

2026-2027

DASC Competitive Handbook



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Welcome to Durham Artistic Swimming Club's 2026 - 2027 Competitive Season!

Durham Artistic Swimming Club (DASC) is a non-profit, incorporated organization that offers programming in the sport of Artistic Swimming in the Recreational, Regional League, Provincial, National, Adaptive and Master streams.

As outlined by Ontario Artistic Swimming, team structure will be based strictly by age groups. For this reason, specific teams will be assigned based on age and previous experience in artistic swimming.

The information contained within this handbook is a guide to the operations, procedures and regulations for swimmers competing at the competitive level with DASC. Please keep this book handy. This does not replace the Club's by-laws. For further information please contact any member of the DASC Executive or Coaching Staff.

Looking forward to a terrific year ahead! "Synch for Success"!

Christina Baker Sutton, President

Catherine Switzer, Vice-President

Holley Lundmark, Head Coach

Durham Artistic Swimming Club Mission, Vision and Values

Provide a motivating atmosphere that inspires swimmers to achieve their maximum potential through discipline, skill building, teamwork and perseverance.

- To promote overall health and physical fitness while fostering goodwill and sportsmanship.
- To provide opportunities and training for self-development, leadership, and team work in a recreational and competitive environment.
- To inspire and enable our athletes to achieve excellence in the sport of artistic swimming and in life.
- To offer coaches that support athletes to develop self-awareness through discipline, hard work, and preparation.

Regional League, Provincial & National Streams

Regional League Stream

The Regional League stream is for athletes who would like to advance their skills from the recreation stream, or for those who do not wish to the longer training time of Provincial/National.

Provincial Stream

Provincial level programs focus on skill and routine development, with emphasis on participation and team building. The goals of the program are to encourage the swimmers to make a commitment to participate and train to their fullest. They will compete with, and against, other Provincial level teams.

National Stream

This stream is a High Performance team that has emphasis on a higher degree of performance and competition with more intense training. The main objectives of this program include building independence, discipline, goal setting, confidence, team commitment, time management, and self-growth as an athlete. National level teams will compete with and against other Canadian teams, across the country. National Stream is for Youth and JR age groups.

	TEAMS (Based on average age of swimmers as described)
8U	Blended team whose average age is 8.4 years or lower
10U	Blended team whose average age is 10.4 years or lower
12U	Blended team whose average age is 10.5 – 12.4 years
Youth	Blended team whose average age is 12.5 - 15.4 years
JR	Blended team whose average age is 15.5 or higher

Coaching Team, Responsibilities & Safety

2026 - 2027 Coaching Staff (anticipated)

Club Head Coach	Holley Lundmark
Competitive Coaches	To be announced in August
Recreational Head Coach	Meagan Caulfield

Coaching Responsibilities

The Coaching team is responsible for selecting the members of the teams. Coaches are expected to:

- Support the Constitution & Bylaws of the Club and adhere to the Policies and Procedures of the club, and [OAS/CAS](#) and Code of Ethics – Coaches.
- Develop individual and team goals with athletes.
- Select music and develop choreography.

- Supervise/administer training programs for the team.
- Have direct input into the choice of headpieces and routine suits.
- Teach and perfect figures.
- Maintain regular and clear communication with athletes and their parents/guardians providing updates on a monthly basis.
- Endorse Team Parent nomination and coordinate as needed in his/her role as liaison for the team.
- Provide written monthly schedules in advance for all practices to athletes and ensure that any changes to those schedules are communicated promptly.
- Provide written schedules in advance of all competitions, with expectations for arrival and departure times and equipment needs outlined.
- Help to create a positive safe environment for all athletes, coaches, parents and volunteers.

Athlete Safety

Each of our coaches hold a current NL (National Lifeguard) and Standard First Aid with CPR C certification, as well as required coaching levels/certifications. Each year, DASC coaches are contractually required to submit a copy of their certifications. This is monitored by the DASC VP and DASC Registrar. For more information, please see Ontario Artistic Swimming's [Policies](#).

Rowan's Law & Concussion

Rowan's Law legislation was passed by the Ontario Government in 2018. This legislation is named in memory of Ontario rugby player Rowan Stringer who died tragically in 2013 at just 17 years of age of Second Impact Syndrome, the result of suffering multiple concussions playing rugby three times in six days. Rowan's Law is applicable to 65 sports in Ontario as well as educational institutions. Information about Rowan's Law can be found on the government's concussion [website](#).

In alignment with Rowan's law, Ontario Artistic Swimming/Canada Artistic Swimming has a [concussion policy, protocol and resources available](#). The purpose of this policy is to contribute to a safe and positive sport environment through education and by making individuals aware of artistic swimming specific resources to assist in recognizing and managing a concussion injury.

All athletes, coaches and parents must also abide by the Concussion Code of Conduct put forth by Ontario Artistic Swimming/Canada Artistic Swimming.

Swimmer Evaluations, Commitment & Absenteeism

Swimmer Evaluation and Team Selection

The Competitive Team Selection days are used to evaluate Regional League, Provincial and National swimmers in order to finalize their assignment to programs and teams. This process allows a swimmer to try out for a new program and for the coaches to decide which program is the “best fit” for the swimmer.

The actual team assignment will be based on the swimmers’ evaluations, age and receipt of their completed Durham Artistic Swimming Club Registration Package including fee submission and registration through the Ontario Artistic Swimming Registration Portal.

Swimmer Commitment/Absenteeism

In a team sport, such as artistic swimming, it is important that ALL MEMBERS of the team be available for ALL PRACTICES and ALL COMPETITIONS throughout the year. A great deal of time is required to prepare for figure and routine competitions. Because of this reason, **Durham Artistic Swimming has made it MANDATORY for all swimmers to attend ALL practices and has an expectation that swimmers are punctual.**

Athletes who need to miss a practice due to illness or injury must inform their coach in **advance** as soon as possible. Depending on the nature of the illness or injury, coaches may still be able to include the swimmer in the practice with modifications to the program. Medical notes are required for swimmers requiring sustained program modifications to ensure proper healing and recovery from an injury.

Depending upon the competitive schedule, swimmers may be required to train or compete during the Christmas and/or March Break school holidays. For this reason, please plan accordingly. Parents are respectfully asked to request permission from the Coach for an athlete to miss practice(s) during scheduled holidays far in advance of the missed practice(s). Parents and athletes must be aware that, should missed practice(s) occur in close proximity to a competition, it is at the coach’s discretion to move the athlete to an alternate position for the competition. **The Head Coach/Executive has the authority to remove a swimmer from a routine if attendance is a problem.**

Code of Conduct

Ontario Artistic Swimming and Canadian Artistic Swimming have established [a series of policies related to parent, athlete and coach conduct including a social media policy](#). The policies are summarized here and are to be considered the official policies of the Durham Artistic Swimming Club Inc.

GUIDELINES FOR ATHLETES

- Practice and compete for the love of the sport, not just to please your parents or coach.
- Demonstrate sportsmanship. Cheer for all performances, whether your team or competitors.
- Support all teams/duets/solos within the club as applicable.
- While representing DASC, all swimmers will abide by the rules and behave in a manner that will bring credit to themselves and their team and the club.
- Swimmers will abstain from the use of banned substances (smoking, drugs and alcohol) as per Canada Artistic Swimming standards.
- Keep all interactions positive. Do not engage in bullying or negative conversations between yourself and others.
- Keep social media posts positive and not engage in bullying or negative or critical conversations online.

GUIDELINES FOR PARENTS

- Do not force an unwilling child to participate in sports.
- Remember, children are involved in organized sports for their enjoyment, not yours.
- Teach your swimmer that honest, reasonable effort is as important as victory.
- Turn a temporary setback into victory by helping a swimmer work towards good sportsmanship while still improving.
- Never ridicule or yell at your swimmer or any other swimmer for making a mistake or losing a competition.
- Encourage your swimmer to always play by the rules.
- Remember that swimmers learn best by example.
- Do not publicly question a Coach, Judge or Official's judgment and never their honesty.
- Do not attempt to recruit swimmers from another club or discredit other persons in order to persuade swimmers to leave their club.
- Recognize the value, effort and gift of time given by volunteers, officials and administrators.
- Recognize the value and importance of our coaches and the expertise they offer.
- Lend positive support to all members of the club.
- Support all efforts to remove verbal and physical abuse from children's sporting activities.
- Keep social media posts positive and not engage in bullying or negative or critical conversations online.
- Respect all members of the club and ensure if you are not happy with a decision made by to please take a 24 hour "cooling off" period and then politely state your concerns with the decision. If you are unhappy with the decision that has been made by the Executive Committee, please remember the executive members are all volunteers and are there to help guide the club so that it is around for many years.

In addition to the above, all parents are expected to abide by the following Code of Behaviour:

- Make sure that all required fees are paid on time. Fees are non-refundable. A late fee of 2% may be applied for fees submitted past the required due date.
- Volunteer time to help improve the club and the sport of artistic swimming.
- Take an active role in the fundraising activities of the Club, ie take additional BINGO shifts, assist swimmers in safe selling of product fundraisers, provide club ideas with new fundraisers.
- Realize that many people are required to do the various club-related jobs. Offer your assistance whenever possible so that the workload is shared by all members.
- Ensure that your swimmer has all the necessary equipment to participate properly.
- Attend all competitions whenever possible to give support and encouragement.
- If a parent has conflict with a parent or swimmer, after the 24 hour “cooling off” period, the parent should contact the team coach for assistance in resolving the conflict and seeking a solution. If no solution is able to be found then, the team coach and parent should speak with the Head Coach. If there is still no solution, the Head Coach and parent should contact the VP (or President).
- If a parent has a conflict with a team coach, after the 24 hour “cooling off” period, the parent should contact the coach directly to discuss in a positive manner, if a solution cannot be found then the team coach and parent should go to the Head Coach for assistance. If no solution can be found with the Head Coach’s assistance the parent and Head Coach should contact the VP (or President).
- If a parent has conflict with the Head Coach, after the 24 hour “cooling off” period, the parent should contact the Head Coach directly in a positive manner to discuss. If a solution cannot be found, the parent and Head Coach should contact the VP (or President).

Safe Sport

We encourage all our athletes to speak with their coach(es) if they are not understanding something, need different support, are unsure or not feeling safe. We also encourage parents to speak with DASC coaches, the Head Coach, or any member of the Executive if there is an issue that has come up so we can work together on a solution. However, if an athlete, parent, or coach does not feel comfortable we encourage them [OAS’ website – for Safe Sport](#). It is our goal at DASC to create and foster a safe positive environment to swim.

Athletic Training, Pool Time & Information

Dry Land Training

For all Provincial and National competitive levels, our competitive training program includes dry land training modules such as core training, flexibility and cardiovascular training. The dry land training is programmed and led by an artistic swimming expert with particular training and knowledge in dry land training. Details of these components will be communicated as part of the overall practice schedule. At times dryland training could be held over an online format this will be based on availability and cost to rent dryland space.

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Pool Information

Durham Artistic Swimming operates out of two municipalities (Whitby and Oshawa). The locations of the facilities used by the Club are noted below. The club operates seven days a week at various locations in order to give all our swimmers ample training time. Once teams have been finalized and municipality pool contracts have been secured, swimmers will be notified of the finalized practice times and locations. DASC is currently working on securing water space in other areas of Durham Region. If this is successful we will let members know.

Facility	Address	Telephone
Centennial Pool, Oshawa Civic Auditorium Complex	99 Thornton Rd S Oshawa, ON L1J 5Y1	(905) 436-5454
BGC Durham (Eastview Boys and Girls Club)	433 Eulalie Ave. Oshawa, ON L1H 2C6	(905) 728-5121
Iroquois Sports Complex	500 Victoria Street West Whitby, ON L1N 9G4	(905) 668-7765

In the event that we are able to secure deep water pool time (e.g., at the Pan Am Pool in Markham or Toronto), the Head Coach will communicate to families practice times.

Artistic Swimming Basics

Land-drilling

Land-drilling is a form of mental practice and reinforcement of the artistic swimming routine, but done on land. All artistic swimmers are taught this important basic skill, and use it to learn a routine. Each arm and hand movement represents a certain artistic swimming figure or movement in the water, and is really a form of “artistic swimmers sign language”. Your child may be raising their arms, but they may actually be thinking of raising their legs. Hand and arm signs are carried out to repetitive counts of eight, and each movement is executed or held on a particular count. The counts of eight always match to a certain point to the music, and this is how the complex task of learning a routine is mastered.

In practice, teams will land-drill many times before they get into the water and work on their routine and synchronization in a way that they would not have the physical energy to do if they were repeating this task (of doing the actual routine) in the water. Land-drilling is a technique that is used throughout the season.

Figure and Routine Competitions

Most competitions include both figures and routines for Regional League 8U, 10U and 12U and Provincial 10U, 12U and Youth and National Youth. Figures are technical skills and each one has a unique name. Individual figures and routine are combined for a championship score.

For figure competitions, swimmers complete 2 figures at each competition. Competitors wear a plain black one-piece suit, white caps and black goggles, all of which shall be void of identifying marks. Jewelry, such as earrings or nail polish, are not permitted. Each figure also has a difficulty mark. Each competitor is assigned a random number. The list of those numbers is called the “order of draw”. Judging panels are set up around the pool and swimmers will rotate and perform in front of each panel.

For routine competitions, routines can be team, duet, solo, combo, or acro. Athletes must precisely execute

a series of movements including transitions, hybrids and across which is set to music that the swimmers can hear underwater. A routine is judged on three parts: execution, difficulty and artistic impression. Before each competition, coaches must submit a coach card and the routine is judged on what is put on the coach card and how the athletes execute it. All hybrids are judged on the level of difficulty each figure contains. Likewise, across are judged based on their level of difficulty. Transitions, which are arm sections and ballets legs etc. are judged artistically. Penalties can happen if athletes do not execute what is on the coach card. Before every routine, swimmers will perform deck work before entering the water. The pool bottom and sides of the pool are off-limits during performances. Touching the bottom results in a penalty. If a swimmer leaves the water during the routine portion of a swim, the team will be disqualified. In the event of an injury or illness, a swimmer should swim to the side of the pool where the lifeguard can assess them and take action. Goggles are not allowed for competitions unless a medical bye allows the athlete to wear goggles. Swimmers keep their eyes open underwater to stay in patterns. Swimmers gel their hair (with gelatin) and may wear headpieces or bun-covers that complement their routine suit in keeping with their musical theme. Removal of gel is not permitted in pools and Clubs will be fined in the event this occurs.

Ontario Artistic Swimming publishes the [current rulebook and technical](#) memos on its website.

Competitions

Scheduled competitions will sent out as soon as the club receives them from OAS/CAS. **Attendance at competitions is MANDATORY.** Detailed competition schedules can be also found on the [Ontario Artistic Swimming](#) and [Canada Artistic Swimming](#) websites. Check frequently as they are updated regularly.

Coaches will provide a schedule of when swimmers will need to be at the pool, what they need to bring, expectations for cheering on other teams, etc. **Swimmers MUST adhere to the schedule provided by the coaches.**

Please make sure that if you are travelling to a location that you are not familiar with that you give yourself plenty of extra time for unexpected traffic, to find the pool, and to secure parking.

Some general competition etiquette to keep in mind:

- Remain seated during events and wait until swimmers have completed their routine before entering or exiting the stands so as to not block other spectators' views.
- Turn cell phones to silent mode.
- **No flash photography.**
- During figures event, spectators should be silent so that scores can be heard and recorded.
- During figures and routine events, parents should not be communicating from the stands to their swimmer on deck (i.e. leaning over the rail and speaking to them).
- There are fees for spectators' entrance and programs
- **Parents are not allowed on deck at competitions. The club may be fined by Ontario Artistic Swimming or Canada Artistic Swimming if anyone other than registered coaches or athletes are on deck, and this fine will be passed on to the individual involved.**
- During awards presentations at all competitions, swimmers are to have their hair tied back or up and club jackets on over bathing suits or club pants as suitable unless instructed by their coach.

Athletes should be wearing their team uniform while representing the club, and parents and fans are encouraged to wear the club's bright pink colour so they are visible in the stands. DASC fan t-shirts will be available for sale at various times through the year.

Travelling to Competitions

Some competitions will require travel out of town (greater than a day trip) and overnight hotel stays. Travel for coaches, swimmers and chaperones will be arranged by the club's Travel Coordinator and costs will be split among the athletes for coaching fees. These costs will include a share of the coaches' and chaperones' (if applicable) room costs. Expect that athletes will be required to arrive the night before a competition begins to avoid any weather-related delays and ensure athletes are well rested and at their best to perform. Head Coach can designate additional coaches to assist on deck when required. Athletes will wear their team uniform when travelling to and from competitions and while representing the club as requested by their coach.

Some out of town competitions may include a Spacing option. Spacing is important when swimming at a different pool to allow the swimmers to get a feel for the pool before they start the competition. Although all competition pools are similar in terms of being a square and usually deep water, where the changerooms are, pool temperature, walk on area, deck space and even where the stands are in relation to the pool deck can all have an effect on a swimmer. If Spacing is an option for a competition, the Head Coach will provide this information to the families as soon as possible. There may be an additional cost for Spacing.

Regional League Stream and Provincial Stream Teams

- Parents are expected to arrange transportation to and from the meet for themselves and the athlete.
- Should overnight stay(s) be required, rooms will be blocked by the Club Travel Coordinator, and parents will be financially responsible for their room costs as well as coaches' rooms and coaching fees for the meet (coaches fees are typically covered in the season fees paid by families)
- Athletes must adhere to the schedule provided by their coach with respect to arrival times, competition activities, free time, and bedtime.
- Parents are responsible for athletes at all times when the athletes are not under the supervision of the coach at the pool.
- Meals and activity planning should be done in advance and with agreement of the whole team and the coach.
- Athletes must remain with their team and attend meet events and meals as scheduled by their coach. Parents should not expect to take their child away from the team to attend other activities (sightseeing, family events) during the meet unless granted specific permission from the Head Coach. Coaches may request impromptu meetings or land-drill practices at the hotel, and swimmers should be available for this.
- If a team is attending Ontario Winter Games (competition is held every 2 years, for 12U and Youth age groups for Provincial Stream – teams must qualify), then the athletes stay in "athlete village" and the coaching team will chaperone them. More information will be provided to teams who could qualify.

National Stream Teams

- For meets that are held by OAS (Lisa Alexander Figure Meet, Winter Waves, Leslie Taylor Cup, and Jolyn), teams will follow the same travel guidance as above.
- For meets that are held by CAS (National Qualifier, and Nationals) teams will travel together (meeting spots could be at the airport, or in some situations families may drive to the competition – this will be confirmed at the first meeting) and stay together in accommodations booked by the Club Travel Coordinator, and parent chaperones will be responsible for the team. Please see the National Stream Travel Guidance document for more information. Fees for CAS meets are not included in season fees.

Fee Structure & Payment Schedule

Projected Fees

The table below outlines the number of training hours and practices a competitive swimmer should anticipate and provides a range for the yearly fees associated with either the Regional League, Provincial or National level programs. These are estimates since the club does not have pool contracts or club registration or fundraising confirmed at the time of writing this.

Age Level	Training Hours per Week	Training Practices per Week	Projected Fees (approximate) does not include travel	Payment Period <i>(post-dated cheques are to be dated for the 15th of each month)</i>
REGIONAL LEAGUE				
8U, 10U, 11-12, Youth, Junior	4	2	\$1700 - \$2500	Sept. 15 – April 15
PROVINCIAL				
10U	5-8	2-3	\$2000-\$4200	Sept. 15 – May 15
12U	10-12	4	\$4500-\$5400	Sept. 15 – May 15
Youth	12 -15	5	\$5800-\$6700	Sept. 15 – May 15
Junior	10- 13	3-4	\$5300-\$6200	Sept. 15 – May 15
NATIONAL				
Youth + JR	13-16	5	\$5700-\$6600	Sept. 15 – May 15
Adaptive Program: Solo, Duet or Team				
Information will be available for these programs in July/August				
MASTERS:				
Masters	1.5-2	1	\$1300-\$1800	Sept 15 – April 15

Explanation of Fees

Monthly payment amounts will be finalized and communicated to parents as a part of the AGM information package once the current Executive has approved the fees and following the Annual General Meeting (AGM) where the budget is approved and passed by membership. Fees are finalized after the start of the season to allow time to ensure all fees from OAS meets as well pool fees are set.

The season fees include:

- Pool rental fees
- Coaching fees (including coaching at OAS meets)
- Pictures
- Music
- Routine suit(s)
- Meet fees
- DASC cap
- Some club parties/banquets

Season fees do not include:

- OAS and CAS membership fees, families will need to register directly with OAS
- Training suits
- Equipment
- Uniform/bag
- Extra meets/CAS meets (for example Ontario Winter Games, National Qualifiers, Canadian Prairie Championships)

Payments are divided into equal monthly amounts after the AGM presentation of fees. There is a non-refundable Registration fee and then the September, October, November, December and January installments are deducted.

These postdated equal monthly cheques will be dated for the 15th of each month. Cheques are to be made payable to Durham Artistic Swimming Club Inc.

For additional information or any inquiries/concerns please contact an Executive Member.

NOTE: As per the Payment Policy (DSC I-20), the registration fee is not refundable. Other fees paid are refundable on a pro-rated basis prior to October 15th, subject to the applicable deductions and conditions and less training hours incurred up till the date of the notice of withdrawal. All fees payable for the full year and are non-refundable for any withdrawal after October 15 for any reasons.

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Competitive Apparel & Equipment Needs

For practice, all competitive swimmers must have:

EQUIPMENT	Regional Leage Stream	Adaptive Stream	Provincial Stream 10U - Age	Provincial/National Streams 12U/Youth/JR
One piece swimsuit	Required	Required	Required	Required
Goggles	Required	Required	Required	Required
Swim Cap	Required	Required	Required	Required
Nose clips	Required	Required	Required	Required
Water jugs (for training figures)	Required		Required	Required
Theraband			Required	Required
Tubing			Required	Required
Yoga Blocks			Required	Required
Yoga Mat	Required		Required	Required
Weight belt	Required only for JR age group			Required
Ankle weights				Required

For competition, all competitive swimmers must have:

EQUIPMENT	Regional League Stream 8U/10U/12 – ages & Adaptive	Regional League Stream Youth and JR ages	Provincial /National Streams – 10U / 12U / Youth ages	Provincial / National Streams – JR Age
Club t-shirt	Required	Required	Required	Required
Club jacket	Required	Required	Required	Required
Club pants and shorts			Required	Required
Club backpack	Required	Required	Required	Required
Spacing Suit			Required	Required
One-piece black figures suit	Required		Required	
White cap	Required		Required	
Durham Cap	Included	Included	Included	Included
Routine Suit	Included	Included	Included	Included

*Equipment notes:

All DASC branded items (cap, backpack, uniform) must be purchased through the DASC Equipment Manager.

Most other equipment is available for purchase through the Equipment Manager. These items are available at cost and prices are not inflated. These items may also be purchased elsewhere if you choose.

For practice, goggles can be of any variety. For figure competitions, goggles cannot be clear or bright coloured – if unsure please have a coach check a few weeks before the first figure meet.

At the discretion of coaches, there may be additional costs associated with embellishments for routine suits (e.g, glitter, crystals, glue).

Additional Expenses

Extra Routines (*Not applicable to Regional League Teams*)

Durham Artistic Swimming Club takes the position that “teams come first”. Opportunities to swim extra routines (duets and solos) will be based on the coaches’ assessment of the swimmer’s ability, commitment, and motivation.

Privates/Semi-private Figure Lessons

As pool time and coaching availability permit, OPTIONAL private or semi-private figure lessons may be arranged at either the request of a parent or a recommendation of a coach and scheduled as needed. Fees are an hourly rate that will vary based on the level of the coach providing the lesson and will be paid directly to the coach at the time of the lesson. Please note that, while privates/semi-privates that are provided during club-paid pool time are covered by our insurance policy, any lessons taking place at a public swim or in a private pool are not considered a “regular practice” and are **not** covered. If booking these private lessons, please ensure you have open communication with the coach providing the lessons. If you need to cancel with less than 24 hour notice, note that you still pay for that lesson unless the coach is able to book a replacement lesson.

Special Events, Volunteering & Fundraising

With the exception of coaches, DASC is run entirely by volunteers. Without dedicated support from each family, we cannot operate. Like other competitive sports, **a Fundraising Security Deposit is required (\$100 for Provincial/National/Master swimmers; \$50 for Regional League swimmers)**, over and above the Competitive Fees, **to be held on deposit in the event that a fundraising commitment is not met**. This will be collected from all new swimmers with the Registration Package. This is not necessary for any returning swimmers, as this has already been collected and held on deposit unless a fundraising penalty had to be collected due to missed BINGOs or other fundraising activities during the past season (which includes team hosted events), in which case, a new deposit will be required.

Mandatory BINGO Volunteering Regional League, Provincial and National Swimmers

Each Regional League family will be required to volunteer a minimum of 10 hours per season for special events, participate in Fundraising and is responsible for a minimum of 2 BINGO sessions per year, per

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swimmer, depending on the number of families registered and the number of BINGO time slots granted to the Club.

Each Provincial and National family will be required to volunteer a minimum 20 hours per season for special events, participate in Fundraising and is responsible for a minimum of 4 BINGOs per year, per swimmer depending on the number of families registered and the number of BINGO time slots granted to the Club.

Each Masters swimmer is responsible for a minimum of 2 BINGOs per year depending on the number of swimmers registered and the number of BINGO time slots granted to the Club. Masters swimmers may also be required to volunteer in the event that DASC is hosting a Competition or special event.

BINGOs are currently held at the Red Barn BINGO Hall in Oshawa. The time commitment is typically around 5 hours per BINGO session and our BINGO captains provide all training required. BINGO sessions may take place in the morning, afternoon or evening depending on the time slot.

The monthly BINGO schedule will be issued for the season in September for October 2025 through to August 2026 (or as BINGO dates are received). The specific dates and times of the BINGOs will be communicated three times per year in the Fall, Winter and Spring/Summer. **If you are unable to attend your assigned BINGO, you are responsible for switching with another family or paying \$150 for someone to take your spot.**

We are always looking for provincial and national family members who are willing to volunteer to act as Captains during our BINGO sessions.

Mandatory Volunteering for Special Events and Competitions for Regional League, Provincial and National Swimmers

Our annual events (like Water Shows and Club Wide Parties) require organization and assistance from all competitive families. For these particular events, we will require volunteer hours. Teams will be assigned to organize one of these events, and they will be communicated on the club calendar to be issued at the beginning of the season. Team Parents will play a role in coordinating the event assigned to their team and all families of the team are expected to volunteer for the event.

Parents/Guardians may also be required to volunteer at Meets (e.g., Jolyn Invitational, Club hosted meets) as requested by Ontario Artistic Swimming or other host clubs, including ours. These hours will be coordinated by a member of the Executive.

Mandatory Club Fundraising for Regional League, Provincial and National Swimmers

Parents/Guardians of swimmers will be asked to participate in mandatory fundraising activities. As a non-profit, incorporated organization, fundraising is a critical component of reducing the overall fees for all swimmers. Fundraising activities will be confirmed near the start of the season.

There may be other fundraising activities throughout the year and these events will be decided by the Executive as opportunities arise. Suggestions and volunteers for fundraising activities are always welcome.

Additionally, there may be individual (optional) sales fundraising campaign that allow athletes to raise

money to offset their individual travel costs or other club fees. These funds are held by the Club in a 'travel account'.

Hosting Events

Each year, Durham Artistic Swimming Club reviews opportunities to bid to host a scheduled Ontario Artistic Swimming competition. If we are successful, this can be a significant fundraiser for the club. Hosting an event requires a significant number of volunteers and all competitive athletes' families will be expected to participate. Swimmers in Grade 9 or higher can earn volunteer hours as part of their academic requirements.

Team Parent & Executive Membership

Team Parent

At the beginning of the season each team, with the support of their coach, will select a parent representative to be the Team Parent. This is a critical role for keeping parents up to date. They will be the team's liaison between parents and coaches, as well as parents and the Executive. They should be someone who is positive, very organized and has good communication skills. Interested parents can self-nominate; in the event that more than one parent is interested, the team can vote through the coach.

Their responsibilities within their team include:

- Engaging parents to co-plan and coordinate the event that is assigned to their respective team.
- Ensuring that all planning required for competition and/or out of town travel is completed, agreed to, and communicated as directed by the Coach and Travel Coordinator.
- Supporting planning of team building events with input from swimmers and parents
- Supporting new artistic swimming families in learning the ropes (e.g., organizing a 'hair gelling' night, sharing proper 'pool etiquette' for competitions).
- Collecting fees for registration and travel and any money or orders for fundraising activity, if applicable.
- Bringing forward any team concerns during designated Team Parent meetings facilitated by the President and Vice-President.

Durham Artistic Swimming Club Executive

Club executive hold an Annual General Meeting each winter. AGM agenda items include Introduction of the Executive, a President's Report, and updates on the club's financial position, including fees. The AGM is open to all members and parents are encouraged to attend.

Durham Artistic Swimming Club is operated by the assistance of many parent/guardian volunteers whose children swim with the Club at the Regional League, Provincial and National competitive levels. All parents/guardians are invited to volunteer their time with the Executive to maintain a high level of integrity and to continue to build capacity at the volunteer level. All Executive members are requested to have a Criminal Record Check.

Parents are reminded that the Executive is made up of volunteers who are giving their time freely to support the general interest of the club. You are encouraged to provide respectful, supportive feedback but please

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remember that we are unable to provide individual exceptions or programs.

Anyone interested in volunteering as part of the Executive or on any committees is invited to speak to any of DASC's executive members for more information on available positions during the upcoming season.

Durham Artistic Swimming Club Executive Positions Descriptions

The following table contains descriptions of the various elected executive positions:

President president@dasc.ca	• all positions in the club report to President • part of the coach selection committee • prepares coaches' contracts with VP • all dealings with Ontario Artistic Swimming and Canada Artistic Swimming • runs Annual General Meeting and all executive meetings • mediates conflict resolution
Vice President vp@dasc.ca	• works with coaches • deals with all competitive issues • supports President • part of the coach selection committee and prepares contracts with President • runs Annual General Meeting and all executive meetings
Secretary secretary@dasc.ca	• prepares agenda for executive meetings, takes minutes and distributes minutes • prepares Dates to Remember/Parent Contact Sheet • scheduling of teams/volunteers for hosted events and Water shows • scheduling/monitoring volunteers for events • liaise with professional photographer and the team assigned to coordinate Team Photo Day
Treasurer treasurer@dasc.ca	• prepares budget • conducts financial statements and tax returns • prepares fee structure yearly for swimmers • accounts receivable and payable
Registrar registrar@dasc.ca	• ensures all club members are registered with OAS, including recreation swimmers • registers all coaches and swimmers for competitions • registers swimmers with Durham Artistic Swimming Club • manages club member criminal record checks

Competitive Handbook



Recreational Program Coordinator recreation@dasc.ca	• sets up programs and locations with Lead Recreational Coach and Head Coach • in charge of collecting registrations and places swimmers on proper teams • sets up distribution lists and communicates with parents • organizes Try Art Swim programs
BINGO Coordinator bingo@dasc.ca	• co-ordinates with City of Oshawa • co-ordinates with BINGO hall • gets BINGO license • trains BINGO captains and schedules parents for BINGOs • prepares monthly BINGO reports
Fundraising Coordinator fundraising@dasc.ca	• investigates fund raising opportunities • coordinates club and individual fundraising activities, as approved by Executive
Equipment Coordinator equipment@dasc.ca	• investigates prices of and orders all equipment • co-ordinates with Head Coach on items to purchase • orders custom competition suits and is liaison between coaches and seamstress • organizes uniform/equipment swap and sells/distributes all seasonal equipment requirements to families
Sponsorship Coordinator sponsorship@dasc.ca	• preparation of ads and booking of advertising • preparation and publishing of articles and other communications • maintains website • pursues donations and sponsorship from corporations, local companies and organizations • responsible for staffing booths at promotional events
Travel Coordinator travel@dasc.ca	• co-ordinates all travel at Regional League, Provincial and National levels • sends emails to team parents to collect money • books flights, hotel accommodations and auto rentals • calculates all costs associated with travel
Communication Coordinator communication@dasc.ca	• prepares club newsletter • sends out important reminders and club communication *nonvoting member
Social Coordinator social@dasc.ca	• posts information to the club's social media accounts • updates the club's website *nonvoting member

Registration Materials

Registration

The Durham Artistic Swimming Club Registration Package contains all the forms and waivers necessary to enroll your child into the DASC Competitive Artistic Swimming Program. It will be sent to you by the Club Registrar.

In addition to online registration, postdated cheques are required to secure your child's spot. Please include your swimmer's name and team information on the back of the cheque or subject line. Cheques should be made out to Durham Artistic Swimming Club Inc.

Swimmers new to Durham Artistic Swimming will be required to show proof of birthdate to the Club Registrar. Swimmers transferring from another club will also be required to inform us of this information at the time of registration to ensure they are in good standing with their 'home' club.

Contact Durham Artistic Swimming Club

Durham Artistic Swimming Club Inc.
P.O. Box 80057
STN Rossland and Garden
Whitby, ON
L1R 0H1

Web: www.durhamartisticswim.ca
Facebook: Durham Synchro Club
Instagram: [durhamsynchro](#)
[#godurham](#) [#durhamsynchro](#)

Email: president@dasc.ca

Other information:
www.ontarioartisticswimming.ca
www.artisticswimming.ca

A Final Note

Members of the Executive are available to answer any questions you may have, please don't hesitate to reach out (using the contact information provided) if you require more information.

Durham Artistic Swimming is a warm and welcoming community. We were all parents of 'new swimmers' once. Many of our families have been with the club for years as their swimmers have transitioned from our recreation program to the competitive stream. Don't be afraid to say hello and introduce yourself – our veteran parents are more than willing to share tips and tricks of the artistic swimming world with you.