

*Lake Minnetonka  
Figure Skating Club*

*Windjammers  
Synchronized Skating*



*Guidelines  
2022-2023 Season*

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Congratulations and welcome to the LMFSC Windjammers Synchronized Skating Teams! This handbook is designed to give skaters and parents information about the LMFSC synchro program, including expectations and policies. It contains important information, so please read through it carefully and completely.

Recognizing that the 2022-2023 season may again present unique circumstances, policies and updates specific to this season due to COVID-19 are marked in red.

Please feel free to contact the synchro coaches or synchro liaisons with any questions.

## **I. RESPONSIBILITIES**

- A. **Coaches:** Responsible for all on-ice and off-ice practice and performance decisions. Additionally, off-ice administrative decisions include team selection, competitive levels, program music, choreography and costume design, competition schedule, and discipline by established procedures.
- B. **The Lake Minnetonka Figure Skating Club (LMFSC) Board of Directors:** Responsible for overseeing the Synchronized Skating Program.
- C. **LMFSC Synchro Liaisons:** Responsible for reporting to the LMFSC Board, maintaining financial accountability including collection of fees, hiring coaches and maintaining coaching contracts, approving competitions, recruiting volunteers, overseeing fundraising and team apparel purchases, and facilitating communication between coaches and parents. One synchro liaison will serve as a LMFSC Board member.
- D. **Team Managers:** Each team has a team manager who is responsible for helping the synchro liaisons and coaches maintain effective communication within the team, coordinating the ice monitoring schedule for team practices, helping coaches and teams at competitions, arranging team social activities, helping with travel arrangements, and maintaining team bags and first aid kits.

Parents may contact one of the Windjammers team parents or managers, the synchro liaisons, or the coaches with any questions or concerns.

## **II. SYNCHRONIZED SKATER QUALIFICATIONS AND ELIGIBILITY**

- A. All team members must be eligible and registered U.S. Figure Skating skaters. They must comply with USFS Eligible Skater Status rules, which can be found in the USFS Rulebook.
- B. All team members must be members of the Lake Minnetonka Figure Skating Club, but need not be home club members if they are home club members at another USFS club.

- C. Each team will be assigned a moves in the field test level requirement. Testing at the appropriate level **is not a guarantee of placement on a particular team**, but rather it is one of the minimum requirements.
- D. Age requirements are listed in the USFS Synchronized Team Definitions. A copy of the skater's birth certificate must be on file with the team.
- E. All skaters should attempt at least one skating test per year (May 1 – April 30). For an Aspire level team skater, this test can be in any of the three USFS disciplines (freestyle, moves in the field, or dance), or a group class test, but skater should get synchro coach approval before attempting a preliminary level test or higher until after the registration deadline for the final competition of the season to maintain team eligibility. For all other teams, this test must be a USFS test. Moves in the field tests should be a priority, but freestyle and ice dance are also acceptable options. Skaters should work with their individual coaches to set goals and plan what type and amount of practice will be needed to prepare for these tests..
- F. All skaters must focus on individual improvement and practice individually a minimum number of hours per week as listed below:

Aspire:	30+ minutes
Pre-Juvenile:	1+ hours
Juvenile:	1.5+ hours
Open Juvenile:	2+ hours
Intermediate/Novice	3+ hours

Skaters are strongly encouraged to take private lessons from a coach who is a member in good standing of USFS and the Professional Skaters Association (all coaches instructing through LMFSC meet these requirements). Ice time can be purchased through LMFSC or the Minnetonka Ice Arena. Coaches also recommend classes that will make synchronized skaters stronger, such as Power & Edge and Moves in the Field classes.

- G. If any teams are to compete in ISI competitions, skaters will be required to have a current ISI membership. Coaches will let skaters know if this is needed.
- H. All Windjammers skaters are required to sign up for a group skating class through the City of Minnetonka All Season Skating School during the winter session (January through March). Skaters are also encouraged to take classes during the fall and summer sessions, but are not required.

### **III. SELECTION OF TEAM MEMBERS**

- A. Team auditions are set up by the synchro liaisons under the guidance of the LMFSC Board of Directors and synchro coaches. The synchro coaches will make all team

placements using factors including, but not limited to: test level, edges, power, posture, extensions, expression, endurance, rhythm, attitude, maturity, and age. Competitive team levels are determined by the synchro coaches in accordance with overall program objectives and USFS requirements..

- B. Dates of clinics and tryouts will be communicated several weeks prior to each event. Results will be communicated to skaters as soon after tryouts as possible.
- C. Team captains are generally selected only for the highest level team. Selection is by and at the discretion of the synchro coaches. Their duties are determined by the coaches.

#### **IV. ALTERNATE AND CROSS-TEAM SKATER POLICIES AND INFORMATION**

- A. Alternates may be selected at any time throughout the competition season based on number of skaters on the team, as well as skater ability, attendance, and behavior. Coach will continually assess the team as a whole, as well as each individual skater, to make decisions that most benefit the group for each competition. Alternates are divided into two categories as follows:
  - 1. **Rotating Alternates** will compete with their specified team at a percentage of the events as determined by the coaches throughout the season. Any skater may become a rotating alternate at any point throughout the season, but may or may not remain a rotating alternate for the entirety of the season. Rotating alternates will share a spot with another rotating alternate during practices, and will skate connected to the team for approximately 50% of the time, and alongside the team the other 50% of the time. Skaters will be notified as to which performances they will skate as soon as the coach makes the decision. Depending on the circumstances, this can be the day of the competition. When not performing, alternates are expected to attend and be ready with their team in case a change in skaters is needed. All rotating alternates will perform in the ice shows. Rotating alternates must plan to attend all practices and competitions as full team members.
  - 2. **Permanent Alternates** may be assigned to learn the routine of a team with the understanding that no competition events are guaranteed. When possible, an alternate will be notified in advance if skating an event in place of a regular team member. Permanent alternates may be invited to skate exhibitions and shows. Permanent alternates must plan to attend all practices as full team members, with the possible exception that if the skater is alternating in addition to skating a second team as a full member, the skater is expected to attend at least 75% of the practices of the team for which she is a permanent alternate.
- B. A **Cross Team Skater** may be classified as having a primary and secondary team, but as a full member of both teams; or, as a full member for the primary team and as an alternate (rotating or permanent) for the secondary. As an alternate, the expectations are

described above. As a non-alternate member of two teams, the expectations for the primary team are the same as for a single team skater. If a cross skater is a member of a non-eligible team (skaters on this team not allowed to compete in two divisions at the same event), the skater will be a permanent alternate on the secondary team and will be eligible to skate only exhibitions, ice shows, and any competitions in which only one of the teams is in attendance for their secondary team.

- C. A **Team Trainer** has a primary team and has also been invited by the coaching staff to attend the practices of a secondary team. Team trainers will not be rostered on their secondary team and will not perform with the team in competitions, exhibitions, or shows. Team trainers will not purchase the competition dress for their secondary team. The purpose of team trainers is to learn the skills and patterns of a higher level team to prepare them to move up in future seasons, though it does not guarantee placement onto that team. Team trainers positions may be offered upon team placement, or may be invited throughout the season as coaches see fit. Being a team trainer is a privilege, and if a team trainer is disrupting practices of their training team or it is negatively affecting their performance on their primary team, this privilege may be revoked.
- D. Alternates are chosen for one competition/performance at a time. All synchronized skaters will be evaluated on their execution of the program, attendance, commitment, behavior, and attitude to determine which skaters will be selected to skate and which will be alternates for each competition. Any skater may be moved to alternate status for one or more competition(s) if certain criteria have not been met and coaches deem it is in the best interest of the team.
- E. U.S. Figure Skating / ISI rules set the minimum and maximum number of skaters performing on ice at each respective level and require that no skater be allowed to perform in two levels at the same competition unless skating certain specified events. Coaches take these rules into consideration when choosing alternates for events, and may select any number of skaters within the allowable range. Coaches may select a different number of skaters for different events throughout the season.
- F. All rotating and permanent alternates with single team designation will share equally in the cost of ice, coaching fees, entry fees, and travel expenses (whether or not they are selected to skate any of the synchronized commitments). All cross team skaters will pay the full team fees of their higher level team, as well as the cost of the dress and per-skater competition fees for their second team. Additional travel costs not already included in the skater's first team commitment will be paid by skater. If cross skaters' secondary team skates in a competition later in the season than their primary team, they will then become a full member of the second team and share equally in all practice costs, competition fees, and travel fees. There are no additional fees associated with being a team trainer beyond the costs of the skater's primary team.
- G. Alternates eligible to skate are a key part of the team, and must travel with the team whether they skate the competition or not. Traveling together is an important part of

experiencing everything synchronized skating has to offer, and alternates should also be available and prepared to skate if they are needed.

## V. **PRACTICE**

Practice schedules are set by the coaches. Extra practices may be scheduled before competitions and exhibitions. Practices are cancelled due to inclement weather only if the City of Minnetonka officially closes the arena. An email will be sent by the communications liaison or coach in the case of cancellation for any reason.

- A. **Attendance:** Attendance at all practices and clinics (on-ice and off-ice) is imperative for the success of the team. If a skater misses more than the allowed number of the regularly scheduled practices, the skater may become an alternate for any or all future competitions, at the discretion of the coaches. Attendance is tallied regularly by the team managers, and anyone in “attendance trouble” will be notified by the coaches in enough time to allow the skater and her parents to rectify the situation. The allowed number of absences depends on the team level. Those on “A” level teams (Aspire & Preliminary levels) may not miss more than three regularly scheduled practices. Those on “B” level teams (Pre-Juv, Open Juv, & Juv levels) may not miss more than four regularly scheduled practices. Those on “C” level teams (Intermediate/Novice) may not miss more than five regularly scheduled practices. The differences in number of allowed absences is a reflection of the increased frequency of practices at each higher level. Summer practices do not count towards season absences, but are imperative to the success of the team and regular attendance is very strongly encouraged.

The week (7 days) prior to the start of any non-qualifying competition or performance and two weeks (14 days) prior to the start of any qualifying competition is considered a blackout period. No absences will be allowed during this time unless prior written approval has been given by the coaching staff. Written documentation may be required. If an absence occurs during this time (at home arena or competition site), the skater may become an alternate for that competition, at the discretion of the coaching staff. In the case of illness or injury during this blackout period, skater should communicate with coaches, team manager, and team parents as early as possible, and attend the practice to watch if possible.

When *official practice ice* has been scheduled through a competition (usually a day or two before the competition event, and held at an arena that is not our home rink), all skaters must be in attendance in order to compete with the team. Any potential conflicts should be communicated with the coaching staff as soon as possible so the coaches can plan accordingly and teams can practice effectively leading up to the event.

- B. **Absences:** For all planned absences, the skater should email the head coach as well as the team manager and team parents for the skater’s team as soon as the upcoming absence is known, stating the date(s) to be missed and the reason. For unplanned absences, the skater should email the head coach, team manager, and team parents as

soon as possible with the reason for the absence. Note: The email merely informs the team manager, team parents, and coaches of the absence; it does not excuse it. All absences are counted in the attendance log.

All skaters should submit any known absences, such as travel, school events, etc. at the beginning of the season, and send a reminder email to the team manager, team parents, and head coach the week before the absence.

If a skater is unable to skate for medical reasons (broken bones, surgery, or long-term recovery due to illness or accident), the skater may rejoin the line when the skater, the skater's parents, coaches, and doctor feel the skater is strong enough to skate with the line. A skater with such long-term injury or illness should be at the arena to observe practices and, consequently, would not be counted as absent. A long-term injury needs to be excused with a doctor's note. If a skater is prevented from performing certain skills due to chronic pain/injury, coach may require a doctor's note for the skater to be excused from doing that skill in practice.

In the case of a short-term illness, skaters should still come to observe on-ice and off-ice practices if they are able (using best discretion).\* If attending, skater should not interact with teammates to help prevent spreading the illness to others. Please email the head coach, team manager, and team parents in advance of the practice to notify them of the illness. If a skater chooses to attend and watch practice, it will not count towards allowed absences, but the skater will be marked as sick. If a skater does not attend the practice to watch, they will be marked absent and it will count towards allowed absences.

**\*Due to the COVID-19 virus, we may have a more flexible sick policy this season. Skaters should monitor temperature and symptoms and NOT attend practice (to skate or to watch) if they have a fever over 100 degrees or other symptoms of COVID-19 (cough, sore throat, shortness of breath, etc.). If a skater begins exhibiting symptoms during a practice, they will be sent home and encouraged to get tested. Please promptly inform a coach or liaison if your skater tests positive for COVID-19.**

In the circumstance that a skater misses a practice for any reason, it is the expectation that the skater connect with a teammate prior to the next practice to learn what was missed, so that minimal practice time is spent re-teaching.

Special circumstances shall be considered if communicated ahead of time. If conflicts arise between a skater's individual skating competition schedule and synchronized practice schedule, please discuss this with the coaches in advance.

- C. **Tardiness:** All skaters are expected to be on time for all scheduled practices. Skaters should arrive at the rink at least 15 minutes prior to the start of an on-ice practice to allow time to warm up, stretch, and get ready to skate before practice time begins. Skaters should be in the hockey box ready to take the ice one minute prior to the scheduled start time. Skaters who are late to practice or who leave early for any reason



will be given a tardy. Three tardies equal one absence. If a skater misses more than 50% of the practice time, it will count as a full absence, not a tardy.

- D. **Behavior:** Skaters are expected to listen to the coaches, be attentive to directions and be ready to move quickly into position. There will be no socializing on the ice, no disrespectful or derogatory comments to teammates/coaches, and no foul language during practice sessions. Those that engage in these behaviors may be asked to sit out for the remainder of the practice, and will be counted as absent. Additional consequences, if necessary, will be at the discretion of the coaching staff. Additional information regarding conduct and discipline is discussed in Sections VII and VIII.
- E. **Appearance:** All Skaters are required to wear Windjammer daily practice attire for all on-ice practices. The coaching staff will specify what the required attire will be for each team at the beginning of the season. Different attire may be required for competition practices. At the discretion of the coaches, LMFSC, synchro or other skating-themed t-shirts or sweaters may be worn over practice attire. No loose fitting shirts or sweatshirts are allowed. No apparel representing another team or club is allowed. Leggings must be fitted through the leg and around the ankle, not baggy or flared.

Hair should be worn back in a ponytail or braid, off the shoulders and face. No bobby pins are allowed at practices or competitions. Hair should be done and secure before taking the ice so it does not have to be managed during practice time. Fingernails should be clipped short and blunt. For the safety of the skaters, no jewelry or watches are allowed during practices except stud earrings. Skaters should practice good hygiene including wearing deodorant, brushing teeth, and washing practice outfits regularly. No perfume. No gum. Knit gloves may be worn during warm-up only or at the discretion of the coaches, and should be removed once the team starts practicing connected.

For off-ice practices, gym shoes and appropriate athletic clothing are required.

Face masks may be required at times throughout the season, including at our home rink or at competitions. This will be dependent on COVID-19 case numbers in the area, vaccination status of teams, local mandates and/or CDC/MDH recommendations, city/arena or club policies, or competition requirements. Skaters are always allowed to choose to wear a mask even if there is not a policy requiring it, including at competitions.

## **VI. COMPETITIONS/EXHIBITIONS**

The coaches, with input from the synchro liaisons, determine the competition schedule each season. The following is a list of available competitions in the Midwest and local area. Actual competition schedule will be determined and communicated as hosting clubs publish official dates.

Season Kick-Off Exhibition & Critique—Minnetonka Ice Arena—November

Granite City Classic Competition—St. Cloud, MN—November  
 Fall Classic Competition—Irvine, CA—November  
 Diamond Classic Competition—Mentor, OH—November  
 Kalamazoo Kick-Off Classic—Kalamazoo, MI—November  
 Winter Extravaganza Exhibition—Minnetonka Ice Arena—December  
 Maplewood Synchro Classic—Mariucci Arena, Minneapolis, MN—December  
 Dr. Porter Competition—Ann Arbor, MI—December  
 Cape Cod Classic—Cape Cod, MA—December  
 Foot of the Lake Competition—Fond du Lac, WI—January  
 Northland Competition—Duluth, MN—January/February  
 Midwestern Sectional Championships—January/February (location changes each year)  
 Frosty Blades—Blaine, MN—February (ISI)  
 Hiawathaland Competition—Rochester, MN—February  
 Swan Synchro Skate—Beaver Dam, WI—February  
 LMFSC Spring Exhibition—Minnetonka Ice Arena—February/March  
 USFS National Championships—February/March (location changes each year)  
 Eau Claire Competition—Eau Claire, WI—March  
 Blades of March—Minneapolis, MN—March (ISI)  
 Sunflower Classic—Minnetonka, MN—March  
 ISI Nationals—April (location changes each year)  
 Silver Skates Ice Revue—Minnetonka Ice Arena—April/May

- A. **Attendance:** Skaters are required to be at ALL scheduled competitions and exhibitions. This includes all off-ice practices, on-ice practices, judges critiques, and the competition itself. Competitive events (including competition practices) are canceled due to inclement weather only if the host club or arena cancels or closes. An email will be sent by the communications liaison, team manager, or coach in the case of cancellation or schedule changes. Attendance at team meals and team bonding activities during non-team travel events is strongly encouraged.

All synchronized skaters are required to participate in the City of Minnetonka Silver Skates Ice Revue (spring ice show) in April/May, which requires skaters to be enrolled in at least one Session II skating class through the All Seasons Skating School at the Minnetonka Ice Arena. The coaches recommend a power or moves in the field class, though a freestyle class is also acceptable. Skaters will be required to attend practices for the show, though these practices do not count toward the maximum number of allowed absences for the season. The schedule for these practices is set by Minnetonka Ice Arena, not the Windjammers, and is usually published in February.

- B. **Travel:** For all bus or air travel trips (non-family style trips), skaters are required to travel to and from the competition with the team. An exception may be made if 1) it is approved by the head coach at least two weeks in advance of the departure date, 2) the skater and an adult chaperone have guaranteed tickets or other transportation scheduled to arrive at the destination a minimum of 8 hours prior to the team arrival time, and 3) certain logistical criteria as communicated by coaches and/or liaisons are able to be met

by the family. No discounts will be given on travel fees if skater does not travel to or from the destination with the team. At the travel destination, all skaters must use team ground transportation. All skaters will be assigned to a chaperone, and are required to stay in a hotel room with their teammates. In rooms where the skaters are under age 12 or need extra assistance, an assigned chaperone will stay in the room with the skaters. As best as possible, room assignments will be determined using the recommendation of SafeSport guidelines.

For local competitions, skaters should not drive themselves to competitions on the day of the event. They should be driven to the arena by an adult. Special circumstances may be discussed with the coaching staff.

Skaters are required to wear the assigned Windjammers team apparel during all team travel.

- C. **Behavior:** Skaters and parents/fans are expected to display excellent behavior and sportsmanship at ALL times and under ALL circumstances—at the competition arena, in transit (on bus/plane, etc.), at the hotel, and at restaurants/team outings. Competitions can be very stressful, as the work of the season comes down to one performance. There will be good skates and not so good skates. Whatever happens, all athletes are expected to demonstrate respectful and proper behavior. No foul or derogatory language or actions will be tolerated at a competition or at any time during team or family travel. Respect and care should be given to all facilities and spaces the Windjammers are using. Consequences may be given at the discretion of the coaching staff and/or attending chaperones. Skaters and parents should always remember that they are representing the Windjammers and LMFSC.

When staying at a hotel, skaters are expected to demonstrate respectful and courteous behavior at all times. No running or being loud in the hallways or lobby. No walking around in pajamas outside of skater's hotel room. No swimming is allowed within 24 hours prior to competing. Skaters must be in their hotel room by the curfew assigned by the coach once the schedule is known. Parents and fans should also recognize that they are representing the Windjammers during these times.

- D. **Appearance/Equipment:** Competition dresses must be kept in good shape: clean, wrinkle-free, and all trim, hems, and seams secure. Skaters must keep their dresses in a garment bag when traveling to/from and at competitions when not being worn. Dresses should be taken out of the garment bag and hung neatly in between events. Headpieces or other accessories are kept by the team manager to be handed out and collected before and after each performance. Undergarments, if worn, should be skin-colored and must not show when wearing competition dress. Tights must be free from holes or runs, and skaters are encouraged to carry a back-up pair with them. Hair and makeup must be styled as instructed by the coach. Bobby pins are not allowed. No jewelry is permitted, including stud earrings, except as part of the competition attire as determined by the coaches. Nail polish is also prohibited unless a specific team nail polish color is

determined by the coaches.

Skaters are required to wear official practice dresses, hair accessories, and designated tights with no holes or runs for competition practices.

Skaters are required to wear Windjammer team warm-ups or other specified team apparel every time they are in the arena during competitions. This includes days when they are just watching teams compete. Skaters are also asked to look neat in appearance at all times in order to reflect well on the Windjammers and LMFSC.

Skaters are expected to carry extra tights and laces in their skate bag, as well as a pair of hard, rubber skate guards and soakers. All skaters must be able to tie their own skates at competitions and should practice doing this if they don't know how.

Only the two chaperones assigned as locker room parents during a particular competition will be allowed in the locker room during that competition, per USFS and SafeSport rules. These chaperones will be background checked and SafeSport certified. Parents should discuss any concerns with the coach and/or team manager in advance of the competition.

Please mark all items (competition dress, practice dress and outfits, warm-ups, travel bag, skate bag, and skate guards) with skater's full name.

- E. **Cell Phone & Electronics:** Skaters will be restricted in their use of cell phones and other electronic devices during competitions, in accordance with the cell phone policy published by the coaches prior to competitions. Phones will be collected prior to entering the locker rooms at competitions, prior to team meals at travel competitions, and at other times at the discretion of the coaching staff and attending chaperones.
- F. **Medications:** Skaters should not share over-the-counter or prescription drugs with teammates. Prescription medications and controlled substances should be included in skater's submitted medical information, and skaters and parents should follow procedures recommended by the coaches and LMFSC when participating in team travel events. Please contact a coach or team parent in advance of the competition if you have concerns or questions about your child's medication.
- G. **There may be Covid-19 testing and/or documentation requirements leading up to and at certain events, depending on competition policies. All skaters are expected to meet these requirements in order to travel with the team and participate in the event.**

## **VII. CONDUCT**

Skaters are expected to treat their teammates, coaches, judges, parent volunteers, competitors, and spectators with respect at all times. Foul language, inappropriate subject matter, derogatory statements, bullying or abuse in any form are prohibited. Windjammers

are expected to encourage cohesion and team spirit within and among the teams.

It is the coach's job to coach. Skaters and parents should not give direction to other skaters unless instructed to do so by the coaches. Coaches are receptive to input from skaters at an appropriate time and manner, which is generally not on the ice during a practice.

Synchronized skating is a highly athletic sport, and at times accidental collisions, bumping, spiking, or tripping may occur. However, any intentional physical assault (spiking, tripping, hitting, pinching, etc.) is unacceptable, and must be reported immediately to a coach or the team manager or team parent.

Skaters are expected to respect each other's personal property and privacy. Skaters are responsible for respecting and caring for the property of the Minnetonka Ice Arena and other spaces they use. This means keeping areas picked up and clean, and includes, but is not limited to, the clubroom, team bus, hotels, and competition arenas.

Friends and significant others are welcome to cheer for the teams as spectators, but may not be with the skaters during team-only functions (such as practices, prep time, meetings, team meals, bus travel, etc.) during competitions, exhibitions, shows, or practices. They may not stay in hotel rooms with skaters at any competition.

Social media of any form (including but not limited to: all photo/video/status sharing sites, blogs, online groups, group or individual text messages, etc.) must be used only with caution by all skaters. Any post or message that ties a skater to the Windjammers, LMFSC, or USFS in any way (photos taken at arenas, wearing Windjammers apparel, or with teammates; comments or usernames referencing the team, club, or a competition; items sent to skater's whole team or group of teammates; etc.) must be free from foul or derogatory language or actions, must display only positive attitude and behavior, and must show respect and good sportsmanship towards teammates, competitors, coaches, judges, and volunteers. Skaters must not publicly identify their location on social media when traveling with the team. Skaters should remember that even if privacy settings are in place, anything posted or sent over social media is never 100% "private" and can be shared outside of the group it is intended for. All official Windjammers team chats should include at least one designated adult.

## **VIII. DISCIPLINE PROCEDURES**

If a skater engages in behaviors that interfere with the team in any way, either as listed previously in this document or otherwise, the coaches may, at their discretion, give consequences as deemed necessary. Consequences may range from a verbal discussion or warning, up to and including removal from the team, depending on the severity of the offense. Other consequences may include, but are not limited to, being asked to sit out during practice, becoming an alternate for one or more competition(s), parent/skater/coach/liaison meeting(s), requiring a formal apology to affected parties, or team "community service" (i.e., completing a task to benefit the team/club). In the case that

a skater is removed from the ice during practice, the skater will be marked as absent for that practice. Parents, liaisons, and/or the club board may be notified of any offenses as deemed necessary by the coaching staff.

Skaters are encouraged to try to resolve their differences on their own, first. However, if a conflict cannot be resolved efficiently and successfully between skaters, one or both parties may contact a coach, team parent, or liaison with their concerns, ideally soon after the conflict has occurred. The coach, team parent, and/or liaison will discuss the situation and determine an appropriate action plan, which may include helping to moderate an open conversation between involved skaters and/or families if determined necessary. If the coach, team parent, and liaisons are unable to resolve the conflict, a formal complaint may be submitted to the LMFSC Board.

If any skater witnesses or is the recipient of a violation of team policies, that skater or the skater's parent may choose to contact a coach, team parent, or liaison, who will document the incident and determine the appropriate follow-up.

Poor behavior during competitions and exhibitions may be handled differently than at practices, depending on the severity, and coaches, chaperones, and liaisons will communicate to determine necessary consequences. Behavior may include, but is not limited to, blatant disregard of coaches' or chaperones' rules, absence without permission, missing a roll call, foul or vulgar language or actions, poor sportsmanship, inappropriate social media or electronics usage, disrespect of property, or similar infractions. For serious or repeat offenses, the skater could face suspension or removal from the team. If this occurs on an out-of-town trip, the skater may be sent home early, at the parents' expense. If a chaperone is required to accompany the skater home, parents will be liable for that travel expense as well.

A skater may be immediately terminated from the team for theft, assault, lying, vandalism, drug use, unsportsmanlike behavior, or any other behavior deemed by the coaches and synchro liaisons to be a serious detriment to the team.

There is a zero tolerance policy for illegal drugs and alcohol. Based off the Minnesota State High School League (MSHSL) By-Laws, the Windjammers has adopted their policy and general penalty for mood altering drugs (By-law 205.00).

**A. A skater shall not at any time, regardless of the quantity**

- a. Use or consume, have in possession a beverage containing alcohol;
- b. Use or consume, have in possession tobacco; or,
- c. Use or consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia.

**B. Penalties**

- a. **First Violation Penalty:**  
The skater shall lose eligibility for the next competition or performance.
- b. **Second Violation Penalty:**

The skater shall lose eligibility for the next two competitions or performance opportunities.

**c. Third or Subsequent Violation Penalty:**

- i. The skater shall lose eligibility for the remainder of the season.
- ii. A skater who chooses to become a participant in a treatment program may become eligible for participation after a minimum period of six weeks after entering treatment if all of the following conditions are met:
  1. The skater is assessed as no longer chemically dependent,
  2. Enters treatment voluntarily, and
  3. The director of the treatment center certifies that the skater has successfully completed the treatment program.

Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. Any other violations for which the penalty has not been satisfied must still be served in full.

**d. Applying the Penalty**

- i. Penalties shall be progressive beginning with the skater's first violation and continuing throughout the skater's Windjammers career. Penalties shall be served consecutively.
- ii. Violation Confirmation Definition: The violation shall be confirmed when a coach or liaison has informed the skater that the skater has violated a bylaw and is now under the penalty. The notification shall be verbal and also in writing.
- iii. Counting the Competitions: The count shall begin on the date that the violation is confirmed by a coach or liaison and extend for the required number of competitions.
- iv. Upon confirmation of the first violation and with each subsequent violation, the coach and a synchro liaison will conduct a meeting with the skater and parent to explain the circumstances and penalty.
- v. Completion of disciplinary action does not guarantee that the skater will then be allowed to skate in subsequent competitions or performances. As is always the case, the coach determines whether a skater is adequately prepared and proficient to skate.

## **IX. COSTS**

All skaters are required to pay team fees during the synchronized skating season. The team fees reflect the estimated ice time, coaches' fees for the year, and other costs such as competition fees and attire. There may be competitions added during the season (e.g., if a team qualifies for Nationals), which could necessitate an adjustment to previously communicated fees. Travel fees will be due approximately two weeks prior to the team departing for the trip.

Fees can be paid in full or in ten equal installments throughout the season. If not paid in full, installments will be paid on the 5th of each month.

All fees will be paid via SportsEngine. In the event of a failed payment, a \$50 penalty will be charged. Failed payments include bounced eCheck payments and credit card chargebacks. The \$50 penalty will not be added to monthly online installments and must be paid separately to the Windjammers. Please make sure to update your SportsEngine account if your credit card expires or you get a new card for any reason.

Parent chaperones are required to pay their own airline or train travel expenses. Chaperone ground transportation, hotel accommodation costs, meals, and entrance fees to the competition will be included proportionally in the skaters' travel expenses and will not be the responsibility of the chaperones.

Parents traveling to competitions as fans may have the option to "buy" a seat on the team bus if space allows. If limited seats are available, riders will be decided on a lottery basis. Parent fans will be responsible for their own hotel reservations and meal arrangements.

If, prior to December 1<sup>st</sup>, a season-ending event occurs, that skater will not be responsible for team travel costs for the remainder of the season if the skater does not travel with the team. The skater will still be responsible for all other team costs. An event includes a significant injury or an out-of-state move. An event does not include a skater voluntarily quitting the team, or being dismissed for cause. For a season-ending injury, the skater must submit documentation from their doctor.

## **X. VOLUNTEERS**

The Windjammers synchronized skating program has no paid administrative staff and could not exist without parent volunteers stepping up to fulfill the many needs of the program. Each family is asked to help meet these needs by volunteering for one or more of the many positions offered at the beginning of the season. These will include, but are not limited to: synchro liaisons, team managers, team parents, apparel chair, fundraising assistance, chaperones, and memory book coordinators. In addition, there are many opportunities to help with competitions, fundraising, social events, etc. throughout the season. Because all synchro skaters are also members of LMFSC, they also have volunteer requirements for LMFSC (see LMFSC Volunteer Guidelines). Many synchro volunteer positions fulfill the LMFSC volunteer requirements. Synchro volunteer efforts are coordinated by the synchro liaisons.

Parent volunteers in the roles of liaisons, chaperones, team managers, and team parents must meet requirements as prescribed by USFS, which may include becoming a USFS member, passing a background check, and completing an online SafeSport training course. These requirements help ensure the safety of our skaters, and should be completed by early September or upon being assigned the role.

## **XI. FUNDRAISING**



Fundraising is a critical element in helping to keep the synchro program affordable for all families and skaters. There will be several fundraising activities scheduled throughout the year, and all skaters and parents are expected to participate in them. All fundraising will be for the benefit of the LMFSC synchronized skating program or a specific team, and shall benefit all members of the program or team equitably, in order to comply with requirements as a 501(c)3 non-profit organization. There is no individual fundraising.

Families are also strongly encouraged to participate in other fundraising events and activities, such as the silent auction, restaurant nights, etc. The more participation we have in fundraising, the better we are able to offset the costs of running our synchronized skating program. There may be certain fundraising requirements throughout the season as communicated by the liaison team.

## **XII. COMMUNICATION**

The team managers and synchro liaisons are the primary communication link between coaches and parents. Often concerns or questions for the coaching staff are collective issues, which are best handled via the team managers or synchro liaisons. Parents and skaters should contact team managers or liaisons first. Parents, however, should feel free to contact the coaches directly if necessary. Generally, email is the preferred method of communication. Additionally, skaters and parents should familiarize themselves with the LMFSC website and check it regularly ([www.lmfsc.org](http://www.lmfsc.org)).

The coaches and synchro liaisons will conduct parent and/or skater meetings periodically to review season and/or event expectations and answer questions. Parents may request individual meetings or phone calls with liaisons and/or head coach if there are individual questions or concerns.

### **Liaisons:**

Jennifer Hahn – Communications Liaison – [windjammerscommliaison@gmail.com](mailto:windjammerscommliaison@gmail.com)

Hollie Beckord – Financial Liaison – [windjammersfinancial@gmail.com](mailto:windjammersfinancial@gmail.com)

OPEN – Travel Liaison – [windjammerstravel@gmail.com](mailto:windjammerstravel@gmail.com)

Nicole Harris – Skater Promotion Liaison – [windjammerspromo@gmail.com](mailto:windjammerspromo@gmail.com)

April Townsend – Fundraising Liaison – [windjammersfundraiser@gmail.com](mailto:windjammersfundraiser@gmail.com)

Carmen Johnson - LMFSC Board Representative – [carmenrj13@gmail.com](mailto:carmenrj13@gmail.com)

### **Coaching Staff:**

Amanda Pearson – Director & Head Coach – [AJPearson324@gmail.com](mailto:AJPearson324@gmail.com)

Brianna Regan – Assistant Coach – [regan.brianna@gmail.com](mailto:regan.brianna@gmail.com)

Becky Southwick - Assistant Coach - [bbillings314@gmail.com](mailto:bbillings314@gmail.com)