

Swan Sync Sation

Synchronized Skating Handbook



2008-2009 Season

Swan City Ice Skaters

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Table of Contents

	<u>Page</u>
Art on the Edge	11
Associate Sync Skater	5
Coaches	14
Communication	5
Competitions	12, 13
Discipline--Attendance	9, 10
Discipline--Misconduct	10, 11
Introduction and Mission Statement	3
Parent / Guardian Pledge	15, 16, 20
Parents / Guardians	15
Policies, Financial	6, 7
Policies, Swan City Ice Skaters	4
Practices	8, 9
Skater's Pledge	14, 15, 19
Synchronized Fee Contract	7, 18
<i>Team Plus</i>	11, 12
Team Representative	8
Travel Conduct	13
Tryouts	17
USFS Testing Requirements	17

Welcome to Synchronized Skating!

Introduction and Mission Statement

Synchronized Ice Skating is the fastest growing discipline within United States Figure Skating (USFS), topping singles skating, pairs and ice dancing. It is a highly technical form of skating that is performed by teams of 8-24 skaters. Teams perform routines consisting of complex formations, intricate transitions and unique choreography.

The mission of SwanSyncSation Synchronized Skating Program is to help our skaters grow as athletes and individuals by teaching teamwork, goal setting, responsibility, discipline and commitment in all aspects of life.

This handbook is intended to help inform the membership as well as prospective members, of the basics of our organization. If you have questions or comments, please contact any Synchronized Skating Committee Member.

POLICIES SET FORTH BY THE SWAN CITY ICE SKATERS BOARD OF DIRECTORS

- 1) All Skaters and Parents / Guardians must abide by the current Synchronized Skating Handbook. In addition, all skaters and their parent or guardian must sign the Skater's Pledge and a parent / guardian must sign the Parent / Guardian Pledge by first day of practice, July 7, 2008.
- 2) All skaters must meet the age restrictions and skating level as set forth by United States Figure Skating (USFS), the Swan City Ice Skaters Board of Directors, and the Synchronized Skating Committee. Skaters must be at least 6 (six) years old as of July 1 of the skating year and must have passed out of Basic 4 to be eligible for teams other than Beginner level. For the Beginner level skaters must be a minimum of Basic 3 level.
- 3) All skaters must meet the USFS and Swan City Ice Skaters (SCIS) Sync Committee Moves in the Field requirements for synchronized skating teams. For the 2008-2009 season, Open Juvenile team skaters must pass their Pre-Preliminary Moves. This must be done by September 15, 2008.
- 4) Synchronized skaters must either declare Swan City Ice Skaters (SCIS) as their Home Club or may maintain Home Club Membership at another USFS registered club. To be a Home Club Member of SCIS, skaters must be registered for and attend lessons, either Basic Skills, Free Style or Accelerated, for all 3 sessions of the 2008-2009 season (Session 1 begins September 2008). When not a home club member of SCIS, skaters must follow SCIS Associate Sync Skater Requirements. (SEE page 5).
- 5) All skaters must register for and attend Art on the Edge classes for all 3 sessions of the 2008-2009 season (Session 1 begins September 2008). Attendance at Art on the Edge is mandatory.
- 6) All skaters must have financial obligations met from the current and previous skating year to be eligible to skate. Parents / Guardians are required to abide by all financial policies stated in this handbook. In addition, each skater must have a signed Synchronized Fee Contract turned into the Synchronized Skating Committee by June 15, 2008.
- 7) Each synchronized family must donate time at the SwanSynchroSkate competition on February 14 & 15, 2009. Each sync family will be required to work a total 10 (ten) hours at the competition. *This is in addition to their required work credits.* IF A FAMILY DOES NOT WORK THE REQUIRED 10 (TEN) HOURS A \$150.00 FEE WILL BE ASSESSED.
- 8) All skaters shall have makeup, nails, and hair color consistent with USFS and SCIS Synchronized Skating Committee guidelines at all competitions. All skaters must wear the designated skating costume, hair, makeup and Synchronized Skating team jacket and pants.
- 9) Skaters will purchase and own their costume. If a coach wants to re-use a costume owned by SCIS, then skaters will pay a rental and alteration fee of \$25.00. If a costume is re-used, it will still be owned by SCIS. Costumes will remain at the Family Center throughout the competition season.

Associate Sync Skater Requirements

In an effort to work with our neighboring clubs, SCIS has relaxed our policy to allow non-SCIS home club skaters to skate on SwanSyncSation's synchronized skating teams. In order to meet the requirements of the SCIS Associate Sync Skater program, one of the two options must be followed for **SICS Session 1, Session 2, and Session 3**. Please choose one of the following: (Please note, if skater's home club doesn't start its first session until after SICS's Session 1, Option 2 must be followed for SCIS Session 1 which runs from the beginning of September through mid October.)

Option 1

- ❖ Remain a home club member in good standing with another USFS club.
- ❖ Pay for and attend Basic, Freestyle or Accelerated class at home club.
- ❖ Pay for SCIS Associate Sync Membership per session (2007-08 \$55/session)
- ❖ No SCIS fund raising or volunteer hours are required.
- ❖ Pay for and attend SCIS Art on the Edge Class.
- ❖ Work the required sync-family volunteer hours at Swan Synchro Skate in February 2009. (2008-10 hours/family)

Option 2

- ❖ Remain a home club member in good standing with another USFS club.
- ❖ Pay for and attend SCIS Basic, Freestyle or Accelerated class.
- ❖ Complete required SCIS fund raising per session (2007-08--\$68/session).
- ❖ Complete volunteer hours per session (2007-08—6 hours /session).
- ❖ Pay for and attend SCIS Art on the Edge Class.
- ❖ Work the required sync-family volunteer hours at Swan Synchro Skate in February 2009. (2008-10 hours/family)

By exercising Option 1 or Option 2 the skater's USFS home club membership will remain with his/her own club. As a result, the skater's home club will be responsible for ensuring the USFS memberships are renewed by June 30, 2008. It will be the skater's responsibility to provide proof of renewal to the SCIS Sync Committee by the first practice in July. Along with the proof of renewal, please provide proof of USFS test levels. These will be put with the skater's records.

COMMUNICATION

The primary means of communication between the Sync Committee, coaches and parents is via email. It is very important that we have your correct email address and that you check you email on a regular basis. Should you have a problem with your email it is your responsibility to keep the Committee informed.

FINANCIAL POLICIES

Fees

Sync fees may be paid in full by July 1, 2008 or by following the installment outlined below.
(SEE page 19 for a SAMPLE Synchronized Fee Contract)

Synchronized Fee Installment Schedule:

<i>Fee</i>	<i>Due Date</i>	<i>Amount</i>
Commitment Payment (Refundable, if child does not make a team)	Paid with Commitment	\$125.00
1/5 of Remaining Sync Fee	7/1/08	TBD
1/5 of Remaining Sync Fee	8/1/08	TBD
1/5 of Remaining Sync Fee	9/1/08	TBD
1/5 of Remaining Sync Fee	10/1/08	TBD
1/5 of Remaining Sync Fee	11/1/08	TBD
	Total Sync Fees	<u>TBD</u>

Skaters who are *not* placed on a team after sync tryouts will be refunded the \$125 Commitment Payment.

The sync competition fees include: coaches' salary and competition expenses, ice time, competition fees, practice ice at competitions, 1 pair of tights, skate tape, laces (if applicable), competition practice dress rental (if applicable), makeup and hair supplies, costume purchase or rental and the sync ice show number.

The sync competition fees do not include: class fees, hotels, transportation to competitions, everyday practice clothing, black competition pants, team jacket, additional tights as needed throughout the season, or any required USFS testing fees.

Skaters will purchase and own their costume. This costume will be designed by the coach within a reasonable budget. If a coach wants to re-use a costume owned by SCIS, then skaters will pay a rental and alteration fee of \$25.00. If a costume is re-used, it will remain the property of the club.

All sync payments are to be made payable to **SCIS**. Payments can be put in the confidential lockbox on the back wall of the Family Center Board Room. Payments can also be mailed directly to Diane Moore who is the treasurer for the synchronized program. Her address is:

**Diane Moore
N10641 Buckhorn Road
Fox Lake, WI 53933**

Additional Expenses

In addition to the sync fees skaters will be required to purchase the following:

Team Jacket	Approximately \$100
Black Competition Pants	Approximately \$15-25
Everyday Practice Attire	(see PRACTICES page 8, 9)

More information about these purchases will be sent home at the appropriate time.

There will also be hotel expenses for competitions requiring an overnight stay and the gas to drive to all competitions.

Skater in Bad Standing Policy

The following policy will be used when a skater's synchronized payment is not received by the due date. Please note that all financial information will be held in strict confidence.

- When a member's contracted synchronized payment becomes seven (7) days in arrears a reminder telephone call will be placed and/or a reminder e-mail will be sent.
- On the 14th day of arrearage, if a payment agreement is not reached between the skater's responsible party and the SwanSyncSation synchronized skating committee, a written notification will be sent.
- On the 30th day of arrearage, if a payment agreement is not reached between the skater's responsible party and the SwanSyncSation synchronized skating committee, all member synchronized privileges will be suspended. Privileges include, but are not limited to Synchronized ice, Synchronized Club vote, Synchronized Skating competitions, Synchronized travel, and the Synchronized number in the Ice Show. The skater will also be in bad standing with Swan City Ice Skaters. This means that Club officers will not sign solo competition forms. Suspension will then be referred to the SCIS Board and further privileges may be suspended.
- Privileges will resume when all contract commitments are current.

It is important that parents/guardians communicate with Diane Moore in the event of a late or missed payment. Failure to do so is unacceptable.

Service Hour Policy

Again this year, each synchronized family must donate time at the SwanSynchroSkate competition on February 14 & 15, 2009. Each sync family will be required to work a total 10 (ten) hours at the competition. *This is in addition to your required work credits.* Skaters 16 years or older can work their family volunteer hours instead of their parents. Younger skaters are encouraged to volunteer their time but it will not count towards the family work hours.

IF YOUR FAMILY DOES NOT WORK THE REQUIRED 10 (TEN) HOURS A \$150.00 FEE WILL BE ASSESSED. (The \$150.00 fee must be paid in full within 15 (fifteen) days of the completion of SwanSynchroSkate. If it is not paid in full, the Skater in Bad Standing Policy will be followed.)

Refunds

Refunds may be made on a prorated basis at the discretion of the Synchronized Skating Committee, with Board approval, and then *ONLY* if due to injury, major illness or other extenuating circumstances.

2008-2009 Synchronized Fee Contract

All families will be required to sign the Synchronized Fee Contract. *SEE page 19 for a SAMPLE Synchronized Fee Contract.* Contact Diane Moore if you need a copy of your contract.

TEAM REPRESENTATIVE

Each team will be assigned a Team Representative (Rep). This is a parent who will assist the coach and Sync Committee with various duties, including: monitoring attendance, preparing costumes, makeup, etc for competition, assisting coach and skaters at competitions and other duties as requested. The Team Rep will be in contact with the coach and sync committee as needed.

PRACTICES

Attendance at practice is mandatory. For our teams to be effective team members need to be at all practices. When even one skater is absent it negatively affects the entire team. Extra practices (on and off-ice) may be scheduled if needed, but only if approved by the Synchronized Skating Committee and the Swan City Ice Skaters Board of Directors. Every effort will be made to inform families in a timely manner.

- 1) Attendance: (SEE DISCIPLINE -- Attendance, pages 9, 10)
 - **Attendance is mandatory. All absences must be reported to the Team Rep prior to the practice that will be missed.**
 - It is up to the coach to determine if an absence is excused or unexcused. Just because a parent calls does not mean the absence will be excused.
 - Skaters may not miss practice the week before a competition or leave those practices early.
 - In the event of a serious problem such as a major illness, hospitalization, injury, or legal custody arrangement, please contact your Team Rep.
 - In cases of planned absence, i.e. vacation, weekend away, school activity, any other event where you know in advance that your child will be gone, notification should be made in writing (email is preferred) to the Team Rep. If it is short notice then also call the Team Rep as well.
- 2) Punctuality: Please arrive 10 minutes before scheduled practices and be out on the ice on time. Best use of practice time requires starting on time. (SEE DISCIPLINE -- Attendance, pages 9, 10)
- 3) Conduct for Skaters and Parents / Guardians: Lack of attention or respect to any coach, refusal to cooperate with team members, foul language, and any other signs of undesirable conduct will not be tolerated. Disciplinary action may be taken for any infraction of the rules. (SEE DISCIPLINE – Misconduct, page 11)

****NOTE:** Conduct: (Excerpt from U.S.F.S. Rule book. It shall be the responsibility of all Synchronized Skating team members to be familiar with these rules, to comply with them in full, and to exemplify the highest standards of fairness, ethical behavior and genuine good sportsmanship in any of their relations with others. Any person whose acts, statements, or conduct is considered detrimental to the welfare of Synchronized Skating is subject to the loss of privilege of registration by the U.S.F.S. in accordance with the procedure outlined in Article XXVII, Section 3, of the U.S.F.S. Bylaws relating to loss of membership privileges, suspension, and expulsion.

(CR56.02) Competitors are bound to obey implicitly the instructions of the official in the Code of Ethics set forth in CR 1.02. Competitors who directly or indirectly, or in writing, express themselves in any improper manner regarding the officials or their decision or the marking of the judges may be suspended or excluded from further competitions.

- 4) Parents / Guardians: May not talk to, disturb or interfere with the coaches or skaters in any way during practice, except in emergencies.
- 5) Practice attire is mandatory for all practices and includes:
 - Tights (may want 2 pairs to stay warm)
 - Solid Black stretch pants, skirt or shorts
 - Solid Black Top: bottom-most layer (closest to skin) must be black. Should coaches ask, skaters must be able to skate in a black top. Skaters may layer any colored items over the top of their black shirt but--*NO hoodies*)
 - Black fingered gloves (optional). *NO mittens!*
 - Hair in ponytail (NO hair in the face)
 - Any other request by the coach

DISCIPLINE-- Attendance

A team works better when there are strong guidelines to follow. Both the coaching staff and the Synchronized Skating Committee will enforce rules strictly and fairly.

The coach has final authority for all practices. It is his/her responsibility, along with the Synchronized Skating Committee and the SCIS Board of Directors, to enforce all established rules and to discipline those who break them. The coach will discuss individual situations with the skater. Repetitive disciplinary problems will be presented to the Synchronized Skating Committee who will take further action.

Those skaters who are not skating at a competition are required to attend the competition and dress with the team. They are still a very important part of the team and need to be there to participate. ***If a skater chooses not to attend a competition disciplinary action will be taken. Consequences will include, at a minimum, not skating the next competition the skater was scheduled to skate. Should there be a subsequent offense or offenses further disciplinary action may include dismissal from the team.***

Each team will be assigned a Team Representative (Rep). This is a parent who will assist the coach and Sync Committee with various duties, including: monitoring attendance, preparing costumes, makeup, etc for competition, assisting coach and skaters at competitions and other duties as requested. The Team Rep will be in contact with the coach and sync committee as needed.

There is a difference between excused and unexcused absences.

Excused Absences:

- Are at the discretion of the coach and Synchronized Skating Committee.
- ***Just because a parent calls to report an absence or submits it in writing does not mean it will be excused.***
- Parents must speak to the Team Rep ***prior to*** the practice that will be missed

- In cases of planned absences, i.e. vacation, weekend away, school activity, any other event where you know in advance that your child will be gone, notification should be made in writing (email is preferred). If it is short notice then also call the Team Rep.
- In situations where legal custody will affect attendance please contact the Sync Committee as soon as the situation is known.
- If there is a question whether something is excused or unexcused, the Team Rep will speak to the coach and then get back to the parent.
- Examples of excused absences: illness (high fever, doctor's excuse, contagious infection--not just a cold or not feeling well); serious injury, pre-approved absence (vacation, doctor's appointment, school event); legal custody, unusual, serious circumstances

Unexcused absences:

- Failure to contact team rep prior to the practice missed
- Failure to submit written notification to Team Rep prior to a vacation or planned absence
- Any other reasons determined by coach or Synchronized Skating Committee
- When in doubt, talk to the Team Rep!

The following information outlines actions that will result should infractions occur with sync practice or Art on the Edge:

INFRACTION	ACTION
<i>Unexcused Absences & Tardiness</i>	<p>1st Infraction: Synchronized Committee Member calls Parents / Guardians</p> <p>2nd Infraction: Synchronized Committee Member informs Parents / Guardians that one additional unexcused absence will result in referral of the situation to the Synchronized Skating Committee for disciplinary action.</p> <p>3rd Infraction: Skater will sit out for one competition</p>
<p><i>Excessive Absenteeism & Tardiness</i> (includes excused and unexcused absences)</p>	<p>Referral to Synchronized Skating Committee and Coach for evaluation of the severity. If determined to be excessive the following actions will take place:</p> <ul style="list-style-type: none"> • Synchronized Committee Member speaks with Parents / Guardians • Any additional absences could result in Synchronized Skating Committee and Coach permanently replacing the skater with a team member or dismissal from the team

DISCIPLINE -- Misconduct

Misconduct by a skater will not be tolerated. Misconduct includes, but is not limited to: lack of attention or respect to any coach, refusal to cooperate with team members, foul language, theft, bullying, harassment, drug or alcohol use and any other undesirable conduct, etc. (SEE Skater's Pledge pages 14, 15, 19)

Bullying may take the form of physical attacks such as: hitting or kicking; taking / damaging belongings; or verbal assault including: name-calling, insults, repeated teasing or racist

assaults. It may also take more indirect forms such as: spreading malicious gossip, rumors or excluding someone from a social group.

Harassment is defined as engaging in a course of conduct or repeatedly committing acts that threaten harm to another person, their property, their mental health or safety.

The severity of the misconduct will determine how it will be handled. The coach has final authority for all practices. It is his/her responsibility, along with the Synchronized Skating Committee, to enforce all established rules and to discipline those who break them. In cases of minor misconduct the coach will handle it the first time it arises. In more serious situations the parents and Sync Committee will be contacted immediately. *Discipline action will be up to and including suspension from the team.*

INFRACTION	ACTION
*1st offense	Coach disciplines skater
If unresolved...	Parents / Guardians and Sync Committee informed, discipline determined
If unresolved...	Meeting between coach, Parents / Guardians, Sync Committee and skater.
If unresolved...	Referral to Board for possible suspension from the team

**** In more serious situations the Parents / Guardians and Sync Committee will be contacted immediately.***

ART ON THE EDGE

All skaters must register for and attend Art on the Edge classes for all 3 sessions of the 2008-2009 season (Session 1 begins September 2008). Art on the Edge is very important for the growth of our synchronized skaters. The class will combine elements of moves in the field, dance and sync skills.

Attendance at Art on the Edge is mandatory. If a skater cannot attend Art on the Edge for any reason parents need to contact the Team Rep.

It is up to the team coach to determine if an absence is excused or unexcused. Just because a parent calls does not mean the absence will be excused. (SEE DISCIPLINE--Attendance pages 9, 10)

TEAM PLUS PHILOSOPHY

Team Plus is SwanSyncSation's philosophy that more skaters on a sync team is a "Plus"! It is important to have more skaters on a team than can skate in competition.

There are many advantages to having additional skaters on the team: it will encourage skaters to work hard all the time, not just the week before competition; coaches have the ability to deal with discipline problems and absenteeism without penalizing the entire team;

families have some flexibility should a serious conflict arise with a competition; the team has additional skaters should a skater be injured or sick; coaches have the opportunity to develop more skaters' skills which leads to a stronger team and a stronger program.

Certain skaters may be designated as swing skaters. All skaters will learn the program. During practice swing skaters will "swing" in and out. Prior to a competition the coaches will decide who will skate the competition. Decisions about who will be skating in a competition may not be made until 1 or 2 weeks before the competition. Factors that will weigh into the coach's decision are many. They include, but are not limited to: skill level; work ethic; teamwork; attendance at sync practice, art on the edge and lessons; behavior and attitude; financial standing with club; moves testing requirements; etc.

There may be circumstances where a skater will be designated as an alternate. Alternates will practice with the team. Only in unusual circumstances will an alternate skater perform in competition.

Those skaters who are not skating at a competition are required to attend the competition and dress with the team. They will skate on the ice with their team and then skate off just before the performance starts. These skaters are a very important part of the team and need to be there to participate. In addition, they need to be prepared to skate the competition should another skater be unable to do so for any reason. ***If a skater does not to attend a competition, disciplinary action will be taken. Consequences will include, at a minimum, not skating the next competition the skater was scheduled to skate. Should there be a subsequent offense or offenses further disciplinary action may include dismissal from the team.*** (SEE DISCIPLINE--Attendance pages 9, 10)

COMPETITIONS

All competitions are USFS or ISA sanctioned events and are selected by the Synchronized Skating Committee and Coaches.

- 1) **Attendance is mandatory for all skaters, including those not skating the competition.** (SEE DISCIPLINE--Attendance pages 9, 10)
- 2) All competition information will be furnished to the Parents / Guardians by the Synchronized Skating Committee including: hotel information, directions, practice times, etc. Parents/ Guardians are financial responsible for their child's transportation and hotel. A hotel will be selected by the sync committee and a block of hotel rooms will be reserved for sync families for all out of town competitions. Room reservations will be the responsibility of each family. Skaters must stay at the team hotel the night before competing.
- 3) Method of travel to competitions will be determined by the Sync Committee and coaches. For some competitions, the choice of how to travel may be decided by each family, individually. For other competitions travel as a team may be required. The sync committee will communicate the requirements well in advance of the competition. Disciplinary action will be taken if these requirements are not followed. Consequences will include, at a minimum, not skating the next competition the skater was scheduled to skate. Additional disciplinary action may be taken, up to and including dismissal

from the team. Unusual circumstances that would affect required travel should be brought to the attention of the Sync Committee as soon as they are known.

- 4) All skaters shall have makeup, nails, and hair color consistent with USFS and the Synchronized Skating Committee guidelines at all competitions. All skaters, including those not skating the competition, must wear the designated skating costume, hair, makeup and Synchronized Skating team jacket and black competition pants. Skaters will remain in their team attire until they exit the competition arena. Team attire includes: competition hair and makeup, team jacket and pants.
- 5) Skaters will purchase and own their costume. This costume will be designed by the coach within a reasonable budget. If a coach wants to re-use a costume owned by SCIS, then skaters will pay a rental and alteration fee of \$25.00. If a costume is re-used, it will still be owned by the club. Costumes will remain at the Family Center throughout the competition season. The team representative will transport the costume to the competitions.
- 6) All skates must be taped or polished to coach's specifications; blades sharpened, screws tightened, and skaters must have skate guards and extra laces for each event.
- 7) For each competition, skaters must have a pair of tights that do not contain holes. Skaters should check their tights after each competition and let their parents or team rep know if they need mending.
- 8) In order to physically and emotionally prepare skaters appropriately during competitions, only coaches, skaters, team representative and/or Synchronized Skating Committee members are allowed in locker rooms unless specifically requested by the coach.
- 9) Skating with your team in the annual ice show is mandatory and completes our season. In addition, skaters are strongly encouraged to skate in the ice show with their classes. The ice show is a big fundraiser for the club and your support is greatly needed and appreciated.

TRAVEL CONDUCT

When our teams travel, they are a "showcase" for all to see (including judges and officials)! Therefore, team members must present themselves in the best manner possible, whether staying in hotels, eating in restaurants or while in transit. Unruly and/or disruptive behavior, running in hallways, leaving a hotel or restaurant without adult supervision, breaking curfews or rules set down by coaches, are expressly forbidden. Parents / Guardians and family members are also subject to this policy. In addition, while teams are staying in a hotel, Parents / Guardians will not leave the premises without securing adult supervision for their skater and other siblings. Team representatives and coaches are **not** babysitters. Failure by Parents / Guardians to comply with these rules may result in disciplinary action against their skater.

COACHES

Primary responsibilities of the Coach/Coaches include choreography, training, and enforcing discipline during team practices and at all competitions. More detailed information is listed below:

- 1) Choreography: The coach shall select music, produce necessary tapes or CD's, and design program content to the music.
- 2) Training: The programs will be taught in a timely fashion; necessary practicing shall be budgeted, including any extra on-ice/off-ice practice deemed necessary.
- 3) Motivation: The coach is important in the development and maintenance of team spirit. He/she shall set goals for the team, motivate and encourage the skaters to achieve their goals, and instill the development of good sportsmanship.
- 4) Responsibility: The coach shall attend all practices, exhibitions, and competitions.

Upon request of the Synchronized Skating Committee and/or coaching staff, assistants may be requested for each team. These assistants are instrumental in providing additional support and discipline for all team practices. Assistants must be active synchronized skating team members.

SKATER'S PLEDGE

It is very important for skaters and Parents / Guardians to read the Skater's Pledge carefully. All skaters, their parents and coaches must sign this skater's pledge. There is a copy at the end of the handbook on Page 19.

- 1) I will give my best at all practices, classes, exhibitions and competitions. I will demonstrate excellent cooperation, conduct, teamwork and sportsmanship.
- 2) I will treat my team members and coaches with respect at all times.
- 3) I will attend all mandatory practices. If a practice must be missed due to illness or injury I will ask my parent / guardian to notify the coach or team representative.
- 4) I understand that absences and tardiness may result in disciplinary action. (SEE DISCIPLINE -- Attendance pages 9, 10)
- 5) I will do my best to attend **all** lessons and Art on the Edge classes. I understand that attendance at lessons and classes is very important to improve my skating skills and that it will also help my team to grow and improve.
- 6) I will be responsible for giving all letters and notes to my Parents / Guardians. I will also read the Main Communication Board at the entrance of the rink and the Sync Board in the warming room.
- 7) I will arrive 10 minutes before each practice. I will be warmed up and on the ice at the start of practice.

- 8) I will wear my practice clothing to each practice. This includes: solid black stretch pants, shorts or skirt, solid black top, hair in a pony tail and NO hoodies. I understand that any outerwear may or may not be allowed during practice and is at the discretion of the coaches.
- 9) At all competitions I will dress like my team. I will wear my team jacket and pants and keep my hair up and makeup on until I leave the competition arena for the day.
- 10) I will not act in a manner that is disrespectful, illegal or immoral.
- 11) I will not be involved in any altercation that is an embarrassment to me or the team.
- 12) I will respect other people's belongings and will not touch anything that does not belong to me unless I am given permission to do so.
- 13) I will not use or possess tobacco of any kind, unauthorized drugs, or alcoholic beverages of any kind. I will not attend events or parties where drugs or alcohol are being consumed or made available.
- 14) I understand that misconduct violations will result in disciplinary action. (SEE DISCIPLINE -- Misconduct page 11)
- 15) I will follow the coach's requests regarding additional skating necessary to improve my skills for the overall good of the team.

PARENTS / GUARDIANS

Parent / Guardian involvement is vital to the successful operation of our teams. Many opportunities to help are available. These opportunities include: special team get-togethers, hair and make-up, SwanSynchroSkate Competition Committee, etc. This involvement serves to enhance the team experience for all participants.

Parents /Guardians are encouraged to attend *on ice* practices. Coaches do ask that parents remain downstairs when conducting *off ice* practices upstairs in order to minimize distractions.

Sometimes situations arise and you may be unsure how to handle them. If you or your child encounters such a situation we recommend the following steps:

1. **Talk to the coach.** It is very important to let the coach know what is going on. If the issue involves another child you should talk to that child's parents as well.
2. If not resolved then talk to a Sync Committee member and they will look into it.
3. If not resolved after trying steps 1 and 2 then request a meeting between the parents involved, the coach and Sync Committee.
4. If not resolved after steps 1, 2 and 3 then the issue will be referred to the SCIS Board.

Most issues can be handled very quickly by making the coach aware of the situation. Please call your child's coach if you are unable to catch them at the rink. It is better to deal with something early on before it escalates.

PARENT / GUARDIAN PLEDGE

We are asking all parents / guardians read this pledge and sign it. There is a copy at the end of this handbook on page 20.

- 1) I am responsible for having my skater at all practices, exhibitions, and competitions at the proper time.
- 2) I am responsible for paying all fees in a timely manner (SEE FINANCIAL POLICIES PAGES 6-8). I must sign the Synchronized Fee Contract. I will be consulted on all out-of-the-ordinary financial matters.
- 3) I will attend any meetings the Synchronized Skating Committee deems necessary.
- 4) I am encouraged and invited to participate in nearly every facet of team skating.
- 5) I understand that a minimum of **ten (10) volunteer hours** per family is required at our annual Swan SynchroSkate Competition, February 14 &15, 2009. *This is in addition to my required work credits.* (SEE Service Hour Policy page 7)
- 6) I will check my email, the main communication board and the Sync Board in the warming room and for notices.
- 7) I will demonstrate respect to all coaches. This includes refraining from foul language or exhibiting any other signs of undesirable conduct.
- 8) Except in emergencies, I will not talk to, disturb or interfere with the coaches or skaters in any way during practice or competition.
- 9) I will secure adult supervision for my child when I am unable to attend a competition. When attending overnight competitions I will not leave the hotel premises until I have arranged adult supervision for my skater and other siblings.
- 10) If I witness anything of serious concern regarding skaters, parents or coaches I have a responsibility to bring my concerns to a coach or a sync committee member. (Refer to DISCIPLINE -- Misconduct on page 11 for more information as to what constitutes an item of concern.)
- 11) I have read the 2008-2009 SwanSyncSation Handbook and agree to abide by the policies set forth within.

USFS TESTING REQUIREMENTS

As the sport of Synchronized Skating becomes more demanding, it is vital for our skaters to achieve higher levels of skating abilities. USFS has issued Moves in the Field testing requirements for some levels of teams. We anticipate that over the next couple of years this will affect more and more levels. For the 2008-2009 season the Open Juvenile team members must pass the Pre-Preliminary Moves test by September 15, 2008 in order to be listed on the roster for competitions.

The Synchronized Skating Committee recommends that all skaters work towards testing their moves. The Committee strongly encourages skaters to test when they have reached an appropriate level. We are striving to put qualifying teams on the ice and there are moves requirements associated with those team levels. *Skaters may not be considered for a team if they have not met the moves requirements for that level.*

Many opportunities exist to test at official USFS Test Sessions. A minimum of one test session is offered each year at the Family Center in Beaver Dam. Skaters preparing to test will need to take a moves class and/or private lessons. *Taking a moves class may not provide your child with enough instruction to be able to pass the test. They may require private instruction.* Coaches and the Synchronized Skating Committee will help to provide you with information. Please ask a coach or Sync Committee member if you have further questions.

TRY-OUTS

Swan City Ice Skaters will sponsor open try-outs annually. Coaches will determine team placement based on skill, age, behavior, size and team levels available for the current season. The Synchronized Skating Committee will provide guidance during the selection process and must approve the team rosters. ***The decisions of the coaches and Synchronized Skating Committee are final.***

In the event that any skater, member or non-member, is unable to participate in the originally scheduled tryout, a request for placement on a team may be made, in writing, to the Synchronized Skating Committee. The decision to place a skater on a team after teams have been set is done so at the discretion of the Coaches and Committee.



SwanSyncSation

Synchronized Skating Program

2008-2009 SAMPLE Synchronized Fee Contract

I/We agree to pay the annual sync fee of \$xxx.xx to SCIS for the 2008-2009 SwanSyncSation synchronized skating season. *I/We agree to pay the balance due in full in the amount of \$xxx.xxx by July 1, 2008 OR to pay the balance due according to the following Synchronized Fee Installment Schedule.*

Synchronized Fee Installment Schedule:

<i>Fee</i>	<i>Due Date</i>	<i>Amount</i>
Commitment Payment	Paid At Commitment	\$125.00
1/5 of Remaining Sync Fee	7/1/08	\$xxx.xx
1/5 of Remaining Sync Fee	8/1/08	\$xxx.xx
1/5 of Remaining Sync Fee	9/1/08	\$xxx.xx
1/5 of Remaining Sync Fee	10/1/08	\$xxx.xx
1/5 of Remaining Sync Fee	11/1/08	\$xxx.xx
	Total Sync Fees	\$xxx.xx

- I/We understand that the expenses included in the sync competition fee are coaches' salary and coaches' competition expenses, team and skater competition registration fees, competition practice ice, 1 pair of competition tights, competition makeup/hair supplies, the sync ice show number at the end of the season, and \$xxx.xx towards the costume expense. These fees do not include class fees, hotels, transportation to and from competitions, competition pants, team jacket, additional tights as needed throughout the season, or any required USFS testing fees.
- I/We agree to the above fees and the above due dates for payments.
- I/We agree to the SwanSyncSation Handbook and the all the policies. I/We agree with the "Skater in Bad Standing" policy found in the SwanSyncSation Handbook.
- I/We understand that if the above skater chooses to quit the team, all sync fees will immediately become due in full.
- I/We agree that the above skater is committing to skate on a SwanSyncSation sync team for the entire 2008-09 sync season which runs from July, 2008, to March, 2009. The above skater agrees he/she will not skate on another USFS sync team during this same timeframe.
- I/We understand that if the above skater is injured or ill, I/We are still responsible for all ice payments during the absence in order to maintain our membership in good standing with the Club.

Parent/Guardian Signature

Date

SKATER'S PLEDGE

- 1) I will give my best at all practices, classes, exhibitions and competitions. I will demonstrate excellent cooperation, conduct, teamwork and sportsmanship.
- 2) I will treat my team members and coaches with respect at all times.
- 3) I will attend all mandatory practices. If a practice must be missed due to illness or injury I will ask my Parent / Guardian to notify the coach or team representative.
- 4) I understand that absences and tardiness may result in disciplinary action. (SEE DISCIPLINE -- Attendance pages 9, 10)
- 5) I will do my best to attend **all** lessons and Art on the Edge classes. I understand that attendance at lessons and classes is very important to improve my skating skills and that it will also help my team to grow and improve.
- 6) I will be responsible for giving all letters and notes to my Parents / Guardians. I will also read the Main Communication Board at the entrance of the rink and the Sync Board in the warming room.
- 7) I will arrive 10 minutes before each practice. I will be warmed up and on the ice at the start of practice.
- 8) I will wear my practice clothing to each practice. This includes: black stretch pants, shorts or skirt, solid black top, hair in a pony tail and NO hoodies. I understand that any outerwear may or may not be allowed during practice and is at the discretion of the coaches.
- 9) At all competitions I will dress like my team. I will wear my team jacket and pants and keep my hair up and makeup on until I leave the competition arena for the day.
- 10) I will not act in a manner that is disrespectful, illegal or immoral.
- 11) I will not be involved in any altercation that is an embarrassment to me or the team.
- 12) I will respect other people's belongings and will not touch anything that does not belong to me unless I am given permission to do so.
- 13) I will not use or possess tobacco of any kind, unauthorized drugs, or alcoholic beverages of any kind. I will not attend events or parties where drugs or alcohol are being consumed or made available.
- 14) I understand that absences and tardiness may result in disciplinary action. (SEE DISCIPLINE -- Attendance pages 9, 10) I understand that misconduct violations will result in disciplinary action. (SEE DISCIPLINE -- Misconduct page 11)
- 15) I will follow the coach's requests regarding additional skating necessary to improve my skills for the overall good of the team.

Skater Signature and Date

Parent / Guardian Signature and Date

PARENT / GUARDIAN PLEDGE

- 1) I am responsible for having my skater at all practices, exhibitions, and competitions at the proper time.
- 2) I am responsible for paying all fees in a timely manner (SEE FINANCIAL POLICIES PAGES 6-8). I must sign the Synchronized Fee Contract. I will be consulted on all out-of-the-ordinary financial matters.
- 3) I will attend any meetings the Synchronized Skating Committee deems necessary.
- 4) I am encouraged and invited to participate in nearly every facet of team skating.
- 5) I understand that a minimum of **ten (10) volunteer hours** per family is required at our annual Swan SynchroSkate Competition, February 14 &15, 2009. *This is in addition to my required work credits.* (SEE Service Hour Policy page 7)
- 6) I will check my email, the main communication board and the Sync Board in the warming room and for notices.
- 7) I will demonstrate respect to all coaches. This includes refraining from foul language or exhibiting any other signs of undesirable conduct.
- 8) Except in emergencies, I will not talk to, disturb or interfere with the coaches or skaters in any way during practice or competition.
- 9) I will secure adult supervision for my child when I am unable to attend a competition. When attending overnight competitions I will not leave the hotel premises until I have arranged adult supervision for my skater and other siblings.
- 10) If I witness anything of serious concern regarding skaters, parents or coaches I have a responsibility to bring my concerns to a coach or a sync committee member. (Refer to DISCIPLINE -- Misconduct on page 11 for more information as to what constitutes an item of concern.)
- 11) I have read the 2008-2009 SwanSyncSation Handbook and agree to abide by the policies set forth within.

Parent / Guardian Signature

Date