

# BIG RIVER BLADES TEAM HANDBOOK



This handbook is designed to give skaters and parents needed information for the upcoming year, including Big River Blades goals and expectations of team skaters. Please read through this handbook carefully and completely, and ask whatever questions that you feel are necessary to clarify items that you do not understand. The WFSC Board of Directors encourages parents to take the time to read this handbook and discuss the contents with your skater. If you come across anything that does not seem clear, please contact one of the WFSC Board members or Big River Blades parent representatives, whose contact information is posted on the WFSC website at [www.winonafigureskating.org](http://www.winonafigureskating.org) or by contacting the club by email at [finance@winonafigureskating.org](mailto:finance@winonafigureskating.org).

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## The Mission Statement of the Winona Figure Skating Club

The mission of the Winona Figure Skating Club is to foster the love of figure skating by providing a fun, safe, and quality program to skaters of all levels and ages.

### History of Synchronized Skating Programs

Synchronized Skating is a fun and rewarding experience for all ages. It involves eight to twenty-two skaters performing various formations in unison to music. The objective is for the skaters to perform as one unit rather than individually. They can incorporate various skating formations such as circles, pinwheels, lines, blocks, and intersections. Synchronized Skating offers skaters the opportunity to participate in a group activity and make new friends. Synchronized teams allow participants to strengthen their own individual skating skills while at the same time enjoying the atmosphere of a team sport. Skaters will benefit from the accomplishments of the team and will be able to share in the experience and energy of a dynamic group. Achieve goals as a team, and everyone wins!!!

### WFSC Synchronized Skating Teams

One of the goals of the Board of Directors of the Winona Figure Skating Club is to ensure that any skater interested in skating on a synchronized skating team is given that opportunity. To that end, skaters are evaluated by coaches at Synchronized Skating Clinics and Try-outs, and based upon individual and team skills, placed on teams. The Big River Blades teams utilize team structures from the United States Figure Skating Association (USFS) to ensure that every interested skater is appropriately placed.

#### USFS Team Levels

- **Beginner 1:** 8 – 16 skaters, the majority of the team under 9 years old
- **Beginner 2:** 8 – 16 skaters, the majority of the team 9 – 11 years old
- **Beginner 3:** 8 – 16 skaters, the majority of the team at least 12 years old
  
- **Preliminary:** A team of 8-16 skaters. Skaters must be under 12, with the majority of the team under 10.
  
- **Pre-juvenile:** A team of 8-16 skaters. The majority of the team must be under 12.
  
- **Open Juvenile:** A team of 8-16 skaters. The majority of the team must be under 19. All skaters must have passed the pre-preliminary moves in the field test.
  
- **Juvenile:** A team of 12-20 skaters. Skaters must be under 13 and have passed the preliminary moves in the field test.
  
- **Intermediate:** A team of 12-20 skaters. Skaters must be under 18 and have passed the pre juvenile moves in the field test.
  
- **Novice:** A team of 12-20 skaters. Skaters must be under 16, with the exception of four skaters who may be 16 or 17, and have passed the juvenile moves in the field test.
  
- **Junior:** A team of 12-16 skaters. Skaters must be at least 12 years old and under 19. All skaters must have passed the intermediate moves in the field test.
  
- **Senior:** A team of 16 skaters. Skaters must be at least 14 years old and have passed the novice moves in the field test.
  
- **Open Collegiate:** A team of 8-16 skaters. Skaters must be enrolled in a college or degree program.
  
- **Collegiate:** A team of 12-20 skaters. Skaters must be enrolled in a college or degree program as full-time students and have passed the juvenile moves in the field test.

## Communication

The primary means of communication between the Big River Blades Synchronized Skating Team, coaches and parents is via email. It is very important that we have your correct email address and that you check your email on a regular basis. The coach(s) and team manager(s) must also be provided an emergency contact number upon registration.

## Skating Roles on Winona Figure Skating Club Synchronized Skating Teams

Each year, the coaches determine the types of teams (US Figure Skating); and levels of teams that WFSC skaters fit into (determined by age and skill levels) as a result of try-outs and enrollment. All of the teams have predetermined (by the skating associations) numbers of skaters who can be on the roster and how many can skate. Often, there are more skaters at a level than is possible to skate in any given competition. As a result, coaches have determined that skaters may fit into one or more of the following roles in any given year. It should be noted that a skater's role can be changed throughout the season at the coaches' discretion, or as a result of disciplinary actions.

### Full

- A full position skater has a defined and designated spot on the roster of their designated team. The full skater will skate in all competitions, exhibitions, and shows as determined by the coaching staff. All team travel is required. A full member may become an alternate at any time, with proper explanation from the coaches.
  - **Swing**
    - Swing skaters are appointed by the coaching staff and must be knowledgeable of every skater's position and movements throughout the entire program.

### Alternates

- Alternates are a very important part of every team and may be asked to skate in the event of illness, injury, or emergency. Alternate position skaters share one spot in line with another skater. The alternate skater(s) may rotate skating in line for all competitions as determined by the coaching staff. Alternates will be determined two weeks prior to the competition. Alternates will skate the entrance at all competitions. Alternate skaters will skate the program in all exhibitions and shows. If identified as an alternate, you are placed on the roster for that competition season. All financial commitments are the same as a full member and all team travel is required.

## Team Try-Outs and Selection

The level of the team will depend on enrollment. To be eligible for team assessments skaters must have had some type of previous professional instruction (through enrollment in group lessons or through private lessons) and must be willing to meet all other team requirements. Skaters will be asked to demonstrate their skating skills during team assessments.

There will be a \$20 non-refundable fee to participate in this assessment. Skill level along with team commitments and good sportsmanship will assist in team selection. A skater's financial commitments from a previous season must be fulfilled before a skater will be offered a slot on any team this season.

Skaters who are not able or ready to participate on the team are encouraged to participate in the Big River Blades synchronized skating class for additional skill building and performance opportunities.

### *Tryout Process*

*The coach will take the appropriate measures to attempt to notify all club skaters of open tryouts at least two weeks prior to tryouts. Tryouts are typically held after the annual ice show and the synchro season will typically begin with the summer skating session, depending on ice availability. The coach will also distribute a list of the skills to be included in the tryouts to all skaters who sign up. Within one week of the completion of tryouts, the coach will notify skaters indicating those who have a full position and those that are alternates. Please see the section below on alternates for a clear description of the role of an alternate. Skaters will receive a copy of their tryout rubric once the team roster has been posted.*

- *Tryouts will be videotaped; coaches will then review the tapes watching one skater at a time for fair assessment.*
- *Any skater who wishes to tryout and does not have WFSC as their home club must fill out a release form before taking to the ice.*
- *Any skater who cannot attend tryouts, must make arrangements with the head coach prior to the scheduled tryout date.*
- *Any skater who wishes to join after the tryout date must go through the assessment process during contracted ice time, pay the non-refundable assessment fee, and get the approval of the coach. The skater will be considered an alternate until the coach determines otherwise.*

### **Club Expectations of the WFSC Skater –Code of Conduct**

All Synchronized Skating participants must follow and sign the WFSC Code of Conduct, which states, “All Persons associated with Winona Figure Skating Club Synchronized Skating Team will conduct themselves in a manner that is consistent with Minnesota State High School League rules. This includes, but is not limited to: no drinking or drugs, no aggressive behavior, or harassing behavior while participating in any WFSC Synchronized Skating team events. This also includes conversations that imply such behaviors have or will take place.”

- Skaters will also be asked to sign a “Skater’s Contract” indicating that they understand the consequences for not complying with the team rules. Consequences will be administered according to the WFSC Conflict Resolution and Grievance Policies and Procedures Handbook. All skaters are responsible for making sure they have read and understand these policies and procedures.

### **Team Standards of Behavior and Practice Etiquette**

- RESPECT – Self, Others, and Coach(s) at all times!!!!
- Skaters are expected to be on time for each team practice session. Practices start exactly when scheduled. Ice time is expensive and therefore coaches waste no time waiting for late skaters. Skaters should also build in time to stretch, warm up and put skates on prior to getting on the ice. Parents can help with this! Coaches will impose appropriate consequences. (See section on Discipline on page 7 of this document.)
- No skater is to enter the ice until a coach is present and the Zamboni doors are closed.
- Complete attention at practices is required. When the coach is speaking, the skaters will stand in a semi-circle. Hands should be raised if a skater has a question or comment.
- Once practice begins, NO ONE IS TO LEAVE THE ICE, so skaters should be prepared with:
  - Plastic water bottle
  - Tissues, if needed

- Inhalers, take all necessary medications prior to practice if possible
- Sweatshirts/cover-ups usually may only be worn during team warm up
- Restroom, use before practice
- Appropriate skating attire is required for team practice. No denim shorts, jeans, or sweats. Over-the-boot or over-the-ankle tights should be worn for safety reasons. Gloves may be worn when warming up, but must be removed once practice begins.
- Skates should be kept in good condition. It is expected that skaters have sharpened blades, consistently wear skate guards, have laces in good shape, and ensure that blade screws are tight.
- No jewelry should be worn on wrists or fingers. Earrings are not recommended and skaters will be asked to remove earrings if they appear to be a safety hazard.
- No gum will be allowed on the ice at any time.
- For off-ice practices (off-ice practice is a time for teams to focus on specific elements in the program defined by the coaching staff), gym shoes are required (no sandals). Clothing that allows for movement is best (no jeans or other tight, restrictive clothing).
- On ice Power and/or off ice or conditioning/strength class may be required for some teams. Team calendars will identify times and dates for these classes.
- Skaters should focus on the coaches and practicing. No talking or visiting during the practice.
- Skaters should follow all directions given by the team parent managers. The managers should be treated with respect and skaters should remember that the manager(s) is communicating coaching directions. Skaters who repeatedly disregard instructions provided by the team managers are subject to disciplinary action.
- Appearance at competitions will be professional. Hair and clothes will be worn as specified by the coach.
- Behavior at competitions is expected to be appropriate. We are representing the club and the team.
- Good sportsmanship (behavior and attitude) – at all times skaters are expected to conduct themselves in a mature, positive and supportive way of all team members.

## **Attendance**

- Attendance is mandatory & tardiness will not be permitted. As ice time is limited and expensive, disciplinary action will result from absence or tardiness. Skaters must attend all scheduled team practices, on and off the ice, unless special approval has been given by the team coach in advance.
- Skaters are expected to participate in all scheduled team competitions, exhibitions, clinics and meetings.
- If a special practice is called, every effort should be made to attend.
- Any absence must be communicated to the team coach(s) prior to the absence, via phone or email. Communicating with a teammate to send the message to the coach regarding an absence is NOT acceptable.
- More than the allowed absences excused or unexcused may result in the skater being moved to alternate status.
  - Excused absences may include Church, School, Family Functions, Legitimate Illness, Accident, or Injury.
  - If a skater must miss more than seven practices, it will be dealt with on a case by case basis starting with a meeting between the skater, parent, coach, parent team manager, and a

WFSC board member.

- If you are unable to skate at a practice but can sit by the boards you will be counted as being there. Being by the boards allows a skater to learn new steps and stay informed of changes in the program.
- Any absence from a scheduled practice during the two weeks prior to an exhibition or competition may result in the skater not participating in the event.

### **Development of Individual Skills**

- Requirements for team members regarding the continued development of individual skills (e.g. private lessons, power class, dance class, etc.)
  - Beginner Team skaters will be required to contract a minimum of one Freestyle session per week or enroll in group lessons.
  - All skaters on a team higher than a Beginner team will be required to contract a minimum of two Freestyle sessions per week, punch carding will not be allowed as a substitute.
  - Skaters who are athletes in sports other than figure skating and have difficulty meeting the minimum requirements for contract ice, must make arrangements with their team coach for make-up workouts.
  - It is highly encouraged to be working on the next Moves in the Field level, as MIF is the foundation of synchronized skating. Group lessons offer these skills through the Pre-preliminary MIF level.
- Securing a coach for private lessons is strongly recommended. This coach will help the skater to develop individual skills, as well as help the parent negotiate the skating levels, terminology and testing process.
- Group lesson and private lesson coach fees and ice time are paid separate from “team” fees.
- US Figure Skating continues to pursue the development of skill and test levels that will serve as criteria for placement on the different levels of synchronized teams, making the continued development of individual skills a priority for team skaters.

### **Membership**

- All team members must be current members or associate members of the Winona Figure Skating Club (WFSC) and US Figure Skating. Membership fees are not included in the team fees for the current skating season. Membership in WFSC allows you to participate in club activities such as the Holiday Exhibition, in club test rates for US Figure Skating testing, club newsletter, WFSC special events, US Figure Skating annual membership, Ice Show, WFSC sponsored classes and freestyle sessions, as well as fundraising opportunities.
- Parents may also be either skating or non-skating members of the WFSC and US Figure Skating. A membership gives one the right to vote in the election of Board members and any Club or national matters.
- Membership with Winona Figure Skating is a US Figure Skating requirement.

## **Team Competitions**

- Teams will compete within a 250 miles radius of Winona. Coaches may choose up to three competitions and will communicate his/her intentions at a pre-tryout meeting.
- Coaches will provide each team with an itinerary for the competition weekend. This schedule is to be followed and the activities outlined are all mandatory for team members.
- Parents and skaters must be careful about what is said while in the stands, at the rink and in the hotel at these competitions (no negative comments). You never know who is sitting or standing around you and what might be overheard.
- It is expected that all skaters and parents display good sportsmanship behavior. This includes being respectful to all teammates, club skaters, parents, coaches, and officials.
- Especially at competitions (hotel, rink, restaurant, etc.) no skater should behave in such a way that brings attention to him/herself in any way while in the hotel and at the rink. It is never appropriate to say anything negative about other clubs, teams, coaches, staff or judges.
- Cellphone use is not permitted at competition while with the team. In the event of an emergency, please contact your coach or team manager.

## **Locker Rooms at Competitions**

- The locker room is where skaters will get physically and mentally prepared for their upcoming performance.
- The coaches ask that no parents other than the team managers be in the locker room.
- The team manager(s) will help bring the skaters to the locker room and pick them up again after they skate.
- There are no cameras of any kind permitted in the locker room, including those on cellphones.

## **Team Uniforms**

- Competition wear is chosen by the coaches of the team and tied to the theme of the program to which the team is skating. Hairstyle and makeup will also be coordinated, and required.
- Team warm-ups are required and may vary depending upon the team level. Usually, skaters will be required to minimally have a WFSC jacket and warm-up pants for warm-ups, but coaches may specify additional required warm-up wear. Warm-up wear is not included in team fees. Warm-ups may be ordered during the first week of practice and if the same practice dress is used, you may be able to purchase a used one at the annual skate/clothing exchange in September/October.

## **Summer Ice Skating and Synchro Camps**

- Winona Figure Skating Club will offer summer ice options and Big River Blades teams may participate in a synchronized camp. Most of our teams are expected to attend one of the synchronized camps offered. It is highly recommended that team skaters also attend summer freestyle sessions to improve individual skills to better develop our teams.



## **Club Expectations Regarding Disciplinary Action – The Mandatory Three Strike Rule**

It is important to understand that the expectations as outlined are not suggestions, but requirements, and failure to meet those expectations will result in disciplinary action mandated by the WFSC Board of Directors. Disciplinary action is not voluntary on the part of the coaches, team managers, or others associated with WFSC teams. It is a requirement of their positions. This is for the benefit of all skaters, so that all are treated fairly and equitably. To that end, the WFSC Board has established a mandatory three strike rule that will be implemented in the event that a skater does not meet the expectations outlined and those provided by individual team coaches and team managers as supplemental to these listed herein.

The three strike rule is as follows:

- Strike 1 – A written warning is given to any skater on a first offense.
- Strike 2 – A written reprimand is given to any skater on a second offense/ violation of Club, team, or USFS rule, or unmet expectation.
- Strike 3 – A second written reprimand with a required additional action (for example, benching, dismissal from the team and/or Club, etc.) is given to any skater on the third offense/violation of Club, team, or US Figure Skating rule, or unmet expectation.

It should be noted that each of these disciplinary actions is in conjunction with a conference with a coach, team manager, Board member, or other skating official, with the goal of reaching resolution of the conflict brought about by the offense. Parents will be included in those conferences. Skaters and parents should become familiar with the complete disciplinary process by reading the Winona Figure Skating Club Conflict Resolution and Grievance Policies and Procedures Handbook.

### **Absence Policy (in effect from September- annual show)**

- A skater may be removed from the team if they have excessive absences, excused or unexcused. For the 2012-2013 season Open Juv skaters may be allowed to miss 7 practices and Beginner teams 3 absences.
- The coach must be informed prior to the absence. Excused absences may include church, school, or family functions, legitimate illness, injury, or emergency.
- Being late (5 minutes or more) or leaving early will result in ½ an absence (unless approved by coach prior to practice). Unexcused or non-notified absences will count double.
- If you cannot skate at a practice, but can sit by the boards, you will be counted as being there. Being by the boards allows a skater to learn new steps and stay informed of changes in the program.
- If a skater misses the last home practice before a competition, the coach may decide to have the skater skate as an alternate in the competition.
- If a skater misses a regular practice, they may be asked to skate as an alternate at the next practice they attend, especially in the case of a long absence.
- If a skater must miss more than the allowed number of practices, it will be dealt with on a case-by-case basis. The coach must be informed of the reason for such extensive absences and the skater may be required to schedule make-up lessons with the coach(es) to go over what was missed at practice. If absences become an issue, a meeting may be set up per the guidelines stated in “Dealing with Concerns.” Missing too many practices may cause a regular team skater to be designated as an alternate, and their spot may be taken by another skater.

## **Club Expectations and Responsibilities of Coaches**

Coaches hired by the Winona Figure Skating Club are exceptionally qualified for their roles in the WFSC Synchronized Skating Program. All skating personnel who are on the ice with WFSC skaters have had many years of synchronized skating experience themselves, and have moved into coaching. Coaches are professionals at what they do, and should be respected for their knowledge and skills regarding synchronized skating and working with young skaters. Coaches are responsible for the following:

- Identify placement of skaters on a team.
- Put together a competitive program that abides by US Figure Skating rules for the appropriate team level with themes that are age-appropriate to the team.
- Provide final approval of all costume and equipment requirements for their team.
- Prepare off-ice warm up routines, on-ice warm ups and lesson plans for each practice.
- Develop and implement team-building exercises.
- Provide and maintain productive and organized team practices.
- Attend all competitions and exhibitions.
- Work with Team Manager(s) to prepare an itinerary for all competitions and exhibitions.
- Present plans for the season to the WFSC Board.
- Make recommendations to the WFSC Board for skater programs, parent education, further enhancement and/or development of WFSC and its teams.
- Effect a supportive and encouraging environment for all WFSC skaters.
- Promote Club and team unity.
- Communicates with team manager, treasurer, and assistant coach(s) if unable to attend practice, events, or competitions with the understanding that contractual agreement of salary may be affected.
- Present themselves as skating professionals at all times.
- Will review and abide by contract as agreed upon with Board of Directors.
- Read and uphold all Club rules, regulations, and codes of conduct as defined in WFSC By-laws, Disciplinary Policy, Skaters' Handbook, and all other documents.
- Further their knowledge and expertise in synchronized skating, trends and/or changes in requirements.
- Maintain PSA and US Figure Skating memberships and report them to Synchronized Skating Committee Co-Chairs.
- Make the WFSC Board aware of any issues and/or problems she/he has with individuals or the team(s) through open and ongoing communication.
- Conduct parent meetings with team manager (as jointly agreed upon) at beginning and throughout season to communicate/clarify expectations, pre- and/or post-competition/event briefings, travel, judging, etc.
- At least one conference per season with skaters and parents.
- Be available to parents for consultation as needed after practice.
- Uphold the mandatory Three Strike Rule as set forth in the Disciplinary Policy defined above. Coaches will impose appropriate consequences (written warning or reprimand as appropriate) for violation of expectations, rules, regulations, and code of conduct as defined above, while always using a professional attitude and approach with the skaters and their families. Additionally, coaches are responsible for completing the requisite paperwork associated with any disciplinary action that they take.
- Communicate regularly with team manager(s).
- Promote on-going development and growth of WFSC according to the mission statement of the organization.

Coaches will annually reach a coaching and competition fee agreement with the WFSC Board. If for any reason during the season a coach is unable to fulfill his/her obligations, all salaries will be prorated on a monthly basis.

All pros will have proof of liability insurance, sign a waiver form and have an application on file. All Ice Professionals who will be taking skaters to competitions or testing will follow the background checks instituted by US Figure Skating. Ice Professionals who wish to offer instruction to WFSC members must provide proof of membership to US Figure Skating, insurance and sign a waiver agreeing to follow the WFSC Bylaws and policies. Coaches will be contracted by the WFSC prior to tryouts. If the current coach is unable to continue, then the coach will assist the club in finding a new coach for the team.

## **Club Expectations and Responsibilities of Team Managers**

Team managers are very important to the functioning of all Big River Blades teams. Team managers' duties and time commitments will be varied, depending upon the level of team that they manage. However, in general, team managers are responsible for the complete operation of the team. Specific responsibilities include:

- Uphold coaches' guidelines and expectations for skaters; communicate and reinforce these to the parents and skaters in a timely fashion.
- Remind skaters of the rules and expectations for good sportsmanship, team spirit, and personal appearance that reflect a high standard to promote WFSC.
- Maintain open lines of communication with the coaching staff, other team managers, and the WFSC board.
- Handle all aspects of "off ice" responsibilities for the team, on behalf of the coach(s) to allow the coach(s) to focus on skating.
- Communicate regularly with all team members and parents.
- Implement coaching decisions such as when to arrive at the arena, how to wear hair, etc...
- Reinforce both on-ice and off-ice appearance with regard to makeup, hair, and costumes as directed by the coaching staff.
- Inform parents of volunteer opportunities within the team structure and coordinate a volunteer roster of duties that pertain specifically to the team.
- Serve as a primary liaison between the coach(s), team members, and parents.
- Attend and oversee all practices, regular and extra in person or by named designate.
- Conduct parent meetings jointly with coaches as needed, but especially prior to the season and prior to travel.
- Show an attitude that reflects positively on the position, the team and WFSC.
- Serve as a role model and example in promoting good sportsmanship at all times.
- Encourage and promote every skater on the team by insisting that skaters follow rules, regulations, code of conduct, etc. as outlined by the coach and in the WFSC Skater's Handbook.
- Communicate expectations of skaters to parents, and expectations of parents as defined in Grievance Policies and Procedures.
- Understand the disciplinary policies outlined by WFSC and uphold the mandatory Three Strike Rule as set forth in the Disciplinary Policy defined above. The Team Manager along with the coach is held responsible for imposing appropriate consequences (written warning or reprimand as appropriate) for violations of expectations, rules, regulations, and code of conduct as defined above, while always using a professional attitude and approach with the skaters and their families. Additionally, team managers are responsible for completing the requisite paperwork associated with any disciplinary action that they take.
- Is present at all meetings of a disciplinary nature in the presence of an WFSC team coach.

- Must be familiar with Club rules, regulations, policies, expectations, handbooks etc. in order to address questions and inquiries.
- Promote on-going development and growth of WFSC according to the mission statement of the organization.
- Reserve hotel accommodations.
- Work to approve team finances and negotiate coaching fees with Synchronized Skating Committee for presentation to the Board.
- Keep records of skater addresses, birth certificates, USFS Membership, and medical forms.
- One Team manager from each team will act as a co-chair on the Synchronized Skating Committee.

## **Club Expectations and Responsibilities of Parents**

Parents of WFSC synchronized skaters are enthusiastic supporters of their children, and deserve gratitude and respect always. As an integral part of the synchronized skating program at WFSC, parents, like all others associated with WFSC, have a set of expectations to uphold and responsibilities to meet. These are as follows:

- Support and respect the coaches in every way possible.
- Support and reinforce the directions given by the team manager. Review these with your skater.
- Read this manual and complete the “Skater/Parent Agreement” Form and return it to your team manager no later than the first team practice.
- Get skater(s) to practices and meetings on time. Skaters should be well rested, have eaten and arrive with all necessary equipment for every practice, competition and exhibition.
- **Notify the team coach by telephone**, when your skater will need to miss a team practice, and the reason for the absence. It is acceptable for skaters to contact the coach directly. Text messages are not an acceptable means of communication.
- In the case of an emergency, notify the coach as soon as possible.
- The Club is supported and run by parent volunteers. Each parent/family is needed to volunteer time to the club during a skating season.
- Check e-mail daily for notices from coaches and team managers. Not knowing something because you neglected to check your e-mail is not an excuse, and may put your skater in a position where the Three Strikes Rule may pertain.
- All payments must be kept current.
- Be a positive role model for your skater(s).
- The Skater Letter of Commitment must be signed by both the skater and parents and returned to your team manager in order for your skater to be recognized as a member of a team for the 2012-13 season, no later than August 23, 2012.
- Once your skater receives his/her US Figure Skating membership number, skaters and parents should go to the US Figure Skating website to complete the required medical form if participating in qualifying competitions, as notified by the team coach. Print and return to your team manager. Ask for assistance if needed.

**All Persons associated with Winona Figure Skating Club Synchronized Skating Team will conduct themselves in a manner that is consistent with Minnesota State High School League Rules. This includes, but is not limited to: no drinking or drugs, no aggressive behavior, or harassing behavior while participating in any WFSC Synchronized Skating team events. This also includes conversations that imply such behaviors have or will take place.**

## Fees and Payment Options

Team fees are due monthly. At the first official team practice of the season (during summer months), you will receive a schedule and explanation of your skater's fees. At that time, you will be required to make a payment. The amount and the number of months over which your payment is spread will depend on the team to which your skater is assigned. Payments are due on the 15<sup>th</sup> of each month, so plan accordingly. NSF checks or declined direct debits will be assessed a fees consistent with the WFSC financial policy.

- Team fees for the season include but are not limited to: Coaching fees, ice time, Zamboni, and competition fees. Please see individual team fee structures to determine exactly what is included in the fees for your skater's team, as each is slightly different.
- Additional costs skaters can expect but are not limited to: competition wear, practice wear (if required), WFSC required warm-up gear (if needed), make-up and hair needs for competition, skate tape.....
  - Payments can be mailed to the WFSC Treasurer (name and address posted on website & invoices), through direct debit or given directly to the Club Treasurer or team manager. Make checks or Money orders payable to: Winona Figure Skating Club or WFSC. Please refrain from paying your fees in cash if at all possible.
- Please remember the Treasurer is a volunteer, and there are many possible hands that your payment will go through before reaching the Treasurer, so keep track of your payments and invoices.
- ALL TEAM FEES MUST BE CURRENT FOR SKATERS TO BE CONSIDERED 'IN GOOD STANDING' FOR PARTICIPATION IN COMPETITIONS, TESTING, AND TRYOUTS.
- Corporate donations received will be applied to the specific need for which the donation was solicited. If solicited by a specific team, the donation will be applied to that team's fees. If the specific need a donation was received for is not used, the donation must be returned to the donor, per IRS guidelines.

## Financial Commitments

Final costs are NOT calculated until all team memberships have been finalized. The annual bill for ice and coaching fees will be split equally between all team members.

In 2012 Initial team practices will be held during the month of August. Skaters must commit to the team no later than August 23<sup>rd</sup>, which is the last practice before the regular season begins.

At least an initial payment will be due prior to the first regular season practice in September. Monthly payment plans are available for the remaining balance of the final fee. **General Practice of Winona Figure Skating Club is that NO refunds will be given; please refer to the Winona Figure Skating Club financial policy for additional information.**

**BIG RIVER BLADES PARENT AND SKATER AGREEMENT  
2012-2013 SEASON**

Please **sign** and return this page **by August 2, 2012** to your team manager(s).

**Skaters will not be allowed onto the ice without this signed agreement...Thank you!**

**EMERGENCY CONTACT INFORMATION:**

Skater's  
Name \_\_\_\_\_

Parent/Guardian  
Name \_\_\_\_\_

Emergency  
Contact \_\_\_\_\_ Phone# \_\_\_\_\_

**PARENT AND SKATER AGREEMENT:**

I have read the Big River Blades team handbook and understand that violation of these rules will mean skating privileges could be suspended. I agree to abide by the Big River Blades and WFSC rules.

\_\_\_\_\_  
Skater Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Commitment Form – Due August 23, 2012 (open Juv) and September 8, 2012 (Beginner)**

I have been notified and commit to my position on the Big River Blades Synchronized Skating Team as  
a: (circle one)      Full position skater      Alternate position skater

By signing this form, I understand the commitment and financial obligations due to the Winona Figure Skating Club and the Big River Blades.

\_\_\_\_\_  
Skater Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_