payments are sent out.

The Head Coach will organize all pool management including communication with Poway Unified School district and any other pools for rental booking. They will coordinate with the Secretary who will ensure legal logistics are covered.

The Head Coach will determine routine placement, award small routines, competition schedule, and have control of music and choreography.

The Head Coach will lead any promotions included but not limited to advertising, news and media appearances, and website and social media. The Head Coach will access the skills of Team Parents for strategic partnerships, photography and videography, and material development.

The following decisions by the Head Coach will require Board of Directors approval

- Annual budget proposal including coaches compensation and Athlete dues

- Annual team plan including practice times, competitions, and shows
- Contracting of assistant coaches
- Equipment purchases greater than \$1000
- Electing of new Board members

8. Athlete Code of Conduct

The SDSD Code of Conduct establishes an understanding of Parent, Coach, and Athlete responsibilities to facilitate compassion, set clear expectations, and prevent miscommunication. The following are expectations of Athletes:

- 8.1. Athletes will arrive on time and prepared for every practice. This includes arriving in the appropriate attire with equipment and sunscreen on. Routine tardiness may result in the Athlete being moved to the alternate position on their team.
- 8.2. Athletes will communicate absences with their coach by emailing or texting the Head Coach and their team coach at least 72 hours ahead of time. Last minute absences are allowed only in case of emergency. Athletes are allowed one planned absence per month; additional absences may result in the Athlete being moved to the alternate position on their team.
- 8.3. Athletes are expected to complete the entire season including attending all competitions unless they have communicated that they are participating recreationally. If unable to attend a competition or planning on leaving the team, the Athlete must notify the Head Coach and coaching staff a minimum of 30 days prior.
- 8.4. Athletes are encouraged to advocate for themselves through communicating their needs to coaches.
- 8.5. Athletes will demonstrate respect for all coaches. Regardless of whether or not they are your team coach, Athletes will listen to and follow directions respectfully as mentored and guided by all coaches.
- 8.6. Athletes will display good sportsmanship in representing SDSD. This includes encouraging and respecting all Athletes, both on the team and throughout the wider artistic swimming community.
- 8.7. Cell phone use at the pool and during competitions is not acceptable. Athletes may only use their phone at the pool or during competitions for urgent needs per Coach discretion. Non-emergency use of cell phones may result in confiscation.

9. Parent or Guardian Code of Conduct

The purpose of the Parent or Guardian Code of Conduct is to develop parental support and positive models for our Artistic Swim Club Community. Parents have the right to understand what expectations are put on their Athletes.

- 9.1. Club communication must be conducted through the Head Coach and/or President.
- 9.2. Any concerns should be raised with the Head Coach first, and then to be further discussed with other coaches and parents, if necessary. When possible, parents should encourage their swimmers to advocate for their needs prior to stepping in.
- 9.3. In order for coaches to conduct productive training sessions, parents are only allowed on the pool deck if sitting in the bleachers. Parents are not to distract or disturb their Athletes unless in an emergency.
- 9.4. Parents should encourage Athletes to respect all coaches. While coaching styles may be different, all coaches must be respected. Please model this behavior by respecting the decisions of coaches.
- 9.5. Parents are responsible for dropping off and picking up their Athletes on time and ensuring they are prepared with all necessary attire and equipment.
- 9.6. Parents will ensure that Athletes communicate absences with their coach by emailing or texting the Head Coach and their team coach at least 72 hours ahead of time. Last minute absences are allowed only in case of emergency.
- 9.7. Some practices are challenging and some are more fun. Please know that both are equally as important for the development of your Athlete. Parents are asked to encourage their Athletes to approach all training sessions and competitions with a positive attitude, focused and respectful Athlete ethics.
- 9.8. Athletes are expected to complete the entire season including attending all competitions unless they have communicated that they are participating recreationally. If unable to attend a competition or planning on leaving the team, the Athlete must notify the Head Coach and coach a minimum of 30 days prior.
- 9.9. Parents should notify the club of any injuries or medical conditions that may affect their child's participation in practices or competitions.
- 9.10. Parents are responsible for ensuring their Athlete's Membership fees and financial obligations are paid on time. Failure to do so will result in late fees.
- 9.11. Parents are responsible for ensuring their Athlete reads and follows the code of conduct.
- 9.12. Parents will maintain Club information discretion and will not share, discuss or sell any Club information, or Club Coach and Member personal information to anyone.
- 9.13. Parents are expected to volunteer throughout the season including assisting with pool covers and hair/makeup during meets.

10. Travel/Competition Code of Conduct

- 10.1. Use the buddy system - no one goes anywhere alone!
- 10.2. Never go anywhere without telling your chaperones or coach. Even if it is with your own parents, your chaps and coaches need to know!
- 10.3. Chaperons or Coaches will assign cars for travel to and from the pool. Please be flexible with whose car you are in. You don't need to ride in the same car as your backpack, as we are all going to the same place.
- 10.4. Cell phone policy: Cell phones are not permitted for use of social media, texting, or calling unless it is the time designated in the schedule or per coach discretion. Cell phones are not to be used at the competition pool.
- 10.5. Chaps will provide you with food and drinks. Remember to make healthy food choices in order to perform at your best. If there is anything you need just ask, they are there for you!
- 10.6. You will be receiving a packing list from the Head Coach. Athletes should pack their own backpack with the assistance of an adult. Please pack only the things on the list, space is limited. You will also be provided with a uniform schedule - it makes things easy if you pack each outfit in a zip lock with the date on it.
- 10.7. Athletes are expected to abide by the schedule provided. This includes bedtime which may be different from rules at home.
- 10.8. Please put the needs of your teammates above your own needs whenever possible.
- 10.9. You are representing SDSD, your family, and yourself at all times, so make us proud of you! Cheer for every team, treat all coaches with respect, and demonstrate good sportsmanship.
- 10.10. Please bring any issues to the attention of the Head Coach immediately so they can be handled in an open and accountable manner. No issue is too small!

11. Resources

SDSD Website: <https://www.sandieguitosynchro.org/>

New World Aquatics Rules: <https://www.worldaquatics.com/artistic-swimming/rules>

USAAS Rule Book: <https://www.usaartisticswim.org/rule-book>

History of USAAS: <https://www.usaartisticswim.org/history>

Safesport: <https://www.usaartisticswim.org/safe-sport-resources>

12. Confidentiality Statement

It is the policy of San Dieguito Sea Dragons that Board of Directors, Officers, Club Members, Coaches and Committee Members of San Dieguito Sea Dragons will not disclose confidential information belonging to, or obtained through their affiliation with, San Dieguito Sea Dragons to any person, including their relatives, friends, and business and professional associates, unless San Dieguito Sea Dragons has authorized disclosure. This policy is not intended to prevent disclosure where disclosure is required by law.

Confidentiality is the preservation of privileged information. Board of Directors, Officers, Club Members, Coaches and Committee Members and other volunteers are cautioned to demonstrate professionalism, good judgment, and care at all times in handling any information related to San Dieguito Sea Dragons to avoid unauthorized or improper disclosures of confidential information.

While Board of Directors, Officers, Club Members, Coaches and Committee Members are expected and encouraged to discuss the organization with one another and targeted publics, they shall not report opinions expressed in meetings, nor shall engage in any communication that would not be supported by board policy, procedures, or decisions.

At the end of the Board of Directors, Officers, Club Members, Coaches and Committee Members's term or Club membership upon his/her retirement, resignation or removal from the Board of Directors or committee or Club membership, he/she shall return, at San Dieguito Sea Dragon's request, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his/her possession.

It is expected that Board of Directors, Officers, Club Members, Coaches and Committee Members, will not use trade secrets, client lists, or other confidential information acquired by virtue of being on the board or committee or in the Club, even after they complete their service with San Dieguito Sea Dragons.

13. Member Acknowledgement Agreement and Certification

The Club Member Athlete, Parent or Guardian and Coach agrees to:

1. Abide by the San Dieguito Sea Dragons (SDSD) Artistic Swim Club Member Athlete, Parent or Guardian Club Membership Handbook and Code of Conduct at all athletic events with the San Dieguito Sea Dragons Artistic Swim Club.
2. Know and understand the information covered in the Club Membership Handbook and encourage my son or daughter to abide by the Club Membership Handbook.
3. Encourage good sportsmanship by personally demonstrating appropriate support for all players, coaches and fellow teammates.
4. Treat all players, coaches, teammates with respect, regardless of race, sex, creed or ability.
5. San Dieguito Sea Dragons Statement of Confidentiality. I agree to abide by the requirements of the policy statement and to inform the Club President, Chairman of Board immediately if I believe any violation (unintentional or otherwise) of the policy or this statement has occurred.

I/we, the parent(s) or guardian or coach of the student-athlete, acknowledge that I/we have read the terms of this Club Membership Handbook, Athlete, Parent or Guardian and Coach Code of Conduct. I/we agree to conduct myself/ourselves according to the terms of this Club Membership Handbook, Athlete, Parent or Guardian and Coach Code of Conduct. I/we also understand and agree that any violation of this code of conduct will be cause for suspension or dismissal from future Competitions or expulsion from Club membership. I have read, understand, and agree to the Club Membership Handbook, Athlete, Parent or Guardian and Coach Code of Conduct and Statement of Confidentiality.

Parent/Guardian/Coach/Club Member Name

Parent/Guardian/Coach/Club Member Name

Signature

Signature

Name of Athlete Club Member (if applicable)

Date_____