



Metro Edge Figure Skating Club SAINT LOUIS SYNERGY Policy and Guidelines 2009-2010



Welcome and Introduction

Welcome to the 2009-10 Saint Louis Synergy - Metro Edge Figure Skating Club Synchronized Teams Competition Season!

Synchronized team skating is one of the most exciting, challenging, memorable, and rewarding experiences of a skater's career. The camaraderie, team work and dedication provide an excellent opportunity for the skaters to build life-long skills and memories.

A successful synchronized skating team is made up of more than just the skaters. Parents, coaches and team managers all play an important role in the success of the team. These people and more make up The Synchro Committee, which is a group of parents that take on necessary responsibilities required to manage the entire synchro program. This committee meets on a monthly basis and all parents are encouraged to attend and volunteer. At the end of this handbook is an overview of the job descriptions of the Synchro Liaison, Team Coaches, Team Managers, Travel Coordinator and Treasurer.

This handbook contains the policies and guidelines for the 2009-10 season. Policies may be updated during the season through written communication. Rules and policies are made with the team as a whole in mind. Being a part of a team is very different from being an individual skater. Every skater must be a committed member of the team. Skaters and parents must understand how they contribute to the success of the team and follow through with their commitments. The actions and decisions of one skater and family affect an entire team. Parents and skaters alike should read this handbook in its entirety. Keep it in a safe place, as you will want to refer to it periodically throughout the season.

Registration:

All team members must register by submitting a commitment to skate form, your signed parent and skater agreements and a \$100 nonrefundable deposit for skating teams and \$50 nonrefundable deposit for formation teams. Deposits and agreements are due on or before May 15, 2009 to secure your position on a Saint Louis Synergy Synchronized Team. Refunds will not be issued for skaters who do not attend practices, absenteeism, choosing not to finish a season, or lack of performance privileges. The coaches may accept new team members and/or alternates at any time.

Dues and Membership

All team members must be current members of the Ice Skating Institute (ISI) and USFS (United States Figure Skating) members. Skaters join USFS through their home skating club. If you do not have a home club and are joining USFS for the first time, we welcome you to join through the Metro Edge FSC of MO. The Metro Edge FSC is the club that organizationally and financially supports and backs our Synchro Skating Program.

All skaters must be a member of the Metro Edge FSC. If you are a member of any other Figure Skating Club (Kirkwood, South County, Creve Coeur, etc) you will need to join the Metro Edge FSC as an Associate Member. Please consult the Membership Chair for this information.

It is each team member's responsibility to mail in the ISI dues directly to ISI, or register online at www.skateisi.com. (ISI 17120 North Dallas Parkway, Suite 140, Dallas, TX 75248 (972) 735-8800). Currently, membership for ISI is \$13 annually. Membership for USFS for the 2009-10 season is \$40.00. Membership to Metro Edge Figure Skating Club has various levels ranging from \$35 to \$80.00 for the year (some include the USFS membership). Applications for these organizations can be obtained from your team manager or the Metro Edge FSC Membership Chair, Brendan Foley.

Full Members of MEFSC

Full members of the Metro Edge FSC have a 10-hour volunteer requirement. Four of these hours must be donated to assist with Show-Me State Games. The other 6 hours can be served helping with a synchro-related activity, event, team or program. Please reference the last pages of this Policy and Guidelines for ideas where you can volunteer.

Team Requirements

Each team has different skating levels as required by the USFS by-laws for competition requirements. Skaters who have not met the requirement for their team at the time the team coaches place them on a team, will be given a deadline by which they must have passed the designated test(s). Skaters in this situation who do not fulfill the requirement will lose performance privileges.

Skaters are responsible for maintaining, practicing and improving their individual skating skills each week. Skaters are responsible for recognizing a skill for which they need additional practice time (over and above team practice time), and for seeking out the assistance needed. **All Intermediate-Novice, Open Juv and Juvenile team skaters are required to participate in the Off-Ice Specialty Coaches Classes; and the Preliminary and Formation Teams are required to be enrolled in a designated Webster Groves Learn-to-Skate classes. All skaters should be taking private lessons. (The 2009-10 fees for the skating teams include the Off-Ice Specialty Coaches Classes (trainer, dance instructor, etc.) Fees for the Preliminary and Formation teams include Fall I session and and Winter I session Learn-to-Skate offered through Webster Groves.** We strongly encourage all skaters to test through the USFS Moves in the Field tests. Failure to comply with skill requirements may result in loss of performance privileges.

Test Requirements (test requirements are the minimum skating requirement for being placed on a team. Additionally, coaches consider age, skills, skating strength, skater's maturity level and more)

ISI	USFS	Test Level
Teen	Intermediate-Novice	Passed Juv Moves to Audition* and Intermediate MIF by Dec 1, 2009
Sr. Youth	Open Juvenile	Passed Preliminary Moves to Audition* and Pre-Juv by December 1, 2009
Youth	Juvenile	Passed Preliminary Moves to Audition* and Pre-Juv by December 1, 2009
Jr Youth	Preliminary	Passed Pre-Pre Moves to Audition* and Preliminary Moves by December 1, 2009
Formation	ISI only	

* or with Coaches Approval

Attendance

Every skater is required to attend all scheduled practices and to be ready to start practice at the designated times. Skaters must come to practice with desire and enthusiasm – your best effort every time!

Attendance policies for the 2009-10 season as follows:

- Maximum 3 absences in any semester for the skaters on the Intermediate-Novice, Open Juvenile, Juvenile and Preliminary (including Boot Camp). *(This would be 3 from Sept to Nov and 3 from Dec to March)* And two (2) absences in any semester for the skaters on the Formation Teams.
- Three tardies/early dismissals equal one absence.
- **Some practices are designated as mandatory.** If a skater misses any practice that is mandatory for a performance, the skater may lose performance privileges from that performance, and/or from a performance at a later date. The team coaches will make this decision based on what is best for the team. Typically, the mandatory practices are the **last two scheduled practices prior to a performance.** However, the team coaches have the liberty to designate any practice mandatory that they deem necessary. Notice will be given. Check the email and your Team Manager weekly flyers for mandatory designations.
- If a skater will be missing a mandatory practice that is required for a performance, written notification must be provided to the team manager prior to the absence.
- If a skater will be missing any practice or team activity for any reason, **the team manager must be notified.**
- If a skater is unable to skate due to illness or injury, she is expected to attend practice so that she will be aware of any changes when she returns to the ice. Attending practice and not skating is not considered an absence (up to three occurrences). However, at the team coaches' discretion, this may still prevent a skater from performing.
- If a skater will be off the ice for more than one week due to illness or injury, a doctor's note must be provided stating the skater's limitations and recovery time.
- If a skater should miss a practice at any time during the season, she is responsible and required to meet with a team member prior to the start of the next practice to review what was done at the missed practice.
- If a skater is competing in individual events at an ISI or USFS competition in which her/his team is also competing AND she/he has an unavoidable conflict with individual event times, she/he may be excused from practice or part of practice. The dismissal time will be determined and provided by the coaches. Conflicts with other ISI and/or USFS competitions/events will be excused only with the coach's permission. **Check with the team manager for clarification.**
- Excused absences would also include any students needed to miss practice or competitions due to ACT, SAT, or school placement tests. USFS Test session. You must provide a copy of your confirmation slip with the test date to the Team Manager.

The season for the skating teams will start in June with the Skating Camp and run through USFS Nationals for Interm/Novice and Juvenile and ISI Nationals for Prelim and Open Juv. An ISI Extension will be available to interested skaters at a cost of \$225 (to cover the dress)

Preliminary Practice Schedule—Final practice schedule will be distributed mid-summer

Intermediate-Novice – On ice Practice Saturday morning and Monday evening and your required Skills Class***
 Open Juv – On Ice Practice Saturday morning and Thursday Evening AND your required Skills Class ***
 Juvenile – On Ice Practice Saturday morning and Monday Evening AND your required Skills Class***
 Preliminary – Practice Saturday morning and Thursday Evening AND your required Skills Class***
 Formation - On Ice Practice Thursday evening AND your required Learn to Skate Class***

The Intermediate-Novice, Open Juv, Juvenile and Preliminary teams will rotate with a practice at the Hardee's IcePlex. This will average approximately 4 practices for Intermediate, Open Juv, Juv and Preliminary.

Please note: The times listed include on-ice, but do NOT include off-ice practice time. All times are subject to change. Off-ice practice times may consist of walk-throughs, team building, and/or cardio workouts. All skaters are required to attend all off-ice and on-ice practices. Practice times are subject to change and the Team Manager will notify skaters and parents. It is the skaters' and parents' responsibility to be aware of any changes. Additional practices may be scheduled and may be designated as mandatory. A Master Copy of the schedule will be posted on the Bulletin Board and on the website: metroedgefsc.org

***The monthly fee includes the Skating Teams Skills sessions, the Summer Skating Camp and the weekly summer skating sessions. The Formation Team fees includes two (One Fall Session and One Winter) LTS Classes.

Summer Skating Camp: MEFSC Synchronized Skating Teams Kick Off Camp will be June 15-19, 2009.

Your synchro fees include participation in this week long camp. We will bring in Olympic and National level coaches to work with our skaters in their teams. The Intermediate Team will begin learning their program for the 2009-10 season, the Juvenile and Open Juv teams will begin learning elements and pieces of the program and the Preliminary team will begin working on footwork, elements and transitions to be included in their 2009-10 program. We have scheduled this camp for early in the summer to avoid as many vacation conflicts as possible and scheduled the camp for the week that Kirkwood Rink is down for a hockey Camp. There will be time before and after the camp hours to have private lessons with your private coaches and to schedule lessons with our visiting VIP coaches. Information will be distributed in mid-April.

Boot Camp: MEFSC Synchronized Teams Boot Camp will start the week of August 24, with two weeks of intense training prior to the start of the regular skating season. Boot Camp training is the start of our season, our teams continue to learn their programs and Boot Camp is required for all current team members. Coaches will evaluate skaters during this period for final team placement. Failure to attend Boot Camp will place you in an alternate's position until you are able to learn the program and be re-evaluated by the coach. The Skating and Formation Teams will participate in this start to the season.

Practice Attire: All MEFSC Synchro skaters are expected to wear the approved practice garment to every practice. Skaters are required to purchase the practice garment when they join MEFSC Synchro -- cost is approximately \$50 to \$70. Skaters are required to wear their practice attire at all on ice and off ice practices. Hair must be pulled up neatly, off the face, and for female skaters into a ponytail. For female skaters, no pants, (unless permission is given by the coaches) for all skaters no gloves/mittens, gum or fake nails and absolutely no jewelry or bobby pins are to be worn at any time – it is extremely dangerous for all of the skaters. Skaters must always wear lace-up, full-footed tennis shoes to every practice. Skaters not wearing the proper footwear will not be allowed to participate in off-ice practice and will be counted as absent from that practice.

Practice Attire for 2009-2010 Season will be as follows:

Skating Teams --- Black Leggings, Black Leotard and Black Wrap Skirt, Black Fleece Jacket;
 Formation Teams -- Black Skating Skirt, White Turtleneck; Black Fleece Jacket

Performance Privileges/Alternates

Registration on a team and purchase of a competition costume does not guarantee performance privileges. Skaters may be moved at any time to a non-performance status. Skaters who do not attend a performance for any reason may lose performance privileges indefinitely.

The team coaches will name alternates for each performance. Alternates will be determined based on (in no certain order) attendance, skill, effort, attitude, behavior, all policies as stated in this handbook, and all rules set forth in team newsletters/memos/website notices throughout the season. Designated alternates may be changed at any time by the team coaches. Skaters may be designated as an alternate multiple times. Skaters who are alternates are required to attend all practices and performances, and pay all fees involved. Alternates must come fully dressed and prepared to perform. Alternates may be called upon to step into any position as needed. Alternates will warm-up, exit the ice, and participate in awards ceremonies as a part of the team. Selecting alternates ensures that all spots are filled in the event that a skater is injured, or becomes ill at a performance. Substituting or not substituting a skater into a position will be decided by the team coaches based on what is best and safest for the team at that time. The alternates fulfill an important and valuable role on the team.

Competition/Performance Schedule and Team Events (TENTATIVE DATES & TIMES—SUBJECT TO CHANGE)

All performances are mandatory for every skater. This includes all competitions, all days of ice shows, and any other team performances. Any missed performances may result in the skater being an alternate for future performances, or losing performance privileges indefinitely. This performance schedule is subject to change. Coach Recommended Competitions/Events:

Date		Event	Location	Teams
November, 2009	USFS	Gateway Invitational	Brentwood, MO	Interm-Novice, Open Juv, Juv and Preliminary
Nov 20, 21 & 22, 2009	USFS	Kalamazoo Kick Off Classic	Kalamazoo, MI	All Skating Teams (Inter-Novice, Open Juv, Juv and Preliminary)
12/5-6/2009		Nutcracker on Ice	Webster Groves, MO	All Teams (First weekend of the month)
1/8-1/10 2010	USFS	Fond Du Lac	Fond du Lac, WI	Juvenile and Intermediate Teams
January, 2010	ISI	Missouri Invitational	St. Peters Rec. Plex	ALL TEAMS unless conflicts with Fond du Lac
1/28-31/2010	USFS	Midwest Synchro Sectionals	Cedar Rapids, Iowa	Intermediate, Open Juv, Juvenile and Prelim
February, 2010	ISI	Sweetheart Open	Kennedy Rec Complex	ALL TEAMS
March 3-7 2010	USFS	Synchro Team Championships	Minnesota	If qualifying, Intermediate and Juv
Feb. 26 – Feb 28, 2010	ISI/ USFS	Show Me State Games	Webster Groves, Mo	ALL TEAMS
March 28 & 29, 2010	ISI	ISI Nationals	Miami University of Ohio Oxford Ohio	Open Juv, & Preliminary on bus Formation Teams (via Parent's car and not included in monthly fee)
Early April 2010	USFS	Skate with Synchro	Webster Groves, MO	ALL TEAMS
Mid April 2010		Saint Louis Synergy – Metro Edge Team Auditions	Webster Groves, MO	ALL TEAMS
Early April, 2010	Exhib	Spring Show at Hardees Ice Plex	Chesterfield, MO	Two teams
May 2010		Spring Show "Oscars On Ice"	Webster Groves, MO	ALL TEAMS

A final schedule will be distributed at Boot Camp. Watch your team handouts and the Website!

Only team managers are to be in the locker room with the team at competitions. This is a rule that does not just come from us, but also from the directors of the competitions, which we attend. In addition, no skater is to be pulled individually from a locker room once the team has entered. The team will be doing walk-throughs, familiarizing themselves with the arena, lining up pass throughs, etc., and all of the skaters are to be present.

Competition Attire

Skaters will be provided a competition costume that is covered by the synchro fees. In addition, each skater on the Intermediate, Open Juvenile and Juvenile skating teams will receive three pairs of competition tights, skaters on the Preliminary and formation teams will receive two pairs of tights.. All skaters must wear the supplied competition tights with no holes at all performances. **Absolutely no nail polish or jewelry.** Additionally, when we arrive at competitions and when we attend competitions as a team, skaters should arrive wearing their MEFSC black fleece jackets, (which you purchase), white shirts or white collared shirts, and the Synergy Warm suit consisting of the Synergy Jacket and Warm up pants (which you purchase) and a black team backpack for carrying skates to competitions (which you purchase).

Team Travel and Lodging

For the Intermediate/Novice, Open Juvenile, Juvenile, Preliminary Teams: For Synchro only competitions, the team will travel together by bus or by any other economical method deemed best by the Travel Coordinator and Coaches. All team members are required to travel with the team, and all of their equipment must travel with them. Out of town travel requires our skaters to be absent from school. We will do everything in our power to minimize the absent days. Most out of town competitions require our teams to leave early Friday morning and return late Saturday night or Sunday. A few competitions, specifically Midwestern Sectionals, require our teams to leave on Tuesday or Wednesday. If your skater is not able to miss school and must find alternative transportation to the competition (airplane, train, parent driving); this is the financial responsibility of the skater. Metro Edge provides a method of transportation to the event as part of your monthly synchro payment, if you select to use an alternative mode of transportation, you must have it approved by the coach and assume all financial responsibility. Also, if you travel separately from the team, your skates, suitcase and practice dress must travel with the team. When the skater travels, (s)he will travel in black pants, white shirt and travel jacket. The coaches will assign the skaters to hotel rooms with chaperones. The team coaches will make all scheduling decisions for the team for the entire trip, and these expectations will be communicated through the Travel Coordinator, Team Managers, and Chaperones.

All parents are encouraged to be available to chaperone at least one trip during the season. Chaperoning is a privilege. Prospective parents are asked to complete an application. A background check may be conducted on the applicants. Each chaperone is expected to be in charge of 3-4 skaters, travel with the team, and follow the team's schedule for the entire weekend.

Skaters are to stay in their designated room with the designated chaperone for the entire trip. Skaters are not allowed to roam about without one or two other skaters and their chaperone's permission. Skaters must have a chaperone with them at meals to ensure that the skaters are eating a well-balanced meal. If a "team meal" is planned, all skaters, chaperones and coaches are expected to attend. The cost to travel as a team is included in your monthly fee – except money for food and souvenirs. We recommend each skater bring \$20-\$25 a day for food. We try to stay in hotels that provide breakfast free with the room rate.

We encourage family members to attend all out of town competitions. If a family chooses to attend an out of town competition, they will be responsible for securing their own lodging and transportation at their own expense. The Travel Coordinator will reserve a room for any family, if given adequate notice and if rooms are available.

Every effort will be made to accommodate each family's needs. If your skater has special needs /circumstances and his/her parent is traveling with the team, but is not a chaperone, a skater, with permission of the team coach, lodge with that parent and be removed from room assignments. All other travel policies still apply.

Should a family choose to "pull" a skater from the team, you cannot do so until after the final team activity of the weekend. (The schedule of events is subject to change as the weekend progresses.) Once a skater has been "pulled," she must stay with her family and return home with her family. If you choose to do this, please provide a written note to your manager. We really discourage this, as the trip home is a wonderful time of team building.

A parent of each skater must sign a permission slip and provide complete medical information as requested for their child by the deadline stated by each manager or coach prior to the start of the season. When signing the permission slip, you are allowing your child to travel with the designated chaperones and managers for your team. No skater will be allowed on the bus without this complete information, and she will lose her performance and/or travel privileges.

Only skaters, chaperones, managers and coaches will be allowed on their team's bus. Additional parents may travel on the bus at any time during the trip, **only** if space is available, and at a cost to be determined by the Travel Coordinator.

FOR THE SKATERS ON OUR FORMATION TEAMS:

Team entry fees to ISI Nationals is included in your monthly fees; **HOWEVER, travel and lodging is NOT included. The team costs* will be accessed evenly amongst all your team skaters—including practice ice, coaches expenses (per diem, lodging and transportation), and the skaters will be responsible for individual costs—such as, skaters will travel with parents to the competition and stay with their parents in the hotels reserved and blocked by the Synchro travel coordinator.** The parents will be responsible for the travel and lodging expenses. * If you are unable to participate in the competition, you are still expected to share in the cost of the "TEAM" costs. The Formation Teams participate in our local competitions and all team entry fees are included in your monthly fee.

Budget/Monthly Payments/Fundraising

Monthly fees have been estimated based on our projected budget. Monthly payments for the skating teams are due by the 10th of every month--beginning in **June 2009 and ending in March, 2010.**

Monthly fees have been estimated based on our projected budget. Monthly payments for the Formation teams are due by the 10th of every month--beginning in **August, 2009 and ending in April, 2010.**

PAYMENT

A one time non-refundable registration fee of \$100 for the skating teams and \$50 for the Formation Teams and the signed acceptance of your team placement AND the Athlete and Parent Agreement forms are due by May 15, 2009 to insure your skater's position on the team. Additional skaters will be considered for the team on a space available basis at the coach's discretion.

Deposits are nonrefundable and due by May 15, 2009

Team Charges --	Historical charges for the teams				last year	current season		discounted rate
	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	Annual Charge	*Annual Rate \$100 discount
TEAMS								
Intermediate/Novice	\$200	\$240	\$250	\$260/mo	\$275/mo	\$285^{♦**}	\$2850 June-Mar	\$2750
Open Juv	\$200	\$220	\$230	\$240/mo	\$255/mo	\$265[♦]	\$2650 June-Mar	2550
Juvenile	\$150	\$170	\$190	\$200/mo	\$255/mo	\$265^{♦**}	\$2650 June-Mar	2550
Preliminary	N/A	N/A	N/A	\$170/mo	\$210.00/mo	\$245[♦]	\$2450 June-Mar	2350
Formation	\$100	\$120	\$150	\$135/mo	\$145.00/mo	\$145	\$1305 Aug-April	1205

ISI Extension will be made available to Intermediate and Juvenile Team Skaters who want to continue their season and compete at ISI Nationals –
Cost \$225 for the extension *If paid in one lump sum before June 30, 2009

Includes bringing in a specialty coaches to work with Intermediate, Open Juv and Juvenile Teams.

This includes **♦ PAID Summer Skating Camp June 15-19, 2009 and season** off ice specialty coaches for Skating Teams and two LTS Classes (Fall I and Winter I) for Formation Teams. We are budgeting for 3 out of town USFS trips for the Intermediate-Novice and Juvenile teams and 2 out of town USFS and 1 USFS out of town ISI trip for the Open Juv and Preliminary teams. Travel costs are included in your monthly payment. The cost for your coach(es) travel, hotel and fees are included in your monthly charge. Payments are made from June through March. No out of town trips are budgeted for the Formation Teams. Payments for Formation teams are made from August through April

**This does not include any charges incurred when the team qualifies to compete at Nationals. This year Synchro Nationals will be in Minnesota

MONTHLY LOSTS

The monthly cost for synchronized skaters is calculated according to historical data and factored by the number of current skaters on the team. This monthly fee includes the cost of competition costume(s), 3 pairs of competition tights for Intermediate, Open Juvenile, Juvenile, and 2 pairs for the Preliminary and Formation Teams, coaches fees, ice time, off-ice coach time, off-ice location, travel (transportation and lodging) excluding Formation Teams, competition fees, make up products, Boot Camp and many other miscellaneous items. **Your monthly fee does not cover** purchase of the Team Jacket, the purchase of your Practice Garment, your Travel Attire (as previously described), and any travel charges for the Formation Teams. The monthly charge does not cover food for your skater during out-of-town competitions (approximately \$20-\$25/day). We try to stay in hotels that provide a healthy breakfast with the room rate. We also try to avoid fast food restaurants during competitions.

LATE FEES: a \$5 non-refundable late fee will be charged to your Synchro Account the first time your payment is not received by the 15th of the month. A \$15 non-refundable late fee will be charged to your Synchro Account the second time your payment is not received by the 15th of the month. And a \$30 non-refundable late fee will be charged to your Synchro Account when subsequent payments are NOT received by the 15th of the month during one season. **Since we are requiring a back-up Credit Card number for all payment methods, except payment in full, the late fees should start to diminish.**

****Skaters who have past due accounts may not be allowed to skate practices or competitions and will be counted as absent. Skaters may not be allowed to skate on Club Ice or participate in Club activities until the past due account has been discussed with the Synchro Liaison and a plan of action agreed upon or the balance cleared.

****Refunds will not be issued for skaters who do not attend practices, for absenteeism, for skaters who choose not to finish a season or for loss of performance privileges.

****If a skater chooses to not continue the season, the parents are responsible for the remaining Synchro payments for the Synchro Year. We set the monthly charge based on the number of skaters on the team at the beginning of the year.

****Checks returned for Insufficient Funds will be charged the appropriate late fee plus any bank fees.

Methods of Payment You have the option to select from six payment options. You may change your payment option once the season begins, but only with the approval of the Synchro Treasurer:

1. **Automatic Check Withdrawl (with backup credit card on file)**
2. **Post Dated Checks (with backup credit card on file)**
3. **Monthly Checks (with backup Credit Card on file)**
4. **Credit Card on file**
5. **Fundraising Credit (with backup Credit Card on file for any difference between what you make and what you owe)**
If you use fundraising to pay for your synchro bill, and your skater is on the Prelim, Open Juv, Juvenile or Intermediate teams, you must make your June and July payments. Fundraising will be offset against your August through March payments.
6. **Payment in Full at the beginning of the season**
 - a. Intermediate-Novice, Open Juv, Juvenile and Preliminary Teams must pay the full amount before June 30, 2009. If you pay your season in full before June 30, 2009; you will be given \$100 discount on your fees.
 - b. Formation Teams must pay the full amount by August 30, 2009 to earn the \$100 discount

Automatic Check Withdrawl. If you choose to have the Synchro Treasurer automatically withdraw your synchro fee on the 10th of the month, please supply a voided check from the checking account you want used for the season to our synchro treasurer. **You must also give the Synchro Treasurer a credit card number that will be charged if your Automatic Withdraw does not clear for that month.**

Post Dated Checks: If you would like to write checks for each month ahead of time, the treasurer will hold the check until the 10th of the corresponding month. Please date the checks for the month that it should be charged against your account and place all the checks in an envelope and put it in the "SYNCHRO TREASURER" folder. **You must also give the Synchro Treasurer a credit card that will be charged if your check does not clear for that month.**

The season is starting earlier so our USFS skating teams are ready to compete in mid-November.

Monthly Checks: If you choose to pay monthly by check, please place the check in the “SYNCHRO TREASURER” folder. You must also give the Synchro Treasurer a credit card number that will be charged if your check is not received by the 15th of the month.

Credit Card on file: Your credit card will be charged on the 10th of the month – or as near that date as possible given weekends and holidays.

Fundraising Credit: If you have a Fundraising credit, it is your responsibility to contact the MEFSC Treasurer and request a check be sent to the Synchro Treasurer. This requests needs to be made on a timely basis to avoid a late fee. All synchro families with athletes on the Prelim, Open Juv, Juvenile and/or Intermediate-Novice teams using fundraising to pay synchro fees need to pay June and July in full-- Fundraising credit will be assessed for August through March. If you feel your fundraising will cover 90% or more of your synchro fees, please meet with the Synchro Treasurer in June to map out the payment strategy.

NOTE: All forms of payment, except payment in full, require a back-up credit card on file which will be charged on the 16th of the month if you do not submit a monthly check or a post-dated check.

Fundraising

MEFSC provides ample money raising opportunities to all members of the team. All policies as set forth by the fundraising manager must be adhered to when participating in any team fundraising activity. This includes (but is not limited to) scheduling, handling of funds, dress code, etc. The major fundraising events are our participation in the Rams concession stand and the Scottrade Center Concessions. You can earn on the average of \$100 per event working the Rams concession and approximately \$60 for every Scottrade event you work. Please contact Karen Clark (impucky@aol.com) if you are interested in participating in this fundraiser for the 2009–10 season. You may need to attend an alcohol training session to be eligible to work the concession area.

Other fundraising opportunities may be made available to individual teams or the program at large to help offset your monthly fees. Participation will be voluntary. If the team decides on a fundraiser to help fund team activities, a buy-out will be made available to those families who do not want to participate.

Using fundraising to pay your synchro fees does not allow you to stop making monthly payments. You should work with the Synchro Treasurer to estimate how much fundraising money you will bring in for the season and divide that over the season. If you start to become behind in your synchro fees, your on-file credit card will be charged to bring you current unless you have made prior arrangements with the Synchro Treasurer.

NOTE: Fundraising money can not be paid directly to an individual. If you leave the club and have a credit balance in your fundraising account, you may designate the balance be donated to a certain event or activity in the club for which a letter acknowledging your donation will be sent to you. You are able to take this donation off your taxes. Example: You daughter graduates high school and leaves the area to attend college, you have \$200 in your fundraising account. You may decide to leave \$100 in the account to purchase an ice punch card for the summer and donate \$100 into the scholarship fund. After you’ve been inactive for 1 year, the money will be donated to the scholarship fund.

Communication

PRIMARY COMMUNICATION

- 1. www.metroedgefsc.org (Saint Louis Synergy will keep this site up-to-date with calendars, competitions, practice schedules and communications),**
- 2. One Call Now**
- 3. E-mail (please be sure your team manager and coach has your current email)**

The team managers will conduct all communication to the skaters and parents. You will receive emails, and telephone calls via One Call Now, and some weekly handouts. Please read these thoroughly! Information will be shared with you through these avenues when it is complete. The team managers are your direct line of communication – any questions, concerns, or ideas should be directed to them. The team managers must always be notified of any absences, and written notification must always be provided in advance for any absences from mandatory practices, performances, or activities. The team managers will from time to time request information from you. Provide this information by the deadline stated.

Keep in mind that the managers are simply volunteer parents who have agreed to take on the huge task of managing this team. Please be thoughtful when contacting them at home, by either phone or email, keeping in mind that they are people with families and jobs just like you. The team managers are at almost every practice. Most communication should be able to take place at this time.

One Call Now was tested last year by several of our teams, and the parents found it to be a great communication resource. We have budgeted for the cost of this line of communication, and all teams will be utilizing the system for the 2009-10 season.

Organization

All Saint Louis Synergy Teams representing the Webster Ice Rink are governed by Team Webster d.b.a. Metro Edge FSC of MO and as such are supervised by the Synchro Committee, Coaches, and Team Managers and overseen by the MEFSC Board. The organization of each team will consist of the following: the team coaches and the team managers.

Each team has a Team Manager to facilitate the transfer of information (in both directions) between the coaches, the skaters, and their parents. The duties and responsibilities of the Synchro Committee, the team coaches, the team managers, are listed below.

Synchro Committee

- Interview coaches and make recommendations to the Board for placement of coaches to teams.
- Keep signed coaching contracts on file.
- Work with the Synchro Treasurer to create an annual budget.
- Oversee and manage the budget and insure adequate monies are available at all times for all expenses incurred.
- Oversee major decisions that impact the Synchronized Skating and Formation Teams
- Consult as needed with coaches and team managers
- Promote Synchro Skating and MEFSC Synchronized Teams to local communities
- Develop and grow the Synchro Teams
- Act as a liaison between the Metro Edge FSC of MO, parents, and coaches/team managers
- Provide a Travel Coordinator, Treasurer, Secretary, Fundraising Manager, and Soft Goods Manager.
- Produce collateral materials to distribute to interested skaters and families which have a similar look and represent all programs
- Hold parent meeting to distribute the Policy and Guidelines book, provide educational information and support information
- FUNDRAISING!
- Conduct all Synchro committee business on a timely manner and be sure all deadlines are met.

Current members of the Synchro Committee include:

Synchro Liaison – Joan Wise

- Recruit and select members to serve on the committee.
- Lead monthly meetings—normally at the Webster rink on a date convenient for the committee and head coach
- Promote an environment of acceptance-- Goal to include all parents in some aspect of the program.
- Strive to expand the volunteer opportunities.
- To attend Board Meetings and act as Liaison between Metro Edge FSC Board and Synchro Committee.
- Decisions from this position, and the Synchro Committee at large, must be without regard to personal skaters, but for the good of the program as a whole.

Synchro Travel Coordinator—Deana Burke

- Establish Travel Connections for the Saint Louis Synergy teams
- Work under the direction of Team Coaches to coordinate hotels, transportation, support for traveling skaters, coaches and chaperones
- Food, recreation, First Aid and Support

Synchro Secretary – Chalegne O’Brien

- Communications, Web, Newsletter, Synchro Team Phone List (work with Treasurer)
- F/U Phone Calls and emails
- Promotions; including clinics, tryouts and support

Synchro Fund Raiser – TO BE FILLED

- Research, Develop and implement fund raising programs to support the Teams and individual skaters and families;
- Develop program to encourage corporate sponsors

Synchro Soft Goods –TO BE FILLED

- Advertising Specialties (Pins, jackets, pants, backpacks, tights, leotards, wrap skirts, etc)

Synchro Coaches (All Synchro Coaches are encouraged to attend the Synchro Committee meetings)

- Represent the Synchro coaches not able to attend and report to the committee the needs and wants of the coaches.

Corporate Support- Katina Truman

- Researches and develops grant opportunities for the teams
- All positions are important, however, we are placing additional emphasis on fundraising this year.

Medical Community Liaison – Kristen Hartmann

Research and suggest medical and medically related areas as resources for our program Including nutrition, sports psychology, and injury prevention

Synchro Treasurer – Pat Dirsa (assists the MEFSC Board Treasurer)

- Plan estimated synchro budget with synchro liaison and committee.
- Estimate monthly assessments for skaters and update as necessary throughout the season.
- Collect all monthly payments and post to skaters account.
- Maintain all bookkeeping on each team's income and expenses.
- Alert Synchro Committee to financial opportunities or problems.
- Make timely payments including the ongoing payments to rinks for ice purchased.
- Manage payroll to coaches (keep time sheets, W2 forms, etc.)
- Handle reimbursements.
- Manage individual skater accounts.
- Notify family of missed or late payments by mail or email.
- Process synchro payments (cash, check, credit card)
- Monthly financial report to the Metro Edge FSC Treasurer and Synchro Liaison and an annual budget for Metro Edge FSC Board
- Make timely deposits to bank.
- Make budget adjustment recommendations as needed
- Conduct annual Synchronized Teams account reconciliation

Other Committee Members: Team Managers, Team Travel Coordinators,
Most meetings are open to all Synchro Members in good standing

Meetings

The Synchronized Skating Committee will meet once a month—including the summer months (with additional meetings if required). The committee will determine the time, monthly date and place. We will make every attempt to meet at the Webster Ice Arena and plan the meeting on a date and time convenient for the committee and head coach

Team Coaches

- Make major team decisions – including practice, competitions, travel, costumes, team selection, alternates, skating level, etc.
- Set goals for the team and help the team strive to achieve those goals
- Set an example of sportsmanship and dignity during all performances
- Set minimum skating standards and required test levels for each team level
- Supervise on-ice practices
- Make corrections and give constructive criticism to individuals and to the team as a whole
- Determine need for off-ice practices and designate someone to supervise
- Music selection and editing and Program choreography
- Costume design and selection of dressmaker
- Selection of competition attire
- Discipline during all practices, team activities, and performances
- Select competitions and performances
- Determine skaters who will perform at every performance
- Designate alternates for every performance
- Know and abide by ISI and USFS rules
- Keep Synchro Committee apprised of situations and decisions as the coaches deem necessary
- Identify practice times needed and required
- Advise team managers when a team meeting is necessary
- Provide information pertaining to the team to the team managers when it becomes available
- Provide entry forms for competitions to team managers
- Keep team managers apprised of discipline/attitude of team members
- Coordinate travel arrangements for the teams with the Travel Coordinator based on the competition schedule.
- Determine room assignments for out of town competitions
- Provide team travel handbook
- Enforce all rules as set forth in team handbook and discipline as needed

Team Managers

- The prime supporters of the team: skaters, coaches, and parents
- Take care of the off-ice details so that the skaters and coaches can focus their efforts on the ice
- To assign someone from the team to be responsible for competition costumes, make-up and hair scrunchies
- Have an open line of communication and a partnership with the coach
- Keep everyone informed: skaters, parents and coaches
- Listen to the concerns of all team members
- Act as liaison between parents and coaches
- Act as liaison between the team and the Synchro Committee
- Promote a positive environment and support the coaching staff
- Relay written communications between skaters, parents, and coaches *through memos, email, and phone contact*
- Relay significant concerns to and from the coaches
- Ensure that all team members behave as outlined in the handbook
- Ensure that all team members exhibit proper behavior, politeness and sportsmanship during all team activities other than the times the coaches are responsible for
- Determine need for and purchase miscellaneous supplies for entire team
- Collecting copies of medical treatment authorization forms and permission forms for each skater
- Complete team entry forms and return to coaches before set deadlines
- Assist team in locker room to ensure proper performance appearance
- Supervise off-ice practices as needed
- Record tardies and absences
- Record monthly checks used to pay Synchro fee and submit to Synchro Treasurer
- Organize social functions or select another parent to provide this assistance
- Delegate any unforeseen duties that may arise

Discipline and Problem Solving Process

The coaches handle on ice skater discipline. All Synchro Skater Discipline issues, which cannot be resolved by the coach, should be referred to the Synchro Committee. If the issue can not be resolved by the Synchro Committee or the issue involves the Synchro Liaison, the issue is referred to the current Vice-President or Secretary of Metro Edge FSC. Please do not call USFS or ISI officials or directors until we have exhausted all local and regional support.

The coaching staff may discipline for minor problems during practice sessions and performances at its discretion.

Such disciplinary action includes but is not limited to:

- Removing a skater from a practice session
- Removing a skater from an performance or competition
- Fines (amount to be determined by the coach)
- Extra off-ice practices or required conditioning

The coaching staff has the right to dismiss a skater from a practice session, performance, or the team at any time because of:

- Bad attitude towards the program, the team, other team members or coach
- Not treating practice sessions seriously and causing distractions for the coach and other team members
- Failure to comply with team requirements
- Insubordination

Dismissal from any practice session for disciplinary reasons will count as an unexcused absence

Parent Code of Conduct

Your child's membership on the MEFSC Synchronized Team is a privilege. Unfortunately, the inappropriate behavior of a parent can affect your child's status on this team. If any parent's actions are contrary to policy, inappropriate, or not in line with what are best for the team, there will be consequences. The team coaches may choose to warn, temporarily suspend, or permanently suspend any skater or skater parent from the team activities for reasons including, but not limited to, the previously mentioned parent policies.

Parents' Code

I will follow the code of conduct at all times. I am responsible for my actions. In the event that the code of conduct is not followed, my child's performance privileges may be revoked and disciplinary action will be taken. I will:

- Maintain good conduct, etiquette, loyalty and sportsmanship at all times when representing the team both at every practice as well as every performance.
- Refrain from using profanity and refrain from having conversations with inappropriate content when representing the team, or while in the presence of the team or any team member.
- Be a positive constructive part of this team.
- Attend parent meetings, help the managers as needed, and volunteer at Metro Edge FSC events.
- Respect the coaches as the professionals with the knowledge and training to make the decisions that are best for the team.
- Support the coaches in carrying out their decisions and display this to my child.
- Respect practice time and never interrupt for individual concerns.
- Respect the team manager as the liaison to the coaches. I will direct all communication to him/her
- Provide the team managers with information as it is requested.
- Understand that being a parent of a team skater is different than being a parent of an individual skater. Some individual decision-making authority will need to be yielded in the interest of the team
- Support the entire team under all circumstances, not just my child.
- Teach my skater good sportsmanship in success, failure and everything in between.
- Help my child learn something positive from every experience.
- Not criticize any team member.
- Not gossip.
- Support my skater in following attendance, skill, attire, and all policies as listed in this handbook.

Skater Code of Conduct

Membership is a privilege, not a right. If any skater's actions are contrary to policy, inappropriate or not in line with what is best for the team, there will be consequences. The team coaches may choose to warn, temporarily suspend, or permanently suspend any skater from the team for reasons including, but not limited to, the previously mentioned policies. At their discretion, the team coaches may discipline for minor problems during practices.

Skater's Code

I will follow the code of conduct at all times. I am responsible for my actions. In the event that the code of conduct is not followed, my performance privileges may be revoked and disciplinary action will be taken. I will:

- Maintain good conduct, discipline, etiquette, loyalty and sportsmanship at all times when representing the team, both at every practice as well as every performance.
- Refrain from using profanity and refrain from having conversations with inappropriate content when representing the team, or while in the presence of the team or any team member.
- Give 100% at every practice.
- Respect the coaches and the decisions that they make.
- Accept corrections and constructive criticism both individually and as a member of the team. I will not see this as a personal attack but as an opportunity to improve my skills and make a greater contribution to the team. I will display a positive attitude as I receive and make these corrections.
- Follow instructions from the team managers, coaches, or their designee at all times when representing the team.
- Be supportive and courteous at all times to all members of my team.
- Treat coaches, managers, team captains, fellow team members, facility staff, and all adults with respect, as I would have them treat me.
- Understand that decisions need to be made in the best interest of the entire team.
- Be mindful of how my participation in FaceBook, My Space, Twitter, YouTube and other Social Media communities reflect on my team and Saint Louis Synergy program. I will not post anything that might be considered embarrassing or inappropriate.
- Follow attendance, skill, attire, and all policies as listed in this handbook.

Coaches Code of Conduct

Coaches of MEFSC Synchronized Teams are employees of the Metro Edge FSC of MO, and as such are under the supervision of the *Metro Edge FSC of MO Board of Directors*.

Coaches' Code

We will follow the code of conduct at all times. We are responsible for our actions. We will adhere to all policies as set forth by the Synchro Committee and MEFSC:

- Maintain good conduct, discipline, etiquette, and sportsmanship at all times when representing the team, both at every practice as well as every performance.
- Refrain from using profanity and refrain from having conversations with inappropriate content when representing the team, or while in the presence of the team or any team member.
- Teach the skaters good sportsmanship in success, failure and everything in between.
- Coach the team to the best of our ability.
- Encourage and motivate the skaters to perform to the best of their ability at every practice and performance.
- Make all decisions in the best interest of the entire team.
- Make corrections and give constructive criticism to individuals and to the team as a whole. We will help skaters to recognize their strengths and weaknesses.
- Put every effort into ensuring the success of the team
- Set short and long term goals for the team and help the team strive to achieve those goals. We will focus on achieving these goals rather than focusing on overall placement at competitions.
- Support the team managers by providing them with necessary information and guidance. We will keep them apprised of any situations pertaining to the team.
- Support the entire team under all circumstances.

Contact Information

The telephone number at the Webster Groves Ice Arena is (314) 963-5678

Coaches

Karen Giedemann	kask8@yahoo.com - 314 570-5019
Ramona Peterson	rpsk8dance@aol.com
Bridgid LaMear	BridgidL@fpweb.net
Charity Whitlock	whitlocj@slu.edu
Kim Wuertz	kim.wuertz@hughes.net – 314 808-6353
Maria Gummorsol	marialula_22@yahoo.com

Synchro Committee

Synchro Liaison, Joan Wise	mewise@swbell.net	Home 314-353-7753	cell: (314) 378-2759
Pat Dirsas, Synchro Treasurer	cjsgigi@yahoo.com		

Metro Edge FSC Board

Katina Truman, president	krtruman@artsci.wustl.edu	(314) 541-7166	www.metroedgefsc.org
Karen Rosemann, VP	basketties@earthlink.net	(314) 409-9986	

Our Team Manager: _____ phone or email: _____

Your team manager should be your first call with questions.

All non-urgent communication should be through email or through the team manager UNLESS indicated by the team coach(es).

POLICY AND GUIDELINES

This guideline booklet is in no way all encompassing. It is designed to give a basic guide for our policies, skater's behavior, parent's responsibilities and general instruction. Should circumstances arise that are not covered in this booklet, they will be handled on a case-by-case basis.