



# Edmonton Synchronized Skating Club

Synchronized Skating  
Policies & Procedures Handbook

Revision: September 2023

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# 1 Document Purpose

The purpose of this document is to outline the policies and procedures that govern the way in which the Edmonton Synchronized Skating Club (ESSC) operates and to outline the expectations of its skaters, parents/guardians, volunteers, coaching staff, the executives and board members.

# 2 Club Registration & Fee Structure

## 2.1 Registration and Confidentiality

Club registration, including all required forms and fees, must be completed and submitted to the club no later than September 15 of the current skating year. A \$200 non-refundable fee is due immediately upon acceptance of a position on an ESSC skating team.

ESSC is committed to protecting your personal information. All information collected is confidential and will be used solely for administration purposes. Information collected will be used to register skaters with our national governing body, Skate Canada. ESSC does not share member information with any other organization, user group, or third party other than Skate Canada. ESSC is a Skate Canada member and registered club.

**IMPORTANT** If you are registered with a figure skating club whereby you compete or are involved with the Skate Canada test stream, you **MUST** register with ESSC as a partial-membership and designate the testing club as your 'home' club with Skate Canada. If you have any questions, please speak with your coach or team manager.

**Uplifter** - Uplifter is the club management software used by ESSC. When registering with ESSC, you will register for an Uplifter account through the ESSC website. Through your Uplifter account, members can register for programs and select their mandatory volunteer positions. All fees are paid through Uplifter via credit card.

## 2.2 Financial Commitment

At the start of the skating season, once team placement is finalized, the executive will determine the fixed monthly fees. This fee allows for a regular flow of funds into the club account to pay for club expenses. Season fees include, but are not limited to ice fees, coaching, competition fees, skater competition outfits, team photos, year-end banquet, travel (if applicable), etc. Some travel costs such as transportation to and from competitions, meals, and accommodations may be the responsibility of the skater or skate family as determined by the executive at the start of the season. (See 3.5).

Fees are paid through member Uplifter accounts. Please see your Uplifter account for fee payment options. Season fees do not include the annual Skate Canada Membership fee (approx. \$60). This fee is automatically added to member Uplifter accounts. If your skater is a member with another club and the fee has already been

paid, please email ESSC to inform, so the Skate Canada Membership fee can be waived.

If a member chooses to pay via e-transfer, the season must be paid in full at the start of the skating year. E-transfers are payable to:

[treasurer@edmontonsynchroskatingclub.com](mailto:treasurer@edmontonsynchroskatingclub.com)

Please note, the fees collected from each team only cover a portion of the costs associated with running each team. Profits from casino and bingos cover the remaining team costs and other club expenses (See 2.4).

### **2.3 Fundraising Projects**

Distribution of fundraising proceeds will be determined prior to the commencement of the fundraising event and will be communicated to all participants.

Fundraising is extremely important to the success of the club and is therefore everyone's responsibility. All fundraising campaigns will be reviewed and approved by team managers and the ESSC Executive.

All fundraising campaigns must be completed by February 1 of the skating season. This provides the executive an opportunity to reconcile all skater accounts, prior to the completion of the season.

All fundraising must be paid for by the registered skate family, when fundraising orders are submitted, via cheque payable to ESSC or e-transfer. Post-dated cheques are not accepted. After a fundraising order has been placed, the club is unable to issue refunds. All delivery dates associated with a fundraising initiative are approximate.

### **2.4 Required Bingos and Casino**

The number of compulsory bingos, per skater, is determined when team budgets are established and is subject to change. In lieu of working compulsory bingo(s), a fee, as determined by the ESSC executive, can be paid to fulfill that requirement. The requirement is one bingo shift per skater.

Club Bingo licenses dictate the number of workers required per bingo event. A bingo schedule will be shared at the beginning of each season. In order to give all skate families equal opportunity to fulfill their mandatory bingo commitment, each skate family will have until October 15 to sign up for their required shift(s). After October 15, all open bingo spots will be made available for families who wish to offset their registration fees by working extra bingos. For each bingo shift worked per person, a credit of \$125 will be applied to the members' Uplifter account. For example, if mom and aunt Mary both work a bingo for the same skater, that skater member account is credited \$250.

Once you've signed up for a bingo, it's your responsibility to fill that position. If you are unable to find a replacement or you fail to attend the event, a penalty fee of \$250 will be applied to your Uplifter account. Members can sign-up for mandatory bingos through the ESSC website under 'Synchronized Skating' then 'Fundraising' tabs.

A casino is generally held every other year, depending on when the club is granted a date by the Alberta Liquor & Gaming Commission (ALGC). When ESSC is granted a casino, it is **MANDATORY** that all skate families volunteer. Working casinos is very profitable for the club and those funds are needed to subsidize our team events and offset skater registration fees.

Questions regarding the mandatory bingos and casinos can be directed to the ESSC bingo coordinator.

## **2.5 Refunds**

ESSC will not issue refunds to skate families that may accumulate funds as a result of fundraising. Skate families can manage their accounts via Uplifter and are solely responsible to apply fundraised credits to their accounts before the end of the season, or prior to their final payment.

If credits are not used before the end of the season they will be rolled into the following season. Funds must be used by the end of the following season or they will be forfeited to the club.

At the end of the skating year, if there are excess funds resulting from payment of cash, this balance will be refunded to the skater.

In the event that a skater is unable to complete the season due to medical reasons, a partial refund will be considered for any fees not already paid or committed by the club. All requests for refunds must be submitted in writing to the executive and accompanied by a medical doctor's note.

Any skater leaving a team for non-medical reasons is responsible for paying all outstanding fees. Skate Canada membership fees are not refundable.

The ESSC does not offer any make-up classes or refunds for missed sessions. All refunds are subject to a \$25 admin fee.

## **2.6 Outstanding Fees**

All fees are expected to be paid in full. Outstanding fees must be paid in full prior to registering for the next season.

It is the members responsibility to ensure that fees are available for processing as outlined at the time of registration. If the family requires special concessions or to change the payment terms, it is at the discretion of the executive to apply an administration fee of \$50 for each such request.

## 3 Team Administration

### 3.1 Monthly Statements

Fee and payment statements can be accessed through Uplifter at any time during the season. Please review your account on a regular basis to ensure that payments are kept up to date and fundraising credits are applied and used prior to February 1. It is the responsibility of the member to ensure that their statements are correct and that accounts are in good standing.

### 3.2 Cross-Over Skaters

Skaters who have been selected to skate on more than one ESSC team will pay the registration fee and fundraising obligations associated with the more senior team plus the additional 'cross-over fee' as determined by the ESSC executive.

### 3.3 Trainee Skaters

Skaters who have been selected to skate with an ESSC team, in a training capacity only, will not receive a competition outfit or skate with the team at any competitions. The trainee will pay the ice and coaching fees of the higher team and competition and travel fees of the lower team. The skater has an option to purchase a competition outfit from the team they are training on.

### 3.4 Required Team Clothing

**ON-ICE** - Skaters are expected to wear the attire as discussed by the team coach at the beginning of the season. This may be a specific practice dress or practice pants. Practice attire will be issued to each skater for the duration of the season. A deposit will be collected by team managers when practice wear is distributed. The deposit is returned when the practice items are returned to ESSC in good condition with no more than normal wear and tear. If practice wear is not returned at the end of the season, the deposit cheque will be cashed.

**OFF-ICE** - Skaters are expected to bring a yoga mat and wear comfortable clothing and athletic sneakers to off-ice practices.

Skaters must have the following clubwear to be worn to events and competitions:

- Winter jacket with ESSC logo
- ESSC scarf
- ESSC t-shirt
- Black leggings (no logos, patterns or other colors)
- ESSC embroidered yoga jacket

It is the responsibility of the skater and skate family to purchase these items and ensure they are kept in good condition. There is often the opportunity to purchase used items from retired skaters. Please check with team managers if you're interested in purchasing used team wear.

Club clothing is to be worn by skaters, team managers, coaches and the executive when representing ESSC. As a way to represent and promote the club, it is

encouraged that club clothing be worn by skaters to school, etc. As well, it is encouraged for families to wear club attire.

Competition attire is the property of the club and maintained by team managers during the skating year and will be distributed to skaters at the end of the season once all accounts are cleared. In the event the skater does not finish the season with ESSC, the competition attire will remain with the club.

### **3.5 Team Travel**

As competitions are an important part of our sport, all team members are expected to attend competitions as outlined at the beginning of the season. Unless explicitly outlined at the beginning of the season, all transportation to and from competitions is the responsibility of the skater or skate family.

Whether the team is traveling by bus or skaters are being transported by a parent/guardian or designate, it is mandatory that all skaters arrive at the specified location and time as determined by the coach. When skaters arrive late it can have a significant impact on the skater as well as the entire team. All skaters are expected to remain at the competition/event for its entirety (or as per team/club schedule) unless otherwise arranged with their coach.

When bus transportation is provided, team members, managers, chaperones and coaches are expected to travel on the bus. If extra seats are available, parents may purchase a seat for a fee determined by the executive .

Overnight accommodation will not be provided by ESSC (unless otherwise specified), and it is the responsibility of the skater or skate family to ensure they have arranged appropriate accommodations. ESSC will attempt to provide the opportunity to reserve hotel rooms in a block booking and will communicate accommodation suggestions with as much notice as possible.

If a parent/guardian is not able to attend competitions and events with their skater, it is the responsibility of the parent/guardian to make arrangements for their child's transportation and care while away. All skaters must travel in a manner that does not compromise the authority of a chaperone or invalidate insurance coverage that is obtained via Skate Canada.

Skaters are able to return from skating competitions with their parents/guardian, as long as the arrangements are made with the coach or team manager in advance. Any additional expenses that may result (i.e., flight changes, etc.) would be the responsibility of the parent/guardian.

### **3.6 Electronic Devices/Digital Citizenship**

ESSC strives to be a welcoming and inclusive space for all its members. Digital citizenship of our members is an important part of this mandate. The term 'digital citizenship' refers to responsible, safe and respectful behavior with digital devices and online engagement with community and peers.

As a Skate Canada club, ESSC members must:

- Refrain from engaging in online bullying and harassment.
- Refrain from taking or sharing photos of themselves or others in compromised positions.
- Refrain from posting or sharing harmful comments or opinions related to ESSC, its skaters or other clubs and skaters. Appropriate outlets exist to submit feedback and complaints, and members are encouraged to contact the ESSC executive or Skate Canada regarding these matters.
- Conduct themselves in a positive and inclusive online manner when associating themselves with ESSC.

Failure to do so may result in activation of the ESSC disciplinary procedure (see 4.1).

Although great devices to have, when in a team and competition environment, they can be disruptive and may take away from the team experience. This may especially be an issue during overnight trips, where the phone calls, text messages and vibrating phones cause a disruption for the skater as well as those that are sharing the room. It is to the discretion of the coach whether or not to gather skater cell phones during overnight trips.

Skater cell phones are not permitted in dressing rooms. Coaches retain the right to collect skater cell phones upon entry to team practices/events. Team coaches and managers are always reachable in the event of an emergency, and ESSC encourages parents to contact them, if required. The disengagement from electronics fosters peer and team dynamics, and additionally removes distraction from the team environment.

### ***3.7 Year-End Evaluations***

Parents and skaters will be provided an opportunity to complete an evaluation of the team, coach and team managers at the end of each skating season. Please use this opportunity to express your gratitude or concerns.



## 4 Club Personnel

### 4.1 All Members

It is mandatory for all coaches, program assistants, team managers, and the executive to take the Skate Canada Safe Sport course prior to October 31 of the skating season. Creating a safe, respectful and inclusive environment is a priority for Skate Canada and as a Skate Canada member, the ESSC will prioritize this policy. All ESSC skate families are encouraged to take this training as well.

To ensure the safety and protection of our minors, ESSC coaches and adults will practice Skate Canada's '**Rule of Two**' practice. See link below:

<https://skatecanada.ca/wp-content/uploads/2020/09/Rule-of-Two-EN.pdf>

#### **Police Information Check including Vulnerable Sector Check**

Due to the sensitive and impressionable nature of coach/program assistant, team manager, executive/board and chaperone positions, these members will be required to obtain and submit a Police Information Check including Vulnerable Sector Check as they are in positions of trust and/or authority over minors.

A Police Information Check including Vulnerable Sector Check can only be conducted by a police service. Generally, there is no cost to obtain this document when volunteering in Alberta. Please contact your local police department for more information regarding fees. Police checks are to be submitted to the team manager(s) then forwarded to the executive for filing. Police Information Checks including Vulnerable Sector Checks are to be re-submitted every two (2) years.

ESSC will reimburse for costs associated with obtaining the Police Information Check including Vulnerable Sector Check. Please send receipts to:

[treasurer@edmontonsynchroskatingclub.com](mailto:treasurer@edmontonsynchroskatingclub.com).

**There will be no smoking/vaping or consumption of alcohol and/or drugs while performing coaching, team manager or chaperone duties.**

#### **ESSC Disciplinary Procedure**

Given circumstances where safety has been blatantly disregarded and/or disrespect, bullying and/or harassment has been experienced or observed, the ESSC disciplinary procedure may be activated. The executive will be briefed via email on all circumstances or events where the disciplinary procedure will *or has the potential* to be activated. All reports of the above will be investigated by the executive.

The disciplinary procedure is as follows:

- verbal warning from the executive and coach (if appropriate)
- written letter from the executive
- expulsion from the club

## **4.2 Coaches/Program Assistants**

Coaches and program assistants are contracted by the club on a yearly basis and are held in high regard. Coaching duties include skater selection, team manager selection approval, allocation of ice times, scheduling of extra team practices and selection of competition routines, choreography, attire, music, and make-up. All coaches and program assistants must maintain good standing with Skate Canada.

Coaches select skaters for the appropriate teams based on skating ability, age, and have the final say on team composition.

Coaches and program assistants abide by the rules and policies of Skate Canada, including coach training and the use of skater helmets. Coaches and program assistants will set the expectations of the skaters which will coincide with the ESSC Skater Code of Conduct (i.e., discipline, lateness, dress code, etc.).

ESSC enforces zero tolerance to any disrespect towards ESSC coaching staff. Disrespect to coaching staff will result in activation of the ESSC disciplinary procedure.

## **4.3 Team Managers**

Team Managers act as a liaison between the coach, executive and parents. If a parent or guardian is interested in supporting the team as a team manager, they shall express their interest to the coach at the beginning of the season. There is a maximum of two (2) team managers for each team. Team managers will keep open and positive communication with parents, notifying skaters/parents/guardians of practices, events, fundraising campaigns etc., collect monies for team fees and fundraising initiatives (if req'd), maintain competition attire, and attend monthly executive meetings as a liaison for parents. Team managers are registered Skate Canada members.

Although team managers are in attendance at all competitions and events, they are not expected to parent skaters. ESSC encourages parents/guardians to be in attendance at events or pre-arrange a designate if they are unable to attend. Team managers are expected to conduct themselves in a respectful manner and act as a role model for sportsmanship, respect and healthy living.

## **4.4 Volunteer Commitments/Chaperones**

Volunteer commitments including specific volunteer positions (i.e, apparel coordinator, celebration banquet committee member, chaperone, etc.) and required volunteer credits per skater/skate family are outlined on your Uplifter account.

Chaperones are responsible for their assigned skaters, ensuring their safety, well-being and are expected to stay with their assigned skaters at all times. Chaperones will provide support in preparing their skaters for competitions (i.e. hair, make-up, etc.). Chaperones are expected to conduct themselves in a respectful manner and act as a role model for sportsmanship, respect and healthy living.

## **4.5 Skaters**

Skaters must abide by the ESSC Skater Code of Conduct. The ESSC Skater Code of Conduct fosters respect, inclusivity and sportsmanship. Bullying, violence,

harassment and/or disrespect will not be tolerated. Skaters must notify the coach and/or team manager, as far in advance as possible, if a practice, on or off-ice, is to be missed. Skaters are required to be at the practice immediately prior to an event. If the skater misses, it is to the discretion of the coach if they participate. Any planned absences from team activities must be communicated to the coach and team manager in advance.

Skaters are expected to enthusiastically participate, attend all competitions, ice shows and exhibition skates scheduled for the team, and be supportive of their teammates both in person and online. Opinions of the judges and officials are to be respected.

- If a skater experiences an issue or concern with a team member or parent/guardian, direct the concern to the coach and/ or team manager.
- If a skater experiences a concern or issue regarding the coach, direct the concern to the team manager and/ or the executive.
- If a skater experiences a concern or issue with a team manager, direct the concern to the coach and/ or the executive.
- If a skater experiences a concern or issue with a member of the executive, direct the concern to the coach/ and or team manager.

**There will be no smoking/vaping or consumption of alcohol and/or drugs while representing ESSC at team functions. ZERO TOLERANCE.**

#### **4.6 Parents/Guardians**

Parents/guardians must abide by the ESSC Parent/Guardian Code of Conduct and are encouraged to take the Skate Canada Respect in Sport course. Parents/guardians are expected to be supportive of the coach and team decisions made by the coach and are expected to promote integrity, respect and sportsmanship. Parents/guardians will be informed of all events and activities of the ESSC and the team. Parents/guardians must download the club's communication app (i.e., Band) to ensure important communications and announcements are not missed. Please plan to attend the ESSC AGM (ESSC Annual General Meeting) as this is a key opportunity to learn about upcoming events, the sport, ESSC expectations and ask questions.

ESSC expects respect from all club members and skater families. Gossip and negativity are detrimental to skaters, the team and the club. If behaviors conducive to the activation of the disciplinary procedure are experienced, the skater may be expelled from the club.

- If a parent/ guardian experiences an issue or concern with a skater or another parent/ guardian, direct the concern to the coach and/ or team manager.
- If a parent/ guardian experiences a concern or issue regarding the coach, direct the concern to the team manager and/ or the executive.
- If a parent/ guardian experiences a concern or issue with a team manager, direct the concern to the coach and/ or the executive.
- If a parent/ guardian experiences a concern or issue with a member of the executive, direct the concern to the coach/ and or team manager.

#### **4.7 ESSC Executive/Board Members**

Executive members are elected by club membership at the AGM, with the expectation of holding that position for the entirety of the skating season (September 1– August 31). The executive consists of the President, Vice President (VP), Treasurer and Secretary. As well, there are five (5) Member at Large positions, and the Coaching Representative.

It is the responsibility of the executive to oversee club operations and financial stability, and attend monthly executive meetings. All executive and board members will submit a Police Information Check including Vulnerable Sector Check and re-submit this document every two (2) years. Executive will be required to complete any necessary training as dictated by Skate Canada.

Members at Large each head a committee (i.e., bingo/casino, fundraising, membership, ice allocation, recruitment/retention and publicity, travel, etc.) These committees will be identified at the beginning of each season.