



# Synchro St. Louis - Metro Edge Policy and Guidelines



## **Welcome and Introduction**

Welcome to the 2007-08 Synchro St. Louis—Metro Edge Figure Skating Club 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 2007-08 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. Deposits and agreements are due before the start of Summer Synchro Skating – June 1, 2007 to secure your position on a Synchro St. Louis—Metro Edge 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. (\$50 of the \$100 deposit will be credited to your April 2008 payment provided you have met all your financial obligations, including payment of monthly fees, any mandatory fundraising and payment of any late fees or returned check fees)

## **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, 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](http://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 2007-08 season is \$30. Membership to Metro Edge Figure Skating Club has various levels ranging from \$20 to \$60 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, Karen Rosemann.

## 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. **The Blades, Spirals, Rockers and Swizzles must be enrolled in the corresponding Webster Rink Learn-to-Skate Lessons and all skaters should be taking private lessons (the 2007-08 fees for Blades, Spirals, Rockers and Swizzles include 2 learn-to-skate sessions).** 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 (EDGE)	Intermediate	Juvenile MIF
Sr. Youth (Blades)	Open Juvenile	Preliminary MIF
Youth (Spirals)	Pre Juvenile	Pre-preliminary MIF
Jr Youth (Brackets)	Beginner	working on pre-preliminary MIF
Youth Formation (Rockers)	ISI only	
Jr Youth Formation (Swizzles)	ISI Only	
Tots Formation (Toe Picks)	ISI Only	

## 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 2007-08 season as follows:**

- Maximum 3 absences in any semester for the skaters on the EDGE, Blades, Spirals and Brackets (including Boot Camp). (*This would be 3 from Aug to Nov and 3 from Dec to Apr*) And two (2) absences in any semester for the skaters on the Rockers and/or Swizzles.
- 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. You must provide a copy of your confirmation slip with the test date to the Team Manager.

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

EDGE –	On ice Practice Saturday morning and Monday evening
Blades –	On Ice Practice Saturday morning and Thursday Evening AND your required*** WG Learn to Skate lesson
Spirals –	On Ice Practice Saturday morning and Monday Evening AND your required*** WG Learn to Skate lesson
Brackets –	On Ice Practice Saturday morning AND your required***WG Learn to Skate lesson
Rockers –	On Ice Practice Saturday morning AND your required***WG Learn to Skate lesson
Swizzles -	On Ice Practice Saturday morning AND your required***WG Learn to Skate lesson
Toe Picks -	On Ice Practice Saturday morning AND your required***WG Learn to Skate lesson

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](http://metroedgefsc.org)

\*\*\*The monthly fee includes two paid Learn to Skate classes. One from Fall I session which may begin in September and one from Winter I session, which traditionally begins in early January. The coaches will designate two or three acceptable lessons for each team: Blades, Spirals, Brackets, Rockers, Swizzles and Toe Picks.

### **Boot Camp: MODIFIED FOR August 2007: [www.metroedgefsc.org](http://www.metroedgefsc.org)**

Since the rink is closing the last two weeks in August for renovations, our boot camp schedule is up in the air. In place of the mid-August Boot Camp, the Summer Skating Sessions for the Blades, Spirals, Rockers, Swizzles and Toe Picks will be considered the start to their Boot Camp and will be paid under the 2007-08 season dues.

**Practice Attire:** All Synchro St. Louis skaters are expected to wear the approved practice garment to every practice. Skaters are required to purchase the practice garment when they join Synchro St. Louis -- cost is approximately \$65 including shipping and handling. The dresses take 4-6 weeks to make and ship. Orders will be taken during the first practice and during the Summer Skating. Please order early. 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.

### **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)**

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	Sanction	Event	Location	Teams
11/17/07	USFS	Kalamazoo Kick Off	Kalamazoo, MI	Edge
12/01 -12/02/07	USFS	Dr. Porter Classic	Ann Arbor, MI	Edge, Blades, Spirals
12/8 - 12/90/07		Nutcracker on Ice	Webster Groves, MO	All Teams
1/11/08 -1/13/08	ISI/USFS	Show Me State Games	Webster Groves, MO	ALL TEAMS
1/17/08 -1/20/08	USFS	Midwest Synchro Sectionals	Nashville FSC, TN	Blades and Edge
1/26/08 -1/27/08	ISI	Missouri Invitational	St. Peters Rec. Plex	ALL TEAMS
2/9/08 -2/10/08	ISI	Sweetheart Open	Kennedy Rec Complex	ALL TEAMS
Late Feb 2008	USFS	Synchro Team Championships	Colorado Springs, CO	
Late March, Early April, 2008	ISI	ISI Nationals	St. Louis, MO (St. Peters)	Edge, Blades, Spirals, Brackets, Rockers, Swizzles and Toe Picks
Mid April 2008	USFS	Skate with Synchro	Webster Groves, MO	ALL TEAMS 7pm
March/April 2008		Spring Show "Oscars On Ice"		ALL TEAMS
Mid to late April 2008		Synchro St. Louis – Metro Edge Team Auditions		ALL TEAMS

### **A final schedule will be distributed in September. 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 a skating team will receive three pairs of competition tights, skaters on the formation team 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 Synchro St. Louis jackets (which you can purchase or lease), white shirts or white collared shirts, and solid black pants.

## **Team Travel and Lodging**

**For the Edge, Blades, Spirals and Brackets:** 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 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. Synchro St. Louis-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:**

**ROCKERS, SWIZZLES and TOE PICKS:** Travel to competitions outside the immediate St. Louis area is not included in your monthly fees. If your coach, team manager and parents decide collectively they want to attend a competition, the **team costs\*** will be accessed evenly amongst all your team skaters—including entry fee for the competition, 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 your team votes to travel, and you decide not 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.

## **Budget/Monthly Payments/Fundraising**

Monthly fees have been estimated based on our projected budget. Monthly payments are due by the 15<sup>th</sup> of every month--beginning in **August, 2007 and ending in April, 2008**. A late fee will be applied if your payment is not received by the 20<sup>th</sup> of the month (See LATE FEES)

### **PAYMENT**

A one time annual registration fee of \$100 and the signed acceptance of your team placement AND the Athlete and Parent Agreement forms are due by June 1st, 2007 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.

**Team Charges --**

Team Name	2003-04	2004-05	2005-06	2006-07	2007-08	Annual Charge	*Annual rate with 5% discount
EDGE	\$225	\$200	\$240	\$250	<b>\$260/mo</b> ♦	<b>\$2340</b>	\$2220*
Blades	\$225	\$200	\$220	\$230	<b>\$240/mo</b> **	<b>\$2160</b>	\$2050*
Spirals	N/A	\$150	\$170	\$190	<b>\$200/mo</b> **	<b>\$1800</b>	\$1710*
Brackets	\$200	N/A	N/A	N/A	<b>\$170/mo</b> **	<b>\$1530</b>	\$1455*
Rockers	\$70	\$100	\$120	\$150	<b>\$135/mo</b> **	<b>\$1215</b>	\$1150*
Swizzles	\$70	\$100	\$120	\$125	<b>\$135/mo</b> **	<b>\$1215</b>	\$1150*
Toe Picks	N/A	N/A	N/A	N/A	<b>\$120/mo</b> **	<b>\$1080</b>	\$1025*

\*If paid in one lump sum before September 8, 2007

♦ Includes bringing in a specialty coach every 4-6 weeks to work with Edge Team

\*\* This includes two **PAID** Learn to skate lessons (one Fall I and one Winter I sessions) and **PAID** Summer Skating Clinic

We are budgeting for 3 USFS (such as, Dr. Porter, Kalamazoo and Mids) and 1 ISI (Nationals) trips for the Edge and 2 USFS (such as, Dr. Porter and Mids) and 1 ISI (National) out of town events for the Blades; plus 1 USFS and 1 ISI out of town event for the Spirals and 1 USFS out of town event for the Brackets. 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 August through April.

**Monthly Costs**

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 EDGE, Blades and Spirals and 2 pairs for the Brackets, Rockers, Swizzles and Toe Picks, coaches fees, ice time, off-ice coach time, off-ice location, travel (transportation and lodging) excluding Rockers, Swizzles and Toe Picks, competition fees, make up products, Boot Camp and many other miscellaneous items. Your monthly fee does not cover purchase or rental of the Team Jacket, the purchase of your Practice Garment, your Travel Attire (as previously described), and any travel charges for the Rockers, Swizzles and Toe Picks. 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.

**\*The Toe Picks, Swizzles and Rockers are subsidized by the Metro Edge Figure Skating Club to keep the season charges affordable.**

**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 20<sup>th</sup> 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 20<sup>th</sup> 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 20<sup>th</sup> of the month during one season.

\*\*\*\*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 Treasurer 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**

**Acceptable payment methods: Cash, Check or Fundraising Credit (we are currently investigating PayPal)**

Full amount before August 30, 2007. If you pay your season in full before August 30, 2007; you will be given approximately 5% off your season's charge.

**Cash:** If you choose to pay your monthly bill with cash, please have it in an envelope marked with your name, your team and the name of your skater.

**Monthly Checks:** If you choose to pay monthly by check, please place the check in the "SYNCHRO TREASURER" folder. Please refrain from placing CASH in the folder.

**Post Dated Checks:** If you would like to write checks for each month ahead of time, the treasurer will hold the check until the 15<sup>th</sup> of the corresponding month. Please date the checks for the month that it should be deposited and place all the checks in an envelope and put it in the "SYNCHRO TREASURER" folder.

**PayPal:** We are hoping to be able to accept Credit Card payments via PayPal. We plan to have this method of payment in place by August, 2007.

**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 request needs to be made on a timely basis to avoid a late fee.

## **Fundraising**

Synchro St Louis 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, The St. Louis Cardinals Baseball Concessions and the Scottrade Center Concessions. You can earn over \$100 per event working the Rams and Cardinals' concession and approximately \$70 for every Scottrade event you work. Please contact Karen Clark if you are interested in participating in this fundraiser for the 2007–08 season. We are looking for a volunteer to coordinate this important fundraising activity. You may need to attend an alcohol training session to be eligible to work the concession area.

All Synchro St. Louis – Metro Edge families are required to participate in one fundraiser to support the program. Last year this was a Skate-A-Thon. This year the fundraiser will be voted on at the Parent's Meeting. It has been recommended that we produce an ad book that can be used for corporate donations and keep the Skate-A-Thon to raise money for our charity. The fundraising event will have a \$100 buyout option.

## **Communication**

**PRIMARY COMMUNICATION LINK** [www.metroedgefsc.com](http://www.metroedgefsc.com)

**Synchro St. Louis will keep this site up-to-date with calendars, competitions, practice schedules and communications.**

The team managers will conduct all communication to the skaters and parents. You will receive emails 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.

## **Organization**

All Synchro St. Louis Teams representing the Webster Ice Rink are governed by 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 the 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 Synchro St. Louis (MEFSC) organization
- Consult as needed with coaches and team managers
- Promote Synchro Skating and Synchro St. Louis teams to local communities
- Develop and grow the Synchro St. Louis 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—Gail Dietsl (assistant: Deana Burke)

- Establish Travel Connections for the Synchro St. Louis 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 – Peggy Lewis

- 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 –DeAnn Shaw

- Advertising Specialties (Pins, pin holders, jackets, pants, valets, tights, 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- TO BE FILLED

- 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 – OPEN – needs volunteer (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, PayPal)
- Monthly financial report to the Metro Edge FSC Treasurer and an annual budget for Metro Edge FSC Board
- Make timely deposits to bank.
- Make budget adjustment recommendations as needed
- Conduct annual Synchro St. Louis 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
- 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 Synchro St. Louis 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.
- Follow attendance, skill, attire, and all policies as listed in this handbook.

## **Coaches Code of Conduct**

Coaches of Synchro St. Louis, MEFSC 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 with Coaches**

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

Karen Giedemann	<a href="mailto:kask8@yahoo.com">kask8@yahoo.com</a> - 314 968-6389
Kim Wuertz	<a href="mailto:kim.wuertz@hughes.com">kim.wuertz@hughes.com</a> – 314 808-6353
Charity Whitlock	whitlocj@slu.edu
Bridgid LaMear	<a href="mailto:BridgidL@fms4u.com">BridgidL@fms4u.com</a>
Ramona Peterson	<a href="mailto:rpsk8dance@aol.com">rpsk8dance@aol.com</a>
Maria Gumersol	<a href="mailto:marialula_22@yahoo.com">marialula_22@yahoo.com</a>
Brianne Ryder	goldskater@sbcglobal.net
Synchro Liaison, Joan Wise	jwise@thfrealty.com or mewise@swbell.net Home 314-353-7753      work: (314) 264-9429

Our Team Manager: \_\_\_\_\_ phone or email: \_\_\_\_\_

Your team manager should be your first call with questions.

The Synchro Committee is a resource that is always available.

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.