

# **SYNCHRO HANDBOOK**



**SKATE**CANADA  
MARTENSVILLE

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## CLUB CONTACT INFORMATION

### Skate Martensville

Box 707

Martensville, SK S0K 2T0

306-831-6536

[skatemartensville.ca](http://skatemartensville.ca)

**General Information:** [skatingclub1@gmail.com](mailto:skatingclub1@gmail.com)

**Registration:** [skatemville.reg@gmail.com](mailto:skatemville.reg@gmail.com)

**Fundraising:** [skatemville.fundraising@gmail.com](mailto:skatemville.fundraising@gmail.com)

**Find us on Facebook:** [@SkateMartensville](https://www.facebook.com/SkateMartensville)



# WE ARE

## *Skate Martensville*

We encourage  
**CREATIVITY.**

We skate with **PASSION**  
and **DETERMINATION.**

We **RESPECT**  
ourselves, our peers,  
our coaches, our volunteers  
our families and our rink.

We are **PROUD** of our club.



We **SUPPORT** one another.

We make  
**FRIENDS.**

We achieve  
**GOALS.**

We have  
**FUN.**



We value **OPEN**  
**COMMUNICATION.**

We celebrate **INDIVIDUALITY** and **DIVERSITY.**

We **DREAM BIG.**

We strive to  
achieve our  
**PERSONAL**  
**BEST**  
every day.

We act with **INTEGRITY** and  
**HONESTY** on and off the ice.

We enter the rink with  
**OPEN HEARTS** and  
**OPEN MINDS.**



We are a **FAMILY.**

# **WELCOME TO SKATE MARTENSVILLE!**

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This handbook was developed to help club members and parents understand the many aspects of the STARSkate program. Please take time to read this handbook and familiarize yourself with the club, the programs we offer, the sport of skating and what will be expected from you as a member of our club.

## **CLUB HISTORY**

Skate Martensville was formed in 1985, one year after the completion of the Martensville Sports Centre. For nearly 40 years, Skate Martensville has taught fundamental movement and basic skating skills to hundreds of young individuals through Skate Canada programming. We look forward to being a part of your skating journey too!

## **SKATE CANADA AFFILIATION**

A not-for-profit organization, Skate Canada is the oldest and largest figure skating organization in the world and is recognized by the Government of Canada and the Canadian Olympic Committee (COC) as the governing body for the sport of figure skating in Canada. Skate Canada is dedicated to creating a nation of skaters both recreationally and competitively.

Skate Martensville is a registered member of Skate Canada and operates under Skate Canada's programs, development standards, and rules.

To learn more about Skate Canada, please visit [skatecanada.ca/portfolio-item/about-sc](https://skatecanada.ca/portfolio-item/about-sc).

## **CLUB EXECUTIVE**

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Skate Martensville is run by an elected executive. All positions are filled by volunteers and held for a two year term. Executive members meet monthly to ensure the club is running effectively. The executive is responsible for all registrations, ice rentals, budgeting, hiring of coaches, maintaining membership with Skate Canada, fundraising, end-of-year ice show, and carrying out a multitude of other details related to the effective operation of the club.

New executive members are greatly encouraged and are elected at the club's annual general meeting in April. If you are interested in being a part of the executive or would like more information, please contact a current executive member.



For a current list of board members, please visit [skatemartensville.ca/pages/About-Us/Board-of-Directors](http://skatemartensville.ca/pages/About-Us/Board-of-Directors).

## **COACHING STAFF**

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Skate Martensville continues to be a successful club with the leadership of its coaches. All of our coaches on the ice are proud Skate Canada professionals with National Coaching Certification (NCCP) and First Aid Certification. Skate Martensville's coaching team works closely with the Club Executive to provide a comprehensive training program for skaters of all skill levels. Our coaches offer a unique team coaching strategy that allows all skaters to access the most appropriate coaching necessary for them to reach their full potential. This strategy not only helps skaters to achieve skating success but also creates an inviting atmosphere that helps its members become the best that they can be both on and off the ice.

Our coaches bring an incredible amount of talent, experience and knowledge to the ice:



**DANNY JAMES**



**NICOLE GRYBA**



**TEAH LENNEA**



**SAM LAUGHREN**

To learn more about our coaching staff, visit [skatemartensville.ca/pages/About-Us/Coaching](http://skatemartensville.ca/pages/About-Us/Coaching).

## **SYNCHRO ROLES, RESPONSIBILITIES & EXPECTATIONS**

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Our club keeps the safety of all our members – skaters, coaches, parents and board members – a top priority. Our rules and expectations exist to ensure that your child and

all members of Skate Martensville can safely enjoy the club's skating programs in a fun and respectful environment.

## **CLUB RESPONSIBILITIES**

(See [Skate Canada 's Club Code of Ethics](#) for more information.)

1. Conduct a variety of skating programs at the skill and age levels appropriate to the club's membership.
2. Provide professional coaches to teach the programs offered in group and/or private lessons.
3. As required, conduct competitions for the various skill and age levels of the membership.
4. Conduct club business according to the club's constitution and bylaws and the rules of Skate Canada.
5. Liaison with the Skate Canada National Office, Section and the community.
6. Ensure the amateur status of skaters is protected.
7. Be responsible for the registration of synchro skaters and collection of registration fees. Registration fees will be determined by the Skate Martensville Executive and will cover regular programming costs including ice, coaching and member fees associated with Skate Saskatchewan and Skate Canada.
8. Be responsible for scheduling ice times and dry-land sessions associated with regular programming. Additional ice and dry-land can be scheduled upon request of the synchro team at the team's expense.
9. Be responsible for securing and paying a professional coach to deliver regular programming. Additional coaching and/or choreography outside of regular programming is the responsibility of the team.
10. Provide at least one board member to attend Synchro team meetings when requested.
11. Provide the opportunity for Synchro Team Managers & Treasurers to attend the monthly Skate Executive board meetings upon request.
12. Provide storage space in the club closet for Synchro Team dresses and apparel.

*Skate Martensville IS NOT RESPONSIBLE FOR LOST ARTICLES OR INJURY ON OR OFF THE ICE.*

## **COACH RESPONSIBILITIES**

1. Coaches have the fundamental responsibility to promote skating and to coach to the best of their ability.
2. Coaches are responsible to the skaters - not only as athletes but as individuals who are developing values and beliefs that will last a life time.



3. Coaches must respect another coach's teaching methods, techniques and/or opinions.

## **SKATER RESPONSIBILITIES**

1. Courtesy and respect must be demonstrated to all individuals – skaters, coaches, parents, and rink attendants.
2. Skaters should be on time for all skating sessions and lesson times – whether group, private, skating skills or stroking. Coaches will not leave the ice to find their skaters.
4. If you need to speak to a coach, do so while they are off the ice. Do not interrupt lessons.
5. Appropriate skating attire should be worn.
6. Skate guards should be used when skaters leave the ice, for safety reasons.
7. Dressing rooms must be kept clean and orderly. Trash must be placed in bins provided.
8. Skaters should keep safety in mind at all times:
  - a. Get up quickly after falling down
  - b. Look in the direction of travel when skating backwards
  - c. No pushing, playing tag or bumping into others or the boards
  - d. No gum or candy on the ice
  - e. Advise club and/or coaches of any special medical conditions

## **TEAM RESPONSIBILITIES**

1. Enlist a volunteer to step forward as the Team Manager. The Team Manager must be at least 18 years of age.
2. Enlist a volunteer to step forward as the Team Treasurer. The Team Treasurer must be at least 18 years of age.
3. Make all attempts to ensure the Team Manager and Team Treasurer do not share any familial relations between each other, nor the synchro coach. If familial relations exist, all members of the synchro team who are eligible voting members (either a skater's parent/guardian or an adult skater who is 18 or older) must hold a vote and unanimously agree to accept the individual into the manager or treasurer role.
4. Open a separate bank account, with double signing authority/requirements between the Team Manager and Team Treasurer. This account will be closed at the end of every season and a new account will open for each new subsequent team in the years to follow. (Accounts are typically available to teams and clubs at Affinity Credit Union without fees.)
5. Establish their own budget and plan expenses accordingly. Financials will be transparent and presented to Skate Martensville during their regular board

meetings upon request and/or at three regular intervals: beginning of season (November), mid-season (January), and end-of season (March).

6. Be responsible for all team fundraisers; ensuring the application and approval of applicable licences with SLGA and adhering to the terms of SLGA licences.
7. Be responsible for all team expenses not covered by registration fees that are incurred throughout the season. This may include but is not limited to: coaching, choreography or dry-land outside of regular programming, dresses/costumes, tights, hair pieces, makeup, team apparel, competition fees, travel, hotel accommodations and music.
8. Maintain the ownership of team skating dresses/costumes to be used for future teams or re-sold with money earned to be used towards the purchase of new team skating dresses/costumes. A separate expense category must reflect these expenses/revenues in the team budget and financials.
  - a. Special Note #1: Any surplus of funds in a team's bank account at the end of the season will be transferred to Skate Martensville's bank account and held in trust between seasons. The moneys will be returned in full to the synchro team each season when their new bank account has been opened to be used for the next season's expenses.
9. Ensure synchro team events/scheduling does not conflict with regular Skate Martensville ice times/events.
10. Provide the Team Manager and/or Team Treasurer to attend the monthly Skate Executive board meetings upon request.

## **CLUB RULES**

1. Club registration fees must be paid prior to the commencement of the skating session.
2. All refund requests must be submitted to the Club Executive in writing and adhere to the [refund policy](#) outlined in detail on our website.
3. Proper skating attire should be worn by all skaters. Please see the section regarding clothing for details.
4. No eating or chewing gum while on the ice. Please make sure that your child does not have anything in their mouth before going on to the ice.
5. Coaches are in charge of all skaters while on the ice.
6. It is important that an adult remain in charge of your skater. If this is not going to be yourself, please indicate to the Club/CanSkate Coordinator who will be responsible for your child in case of emergency.
7. Parents who wish to discuss their child's progress with the coach must do so after sessions or when coaches are off the ice. Please do not interrupt program time.



8. If you have a concern about a program assistant, please talk to a Coach or a member of the Club Executive.
9. If you have any concerns or suggestions, please direct them to the Club Executive. If you wish this concern to be discussed by the entire Executive at a meeting, please put it in writing and direct it to the President at [skatingclub1@gmail.com](mailto:skatingclub1@gmail.com).
10. Dressing rooms must be kept clean.
11. Please check the TV screen upon arrival at the rink to verify which dressing room is assigned to the Synchro team.
12. Skaters are allowed to leave the ice to use the washrooms or warm up if necessary but must ask a coach prior to leaving the ice.
13. Parents are not allowed on the ice at any time due to insurance reasons. If you need to take your child off the ice, please get the attention of one of the coaches or program assistants. Please do not go on the ice.
14. No skater is to be on the ice at the same time as the Zamboni.
15. Skate Martensville's ice rental does not include the mezzanine (upstairs). Spectators are NOT allowed to view from the mezzanine.

## **CLUB POLICIES**

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All skating members are expected to adhere to our Club Policies. Please be familiar with the club policies outlined in detail on our website: [skatemartensville.ca/pages/info-resources](http://skatemartensville.ca/pages/info-resources).

## **COMPETITIONS**

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The number of competitions attended in a season will be at the discretion of the coach and team members.

### **WHY COMPETITIONS?**

**Performing:** Competition exposes skaters to the spotlight. Being comfortable performing in front of a crowd is an important life skill that can be applied to other aspects of life such as school and work. This skill is also required for skating tests when being evaluated in front of a judge at test days.

**Motivation:** Competition keeps skaters motivated. The team works towards a given task with a deadline and a goal in mind. Most skaters practice with more determination and purpose when they know a performance is coming up.

**Progress:** This is the team's chance to shine and show off the skills they've accomplished throughout the season. It's also a chance to gain feedback from an evaluator as to how your synchro team is doing at their level and what they need to work on.

**Team Bonding:** Competitions are a great time for skaters to cheer on their peers and encourage one another as they perform on the ice. Skaters have fun making posters and showing their club pride throughout the competition. Some of the best memories and friendships are formed between skaters at competitions.

## **WHAT TO EXPECT**

**STAR 4 and Adult Synchro teams** will be evaluated for two skates per competition. The team receives a score for each skate and is ranked based on both performances. Medals are awarded to the top 3 finishers. All teams receive a report card listing assessments for each element and program component as well as their overall ranking.

**All skaters are expected to stay with the team for the full day.** Skaters are asked not to leave the arena throughout the day until the team is completely finished. Unlike a singles competition, if a skater is late returning for their event, it affects the entire team, not just the individual. It is extremely important for all skaters to be on time for all activities. Skaters will be attending competitions as a club and the expectation is that all skaters remain with their team for the full day until they are excused by the coach. The team will sit together in the stands to cheer on fellow skaters and to watch other synchro teams. Competitions are a great learning experience for all!

## **COMPETITION DATES**

Competition dates are typically announced at the beginning of the season. Communication about upcoming competition opportunities will be communicated when Skate Martensville receives a technical package from the host club.

## **EQUIPMENT & ATTIRE**

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### **FIGURE SKATES**



Figure skates are required for Synchro.

In skating, skates are the most important piece of equipment. Purchasing appropriate skates to suit the level of skater and your budget is of utmost importance. Providing your child with appropriate skates will help them improve their skating more quickly and will make their on-ice experience more enjoyable.

Talk to your skater's coach about the boots and blades that will be most appropriate for your skater.

### **Buying New Skates**

When purchasing new skates, it is recommended you visit an experienced figure skate fitter - one who will sell you equipment that is appropriate for your skater's strength, technical level, and ability. The process of properly fitting a skate takes about 1-3 hours depending on the level of skating and boot you need. This process should not be rushed. Having a boot that is properly fitted will reduce the skater's chances of injury and increase the possibility of good performance.

Professional fitters have a variety of other tools to help custom fit every boot. Bring your old skates. A used pair of skates tells a story. They tell the fitter about the strength of the skater, whether the skates have been tied properly during use, and many other things that help the fitter determine what boot the skater should be moving into. Bring the socks/tights that you usually skate in; this is important in getting an accurate fit.

Unfortunately there is no longer a figure skate fitter in Saskatchewan. Skaters are required to shop in larger cities outside of Saskatchewan if they want brand new skates.

### **Buying Used Skates**

You don't necessarily have to spend a lot of money to get a good pair of skates. There is usually a ready market at local stores and online for second hand skates in reasonably good condition at the beginning of the season, so keep an eye out! Do be cautious that the blade is not so worn that it cannot be sharpened anymore. Used boots often need to be punched out in the ankle area for a comfortable fit. Properly done, punching is a precise adjustment that takes some time. Over-punching (making too much room in the boot) can cancel out all the advantages you got from having a carefully fitted boot.

### **How the Boot Fits**

The most important consideration when buying skates is how the boot fits. This can make the difference between frozen feet and frustration, and having fun on the ice. Contrary to what most people think, the average skater takes a half size smaller than their walking shoe.

Make sure:

- The boot is snug around the instep and the heel
- There isn't much buckling of the leather around the ankle
- There is a gap of 3-4cm (1-1.5") between the lacings and the instep
- There is enough room for the skater to wiggle their toes
- Remember to fit skates over thin socks or tights. Bulky or thick socks don't allow toes to breathe, causing sweaty feet that are more susceptible to the cold. Plus, thicker socks often bunch around the ankles which can cause discomfort for the skater.

Here's a simple test to see if you've got the right fit - lace up the boot, then ask someone to hold the blade down and see if you can lift your heel. If you can, then try a half size smaller. A word of warning to parents - when you are buying skates for your skater, make sure the boot gives their ankles enough support. Don't get skates that are several sizes too large to allow them "room to grow". The sooner they can get off their ankles and onto the skate blades, the sooner they (and you) will know the joy of skating.

### **Breaking in New/Used Skates**

Most skate brands use a technology that allows the boot to flex and bend in the ankle area while still being tied tight for support. However, even though the heat molding process fits the boot to the foot, the skater will still have to physically break in the crease area. Walking around in the skates at home, or doing squats while the skates are properly tied, will help break in the crease area.

Some boots may need punching out in the ankle area for a comfortable fit. If you are having your boots punched, allow at least twenty minutes in the shop. Properly done, punching is a precise adjustment that takes some time. Over-punching (making too much room in the boot) can cancel out all the advantages you got from having a carefully fitted boot.

### **Keep on Top of Changes**

When a skater's feet grow or change shape, adjustment to the boot may be necessary. Never suffer through a problem! Skate technology has come a long way, and an experienced fitter can make your boots perfect.

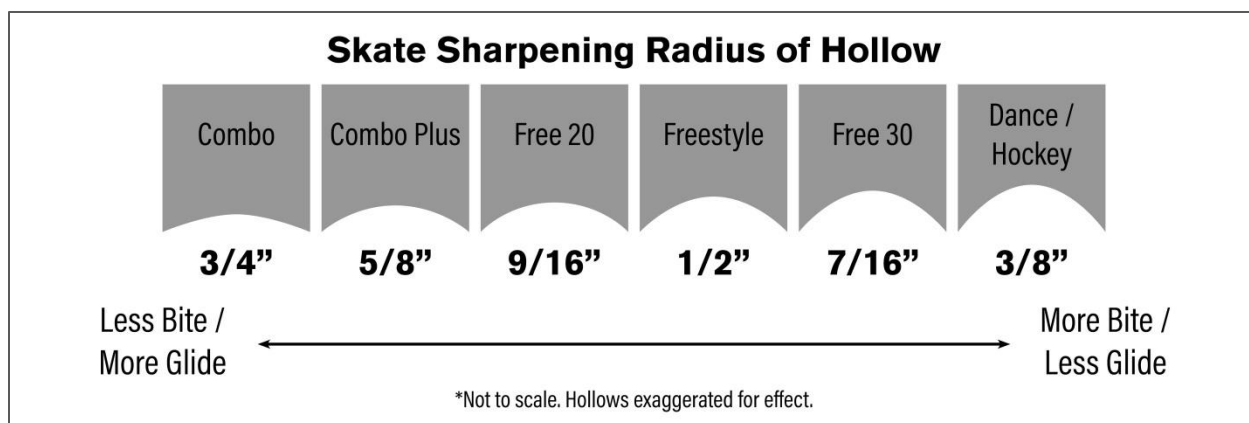
## Care for Your Skates

With a reasonable amount of care, a pair of skates can last a long time. Here are some maintenance tips:

- Dry the blade after each use ensuring all snow and ice have been removed. This includes the sole of the boot.
- Place dry blades into a cloth blade protector for storage. Do not put blades back into the hard skate guards, as trapped water could form rust on the edges of the blade.
- Skates should be aired out each day after practice to allow the leather to dry. Skater's feet sweat inside their skates. Damp leather could rot and weaken the boot.
- Blades should always be protected by skate guards when walking to and from the ice surface. NEVER walk on floors with unprotected blades.
- Do not sharpen skates the night before a test day or competition!

## Sharpening the Blades

- Brand new skates should be sharpened before you use them for the first time.
- The bottom toe pick should NOT be removed. This is part of the design of figure skates. Toe picks are needed to execute some skills and are essential to proper balance.
- Sharpening will get rid of any nicks and/or rust that may accumulate.
- Skates should be sharpened after approximately 20-40 hours of skating, depending on the quality of the blade.
- The type of sharpening is dependent on the skater's preference and their skill level. Newer skaters typically start out with a Combo Plus (5/8") sharpening. As skaters progress and start double jumps, they may want to move to a Free 20 (9/16") or Freestyle (1/2").
- We recommend having figure skates sharpened by one of these local sharpeners:
  - **Russ Prosko** (by appointment only)  
Saskatoon  
306-384-0341
  - **Atlas Outdoors**  
#2-501 Neufeld Street, Warman  
306-500-0369



## PRACTICE ATTIRE

Skate Martensville asks all synchro skaters to adhere to the following practice attire in promotion of:

- a safe and positive learning environment
- healthy self-image
- respect for self and others

At the STARSkate level, a coach needs to see a skater's body alignment to give proper advice and feedback about technique. As such, Form-fitting clothes that stretch are better than tight, restrictive or oversized clothes that restrict movement. Here is the recommended attire for synchro skaters:

- Skaters should wear athletic clothing on the ice in layers. Clothes should be form-fitting or close to it, to allow coaches to see the body line for proper execution of technique.
- A snug sweater or zip-up can be worn over a skating dress or shirt. Even if it is very cold in the arena, please do not practice in heavy or bulky clothing. Baggy, loose fitting attire is not appropriate. Layer form-fitted clothing instead!
- Gloves or mittens are acceptable during practice, but coaches may occasionally request bare hands during lesson time for choreography purposes.
- Hair should be tied back or pulled up. It is very important that hair be away from the face at all times. Longer hair in a bun, braid or a neat and tidy ponytail are good choices and ensures hair doesn't distract your skater as they spin and jump. If your skater has bangs, make sure they are cut short or pinned back so hair isn't in the skater's eyes.
- Baggy clothing (e.g. sweats, pajama pants, loose sweaters, bunny hugs, etc.), restrictive clothing (e.g. jeans) or revealing clothing (e.g. low-rise pants, crop tops, short shorts, transparent/see-through material, etc.) will not be tolerated.
- Small jewelry such as earrings, necklaces, and rings are allowed as long as they do not interfere with the skater's performance on the ice. Jewellery should be



securely fastened to the body at all times. Large, bulky, or dangling jewelry will not be tolerated.

- Clothing must completely cover the skater's chest, torso, and undergarments.
- Clothing must be free of inappropriate logos, phrases, and pictures.

Examples of appropriate practice attire:



Any skaters who do not comply with the practice attire outlined above will be asked to leave the ice. If you are unsure about an article of clothing, please ask your coach.

## **PERFORMANCE ATTIRE**

The Coach and/or Team Manager will provide a list of items that shall be worn for the season's competitions and performances. This includes but is not limited to a dress, hair style, tights, makeup, and accessories such as scrunchies or hair pieces.

## **YEAR-END ICE SHOW (CARNIVAL)**

The year-end ice show (aka, Carnival) is an opportunity for skaters to show off the skills they acquired throughout the skating season. Synchro teams will perform their competition program at the ice show. Parents, friends and family are encouraged to come out to the rink to watch and cheer on the synchro teams and club skaters. The ice show ends with presenting the annual club awards. Carnival will occur on Sunday, March 24, 2024.

Please note the following dates and tentative times that have been reserved for pictures and dress rehearsal:

- Picture Day – March 12, 2024 @ 3:30-6:30pm
- Dress Rehearsal – March 21, 2024 @ 4:00-6:00PM

# REGISTRATION

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## Late Registrations

- An Early Bird discount will apply to all registrations between June 1 - July 31. Late registrations may be accepted after July 31, without discount, and at the discretion of the Club Executive if spots are available. Requests or inquiries can be sent to [skaterville.reg@gmail.com](mailto:skaterville.reg@gmail.com).

## Refund Policy

Prior to the onset of the skating season:

1. Refund requests, along with a general explanation, must be submitted by September 30.
2. Please email your request to [skaterville.reg@gmail.com](mailto:skaterville.reg@gmail.com).
3. All registration fees will be refunded, minus a \$25 administration fee.

During the skating season:

1. A refund can be given on a prorated basis for physical injuries that would prevent a skater from continuing to the end of the season. A medical professional's or physiotherapist's certificate/note must be submitted <sup>1</sup>. Requests must be made within 14 days of the injury. Refunds will be based on program fees only (less a \$25 administration fee) and will be prorated from the last day of skating <sup>2</sup>.
2. A refund can be given on a prorated basis if a skater has moved 60 km or more outside of Martensville city limits. Refunds will be based on program fees only (less a \$25 administration fee) and will be prorated from the last day of skating <sup>2</sup>.
3. A refund can be requested for first-time skaters registered in a Pre-CanSkate program if the coach feels the skater is not yet ready to participate AND after attending the first two consecutive lessons. Refunds must be requested before the end of the fourth lesson of the Pre-CanSkate program. Refunds will be based on program fees only (less a \$25 administration fee) and will be prorated from the last day of skating <sup>2</sup>.
4. Refund requests will not be accepted after March 1.
5. Requests for refunds must be sent in writing to Skate Martensville Club: [reg@gmail.com](mailto:reg@gmail.com)
6. Approved refund requests will be processed within 2 weeks.
7. All refund requests must contain the following information:
  - First and Last name of skater
  - Email address
  - Last day of skating (if applicable)
  - Details of request (including a doctor's note/certificate if applicable)

<sup>1</sup> Recognized by the College of Physicians and Surgeons of Saskatchewan.

<sup>2</sup> Refunds will not include the Skate Canada membership or the Skate Saskatchewan fee.

## **REGISTRATION FEES – WHERE DO THEY GO?**

People wonder all the time where their money goes – why are skating fees so much?

Registration fees help with the cost of running a successful program for all skaters.

Below is a list of some of the expenses that your fees help to pay for:

- Ice rental fees
- Coaching fees (plus mileage if applicable)
- Office supplies such as markers to write on ice, cheques, postage, paper, etc.

Your registration fees help to alleviate some of these financial costs, however, fundraising and various applicable grants are also needed. If you have any questions about your fees and how they are structured, please talk to an Executive Member.