

CAMROSE SKATING CLUB

POLICIES & PROCEDURES

FOR

SKATERS AND PARENTS

MAY 2008

CLUB MOTTO

MISSION STATEMENT

We are a Recreational Club which encourages and develops skating by providing the opportunity, whenever possible, for participation in the sport by recreational, test, and competitive skaters.

GENERAL

All questions and concerns must be addressed to the Program Coordinator^(05/05). Specific complaints or concerns that you wish the executive to address must be in writing & must be signed. If we don't know you have a problem, we can't fix it.

Parent/coach concerns and complaints of anything more than minor issues should be directed to the Program Coordinator^(04/03) who will then bring unresolved issues to the Executive meeting.

Offensive language will not be tolerated at any time for any reason, by any skater, to a coach, other skater, or supervision parent. Courteous behavior is expected among skaters towards each other.

Please don't "pick" the ice unnecessarily. This can damage the ice and cause injuries to skaters.

There will be absolutely no gum chewing or food eating on ice.

Long hair should be tied back out of the way. Proper grooming is essential at all times.

Parents and other skaters must not interfere with the Professional coach when a lesson is in progress.

Parents are not allowed on the ice surface at any time.

Fathers and mothers are allowed in the dressing rooms for Canskate; however only moms are allowed for all other programs unless there is an emergency, because there are older girls changing. Friends are not allowed in the dressing rooms.

EQUIPMENT MAINTENANCE - Skates should be kept sharpened throughout the season. It is not recommended to sharpen them JUST before a test. A quality skate sharpener should do sharpening. Emphasize blade care to the skater - it cuts costs!

Always wear guards when off the ice. Dry the blade with a chamois or soft dry cloth when you remove the skate. Put cloth covers over the blades before putting skates in your bag - the blades banging and rubbing together can ruin the edge.

THE CAMROSE SKATING CLUB, ITS OFFICERS, AND ITS INSTRUCTORS WILL NOT BE RESPONSIBLE FOR ANY CLAIMS OR INJURIES SUSTAINED DURING ANY SESSION. THEY WILL NOT BE HELD RESPONSIBLE FOR ANY LOST PROPERTY. THE CLUB WILL NOT BE RESPONSIBLE FOR LOSS OF ICE DUE TO FAILURE OF THE MECHANICAL AND/OR ELECTRICAL SUPPLY. ALL MEMBERS WILL ABIDE BY THE CLUB AND SKATE CANADA RULES AS SET FORTH IN THE RULE BOOK.

SUSPENSION & EXPULSION POLICY

The Board of Directors, in consultation with the coach(es)^(05/05), may suspend or expel a member for acting contrary to the By-laws, Rules and Regulations of Skate Canada or of the club and such breaches of the rules shall be dealt with in the following manner: ^(04/04)

1. A written warning will be mailed to the skater's home address as shown on the registration form.
2. A further complaint of the same nature will result in the skater's ice time being revoked for a period of time to be decided by the Executive.

Coaches may expel a skater from the ice for disciplinary reasons. When a skater has been expelled three times, he/she will not return to the ice until the coach has discussed the matter with the parents. ^(05/05)

ANNUAL GENERAL MEETING

An Annual General meeting will be held at least once yearly after the end of the winter session. A notice will be posted **2 weeks prior** outlining any major proposed motions to be discussed and voted on. ^(05/07)

REGISTRATION

The Club will hold registrations; generally one in the spring and a second in the fall, or as determined by the executive ^(05/06).

All programs will be registered on a "first come first served" basis. Certain programs may not be offered or may be cancelled if there is not sufficient demand to ensure a viable program. ^(05/05)

Private Lesson Skaters MUST register for each and every session they wish to skate, as well as booking lessons with their coach.

Members shall be responsible to ensure their account remains in good standing and provide payment when necessary.

Registration will not be accepted until all components of registration have been received.

Camrose Skating Club will pay up to \$100/season for Skate Canada Officials registration costs as submitted by officials to club at beginning of each skating season. ^(05/08)

FEES

The registration fees paid to the Club cover a full season of skating. We will try our best to ensure all lessons run as planned. Occasionally, ice time must be canceled or changed due to tests, hockey, holidays, carnival or other unavoidable reasons. Please understand that we cannot guarantee every lesson will be rescheduled if there is a change. There will be no refunds for cancelled sessions. ^(05/05)

We require the payment in full at time of registration; one-half is due upon registration, and the balance shall be payable in full in the form of a postdated cheque dated October 31st. Exceptions may be considered on a case-by-case basis. ^(4/03)

A skater will not be allowed to skate until delinquent fees are paid, whether to The Club or to their Coach. (9/91)

Withdrawals: Fees or portions of fees will not be refunded once a skater has begun lessons, except for beginning Canskate member skaters, whereby they shall have a one month probationary period to confirm registration. Withdrawal within the one month probationary period shall be eligible for a full refund less Skate Canada Administration Fee. No refunds will apply if withdrawal occurs after the one month probationary period. Special consideration will be given if the skater becomes ill, moves or transfers to another club, or other extenuating circumstances as approved by the Executive.

Skate Canada registration fee will be waived for skaters who are registered with another club. These skaters will be required to pay ice costs and club administration fees only. (05/08)

A late registration fee of \$125 will be charged after the last fall registration date. Exceptions are made only for new residents to Camrose after the September registration. (9/97)

FUNDRAISING

There is a CMSA requirement that each family work one concession shift of 4 hours per year. A security cheque and scheduled shift time will be required prior to registering.

The executive will decide prior to registration each year what type of fundraiser will be required for Skating Club members. All persons registered will be required to participate in the fundraiser. Executive members may be exempt from certain fundraisers as recognition for sitting on the executive. (05/08)

SUPERVISION

Parents of all skaters are expected to take turns on supervision during the season or pay the supervision fee. A supervision schedule will be provided to each family at the beginning of each season. If you have time conflicts, it is YOUR responsibility to trade with another parent and notify the Program Coordinator of your trade. Supervisors are expected to be on time for their sessions. Please don't make someone else cover for you because you are late.

Skaters who have finished high school are not required to participate in supervision and do not pay for supervision. They are however, required to participate in a club fundraiser. (05/08)

Three \$50 Security cheques for supervision and other required duties, such as test day and carnival jobs, will be collected at registration for each skater. Cheques will be discarded unless they are requested to be returned after ALL supervision and other duties are completed. (04/02) If you do not show up for your scheduled supervision or assigned test day or carnival duties, (4/03), your cheque will be cashed. If you are ten minutes late it is considered a "No Show."

Anyone not willing to supervise throughout the year will be charged as follows: Canskate - \$50; Junior Development - \$70; Privates - \$50 per session. No reimbursement will be paid to anyone working a missed supervision. (4/03)

The Minimum number of supervisors is determined by coordinator at the beginning of each year for each program. (05/07)

SUPERVISION DUTIES:

Supervising parents encourage proper conduct of skaters both on and off the ice, as well as anyone else at the rink; and provide first-aid to injured skaters. First-aid equipment will be kept at each rink.

The supervisor shall also be responsible for watching the ice surface for any possible hazards while skaters are skating. All supervisors are responsible for immediately reporting any substantial injuries or incidents of skater or coach to the executive who will, in turn, report the incident to Leisure Services. (05/06)

The supervisor is responsible for setting up music equipment, playing music, and putting the equipment away, as applicable. THIS IS NOT THE COACHES' RESPONSIBILITY. At the beginning of each season, a supervision schedule will be given out to all parents outlining their job descriptions when on supervision. It is the parent's responsibility to know this prior to coming for their scheduled time. (05/07) When the supervising parent plays music during Freeskate, Dance, and Skating Skills, try to **alternate each skater's music**; respecting that everyone wants his or her music played. Dance Partners has first priority over music requests, then the coach. (05/07)

HELP FUND

Applications for the Help Fund are made directly through Leisure Services and are completely confidential with Leisure Services only.

The Help Fund will pay for one basic skating program per skater. The Fee schedule will be submitted to Leisure services at the beginning of each season. A portion of fundraising profits will go towards the Help Fund. (05/08)

NEWSLETTER & WEBSITE

Each registered skater and coach will receive a Club Newsletter approximately **3-4 times per season**. Calendars, supervision schedules, bingos, special events and achievements can be included in the newsletter.

Club website is www.camroseskatingclub.com and will be updated on a timely basis. (05/06)

MUSIC SYSTEM/EQUIPMENT

The music system is for the sole use of the Club and should never be lent out. Video camera/TV are to be kept locked in the Club office. Equipment must be signed out and used only for club activities. An equipment list must be updated and sent to the Leisure Services office each time we add or delete equipment; since our Insurance policy is in conjunction with the City's.

ICE SHOW

Participation in the Ice Show is optional. Coaches and the Ice Show chairperson should be notified as soon as possible of intentions not to participate so that planning and purchasing will not be affected.

An Ice Show Coordinator shall be responsible for coordinating all aspects of the Ice Show. If an Ice Show Coordinator has not been selected by November 1st, then there will not be an Ice Show for that season. Once an Ice Show Coordinator has been selected, the coaches along with a few of the executive members will provide the Ice Show Coordinator with a list of Ice Show groups by December 15th.

Skaters are placed in groups at the Coaches recommendations and on approval of the chosen executive. Once a skater has been assigned an Ice Show group, there will be no trading or switching between groups. Coaches will assign solos, duets or hi-lites to those skaters who have not skated a solo or duet after three years inclusive of their skating solo year. For example, if a skater skates their solo in 2008, they will be next eligible to skate a solo/duet in 2011. (05/08) Skaters have the option of performing their solo from a program they have been working on during their skating season or have a new one created for them just for the ice show.

(05/06) Hi-lites, consisting of skaters who are in their graduating year of school, may perform a short demonstration skate, a solo, duet, or hi-lite in appreciation for their commitment to the Camrose Skating Club regardless of any solos, duets or hi-lites performed during the past 3 years. Parents will be responsible for all coaching costs to prepare programs for solos and duets. (05/08) Approximate Ice show costs per skater: \$30-50 costume; and pictures* (optional); and Ice Show video* (optional); and programs* (optional). *Costs to be determined by the Ice Show Committee annually. (04/03)

Immediate family members are required to pay for the carnival performance admissions.

Winners of raffles, such as 50/50 Tickets, whereby tickets are sold, shall be selected on the day of the event or draw date. In the event no winner comes forward to claim their prize at the end of the event, or within 60 days of a draw date noted on a ticket, all attempts will be made to conduct a second draw, however, should circumstances not allow for a second draw and a draw remain unclaimed, the proceeds will be distributed by Executive decision towards a worthy cause, rather than remain as general funds of the Club.

SUMMER SCHOOL

A supervision fee will be added to the registration fee and someone will be hired to play music for summer school.

STARSKATE TEST STREAM OR COMPETITIVE SKATERS

Skaters may do extra club fundraisers, if offered, for individual fundraising (05/08) The amount reimbursed for working the fundraiser (05/08) will be determined by the

Camrose Skating Club annually and will be used to pay directly for competition costs, including entry fees, coaches costs, travel (@\$0.40/km), accommodations, and club registrations, (05/05) with supporting receipts.

The skaters pay all other remaining expenses.

CANSKATE

Canskate is a learn to skate program designed for beginners which teaches the fundamentals of skating. Skaters must four years of age by September 1 (Skate Canada year). (05/07)

Skaters are encouraged to participate at their own level of interest and skill. Participants are evaluated on a day-to-day basis with no formal testing required, except for the Proficiency test.

The Canskate program consists of badges: Stage 1, Stage 2, Stage 3, Stage 4, Stage 5, Stage 6, Stage 7 (Optional Enrichment/PrePreliminary). Six Fundamental Movements - Forward, Backward, Stop, Turn, Spin and Jump.

The objectives of the Canskate program are: To provide an enjoyable, safe skating program. To develop balance, coordination and rhythm through the use of music. To teach correct techniques for forward skating, backward skating, stopping, turning, spinning, jumping and the four basic edges. To provide incentives for beginners. To promote physical fitness. To encourage lifelong participation in skating. To encourage skaters to go on to learn figure skating. Canskate parents please note that if you are having a problem that you wish to speak to a coach about, your line of contact should be to first contact your Canskate Coordinator. If you are not satisfied with the answers you receive, please feel free to contact the Executive of the Club. The Professional coach will try to be available for a few minutes weekly to answer any questions parents may have.

Canskaters are discouraged from wearing ski-suits, as they restrict movement and can catch under skate blades causing falls, which may result in injury. Skaters shall not wear hard material hair accessories as they can cause serious injury in a fall. Helmets are recommended for younger skaters and are mandatory for Stages 1 to 4 Canskaters. (05/05)

A maximum of fifty skaters will be allowed on the ice per session.

STARSKATE GROUP

STARSkate Group is an introduction program into figure skating. It is an alternative to STARSkate by offering less expensive, quality group instruction. The focus is on skills in stroking, dance and free skating.

It is recommended that skaters have completed at least Stage 4 before moving up from Canskate. A lower level may be accepted at the recommendation of the coach. STARSkate Group may not be offered if insufficient enrollment anticipated. (05/08)

STARSKATE (Private Lessons)

All skaters MUST be registered with the Club for each session they skate.

All sessions scheduled by the Club shall be designated as follows: Junior session shall include skaters who have 0-2 years experience, Intermediate sessions are for those skaters who have 3-4 years experience and Senior sessions shall be reserved for those who have 4 or more years skating experience. The Club recognizes there may be exceptions and the final decision for session placement of the skaters rests with the Club Executive in coordination with the coaching staff. Once a final decision is reached by all parties involved, such decision shall be discussed with the entire coaching staff to ensure complete awareness of the circumstances. (04/04)

Once a skater is registered with The Club, it is their responsibility to arrange for STARSkate lessons with a professional coach of their choice depending upon availability. Skaters will be billed directly by their coach for lessons (once or twice a month). Coaches should be paid promptly. Skaters are expected to be on time. A skater who persistently arrives late may be asked to sit out the first skating session. Rationale: lateness undermines skater discipline.

Skaters are expected to skate with their heads up and watch out for other skaters. Courteous behavior is expected among skaters towards each other. Skaters should try to stay out of the way of anyone practicing their solo or getting a lesson. Each person should try to keep moving. NEVER STOP in the middle of the ice. Go to the boards if you need to rest or have to talk. Get up as soon as you can after a fall; do not sit on the ice. Look both ways before skating away from the boards. Skaters are expected to remain on the ice for the entire session.

Any discussions between parent and coach should take place before or after skating sessions. Skaters or parents should not interrupt a coach giving a lesson to another skater.

It is the responsibility of the parent or skater to notify the coach when a skater will be absent. Except in cases of sudden illness, the coach should be given at least twenty-four hours notice. If notice is not given, the skater may be charged for the lesson.

FREESKATE CHOREOGRAPHY AND TAPING - As your child becomes ready, she/he will require a taped solo - a piece of music of specified length. This is done by your coach, who will apply a charge for taping and choreography.

EXTRA ICE – Drop-in ice may be purchased per session. This is done through the STARSkate coordinator ONLY! The cost of extra ice is paid by the skater using it, not by the Club.

Any skater reaching Gold Level in any of the Skating Disciplines prior to the end of the skating season may request for a refund in session fees and partnering prorated for what is left in the season.

DANCE PARTNER

A partner will be under contract with the Camrose Skating club. All fees, mileage, and test fee charges will be included in the contract. The built-in partnering fee will be reviewed and set before each season begins. A partnering fee is charged for each dance test with the partner. Coaches can partner their own skater with arrangements made between coach, skater and parent.

Occasionally, partnering may be canceled or changed due to weather, partner ill, tests, hockey, holidays, carnival or other unavoidable reasons. Please understand that we cannot guarantee every session. We will attempt to reschedule if there is a change. There will be no refunds for cancelled sessions unless for an unreasonable period of time. The executive then will determine if refund allotted. (05/07)

PROFESSIONAL COACHES & CONTRACTS

Camrose Skating Club will deliver, prior to the Ice Show, an annual contract renewal for coaches to review and sign, noting any changes for the next season, for ratification by the Executive. The contract will clearly define hourly rate, ice show, ice show carnival music, preparation time and details about mileage. Failure to respond shall be deemed an automatic renewal of the previous contract, which allows for automatic renewals annually. . Contracts will automatically renew each year unless notice is given in writing by the coach. (04/04)

The club will pay, on a sliding scale, for Canskate & STARSkate Group. Rates are to be determined at the end of each season for the next year so that registration fees can be set before the June registration.

Coaches' fees will be approved at an Executive meeting.

All coaches should have standardized billing to be submitted to the Treasurer prior to the last Monday of each month. All payments shall be processed on the last Monday of each month. (04/03)

Coaches will ensure parents are aware of estimated coaches competition costs charged. The coach's costs will be divided among the skaters at the competition and coaches will work together to contain costs to skaters as much as possible. (05/05)

Coaches are required to update their qualifications in keeping with Skate Canada Rule Book at their own expense. (9/97)

Coaches will provide the Club with a copy of their NCCP and First Aid certificates, as well as certificates of updates taken no later than September 1 of each new skating year. (04/04).

Coach's Leave of Absence: Medical - when coaching group programs (not private) the coach will be offered a medical leave for a reasonable period of time to be mutually agreed upon by the Club and coach. In the case of Private lessons, the contract is between the parent and coach.

The President & Treasurer will be in possession of copies of the contracts and advised of who is coaching what programs.

PROGRAM ASSISTANTS

All program assistants (PA) must be registered with Skate Canada to assist with any program. (05/00)

Program assistants teaching Canskate and STARSkate Group must have successfully completed the Program Assistants Course. Skate Canada's recommended minimum age for a PA. is 12. Coaches will select P.A.'s depending on skill level and maturity.

Program assistants may be asked to take a re-certification course at the Club's request.

In accordance with Skate Canada regulations, the Club may provide a gift of appreciation to program assistants. This gift is at the discretion of the club executive and can only be used for expenses incurred within the club, such as club ice time, coaching costs, club dues, club clothing, competition entry fees, etc. The gift cannot be exchanged for cash value at any time without eligible receipts. The total value of such gift shall not be greater than \$50.00 per 10 hours volunteered (\$5.00 per hour). The most important underlying condition is that a club never gives a PA anything that cannot be considered an investment back into the business of the club, and the club is never in a position of "owing" anything to a skater who may no longer be participating in the club.

FORMER SKATERS

The following shall apply to PA's who are former skaters who have graduated from high school or are an associate skater from another club, but are no longer skating at Camrose Skating (05/05) Club, who wish to give their services, and whom cannot use a reduction of club fees, competition dues, etc. as they are not actively skating in the club themselves. These inactive or out of club skaters shall be registered with the Association by the club and may be rewarded for their PA contribution in the following ways:

- ❖ Non-skating related gift certificates
- ❖ Club clothing
- ❖ Acknowledgement letter from the club for their resume/portfolio
- ❖ Used to fulfill requirement of volunteer work for high school credit of graduation. (04/04)

TEST DAY

ALL RULES REGARDING TEST DAYS ARE GOVERNED BY SKATE CANADA, NOT THE RULES OF THE INDIVIDUAL CLUB.

The Coach in consultation with the parent and the skater shall make the decision for a skater to test. The coach should also consult with the dance partner.

The Club reserves the right to cancel sessions in order to provide test ice if necessary. Skaters should clean and

polish skates, and wash laces. Extra laces and tights are a good idea. Long hair should be tied back. A skating dress with beige tights should be worn. Remember to remove your warm-up sweater before the test itself. No gloves.

TEST COSTS - The Test fee paid to the Club covers; dance partner and mileage, the Skate Canada test fee (goes to Ottawa), Evaluator's mileage and expenses, as well as the cost of ice & all other test day expenses. Their coach, for the equivalent of one lesson, will bill skaters directly.

Test fees should be paid before Test Day, and **MUST** be paid **BEFORE** a skater will be allowed to take a test.

Skaters are responsible for paying their own test fees, mileage, and expenses if they go to an Out of Town test. (10/97)

The following people **ONLY** are to be admitted into the Judges/Accountant room: Judge(s), Accountant, Test Chairperson, and Ice Captain. **NO COACHES, PARENTS, OR PARTNERS.** Consultation with the Judge can be done by the coach asking permission first.

EXECUTIVE AND COORDINATORS

Except for the Professional Coaches Representative, who shall be elected annually, and the Treasurer, who is contracted by the Camrose Skating Club, positions on the Executive are for at least a 2-year term, or for what is determined to be necessary for a particular position. The Executive shall be made up of the following positions: President, Vice-President, Secretary, Program Coordinators for Canskate & STARSkate Privates, (05/08) Test Chair, Professional Coaches Representative and Synchronized Skating Committee Representative and 7 Directors at large. The 7 Directors shall hold the following positions: Publicity Representative, Newsletter/Website Manager, Two (05/08) Ice Show Committee Representatives, Equipment Manager, Registration/Off-season Coordinator. (05/08) and CMSA Representatives.

All other Coordinators shall attend Executive meetings to provide representation for their assigned position, but shall not have a vote on Executive decision

All Executive members shall be governed by the same rules of conduct as set out for skaters and parents. Confidentiality shall be maintained at all times as deemed necessary by the Executive. Failure to follow the rules of conduct shall be reported to the President for resolution and may result in the removal of the Executive member from their term of office. Executive vacancies shall be filled in accordance with Club by-laws. In appreciation of serving as a member of the Skating Executive, members shall be exempt from working the mandatory CMSA Concessions under CMSA rules and shall receive \$50/season credit towards their skating registration. (05/08)

President acts as chairperson of all executive and general meetings, and supervises all club business. He/she is also an ex-officio member of all committees.

Vice President assists the President in his/her duties and is to be prepared to act as President when the need arises. The Vice President may be asked to provide

assistance in any positions that are not filled at the Annual General Meeting. The Vice President will also **perform the function of Ice Coordinator.**

Secretary records minutes at all meetings and distributes copies to all executive members. He/she types and sends letters or correspondence on behalf of The Club when requested. The Secretary shall maintain the Policies & Procedures and ensure they are updated to reflect the current policies as voted on by the Club membership at the AGM or Special meetings.

Treasurer will be a non-voting member of the executive who will be contracted out by the CSC. This position will be a paid position, rate determined by the executive at the beginning of each contracted term. The position will be advertised and the successful candidate will be hired into position based on past book keeping experiences and vested interest in club. Their contract will expire at the end of a 2 year term and at that point will be re-advertised. A successful candidate may reapply after their term is completed.)

The treasurer will collect and deposits all club fees and registration money; issues cheques to pay bills for the club; keeps a complete and balanced set of books; and compiles a report of the club finances for executive and Annual General/Special meetings. The Treasurer shall also complete and file the Annual Return at Corporate Registry on an annual basis as well as complete any reporting requirements relative to Alberta Gaming and Liquor Commission. The Treasurer shall collect all Bingo and Security cheques and hold them in a secure manner until they are to be cashed or destroyed, as the case may be. All expenses submitted to treasurer shall be submitted with an Expense Claim form providing details of the expense and must be accompanied by receipts. All IRREGULAR purchases over \$20.00 must be approved by the Executive and must be accompanied by a receipt. The Treasurer shall ensure all coaches' bills are received and accurate and provide payment as required.

Professional Coaches Representative provides input from the coaches' perspectives.

Test Chairperson arranges and supervises all tests; books appropriate ice times, appoints judges, prepares test sheets, collects test fees and sees that tests are conducted in accordance with rules and regulations of Skate Canada. The Test Chairperson shall also maintain good relationships with the coaches throughout the year and act as a liaison for the coaches to the executive.

Canskate Coordinator organizes the program working with professional coach(es) to set up program assistants and handle all correspondence with parents and setting up supervision schedule.

STARSkate Group Coordinator is responsible for organizing the program working with the professional coach and communicating with parents and setting up supervision schedules.

STARSkate Coordinator is responsible for organizing the program working with all the professional coaches;

communicating with parents and skaters; setting up Dance Partnering and supervision schedules.

Synchronized Skating Committee Representative is responsible for bringing information and synchronized skating requests to the executive.

Publicity Representative is responsible for publicizing meetings and keeping the public informed of club activities and achievements and for upkeep of the club bulletin board to acknowledge happenings in the club. The publicity coordinator shall also be responsible to submit information to be posted in the Blader's Bulletin newsletter for the region.

Equipment Manager will compile an updated list of club equipment and inventory for the city insurance policy and hand it in to the club and Leisure Services annually at the end of each skating season. (05/08) Also arranges for repairs to equipment and is responsible for the signing out and control of video equipment and TV.

Registration Coordinator/Off Season is responsible for accepting registration applications for all programs offered by the Club, including Summer and/or Fall School and Winter sessions. He/she shall plan off season programs, working with professional coaches, and allocate ice times. He/she shall also be responsible for registering all members, synchronized teams, coaches and executive and club with Skate Canada. All registration lists and forms shall be submitted to the Treasurer, along with all monies received, complete and balanced for verification. (05/07)

Newsletter/Website Manager is responsible for keeping club members informed by producing newsletters and sending them to all registered members of the club, one per family. This coordinator will also be responsible for maintaining the website throughout the year, keeping it current and informative. (05/06)

CMSA Representatives attends regular monthly meetings of the Camrose Minor Sports Association and reports to the executive. The CMSA Reps shall also be responsible for incentives for Program Assistants throughout the year and shall ensure the applicable information regarding their hours of service are provided to the Treasurer for reimbursement 2 weeks prior to the Ice Show or the end of the season in the event there is no Ice Show. The CMSA Reps shall prepare certificates for the PAs ready for distribution at the Ice Show or end of season.

Ice Show Committee Representative(2 positions) (05/08) has complete charge of Ice Show arrangements and is to involve parent volunteers wherever necessary. The Ice Show Committee Representative is responsible to the Executive for the Ice Show. (04/03)

SYNCHRONIZED SKATING

A skater **MUST** be registered in at least one other program in a registered Club to skate synchronized skating until he/she reaches 18 years of age and is finished high school. This session can be Dance, Freeskate, **or** Skating Skills. Exceptions, such as those skaters who have completed their Gold levels, shall be

considered on a case by case basis by the Executive.

(04/04) Skaters from other Clubs must submit a letter of permission from their home club to participate in the Camrose Synchronized skating program. (04/04)

Synchronized Skating has a committee to oversee the development and management of all the synchronized teams. They are responsible to the Skating Club Executive, parents and team members for the teams' operations. The Synchronized Skating Committee shall be responsible for registering teams in competitions, arranging travel, accommodations and obtaining fundraising representatives. The Synchronized Skating Committee shall be responsible for establishing any fundraising commitments, which may be required to meet the budget, maintaining records and remitting funds to the Treasurer. The responsibilities of registrations, travel, accommodations and fundraising may be delegated to the skater's parents/guardians. The Synchronized Skating Committee shall ensure good communication between teams and coaches and shall select, on a rotational basis, a Chairperson/representative to attend and report to Executive Meetings. The Team Managers shall be the liaison between parents and the coach.

The synchronized committee consists of the following positions:

COACH - Once a coach is hired, he/she must be able to work without interference. The coach should have the full support of the Club Executive, Synchronized Skating Committee and parents, and be allowed to exercise full authority over the team's discipline, both on and off the ice. They are also responsible for all on-ice activities, which include the program, choreography and music, the selection of team members, designated alternates, dresses and skating uniforms, in conjunction with the committee.

TEAM MANAGERS (maximum two (04/03) per team) - Responsible to the Committee for all off-ice activities for the team, such as maintaining dress code, hotel and travel arrangements and discipline, reporting to all team members by newsletter and directives. They will also reinforce on-ice discipline to all skaters as set out by the coach. The Team Manager also acts as a liaison between parent and coach. If you have a problem or concern, please advise your team manager, not the coach.

TRYOUTS AND CHOOSING THE TEAM:

Team selection is the decision of the coach under the guidance of the executive. (05/07) Auditions for the team are held as soon as ice is available in the summer/fall (05/07). After the auditions are complete, the coach selects the team. The criterion a coach uses includes the level of ability of skaters and the objective of the team - festival or competitive. The coach may also wish to assess individual skating skills - edges, stroking, turns, stops, field movements, footwork sequences, dance sequences, timing to music. The coach has the option to extend the trial period. Coaches shall communicate, by newsletter or parent meeting, to skaters and parents how alternates shall be selected at the beginning of the season.

SYNCHRONIZED FEES:

Fees will be set at the beginning of each season. The registration fee per skater will be set as follows: the total practice on & off ice, coaching, mileage, choreography, & music divided by the number of skaters on the team and divided by the number of months for the program and charged and payable on a monthly basis. Payment shall be monthly on the 1st of each month of the program and shall be payable by way of post-dated cheques at time of registration. Membership Fees in the Camrose Skating Club are required. (04/03)

If a skater skates on two teams, they would pay all the monthly fees, additional fees and do the required bingos for the higher level team.

In addition, the skater will be required to pay the cost of the costume for the lower level team. (04/04)

FUNDRAISING:

Each skater on the team (parent) will be asked to participate in a fundraiser for synchro (05/08) as determined by the Executive at the beginning of each year. This fundraiser shall be used to cover club expenses not normally allocated to individual skaters. All other fundraising (05/08) shall be applied as a credit against the individual skaters account to cover the skater's synchronized expenses. The amount of the credit shall be determined by the Executive based on the fundraising profits (05/08)

All other fundraising events shall be optional for each skater, with the proceeds being allocated towards each individual skater's fund to cover fees for items such as costumes (including tights, make-up and accessories), competitions and travel/accommodations expense. Account statements providing details will be produced November, January and March. All fees must be paid in full by skating year end. (05/08) A skater may receive a refund of excess fundraising credits up to, but not exceeding, the total of the synchronized monthly fees or Club skating fees, excluding the \$25 Registration fee. (05/05)

COMPETITIONS:

The Synchronized Skating Teams - Junior, Novice & Juvenile will try to attend all Alberta competitions, at the Coach's discretion. The Pre-Juvenile team will attend competitions as recommended by the coach and committee.

All competitions fees will be based on the number of skaters on the teams. All fees for competitions will be included in additional fees at beginning of the season. Any competitions added to travel not planned for at the beginning of the season shall be accounted for by the individual team and all expenses thereto will be charged to the skaters accordingly. (05/06)

Busing for day trips will include skaters, team managers & coaches for the Novice, Juvenile and Pre-Juvenile as the priority. All extra seats will be available to purchase.

Room and busing will be based on one adult per family for overnight trips and will be charged/allocated based on the number of skaters and one adult per family in relation to the total costs incurred for the group. Wherever possible, travel and accommodations will be billed to the Camrose Skating Club and skater's parents/companions

will pay their proportionate share in advance, where applicable. (04/04)

TEAM RULES:

You should not be late for practice. If you are late you are holding up the entire team.

If you are sick, please call your team manager and let them know you will not be at practice. If at all possible, you should try to come and watch the practice so you don't miss any changes to the program.

You should wear your practice outfits to every practice. This also includes having your hair off your face. If you have long hair, please have it pulled back in a ponytail or bun.

You should always respect the coach and the other team members on and off ice. If you have a problem with one of your teammates, bring it up to your team manager but not on the ice and not in front of the team.

You should have good sportsmanship and come to practices with a positive attitude, skaters and parents alike.