

Prince of Wales Skating Club - Synchronized Skating Policy

Chain of Report:

Parent/Guardian/Athlete – Team Manager/Coach – Synchro Coordinator – Board of Directors

The discipline of synchronized skating provides opportunities for skaters at every age, ability, budget and objective, from the beginner team looking for a fun opportunity to compete, to high performance skating looking for national success, to adults seeking to remain active and involved in the sport of figure skating.

The purpose of this policy is to establish a clear set of expectations for all participants at the beginning of the season. The needs and yearly plans of each team will be quite different and tailored according to the nature of the team and its goals.

This policy will provide an outline that will aid in the creation and management of new or expanding teams.

The following is an outline of the most common tasks and responsibilities, in relation to Synchronized Skating, that different stakeholders within Prince of Wales Skating Club may be called upon to fulfill.

I. What are the responsibilities of the club?

- the club provides all ice time up to 20 weeks.
- the club provides coaching for the 20 weeks of ice time.
- the club pays for one off ice session per week, if built into the fee structure, Rental & Coaching Fees
- the club will provide funding up to a maximum of \$200.00 every second year per team for the preparation of music selections
- the club is responsible for providing a banner for each team
- the club will pay coaching fees for one competition each season, usually the NL Provincial Synchronized Championships competition (All other competitions teams enter the coaching fees will be at their own expense)
- the club will abide by Skate Canada's Club Code of Ethics.

II. What are the responsibilities of team coach?

- to oversee and make decision regarding all on ice operations
- the possession of the current level of certification for the team from the National Coaching Certification program (NCCP)
- to have knowledge of the Skate Canada technical requirements and applicable ISU communications
- the selection of team members
- the selection of music
- the selections of competition dresses
- to adhere to all club rules and policies and all Skate Canada rules and policies
- It is important that the coach does not meet alone with any athlete or parent. An assistant coach, team manager or other trusted person should always be present. This individual should not be the parent of another team member.
- to abide by Skate Canada's Coaches Code of Ethics

III. What are the responsibilities of the team manager?

- to manage the finances of the team
- to collect fees and payments
- to organize any fundraisers
- to create and maintain up-to date team roster with email and phone list
- to budget all revenue and expenses ie. Travel, costumes, fundraising
- to provide a detailed statement to each skater of their account
- to sit on the POWSC Synchronized Skating Team Committee and to attend regular meetings of that committee
- to attend the annual POWSC planning meeting
- to distribute all information regarding competitions to team members/parents
- to distribute all information from the coach to team members/parents
- to distribute all information from Prince of Wales skating club to team members/parents
- to distribute all information from Skate Canada to team members/parents
- **to arrange any extra (additional to those provided by the club) practices**
- to work with the coach in competition dress selection
- to submit to the Synchronized Skating Coordinator all required competition registration forms before the set deadline
- to arrange with the Synchronized Skating Coordinator travel arrangements for competitions
- to consult with the club's Synchronized Skating Coordinator any issues that may arise with their team
- to coordinate chaperones and other volunteers
- to complete room assignments when teams are traveling
- any other duties as assigned by the coach
- **It is important that the team manager does not meet alone with any athlete or parent. The coach, or other trusted person should always be present. This individual should not be the parent of another team member.**
- to abide by Skate Canada's Club Code of Ethics

IV. What are the responsibilities of the team?

- to order/purchase dresses and tights
- to order/purchase team jackets and/or uniforms
- to order/purchase warm-up outfits
- the registration fees for competitions and/or seminars
- the coaches travel expenses for competitions/seminars
- the team manager and chaperones expenses for competitions/seminars
- the individual skaters travel expenses (accommodations, bus, meals, make-up etc...)
- from time to time a team may formally request temporary financial assistance from the club. If the club is in a position to assist with some large expenses, the team must repay these costs with one lump sum deposit within 30 days of the advance.
- if the team is in agreement to seek sponsorship to help offset some of the costs associated with travel, competitions, costumes that skaters face throughout the year.
- to pay the coaches fees for competitions other than one competition ie. Provincial NL Synchronized Championships
- **to pay for all cost associated with any extra practices – on or off ice.**

V. What are the responsibilities of the team members?

- All team members are expected to attend all practices. If a team member is unable to attend a practice, the coach or team manager should be notified prior to the practice.
- **Unexcused absenteeism will be addressed with the skater.**
- Team members must compete at all competitions unless coaches are notified at registration that a skater will not compete.
- To be in good standing with Skate Canada and the club by having their registration paid in full and adhering to all club policies and procedures.
- To respect the volunteer efforts of the Team manager and chaperones at all times. That they are volunteering their time to ensure the smooth running of our team
- To abide by Skate Canada's Athletes Code of Conduct

VI. What are the responsibilities of parents/guardians?

Parents have an enormous influence on skaters' experiences in the sport. The quality of a skater's experience is determined by their relationships with parents and the manner in which parents conduct themselves in the Skate Canada environment.

- An ambassador of goodwill – teach the skaters good sportsmanship in success, failure and everything in between.
- Support the team under all circumstances, do not speak poorly of any team members, parents or professionals in the presence of your child.
- Respect the decisions of the coach! The coach is a hired professional and parents must respect and support all of the coach's decisions and demonstrate this to their child.
- Understand that being a member of a team is different than being a singles skater. Some individual decision-making authority will need to be yielded in the interest of the team.
- Understand the commitment to the team and make sure that their skater follows through.
- The Team Manager is the Liaison between the Coach, the Athletes, the Parents and the Club
- All parents are expected to conduct themselves in a responsible manner consistent with the values of fair play, integrity, open communication and mutual respect.
- Parents shall always model positive and responsible behavior and communicate with their son/daughter that they expect them to do the same. Parents will assume the major responsibility for their son/daughter's on ice conduct and attitude.
- To respect the volunteer efforts of the Team manager and chaperones at all times. That they are volunteering their time to ensure the smooth running of our team
- Assists team members' fundraising campaigns.
- Parents shall openly support and uphold Skate Canada's Parents Code of Conduct and take action and steps to ensure other parents follow and uphold this code of conduct policy.
- Parents shall adhere to the policies, procedures, rules, standards, and ethics of the club and Skate Canada at all times

VII. What are the responsibilities of chaperones?

The chaperone's main responsibilities revolve around the well-being of the team during travel and are generally as follows:

- Communicates information to skaters as prepared by team manager.
- Attends all competitions:
- Prepares changing room for practice, official practice and competition; makes sure it is left clean.
- Helps oversee discipline, including how team presents itself in public and their behavior at the rink, hotel and restaurants.
- Assists with team curfews and wake-ups.

- Assists in the collection of all team members' necessary documentation for submission to Skate Canada, as required.
- Assists team members' fundraising campaigns.
- **It is important that the chaperones does not meet alone with any athlete or parent. An assistant coach, team manager or other trusted person should always be present. This individual should not be the parent of another team member.**
- Manages the team's "Rescue Bag" during practice at competitions. **See appendix A: Sample Rescue Bag.**

VIII. What are the responsibilities of the Synchro Coordinator?

The Synchronized Skating Coordinator is mainly responsible for the activities of all club Synchronized skating teams. This coordinator is elected every odd year by the membership at the club's annual general meeting.

- The Synchro Coordinator will chair the club's Synchro committee and its membership may consist of the Synchronized Skating team managers who are responsible for individual team management and the teams synchronized skating coaches.
- The Synchro coordinator is responsible for reporting to the club's Board of Directors during monthly meetings any necessary issues involving synchronized skating.
- To assist Team Manager with all aspects of Team management
- The Synchronized Skating committee will co-ordinate club team try-outs, if any, in consultation with the team coaches
- They will register teams in competitions and make all travel and accommodation arrangements.
- will contact the Section Synchronized Skating co-ordinator for technical information and locations of Synchronized Skating competitions

Team Selection Policy

- Skaters will skate on their age eligible team first
- If a skater is eligible to skate on more than one team, it is the coaches discretion to invite the skater to participate on a second team. The coach's decision is made according to the goals set for the team at the start of the season and is based on many factors that may include technical ability, skating skills, knowledge of the program, improvement, attitude, attendance, dedication and illness or injuries. It is then the skater choice whether they want to accept the invitation to skate on a second team. There will be a 50 % reduction in the fee charged for skating on the second team.
- All team members who were on a team have first choice to return to that team every year
- Registered Prince of Wales Skating Club Skaters will be given priority to join Prince of Wales Skating Club Synchronized Skating teams. However, if there are not enough age appropriate skaters for that team, skaters from other clubs may be invited to join the team
- New vacancies will be reviewed annually for selection by the coach

Travel Policy

- Skater will travel as a team to and from any skating event/competition unless permission has been granted by the coach to do otherwise. A written request must be received one week prior to the team function
- All teams stay together with their managers and chaperones
- From the Novice level down there will be one chaperone assigned per three skaters
- In a travel year team managers will make a request early in the season for volunteers to be chaperones for their team. All chaperones will be expected to provide the with a letter of conduct
- Skaters will abide by curfew rules as established by the coach and team manager
- Team members will not leave the hotel or arena premises without the permission of the coach
- At registration parents will be informed of competition dates, venues and any anticipated costs for the competition
- All team members must wear the designated travel attire

Policy for Alternates

As part of the team rules, a policy for the naming or selection of alternates at competitions should be defined by the coach and approved by the team manager.

Alternate selection is entirely at the discretion of the coach and no parent or manager should have an influence on this selection. The coach's decision is made according to the goals set for the team at the start of the season and is based on many factors that may include technical ability, skating skills, knowledge of the program, improvement, attitude, attendance, dedication and illness or injuries.

In some cases, two skaters will be placed for practice in the same spot so that they may continue to train and progress with the team during the season. When a competition approaches, one of the two skaters sharing the spot is named as an alternate. In teams that are more participatory or recreational in nature, coaches will try to allow each skater to skate at a minimum of one event in the season, unless his or her skating skills are too weak and the skater presents a safety concern by skating with the team. For recreational teams it is always preferable to try to have everyone skate at events as much as possible and not have any alternates at competition. The goal for teams at the Beginner I & II level is to encourage participation for all and avoid alternates entirely.

Appendix A: Sample Rescue Bag

This is usually a bag or carry-on-sized suitcase which man contain the following items:

- Basic first aid, feminine supplies and box of tissues.
- Spare skate guards and skate laces.
- Screwdrivers for every type of screw used on blades; extra screws.
- Hair supplies: bands, bobby pins, gel, hairspray.
- Clear hockey tape (to tape laces and keep them from coming undone) and duct tape.
- Extra pairs of clean and undamaged tights in correct color.
- Sewing supplies, safety pins and scissors.
- Competition make-up (carry only to competitions) and mirrors.