



We acknowledge the financial assistance of the Province of British Columbia.

## **LOWER MAINLAND SYNCHRONIZED SKATING CLUB INFORMATION HANDBOOK 2011-2012**

### **EXECUTIVE MESSAGE**

The Executive would like to take this opportunity to welcome all new skaters, returning skaters, and parents to the 31st season of synchronized skating in Surrey.

Lower Mainland Synchronized Skating Club (LMSSC) is an organization sanctioned by Skate Canada, which is the national body that coordinates and regulates figure skating in Canada. LMSSC is a member of the BC/YT Section of Skate Canada. For more information about Skate Canada, visit their website at [www.skatecanada.ca](http://www.skatecanada.ca) and for more information about the BC/YT Section, visit their website at [www.skatinginbc.com](http://www.skatinginbc.com).

We are a coach directed, parent operated, non-profit Society. We rely heavily on the help provided by the enthusiastic volunteers that manage our teams. Thank you to all of those who so willingly lend helping hands.

The day-to-day operations of the Club are managed by a volunteer Executive elected at the Club's Annual General Meeting in October of each year. The Executive meets monthly to manage Club operations. Club information is posted on the bulletin board at Newton Arena or can be found on the Club website at [www.lmssc.org](http://www.lmssc.org). LMSSC remains strong and effective only through active participation of the members of the Club. Volunteers are needed to help out with all aspects of the Club operations. All members are encouraged to donate some time to the Club. Contact a member of the Executive to find out more about how you can help. Offer to become part of the Executive as members retire.

If you have any questions or concerns please feel free to contact any of our Executive and we will gladly assist you. When contacting the Executive please keep in mind we are all **VOLUNTEERS** with different skills, talents and backgrounds working to make this Club as well-run as possible and fulfilling positions to the best of our abilities. Please be supportive. Ask questions if you find that something is not clear to you. Sometimes decisions are made with information that you may not have, so please be sure you have all the facts before drawing any conclusions.

The Executive has worked hard to ensure a great start to the 2011-2012 season. We know this Handbook will benefit both athletes and parents, and it is therefore required that both the **athlete and their parents review the contents for a complete understanding of the rules, regulations and operating practices of our Club**. Together we can build a synchronized skating club that runs efficiently and effectively and meets the varying needs of club, team and individual.

For your convenience the telephone numbers of the current Executive members and coaches are listed on page 7 of this handout.

## **RULES, REGULATIONS AND OPERATING PRACTICES**

### **FACEBOOK/INTERNET/TEXTING**

**Please remember that the internet, Facebook and even text messages on your phone are public spaces. What you send can be seen by more than one person or sent to someone else. The Club, your team and you are judged by what others see and hear. Remember before you type, to think about what you type. Words may be taken at face value or out of context. Be courteous.**

### **TEAM PRACTICES**

- **Skaters must attend all practices and competitions.** Skaters are expected to be in the dressing room at least **15 minutes prior** to practice times. For competitions, skaters are expected to be at the arena **one hour prior** (unless informed otherwise) to competition time. Absenteeism is very disruptive to a team sport. **In all cases of absence, advance notification is a must. Contact your Manager and your Coach by phone or in person. Follow up with email.**
- Any family vacations that have been booked **MUST** be advised well in advance to your Manager and Coach.
- **School work is extremely important.** It is crucial that you stay on top of it and still attend all practices. Your teammates depend on you.
- During floor and ice practices, **working hard and listening** are essential. Lack of either is disrespectful to your coach and the team.
- **Proper practice attire is expected at all times. Hair must be secured in a ponytail and bangs pinned back neatly. No large earrings. No gum chewing.**
- **ALL SKATERS ARE EXPECTED TO DO EXTRA SINGLE SESSIONS TO CONTINUALLY UPGRADE THEIR SKATING SKILL,** (Skills, Free Skate or Dance).
- **CHRISTMAS:** Skaters are given time off during the school holiday break period, but may have a session scheduled. If skaters have family travel plans, please advise your coach and manager well in advance.
- **COMPETITIONS:** **Please, do not book travel which takes your skater away from practice times during the week in advance of a competition. It is vital that all competitors practice together before a competition as part of their performance preparations. It would be appreciated if you could schedule any family visits or sightseeing for after the competition. Do NOT book any travel dates or times prior to speaking to your team manager and/or coach.**

### **FUNDRAISING AND INDIVIDUAL FUNDRAISING ACCOUNT**

- LMSSC does fundraisers throughout the season. There are fundraisers for the whole Club and each team also has the option of doing their own fundraisers. Ask your team manager for information.
- Each skater has an individual fundraising account that is looked after by our volunteer Treasurer. The money that accumulates in your skater's account may be used at any time by filling out the necessary form (please see your Team Manager).
- All fundraising requests must go through the team manager, please do not contact the Treasurer directly.

## **WARDROBE REQUIREMENTS**

All skaters are required to purchase the following:

- Team T-shirt
- Practice Dress
- Travel Attire (Team specific. Will be advised by your team manager)

## **CARE OF TEAM DRESSES**

The following washing instructions should be noted for all team dresses, whether competition or practice, as per instructions from our seamstress.

1. Dresses should be washed as infrequently as possible.
2. All dresses should be hand-washed in delicate fabric soap, such as Zero.
3. They should be hung to dry.
4. They should **never** be put in the dryer for any reason.
5. They should not be dry-cleaned.

This will keep the dresses looking new, and help to keep the sequins/beads/trim/appliques in place.

## **SKATING EQUIPMENT AND ATTIRE**

### **Skates**

In general, skates are a smaller size than the skater's shoe size. The boot should not be too big. Depending on the manufacturer, skates may be up to a full size different than the shoe size.

The toe of the skate should be fitted to allow the skater to wiggle his or her toes when the boot is laced up.

The heel of the foot should fit closely into the heel of the boot. To test this, unlace your child's boot and put a pencil behind the back of the child's foot when it is pushed firmly forward into the skate and is right down into the heel of the boot. The pencil should move easily with a bit of room, but not too much.

### **Skate Sharpening**

Skaters should have their skates sharpened after about 20 hours of skating. Skaters often know when their skates need sharpening, as do coaches. Figure skates should not be used on outdoor rinks. If they are used outdoors, ensure they are sharpened right after.

### **Skate Guards**

Skate guards are an essential piece of equipment. Please teach your children not to walk on concrete floors without skate guards. Walking on rubber mats is acceptable, but should be avoided if possible as well.

Skaters should put guards on right after leaving the ice, and remove them once the skates have been removed from the skaters' feet. Leaving guards on the skates will promote rust on the blade.

Blades should be wiped completely dry after skates are removed from the skaters' feet.

## **FEES**

- TBA: We will let every parent/skater know ASAP what their fees are for the upcoming season. Skater team placement is finalized prior to fee announcement.

FEES include:

- Practice Ice
- Coaching
- Competition Fees
- Club Operating Costs
- Competition Dress
- Accessories (make-up and tights)
- Floor Practices
- Coaches' Travel

## **SEPTEMBER PAYMENT**

A registration deposit cheque is due from all skaters the first week of skating in September to help offset our ice and coaching expenses before team season fees are collected. This deposit is deducted from your total fees owing.

Juvenile	\$125 - due Sept 22 <sup>nd</sup>
Pre-Novice	\$200 – due Sept 22 <sup>nd</sup>
Adult 1	\$200 - due at first practice
Adult 2	\$200 - due at first practice

Cheques, payable to LMSSC, are to be handed in to your Team Manager.

## **POST-DATED CHEQUES**

Season fees must be paid by post-dated cheques in equal installments over 5 months – October 1 – February 1. All post-dated cheques are required to be handed in to your Team Manager, otherwise your skater **WILL NOT** be allowed on the ice until all cheques are received.

Please place in an envelope marked with:

- Team Name
- Skater's Name
- Amount of cheque(s)

## **NSF CHEQUES**

\$25.00 SERVICE CHARGE – PLEASE NOTE.  
THIS WILL BE COLLECTED. NO EXCEPTIONS.

If a NSF cheque is received more than once, a **cash or money order only** basis will apply **thereafter** and your post-dated cheques will be returned to you.

## **REFUNDS**

ALL refunds must be requested in writing to the attention of the Board of Directors, and sent through your team manager via email or written letter. The date of receipt will be the date used for the purposes of assessing the refund. All refunds will be pro-rated based on the number of skating sessions that occurred between the time of registration and receipt of request for refund. Refunds will only be considered after 5 consecutive sessions have been missed.

Requests will be considered on a case-by-case basis and when supported with an acceptable rationale. Consideration will be given particularly to the following:

- a) Medical reasons – refunds for medical reasons should be accompanied by a medical certificate. This will be kept in confidence.
- b) Refunds for reasons beyond the control of the skater, including serious illness in the family or moving away from the area, etc.

Refunds are not limited to the above reasons but are at the discretion of the Board of Directors who will vote to approve or refuse the request. If approved, the refund calculation will be determined by the team manager and the Treasurer, paid as soon as possible after approval, and will include an explanation of the refund calculation. If refused, the requestor will be advised as soon as possible following the decision.

## **ANNUAL GENERAL MEETING & LMSSC 3rd Annual Meet and Greet!**

- **Monday, Oct. 17<sup>th</sup>, 2011, Fleetwood Arena; 6:30pm in MP#2.  
(upstairs)**
- **Parents/guardians of minor skaters, Adult skaters are encouraged to attend.**
- **Meet your fellow skaters, parents, and club Executive members!**
- **Details about competitions and travel information.**
- **Information about fundraising events and skater's fundraising accounts!**

## **SKATING SCHEDULES**

### **Season Begins – Start up times**

All PreNovice skaters from last season	Tues Sept 13, Fleetwood, 6:00-7:15pm
Open House	Thurs Sept 15, Newton, Ice @ 5:30pm
Adult I	Thurs Sept 8, Fleetwood, 8 – 10 pm Thurs Sept 15, North Surrey 8:30 – 11pm
Adult II	Tues Sept 13, MSA, 6:30 – 8:00pm

### **Regular Ice and Floor Times**

Pre-Novice Ice	Fleetwood Arena, Tuesdays 6:00 - 7:15pm Newton Arena, Thursdays 7:00 – 8:00pm	begins Sept 13 begins Sept 15
Juvenile Ice	Newton Arena , Thursdays 5:30 – 6:45pm	begins Sept 22
Adult I		
Floor	North Surrey Arena, Thurs 8:30-9:30pm	begins Sept 15
Ice	North Surrey Arena, Thurs 9:45-11:00pm	begins Sept 15
Adult II	MSA, Abbotsford, Tuesdays 6:30 - 8:00pm	begins Sept 13

**LMSSC**  
**2011-2012**

**Dates To Remember**

<b><u>EVENT</u></b>	<b><u>DATE</u></b>
Bellingham Christmas Show More info to come	Sunday, Dec 4, 2011
Pacific Ice Gala (All teams)	Saturday, Dec.3, 2011 (1:30 – 4:30 pm)
LMSSC Christmas Party (all teams) Attendance required	Thursday, Dec. 15, 2011 5:30 –8:00 pm
BC/YT Open Competition, South Surrey (All teams except Beginner)	Sat Jan 7 –Sun Jan 8, 2012
Travel day to Edmonton Mountain Regions (formerly Western Regional) Edmonton, Alta (all teams except Beginner)	Thurs, Jan 26, 2012 Fri Jan 27- Sun Jan 29, 2012
Canadian Synchronized Skating Championships WFCU Centre, Windsor, Ontario	February 23-25, 2012
Old Timer's Hockey Game, Vancouver Coliseum	Wed, March 21, 2012
Adult National Synchronized Skating Competition Charlottetown, PEI	Fri Apr 6 - Sun Apr 8, 2012
World Synchronized Championships Gothenburg, Sweden	April 13-14, 2012

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**LMSSC EXECUTIVE MEMBERS 2011-2012**

<b>PRESIDENT</b>	Jenny Milne	<a href="mailto:bmilne10@telus.net">bmilne10@telus.net</a> 604-590-1033
<b>VICE-PRESIDENT</b>	Vacant	
<b>TREASURER</b>	Trish Van Vliet	<a href="mailto:azsewing@shaw.ca">azsewing@shaw.ca</a>
<b>SECRETARY</b>	Joanne Mierzejewski	<a href="mailto:tom-joanne@shaw.ca">tom-joanne@shaw.ca</a>
Adult I Team Manager	Kelly Hamer	<a href="mailto:justmekells@hotmail.ca">justmekells@hotmail.ca</a> 604-376-3301
Adult II Team Manager	Coleen Melsted	<a href="mailto:herbs4u@shaw.ca">herbs4u@shaw.ca</a> 604-308-2617
Pre-Novice Team Manager	Karen Walmsley	<a href="mailto:squigs@telus.net">squigs@telus.net</a>
Juvenile Team Manager	Heidi Schunter	<a href="mailto:rhschunter@shaw.ca">rhschunter@shaw.ca</a>
<b>CLUB DIRECTORS</b>	Cathi Kramer (Ice Coordinator)	<a href="mailto:cathi_444@hotmail.com">cathi_444@hotmail.com</a>
	Eleni Diamantopoulos (Travel)	<a href="mailto:e.diamantopoulos@shaw.ca">e.diamantopoulos@shaw.ca</a>
	Susan Avram	<a href="mailto:susanavram@gmail.com">susanavram@gmail.com</a>
	Vacant	
<b>COACHES</b>	Leslie Rupp	<a href="mailto:lrupp@telus.net">lrupp@telus.net</a> 604-202-2207
	Danalee Harrison	<a href="mailto:figsk8coach1@shaw.ca">figsk8coach1@shaw.ca</a> 604-306-3609





## ***PARENT CODE OF CONDUCT***

Skate Canada is committed to ensuring that all skaters have the opportunity to participate in a safe and welcoming environment that is encouraging and promotes their overall development. Parents have an enormous influence on skaters' experiences in the sport. The quality of a skater's experience is determined by their relationships with parents and the manner in which parents conduct themselves in the Skate Canada environment.

In this code "parents" shall refer to "parents and guardians". This code applies to all parents who are members of Skate Canada or have children who are members of Skate Canada. Parents shall abide by this code at all times while participating in any Skate Canada club or school, competition, or activity.

- All parents are expected to conduct themselves in a responsible manner consistent with the values of fair play, integrity, open communication and mutual respect.
- Parents shall always model positive and responsible behaviour and communicate with their son/daughter that they expect them to do the same. Parents will assume the major responsibility for their son/daughter's on ice conduct and attitude.
- Parents shall at all times treat all individuals and property with dignity, courtesy and respect, including but not limited to skaters, coaches, officials, volunteers, other parents, and all other individuals that are part of the club, skating school, Section or Skate Canada.
- Parents shall refrain from any behaviour, or comments, which are profane, insulting, harassing, sexist, racist, abusive, disrespectful or otherwise offensive without hostility or violence.
- Parents shall emphasize the importance of values like sportsmanship, respect, cooperation, competition and teamwork to their son/daughter offering praise for competing fairly, participation and skill development.
- Parents shall model and encourage their son/daughter to maintain a healthy balance between skating and life. (i.e., school, other activities, social life, etc.)

- Parents shall model and encourage balanced, healthy food choices and subscribing to an active and healthy lifestyle.
  
- Parents shall set high, but reasonable expectations for their son/daughter's participation in skating, focusing on development and enjoyment for the child.
  
- Parents shall instill confidence in their son/daughter's ability and skill development, always avoiding comparisons with other skaters.
  
- Parents shall celebrate the acquisition of skills and goals achieved by their son/daughter.
  
- Parents, along with the professional coach and the athlete, shall be considered members of a team whose main concern is the child's overall progress and development. Parents shall respect that the professional coach is responsible and empowered for the on-ice and off-ice development of the athlete.  
A parent's role shall be to take a healthy interest in their child's progress and development and be responsible for the child's nutrition, rest, adherence to off-ice training regimen set by the coach or other fitness professional, overall health, life-balance, and moral and emotional support.
  
- Parents shall ensure their son/daughter wears proper skating clothing and equipment.
  
- Parents shall never provide alcohol or drugs to minors in a Skate Canada environment.
  
- Parents shall never provide or advocate the use of performance enhancing drugs or substances.
  
- Parents shall avoid any conduct, which brings their club, skating school, Section or Skate Canada, into disrepute, including but not limited to abusive use of alcohol, non-medical use of drugs and gambling.
  
- Parents shall openly support and uphold this code of conduct policy and take action and steps to ensure other parents follow and uphold this code of conduct policy.
  
- Parents shall adhere to the policies, procedures, rules, standards, and ethics of Skate Canada at all times.