

Juan de Fuca Synchronized Skating Handbook

Synchro Skating Policies and Procedures



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Introduction

Synchronized Skating, or “synchro”, is a specialized discipline of skating involving groups of eight or more skaters performing various group formations and maneuvers.



The objective is for the team to perform as one unit executing circles, blocks, lines, wheels and intersections in unison to the music, while demonstrating quality edges, power and flow. Skate Canada’s SynchroSkate program includes a number of Synchronized Skating categories which accommodate skaters at any age and skill level.

The goals of the Juan de Fuca Skating Club’s synchro programs are to:

- Teach the basic fundamentals of synchronized skating skills while continuing to foster skater development in individual skating skills
- Over time, advance from learning to train to training to compete
- Promote continued active healthy lifestyles in the sport of figure skating

Professional Coaches

Coaches are hired by the Juan de Fuca Skating Club and hold the necessary qualifications. They are responsible to and have the support of the club.

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- NCCP Level 3 – Theory Component
 - NCCP Certification Level 2 – Singles & Synchronized Skating
 - Fitness Theory & Exercise Physiology
 - 25 years coaching Synchronized Skating
 - 27 years coaching singles and choreography
- Over 20 years experience in music editing and selection
 - Over 16 years dance training in various disciplines: Ballet, Jazz, Tap and Hip Hop

The Teams

JDFSC's synchro program currently has two teams. The level in which the teams skate depends on the availability of skaters in age & skill categories.

Skaters, who do not meet the qualifications or have not yet developed the necessary skills, may be selected by the coach to skate in an apprentice position. Apprentices practice with the team to develop synchro skills and may travel with the team if they choose, but do not compete. Skating ability is assessed by the coach, whose decisions are final.

Adult Sys III

This team consists of 8 – 20 skaters. Skaters must have reached the age of 19 and at least 75% of the skaters must have reached the age of 35 as of July 1st preceding the competition.

Program includes:

- All skill levels
- Various ages (19 years of age to 50+)
- Synchro experience is an asset
- Possible opportunity to travel and compete in a B.C. or A.B. competition
- Possible opportunity to participate in local exhibition

Elementary

This team will consist of 8 – 16 skaters at the Star 2 skating level and up. Skaters must not have reached the age of 15 as of July 1st preceding competition.

The focus will be on learning synchronized skating skills and maneuvers while also focusing on continuing to develop and strengthen individual skating skills.

Program includes:

- Star 2 skating level and up
- Up to 15 years of age
- No synchro experience required
- Possible opportunity to travel and compete in a local B.C. competition
- Possible opportunity to participate in local exhibition

Registration

Registration fees for the current year will be determined by the amount of on-ice and off-ice sessions, number of competitions attending, and coaching time required. The fee will be set as early in September as possible.

- A deposit of \$80 (plus Skate Canada fee and Fundraise fee, if applicable) is due upon completion of the registration form and prior to the first on-ice session.
- Full balance of fees due in full before February 1st in order to pay club for on-ice and off-ice fees incurred for the season.
- Balance of remaining fees is due as indicated in registration package.
- Payments may be arranged (at the discretion of the team manager) to best suit individual skater needs.
- In addition to the registration fees, a fee is collected for the skater's Skate Canada registration and fundraiser (if applicable). Both of these fees are mandatory.
- Registration fees include a \$75 costuming allowance. This fee stays with the team to which it was paid and is not transferrable. This yearly fee helps to offset costs of maintenance to the dresses, alterations or goes towards the payment of new dresses if required. It also helps to offset costs for team supplies such as hairpieces, makeup, gel, hairspray, etc.
- Pro-rated fees are calculated after November 1st.
- Payments can be made by cash, cheque, debit or credit card.
- **Spares** (who skate only in a spare capacity) pay 75% of full registration.
- **Apprentices** (if selected by the coach) pay 50% of full registration.
- If skating on two teams 100% of primary team registration fee is paid and 50% of the second team's registration fee is paid.
- Mandatory team fundraising will be organized to cover expenses not met by registration with residual proceeds used to help offset competition fees and travel costs. Additional costs for any travel, food and accommodations to be borne by skater through direct payment to the team prior to competition travel.

Refunds are available for medical reasons only. Medical requests should be made in writing to the team manager, who will present the request to the Executive for approval.

Practices

- Consist of both on-ice and off-ice practices.
- Are scheduled well in advance.
- Attendance to all practices is mandatory.
- All necessary absences are to be advised to the coach and team manager in advance whenever possible.

Team Meetings

Team meetings will be called throughout the year to provide information to parents and skaters. They also present opportunity to share ideas in the spirit of cooperation, and keep open lines of communications. Attendance by skaters and parents of young skaters is expected.

Competitions

The competitions teams will attend are selected by the coach at the beginning of the skating season. Under some circumstances, skater/parent input is requested; however, the final decision will be made by the coach. In addition to competitions, skaters can expect to participate in exhibitions throughout the year and should make every effort to be available for these events. Skaters attending competitions are representatives of the JDFSC and will behave appropriately, following conduct guidelines, and any specific competition regulations.

Costumes

- Will be provided for all skaters, including spares, but are not provided for apprentices.
- Are the property of Juan de Fuca Synchronized Skating.
- Are at the sole discretion of the coach, considering such issues as creative design, quality and affordability.
- Will be funded from costuming fees, with a residual balance paid for from team funds (through team fundraising efforts).
- Alterations will be made to costumes as required.
- For competition practice ice, a costume may be provided.
- For regular on-ice & off-ice practice sessions and travel, skaters will be required to wear black yoga-type pants and team t-shirt or black skating skirt and beige tights (to the discretion of the coach). In addition, a team synchro jacket is required and a team t-shirt may be required. The cost of these items is to be borne by the individual skater and they belong to them personally. Used jackets or team t-shirts may be available for purchase from retiring skaters. Please inquire with your team manager and coach for more information.

Fundraising

There are two types of fundraising; team and individual.

Team Fundraising

Team fundraising events will be designated early in the season and participation, or payment of your share of profit, is **mandatory**. Funds raised by the team are used to cover team expenses not met by registration fees first, with any residual proceeds used to offset skater's travel expenses. As expenses are pro-rated per individual skater, each individual must be represented at team fundraising events or else you will be charged a portion to pay. Team fundraising events provide an opportunity to all skaters to work together on common projects. All teams are included in these events whenever possible. Team fundraisers have included: car washes, bottle drives, silent auctions, burger/beer night, Hockey ticket sales, steel recycling and raffles.

Individual Fundraising

A variety of individual fundraising opportunities will be provided but participation is not mandatory. Funds raised in this manner are credited to the skater's individual account and may be used to cover skater's expenses only. Individual fundraisers have included: chocolate bar sales, poinsettia sales, Purdy's chocolates and various small group activities.

Travel

Travel arrangements are made by the team manager to accommodate the requirements of the skaters, coaches and managers, based on the information outlined in the competition announcements and confirmation packages. Arrangements are made at the sole discretion of the coach, considering such issues as competition scheduling, team itinerary and affordability.

- Skaters are required to travel to and from competitions as a group with the coaches, managers and chaperones. All skaters are required to stay for the duration of the competition at the hotel booked by the team. There are no exceptions to this policy. Skater's travel may be paid by cash, cheque, individual skating account debit or credit card.
- Parents or other family members are welcome to travel with the team coaches, managers and chaperones if they are able to follow the team's travel schedule and if there is room available. Parent's travel may be paid by cash, cheque or credit card.
- Parent's or other family members wishing to attend the competition, but are not able to travel with the team, should make their travel arrangements privately. Please check with your team manager for ground transportation information, hotel booking information or flight reservation.

Room assignments will be made with the best interests of the team(s) in mind and will be at the discretion of the team coach/manager. Any special requests due to medical needs should be raised with the coach and manager in advance of trip planning.

Team funds pay for the travel and accommodation expenses of the coach and manager. In addition, meals and coaching fees for the coach are also covered from team funds.

Skater costs for any travel, food and accommodations to be borne by skater through direct payment to the team prior to competition travel. All travel costs must be paid in full by team members before departure.

Roles and Responsibilities

Skaters

- Positive attitude at all times.
- Enthusiastic & supportive team member.
- Participates in team fundraising events.
- Notifies coach/manager of absences.
- Listens attentively and shows respect for all.
- Refer to the Skater's Code of Conduct.
- Have fun!

Coaches

- Guided by Skate Canada regulations and Skate Canada Coaches' Code of Ethics.
- Demonstrate an enthusiasm for the sport.
- Makes decisions based on team needs.
- Provides a positive role model.

Team Managers

Are selected by the coach and subsequently appointed by the skating club executive board.

- General administrative duties, competition registration, information notices, telephone/email contacts.
- Supports both skaters and coach in accomplishment of the team goals.
- Coordinates with team volunteers activities such as travel, accommodation, fundraising and finances.
- Holds team meetings as required and is available to answer questions and to hear feedback from skaters, coaches, parents and the club executive.
- Each team manager may ask for volunteers to assist with treasurer duties, fundraising, and other such positions to support the operation of the team. Parent volunteers are necessary to support the skaters in their efforts. Their contributions are invaluable and without them the synchronized skating program would not exist. We thank you in advance for your assistance, where ever possible.

Synchronized Skating Coordinator

- Attends club executive meetings to report on synchronized skating and receive information.
- Communicates information to synchro coaches and team managers from club executive.
- Available for questions and feedback from those involved in the synchro program.
- Facilitates communication between those parties.
- Attends team meetings as required.

Parents

- Supportive of your skater, team, manager, and coach.
- Supportive of team fundraising activities.
- Attends team meetings when required.
- Ask questions! Don't be uninformed or misinformed.
- Refer to the Parent's Code of Conduct.

Social Media and Internet Communication

Athletes and family members are to refrain from posting any team and competition information or discussing any team business or competition results online for any club team or team event in which they participate.

Information that is posted on any internet site is public information, and the person posting should assume that it can be viewed by anyone at any time, including Skate Canada Officials, club executive and team coaches. Posting negative comments about any events, other teams/organizations, skaters, officials, coaches, etc. is considered unsportsmanlike behavior.

Our team members are expected to be role models within and outside of our organization and demonstrate exemplary behavior and sportsmanship both in person and via any electronic communications.

Further information available see the [Skate Canada Safe Sport guidelines](#).

Problem Resolution

- Act before a problem becomes large.
- Refer first to the coach and/or manager.
- If the problem is not resolved at the team level it should then be raised by the coach/manager to the synchro coordinator. If the coordinator is not able to effect a resolution it will then be taken to the club executive for final decision.

Disciplinary Procedures

Discipline has rarely been needed in our organization; however, the following steps will be followed if necessary:

- Each infraction will be brought to the attention of the skater and/or party involved. The purpose of the initial contact will be to understand the nature of the issue and to determine if there is any way to resolve the situation.
- As soon as it becomes apparent that verbal counselling or warnings are not working the skater and his/her parent will be notified in writing. The communication will include details of the infraction, corrective measures expected, a timeframe for correction and actions that will follow if no corrective action is taken.
- If following written notification no apparent correction is achieved, the future of the skater as a team member will be turned over to the club executive as necessary.

A skater may also be “not in good standing” if they have outstanding monies owed to the team or the club.

Juan de Fuca Synchronized Skating Rules of Conduct

These rules of conduct are excerpted and edited from Skate Canada competition guidelines.

1. Any skater participating in a competition or taking part in a team approved event must agree to these rules of conduct prior to joining the team.
2. Skaters shall agree that:
 - a. There will be no use of any drug, excluding prescribed medicines (which should be registered with the team manger before the event)
 - b. Skaters under the age of 19 (or the legal age of location) will not possess or use alcohol or tobacco in any form during the event or at any social activities connected with the event.
 - c. Skaters over the age of 19 (or legal age of location) will not posses or use alcohol or tobacco in any form within the immediate area of an event, team function, ice surface or competition site and will not supply such substances to others.
 - d. Skaters shall conduct themselves, at all times, in reasonable and acceptable manners. Unacceptable behaviour includes:
 - i. unsportsmanlike conduct
 - ii. breaking training or curfew
 - iii. use of foul language
 - iv. wilful damage to property
 - v. any act that is considered an offense under any duly promulgate law.
 - e. Are eligible skating members of Skate Canada as defined under Section 2000 of the Skate Canada rule book and are members in good standing with a skating club.
3. Coaches, managers and chaperones shall agree that they will not possess or use alcohol in any form within the immediate area of an event, ice surface, team function or competition site and will not supply such substances to others.
4. Contravention of these guidelines is sufficient grounds for immediate suspension, for a skater to be withdrawn from an event and to be sent home at his/her own expense.
5. Contravention of these guidelines will be dealt with by the JDFSC, who shall implement such action as necessary for just cause. Infractions of the above rules could lead to a temporary or lifetime suspension from JDF synchro skating and/or the JDFSC.

Skaters' Code of Conduct

This code of conduct is excerpted and edited from Skate Canada's Skater Code of Conduct.

- I will not be late for practice without just cause.
- I will not be absent from practice without informing and/or receiving permission from the coach and/or team manager ahead of time.
- I will show respect for my coach and fellow team members by participating fully in every practice.
- I will always show respect for my sport and my fellow team member by paying attention and by not talking excessively during practices.
- I will look for ways to make new ideas work, not for reasons why they won't.
- I will always show respect for myself, my team, and my club by behaving in a manner that shows I am well disciplined, have good sportsmanship, and display a positive attitude even during difficult times.
- I will speak positively about others and about my team at every opportunity.
- I will see to it that I am at all times properly dressed for practice, exhibitions and competitions and that my hair is appropriately tied back so I can ensure safety to myself and my team.
- I will ensure that I always give my best effort.
- I will do everything with enthusiasm, a positive attitude, and above all I will always try to have FUN!

Coaches' Code of Conduct

This code of conduct is excerpted and edited from Skate Canada's Professional Coaches' Code of Ethics.

- To assist one's skating students to determine realistic goals and objectives in the sport.
- To provide the skaters with the basic information necessary to enable them to choose a realistic and affordable course of action to achieve these goals.
- To maintain the skater's best interests at heart when making decisions that will affect the skater.
- To be ever mindful of the influence one can exercise over one's skating students and to never abuse their trust.
- To avoid making promises or giving guarantees to the skater and/or parents but rather endeavour to restrict dialogue to the skater's personal skating development.
- To be familiar with and adhere to standards of coaching as defined under Section 2400 of the Skate Canada rulebook and maintain a current knowledge of ISU, Skate Canada, Section and Club rule changes, policies, regulations and programs.
- To maintain professional competence by continually pursuing educational and professional upgrading.
- To exhibit the important character traits of honesty, reliability, dependability and cooperation when dealing with all participants in the sport.

Parents' Code of Conduct

This code of conduct is excerpted and edited from Skate Canada's Parent Code of Conduct.

- I will remember that my child skates for his/her enjoyment, not mine.
- I will teach my child that doing one's best is more important than winning, so my child will never feel defeated by the outcome of an event.
- I will never ridicule or yell at my child for making a mistake, or losing a competition.
- I will provide positive comments that motivate and encourage continued effort.
- I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- I will remember that children learn best by example. I will applaud good performance from everyone.
- I will show respect for my team's opponents.
- I will respect the official's decision or judgement and encourage my child to do the same.
- I will respect the coaches and show appreciation for their efforts.
- I will not use bad language, nor will I harass or abuse anyone involved in our sport.
- I will not have unrealistic expectations.
- I will remember that our team members are not professionals and cannot be judged by professional standards.

Notes: