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Lower Mainland Synchronized Skating Club acknowledges the financial assistance of the Province of British Columbia.

## **LOWER MAINLAND SYNCHRONIZED SKATING CLUB INFORMATION HANDBOOK**

### **EXECUTIVE MESSAGE**

The Executive would like to take this opportunity to welcome all new skaters, returning skaters, and parents to the 29<sup>th</sup> 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 you who so willingly lend helping hands.

The day-to-day operations of the Club are handled by a volunteer Executive, which is elected at the Club's Annual General Meeting in October of each year. The Executive meets monthly to handle 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 belongs to the members of the Club. Only through active participation of the members of the Club will the Club remain strong and effective. Volunteers are needed to help out in 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 and watch for opportunities 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 be pleased to assist you. When contacting the Executive please keep in mind we are all **VOLUNTEERS** with different skills, talents and backgrounds working for the betterment of this Club and fulfilling positions to the best of our abilities. Please be supportive whenever possible. Sometimes decisions are made with information that you are not aware of, so make sure you have all the facts before drawing any conclusion regarding the way the Club is managed.

The Executive has worked hard to ensure a great start to the 2009-2010 season. This handbook is the result of one of our undertakings. We know it 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 that others cannot tell you are just trying to be funny. Words are 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 differently by your Manager) to competition time. In a team sport absenteeism is one of the worst things an individual can do to disrupt the team. **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 if it is advance notification.**
- Any family vacations that have been booked **MUST** be logged well in advance with 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** is musts. 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, advise your coach and manager in advance.

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

- LMSSC does many 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 (see your 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:

- 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 should be the same size as the child's shoe. 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 30 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 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.

Elementary and Juvenile skaters	\$100.00 - due 2 <sup>nd</sup> week of skating
Adult skaters	\$200.00
Open skaters	\$300.00

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

## **POST-DATED CHEQUES**

Season fees are to be paid by post-dated cheques in equal installments over 6 months – October 15 – March 15. 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 1<sup>st</sup> Annual Meet and Greet!***

- **Wed. Oct. 7, 2009, Fleetwood Arena; 7:30pm in MP#1. (upstairs)**
- **Parents/guardians of minor skaters, Adult skaters are welcome 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!**



**LMSSC EXECUTIVE MEMBERS**  
**2009-2010**

<b>PRESIDENT</b>	Jenny Milne	<a href="mailto:bmilne10@telus.net">bmilne10@telus.net</a> 604-590-1033
<b>VICE-PRESIDENT</b>	Cori Rexworthy	<a href="mailto:rexworthy@shaw.ca">rexworthy@shaw.ca</a> 778-688-9554
<b>TREASURER</b>	Sara Williams	360-961-8583 <a href="mailto:williamsfam5@comcast.net">williamsfam5@comcast.net</a>
<b>SECRETARY</b>	vacant	
Adult I Team Manager	Heather Arthur	<a href="mailto:haarthur@shaw.ca">haarthur@shaw.ca</a> 604-596-9298
Adult II Team Manager	Coleen Melsted	<a href="mailto:herbs4u@shaw.ca">herbs4u@shaw.ca</a> 604-308-2617
Open Team Manager	Cori Rexworthy	<a href="mailto:rexworthy@shaw.ca">rexworthy@shaw.ca</a> 778-688-9554
Juvenile Team Manager	Karen Walmsley	<a href="mailto:squigs@telus.net">squigs@telus.net</a> 604-518-2415
Elementary Team Manager	TBA	
<b>CLUB DIRECTORS</b>	Cathi Kramer (Ice Coordinator) Eleni Diamantopoulos Vacant Vacant	604-598-2114 604-597-3901
<b>COACHES</b>	Leslie Rupp	<a href="mailto:lrupp@telus.net">lrupp@telus.net</a> 604-202-2207
	Donna Paul	<a href="mailto:donnapaul@shaw.ca">donnapaul@shaw.ca</a> 604-857-1200 (1424)
	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.