

Synchronicity
Skater / Parent Handbook
2021/2022 Season

Welcome to London Skating Club and thank you for choosing to join Synchronicity! As we prepare for our upcoming season, we are anticipating a very exciting and successful year.

Whether you are new to Synchronicity or a returning member, we are thrilled to have you join our team and look forward to working together to make Synchronicity the best that it can be!

We know that your skater will learn lifelong skills, build lasting friendships, and work with skilled and dedicated coaches. We take pride in the program we have built, and know that your skater will excel on and off the ice.

Please take the time to carefully read through this skater and parent handbook. It has been developed to answer many of your questions and to allow you and your family to fully understand what being a member of Synchronicity is all about. Feel free to contact us if you require further explanation or if you have any questions.

“Do not go where the path may lead; go instead where there is no path, and leave a trail.”
Ralph Waldo Emerson

Follow us: **Facebook** – Synchronicity, **Instagram** – lsc_synchronicity, **Twitter** - @LSCsynchro

Check out our new website: lscsynchronicity.wixsite.com/my-site

Contact Info: synchronicity@londonskatingclub.com

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Synchronicity 2021/2022 Skater / Parent Overview

Why Choose Synchronicity

❖ London Skating Club is proud to be over 110 years old, making it one of the oldest skating clubs in Canada. London Skating Club is also proud of having a longstanding strong synchronized skating program with Synchronicity. We have worked hard to find a balance of athletics, team culture and dedication.

Here are a few things about Synchronicity

- ❖ Our coaches have a passion and love for the sport that is displayed at each practice, competition and event. They have First Aid and CPR. They are knowledgeable and friendly.
- ❖ We know that the success of our teams starts with placing each skater in the level that they will excel at while keeping them challenged and motivated.
- ❖ We hold many fun and exciting events with our entire program throughout the season!

Attendance

- ❖ **All practices are mandatory.** This includes practices unexpectedly added throughout the season. In addition, practices two weeks leading up to any competition are especially important to go over any last-minute changes or additions to the program. Any missed practices two weeks prior to any competition may result in a skater not participating in that competition.
- ❖ **Notification of Absences.** Any absences planned or unexpected must be communicated to your coach and team manager at your earliest convenience.
- ❖ **Planning Your Schedule.** Please respect the commitment of all the other athletes on your team by ensuring that you are present at all practices and events. This will mean planning family and school functions around practices (including vacations). Synchronicity's practice and competition schedule are already published. Please plan accordingly. No unexplained absences will be given consideration. If a skater misses practice, it may result in them being removed from the program at upcoming competitions.
- ❖ **Vacations / Scheduled Absences.** Skaters are expected to attend all practices. We understand that families have vacations, and ask that they take place outside of the Synchronicity season and practice schedule. If your skater will be away, we ask that the parent and/or skater notify the coaches immediately, so they can plan practices accordingly. Coaches reserve the right to not have skaters skate at competitions, based on the skater's attendance, attitude or performance level. It is understood that there may be very occasional unavoidable absences from practices by singles competitive skaters for singles competitions.
- ❖ **Missed Practices / Injuries.** Please note that the coaches keep track of all missed practices and reasons. If you are injured, you must attend practices dressed for practice. You may not be required to participate fully. You will also watch for any changes to the program that affect you.
- ❖ **The success of Our Program.** Our strict attendance policy is a large part of our success as a program. We expect that all families review the practice times, competitions and fees associated with the program. All

families must understand the commitment they are making to the program and be able to fulfill all duties associated with Synchronicity.

Punctuality

❖ Skaters are expected to arrive at the arena at least 15 minutes before each practice to allow time with their team members and to be on the ice on time. Skaters are asked to use the designated dressing room. Skaters are also expected to ready and on time at the scheduled meeting locations for competitions and shows.

Singles Skating

❖ It is mandatory for all Synchronicity skaters to skate in at least 1 singles skating session per week and diligently working on their singles skating at London Skating Club or another nearby club. It is highly recommended for Synchronicity skaters from the Pre-Juvenile level and up to skate in 2 singles sessions per week. The singles skating is necessary for the skaters to continue to develop and test their skills, dances and free skate elements that are required to keep up with and progress through the Synchronicity program.

Practice Attire

Skaters at the Beginner levels are required to wear the following to all practices:

- ❖ Black leggings (preferably with no other colours on them);
- ❖ Synchronicity black shirt or Synchronicity black jacket or all-black fitted jacket or sweater;
- ❖ hair neatly tied back;
- ❖ non-bulky, non-slip black gloves;
- ❖ running shoes for off-ice (floor) practice.

Skaters at the Pre-Juvenile, Juvenile, Novice, Pre-Novice, Intermediate and Adult levels are required to wear the following to all practices:

- ❖ all black leggings;
- ❖ an all-black yoga zip up and black tank or T-shirt underneath;
- ❖ hair neatly tied back into a bun or ponytail;
- ❖ non-bulky, non-slip black gloves;
- ❖ running shoes for floor practice.

Competition Attire

Skaters are required to wear the following to all competitions and shows:

- ❖ practice attire (as described above) plus designated team t-shirt/tank top, jacket and Synchronicity scarf
- ❖ hair done neatly (as instructed)
- ❖ running shoes (NO boots please)

Kindness and Inclusiveness

Skaters are expected to be kind and inclusive of all team members at all times. This includes on the ice, in the dressing room, in between practices, and on social media.

Special Needs

❖ Please alert the coaches at the beginning of the season if the skater has any special needs. This includes allergies, physical conditions or injuries, and behavioral or mental health conditions that require special consideration. This way an individual plan can be established with the coaches and family based on the skaters' needs.

Communication / Escalations

❖ Communication / escalations specific to administrative questions / concerns is to be directed to your team manager. Please make sure your team manager has the correct contact information for you.

❖ It is important to monitor Synchronicity communications for information regarding practices, reminders, competition updates, etc.

Practice Schedule for 2021/2022

Practice schedules will be posted and shared as soon as ice scheduling is determined. *Extra practices may be scheduled throughout the season as required. No skate dates will include Thanksgiving, Christmas Eve and Christmas Day, and New Year's Eve and New Year's Day.

Synchronicity Competition / Exhibition Schedule 2021/2022 – As of this publication, Skate Ontario has not provided the final details on the upcoming season and this information will be shared once it is available.

- 1) *Skate Ontario Synchro Series* - TBD
- 2) *Skate Ontario Regionals* - TBD
- 3) *Skate Ontario Provincials* – TBD
- 4) *Skate Canada Synchronized Skating Championships* - Feb 25-27, 2022 – Calgary, Alberta

Competitions and events upcoming this season. Attendance by teams for individual events will be at the discretion of each team's coach. If for any reason, you are unable to attend any of the above-mentioned competitions/exhibitions, it is your responsibility to notify your coach and/or manager as soon as possible.

Travel Arrangements for Competitions (as required)

❖ Maps and directions (as well as hotel costs when applicable) will be posted as soon as possible.

❖ Travel arrangements and hotel accommodations for skaters will be announced as soon as possible. It is expected that all skaters and all teams will stay at the same hotel. It is also expected that when teams are travelling by bus, all skaters are to travel with their team.

❖ Travel to and from each competition will be up to each individual family. Other than "Stay-To-Play" Events, it will be left to the discretion of each family whether or not they will use a hotel or commute. For "Stay-To-Play" events, skaters are expected to stay with the team at the competition location/designated hotel.

Fundraising

❖ **Participation in activities.** Synchronicity fundraising is essential to alleviate team expenses and will consist of various events and initiatives throughout the year. Each skater/family is encouraged to participate in fundraising events, either by providing a donation or participation in the fundraiser. The more we fundraise, the less our costs.

❖ **Sponsorships.** In addition to fundraising efforts, it is encouraged to obtain sponsorships to offset any costs as well. Synchronicity has a sponsorship letter available if needed. Please see your Manager for a copy.

❖ **Organization of Fundraising Activities.** A Synchronicity Fundraising sub-committee has been established with representation from each team. This sub-committee will help to organize and communicate any fundraising events to support our Synchronicity teams. Record-keeping and funds raised must be organized with each team manager in order to submit with our year end accounting to LSC. Funds may only be collected via cash or cheque, e-transfers are not to be used at this time.

Any Synchronicity related fundraiser organized either by a team or otherwise is to be presented to the Synchronicity Committee for review and approval through the Synchronicity Fundraising sub-committee. This is to ensure there are no conflicts of interest with any other fundraising being done by the London Skating Club or other associated groups.

Synchronicity Contacts

Name	Position	Email
Meredith Knight	Convenor / Co-Team Manager – Novice	synchroconvenor@londonskatingclub.com mknight36@rogers.com
Miranda Ryckman	Co-Convenor / Team Manager - Beginner	lttlpnut@hotmail.com
Laura Plank	Secretary / Co-Team Manager – Novice	lauraplank@icloud.com
Aleks Stankiewicz	Fundraising Coordinator / Events – Coordinator	aleksstan111@gmail.com
Kelly Murphy-Myers	Club Administrator	info@londonskatingclub.com
Wendy Tiede	Treasurer / Team Manager – Adult I	wtiede@hotmail.com
Juanita Fajardo	Team Manager – Adult II	Juanyf90@gmail.com
Casey Brown	Team Manager – Pre-Juvenile	cmrutter4@hotmail.com
Sylvia Flower	Team Manager – Juvenile	seflower@gmail.com
Cheryl Ewart	Team Manager – Pre-Novice	cewart4@rogers.com
Kara Watson	Co-Team Manager – Intermediate	tomkarawatson@gmail.com
Karen Doupe	Co-Team Manager - Intermediate	Karendoupe@hotmail.com
Name	Coaching Role	Email
Shannon Moxey	Budgets / Coach – Intermediate / Adult I	shannonsynchronicity@gmail.com
Erin Boyd	Co-coach – Novice, Co-coach – Beginner	erinsynchronicity@gmail.com
Traci Wells	Co-coach – Novice / Coach Pre-Novice	tracisynchronicity@gmail.com
Leslie Ruggeri	Coach – Pre-Juvenile, Juvenile, Adult II	lesliesynchronicity@gmail.com
Emma Tiede	Co-coach - Beginner	emmatiede2@gmail.com
Alexis Tully	Support Coach	atully3@uwo.ca
Taryn Walker	Support Staff – Fitness and Off Ice / On Ice support	

Synchronicity Rules and Expectations for a Successful Season

Skaters Rules and Responsibilities

1. Skaters are expected to be at all practices, competitions, shows and team bonding activities.
2. Skaters must treat their coaches, administrative staff, competition staff and teammates with respect at all times.
3. Skaters are to be good teammates - no gossip, pettiness, bullying or alienating will be tolerated. These behaviours could be grounds for suspension or dismissal from the program.
4. Each skater must be aware that no person has a "right" to be a part of Synchronicity. It is a privilege.
5. Skaters will understand and respect that coaches reserve the right to alter/modify programs as needed. They will respect and support those decisions that are made in the best interest of and for the team.
6. Skaters are expected to maintain and further develop the skills they performed at the start of the season.
7. Skaters must communicate with their coaches if they are sick or injured, or if there are any serious personal issues or issues with other teammates. Each skater/family must be able to communicate any concerns or issues with their coaches in order to allow proper support and recovery/solutions.
8. Only kindness and inclusiveness is acceptable on social media. Social media and access to devices may be limited at the coaches' discretion at competitions. Phones are not permitted to be accessed and used by skaters in the dressing room.
9. Skaters will review, acknowledge and adhere to the Synchronicity Social Media Policy.

Parents' Role & Responsibilities (if skater under 18 years of age)

1. Parents are expected to pay all fees and bills in a timely manner. Skaters with past due amounts may be asked to sit out of practice and/or competition.
2. Parents are expected to support the team and the club by supporting their skater in a positive manner.
3. Parents must support their skater's commitment to the team by ensuring they are at practice and by following the attendance policy.
4. Parents must stay informed by reading all emails and/or by checking the team Face book page.

General

1. Good sportsmanship is a win-win! Please treat all skaters and programs with respect.
2. Hard work and dedication will result in a great season!

Yearly Investment Overviews, Fees and Refund Policy

The Synchronicity Program will start the first payments of the season in September 2021 with the final payment in February 2022.

The payment options offered will be credit card (VISA/ MasterCard), cash or post-dated cheques. If you wish to pay by cheque, the LSC office must receive ALL post-dated cheques by the 15th of every month. If you're paying by cash the first payment must be a cheque, then subsequent payments must be put in an envelope with your name (first & last) and your team name. The cheques need to be mailed directly to the LSC office as soon as possible, before October 15.

The choice will be left up to you as to whether you wish to pay in full or 6 monthly payments. If you pay in full, payment before the team's first official practice of the season. If paying monthly, payments are due the 15th of the month.

As stated above the final payment of the season will be February 15, 2022. If the final payment is not received by this date the skater will not be permitted to skate Regionals or Nationals. Also, any payment that is 30 days past this date is considered late and in accordance with the LSC policy automatically puts the skater as "NOT IN GOOD STANDING" and not eligible to skate on LSC ice. Should payment not be caught up then it will be reviewed by the London Skating Club Board of Directors. As well, the skater may be in jeopardy of participating in the next season's tryouts.

Thank you for your support & understanding in moving ahead with these changes. We are all looking forward to an exciting synchro season!

REFUND POLICY:

- There will be no refunds for acceptance fees.

Skaters have until October 1, 2021, to withdraw from a skate team for the season with no penalty provided the dress has not already been made for that skater, otherwise, dress payment is required. After this date, skaters are responsible for the payment of the whole season.

CODE OF CONDUCT AND COMMITMENT

Skaters

- ❖ I agree to treat the coaches, other skaters on my team, other Synchronicity skaters and those associated with other synchronized skating teams and programs with respect and good sportsmanship at all times.
- ❖ I understand my ideas are welcome, but speaking back to my coaches or treating my coaches inappropriately could result in suspension or dismissal from the team.
- ❖ I agree to refrain from speaking poorly about others in the program, during practice, outside of practice and on message boards/talk forums/ internet, etc.
- ❖ I agree to attend all practices to the very best of my ability, without being late. I understand being on a team requires commitment and my attendance is crucial to the success of my team.
- ❖ I understand health, fitness and general wellness are a major component of my sport; therefore, a healthy lifestyle is strongly encouraged.
- ❖ I will be gracious in victory and defeat, and be as cooperative as I am competitive.
- ❖ I understand missing excessive practices within the year could constitute my suspension or dismissal from the team with no refunds.

Parents

- ❖ I have read through the above with my child and he/she fully understands what is expected in the Synchronicity program and will comply with this Code.
- ❖ I will not engage in any kind of unsportsmanlike conduct with any coach, skater or parent (Synchronicity or otherwise). I will be a positive role model for my child by showing respect and courtesy and demonstrating positive support for all skaters, coaches, parents and spectators at every practice, competition or another event.
- ❖ I understand all team expectations, including attendance, scheduling and monetary expectations for the team my child will be joining.
- ❖ I understand the importance of my child attending all practices, being on time and Synchronicity's intention of teaching my child responsibility and accountability.
- ❖ I understand that feedback is welcome, but I will respect the coaches and their authority during practices and competitions by never questioning, discussing or confronting coaches at practice or competitions, and will take time to speak with them at an agreed-upon time and place (not in front of others).

❖ I understand competition arrival times as designated by the coach must be respected in order to allow the coaches sufficient time to prepare the team for the competition. Exceptions will apply for emergency situations only.

❖ I have read and understood the payment plan and refund policy.

❖ I understand I will be required to keep myself up to date on team functions, practices, etc., by checking my email, as minimal paper will be distributed.

❖ I will refrain from “coaching” my child or interfering with the coach's decisions at practices and competitions and shows.

❖ I will emphasize skill development and practice and how they benefit my child. I will emphasize the importance of being committed to his/her teammates and Synchronicity.

❖ I also agree to endorse the aforementioned rules and guidelines for my guests.

Travelling Code

❖ All skaters and families representing Synchronicity are required to conduct themselves in an appropriate manner. Appropriate behaviour is mandatory. If the behaviour is unacceptable to the coach, the skater may be withdrawn from the competition and sent home at his/her expense. In extreme cases, they could be suspended or dismissed from the team.

❖ Hotel etiquette of the highest standard is crucial. Damaging property, injuring or disrupting hotel guests or teammates could constitute suspension or dismissal from the team.

❖ As travel is intended to be an enjoyable experience for the team, all skaters and families are expected to abide by the aforementioned rules to allow for the safety, well-being and enjoyment of all members on the team.

*Registration of your skater will be considered acceptance of this handbook.

Synchronicity Social Media Policy

Policy overview and purpose:

Social media is changing the way we communicate. This policy has been developed to inform our community about using social media, so people feel enabled to participate, while being mindful of their responsibilities and obligations. In particular, this policy provides practical guidance allowing all parties to benefit from the use of social media, while minimizing potential risks and protecting those involved.

This policy assists to establish a culture of openness, trust and integrity in all online activities related to Synchronicity. This policy contains Synchronicity guidelines for the community to engage in social media use. It also includes details of breaches of the policy.

In circumstances where guidance about social media issues has not been given in this policy, we suggest you use common sense or seek out advice from those who have approved this policy.

Competing with Synchronicity is a privilege. As a skater with Synchronicity, you are a representative of the Synchronicity program, London Skating Club, Skate Canada, your team and your teammates, and as such you are ALWAYS in the public eye – whether in competition, at practice, in the change room, or online.

Synchronicity expects all of its skaters to conduct themselves in a manner that will not discredit their team, the Synchronicity program, London Skating Club or Skate Canada. These expectations extend to the skater activities on social media. As a skater it is important to remember how powerful online communication can be and the significant impact it can have on an individual, friends, family, teammates and an athletic program either immediately or in the future.

Social media is defined as websites and mobile applications that enable users to create and share content or to participate in social networking. Examples of social media include, but are not limited to Instagram, Twitter, Facebook, Snapchat, Tik Tok, etc.

SOCIAL MEDIA POLICY: Synchronicity recognizes its skaters' rights to fully participate in social media; however, it maintains and will enforce the following expectations of its skaters.

Skaters will not post sexist, racist, obscene or profane material of any kind

- Skaters will not use social media to degrade, demean, attack or threaten any person, club, organization, etc.
- Cyber-bullying of any kind will not be tolerated.
- Skaters will not post material of acts that are in violation of team, club, province, or Federal laws, policies or rules.
- Skaters will not post materials that reflect negatively on themselves, the Synchronicity Program, London Skating Club, Skate Canada, their respective teams or other teams.

SANCTIONS: In addition to team policies and consequences, additional sanctions may be imposed by the Synchronicity Committee to include but not limited to:

1. Notification of the violation of the Synchronicity Social Media Policy, requiring the removal of unacceptable content.
2. Suspension from the team and team related functions.
3. Being banned from any participation in the Synchronicity program in the future.

KEY POINTS TO REMEMBER WHEN ONLINE:

1. ***There is no difference between your online persona and your real-life persona.***
 - Regardless of intent, what you post online has real world consequences.
2. ***The internet is forever***
 - Regardless of your privacy settings content will not disappear once posted.
 - Snapchat does not actually disappear, and can easily have content “screen-shotted,” as can all other forms of online communication.
 - Courts can subpoena all digital media, including text messages.
 - Once you post or share any form of media that application technically has usage rights.
3. ***What you associate with becomes who you are perceived to be regardless of intent.***
 - What are you sharing, liking and commenting on?
 - What are your friends “tagging” you in?
4. ***Your social media accounts are your brand***
 - How are you choosing to represent yourself? Are you sending the right message about yourself to the public? What does your social media portfolio say about you?
 - Coaches, Graduate School Admissions, Potential Employers ALL use social media as a reference check.
 - If asked right now, would you want an administrator, coach, or employer to see your online persona?

LONDON SKATING CLUB / SYNCHRONICITY 2021/2022

SKATER ACKNOWLEDGEMENT/AGREEMENT

NOTE: This agreement must be acknowledged by both the skater and parent (if the skater is under 18 years of age).

I (We) HEREBY ACKNOWLEDGE THAT:

- I (We) HAVE READ AND UNDERSTAND ALL OF THE POLICIES AND EXPECTATIONS AS OUTLINED IN THE SKATER / PARENT HANDBOOK FOR THE 2021-2022 SEASON:
- I (We) AGREE TO ADHERE TO ALL OF THE ABOVE NOTED POLICIES AND EXPECTATIONS AS OUTLINED IN THE SKATER / PARENT HANDBOOK FOR THE 2021-2022 SEASON;
- I (We) WILL BE CONSIDERED IN BREACH OF THE SKATER / PARENT SHOULD I (We) NOT ATTEMPT TO ADHERE TO THE POLICIES AND EXPECTATIONS AS OUTLINE IN THE SKATER / PARENT HANDBOOK FOR THE 2021-2022 SEASON.

Date:

Skater:

Parent:

(If the skater is under 18 years of age)

TEAM MANAGER: (Witness)