



KICKS Handbook

2016-2017 KICKS Season

WELCOME

Synchronized Ice Skating (SIS) is the fastest growing discipline of United States Figure Skating. It is teams of 8 to 24 skaters perform a highly technical form of skating that. Teams perform routines consisting of complex formations, intricate transitions, and unique choreography.

This *Handbook* provides information and guidance to help current and future KICKS members get the most from their SIS experience.

The KICKS program is established to help skaters train and improve their skills as a team. Also, the teams provide their members with a valuable educational and social experience. It is the overall goal of our program to help skaters grow as athletes and individuals by teaching commitment, discipline, responsibility, goal-setting, persistence, and teamwork: each member contributes to the success of the team, but the good of the team as a whole shall always have priority.

The SIS season begins with Summer Skills and Drills and ends after the GGBFSC Annual Spring Ice Show. Team members are required to skate the entire season, and are encouraged to skate Summer SIS when it is offered.

Historically, KICKS teams have competed at the following levels:

All Testing and Age Requirements listed here reflect a deadline of July 1st of the SIS season

Novice: A team of 12-20 skaters. Skaters must be under 16 with the exception of four skaters who may be 16 or 17, and have passed the juvenile moves in the field test.

Intermediate: A team of 12-20 skaters. Skaters must be under 18 and have passed the pre juvenile moves in the field test.

Open Juvenile: A team of 8-16 skaters. All skaters must be under age 20. All skaters must have passed the pre-preliminary moves in the field test.

Pre-Juvenile: A team of 8-16 skaters. The majority of the team must be under 12.

Beginner III: A team of 8-16 skaters majority at least 12 years old. No skater may have passed higher than preliminary in any discipline, and the majority of the team must be no test.

Beginner II: A team of 8-16 skaters, majority under 12 years old. No skater may have passed higher than preliminary in any discipline, and the majority of the team must be no test.

Beginner I: A team of 8-16 skaters, majority under 9 years old. No skater may have passed higher than preliminary in any discipline, and the majority of the team must be no test.

General

1. All SIS participants (skaters, parents and coaches) shall be familiar with, and shall agree to be bound by, the words and intent of the policies as stated in the **KICKS Handbook**.
 - a. The SIS Advisory Committee shall evaluate any failure to comply with this requirement and shall determine the appropriate corrective action, which may include expulsion from the KICKS organization (see also: **Conflict Resolution**).
2. Skaters shall be members in good standing with the GGBFSC during the SIS season.
3. Skaters shall be enrolled in Club ice sessions and/or Learn to Skate classes to meet or exceed 1 session per week of non-SIS ice time during the SIS season; KICKS encourages its members to participate in moves in the field and ice dancing. Please contact the KICKS Advisory Committee if you are interested in substituting small group Synchronized skill lessons in place of private Club session.
4. KICKS requests that all participating skaters receive a physical examination by a licensed professional at least every other year. As a Parent and as an Athlete it is important to recognize the signs, symptoms, and behaviors of concussions. You will be required to read the **Parent Concussions and Head Injury** information located on the Greater Green Bay Figure Skating Club Website Handbook.
5. A skater's account shall be paid in accordance with the **Fees** policy for that skater to be eligible to participate.
6. The coaches shall have the deciding authority regarding on-ice issues as described in the **responsibilities** of the Head Coach and Assistant Coaches.
7. To limit costs and provide opportunities for team development, SIS parents shall expect to donate their time and talents in support of **volunteer and fundraising** activities.
8. KICKS shall be authorized to publish and distribute the participant's image and information related to figure skating in its promotional media (such as its website, newsletter, bulletin boards, etc.) and to distribute this information to other media agencies (such as newspapers, television, radio, etc.), except as indicated on the **Synchronized Skater Team Agreement Form**.
9. The SIS Advisory Committee shall review this **KICKS Handbook** at least annually to identify and incorporate opportunities for improvement.
 - a. Suggestions for revisions to the *KICKS Handbook* shall be submitted to the SIS Advisory Committee to be considered for action by the SIS Advisory Committee.
 - b. The SIS Advisory Committee shall inform KICKS of revisions to the *KICKS Handbook* in accordance with the **Communication** policy.

Fees

The Head Coach, SIS Advisory Committee, SIS **Treasurer** prepares a budget for the SIS season based on past seasons to include expenses such as team dinners, transportation, coaches' fees & expenses, costumes, cosmetics, DVD's, social events, and ice fees. A projected team's expense is divided evenly among that team's members. Skaters will be billed in 10 payments. Payment amounts are due on or before each due date as outlined in this Synchronized Skater Team Agreement for the 2016-2017 Season. Families will be required to make **Double Payments** in the months of July, August, and September. In addition to **Single Payments** in the months of October, November, December, and January of the SIS season. The first three bills of the season will charge twice the normal monthly amount to encompass the short competitive season.)KICKS Teams intends to end each SIS season with team balances of zero dollars; therefore, monthly bills may be reduced at the end of the season to preclude a positive team balance. KICKS shall inform its participants of enrollment deadlines for returning skaters in accordance with the **Communication** policy. A Commitment Deadline shall be set to occur prior to the skaters' assignments to their respective team per the timeline below.

- The Commitment Fee for returning skaters shall be waived if committed by May 7th, 2016.
- The Commitment Fee for returning skaters shall be \$75 if committed between May 8th, 2016 and June 28th, 2016.
- The Commitment Fee for returning skaters shall be \$150 if committed between June 29th, 2016 and September 10th, 2016.
- The Commitment Fee for a new skater shall be \$25, which shall be applied to the KICKS All-Teams account.

The Treasurer shall send a monthly bill via e-mail, to each skater's family prior to the end of the month preceding the bill's due date.

A monthly bill shall be due prior to the 16th of the month following its receipt.

- a. Fees shall normally be paid by depositing a check in the KICKS collection box in the lobby of the De Pere Ice Arena.
- b. Fundraising events shall be conducted to reduce fees as described in the **Club Fundraising** policy.
- c. Any skater whose account has an outstanding balance following a bill's due date shall be placed on **Alternate Status** until their account is made current.
- d. The Treasurer shall report any overdue bills to the SIS Advisory Committee for consideration of further disciplinary action.
- e. A skater whose account has an outstanding balance from a prior SIS season shall not be eligible to tryout or participate until their account has been made current.
- f. Participants shall inform their Team Manager of any known condition or event, which could adversely affect their ability to pay a monthly bill by its due date.

All fees collected shall become the property of KICKS, to be administered by its Treasurer and the SIS Advisory Committee.

- g. KICKS shall not refund monies earned by Fundraising to individuals.
- h. Any credit remaining in a skater's account at the end of the SIS season shall be applied to the following season's fees.

- i. If the skater does not return for the following season, this credit shall be reserved for use in the next succeeding season.
- ii. If the skater does not return in this season, their credit shall become the property of KICKS.
- iii. The exception to this rule is that overpayments will be refunded at the end of the SIS season.
- i. A skater who leaves KICKS during the SIS season shall forfeit any credit in their account and shall be liable for any outstanding fees.
- j. In the event of overpayment of fees, the excess funds shall be applied as a credit toward the affected skater's future SIS fees.
- k. If a team is dissolved, that team's funds shall be distributed among the remaining teams, if no remaining team exists, these funds shall be disbursed to GGBFSC.
- l. If a skater becomes unable to participate due to a faultless event (such as accident, injury, or illness, relocation) the SIS Advisory Committee shall determine the manner in which that skater's account shall be resolved.

The SIS Advisory Committee prior to commitment of funds to the expense shall approve a proposed expense that has not been included in a team's budget.

- m. These expenses that will be paid by the team members shall be included on the skaters' monthly bills.
- n. To be eligible for **reimbursement**, an expense shall be approved in advance, and a receipt, along with a completed **Expense Reimbursement Form**, shall be submitted to the Treasurer within 30 days of the expenditure.

Skaters and parents shall have additional financial responsibility for apparel expenses as described in the **Apparel** policy.

Only the Treasurer and Head Coach shall be signatories of the KICKS checking account.

Fundraising

SIS presents a significant financial challenge to its participants. Fundraising activities reduce the burden for each family and help to make the program available to more skaters. The commitment of all participants (skaters, parents, and coaches) to the support of KICKS fundraising efforts is vital to the success of its program.

1. The SIS Advisory Committee shall approve all fundraising activities in advance. Individuals shall seek approval for a fundraising concept by submitting a **GGBFSC Fundraising Request, Accounting, & Reimbursement Form**
 - a. Submit form to the Head of Club Fundraising prior to the event.
 - b. The SIS Advisory Committee and the Head of Club Fundraising shall designate and publicize each fundraising activity as Team or All-Teams, as described in this policy.
 - c. The SIS Advisory Committee shall designate at least one Parent Lead to manage each KICKS fundraising event.
 - i. The Parent Lead shall coordinate the event.

- ii. The Parent Lead shall ensure that the participants' conduct at the event is in accordance with KICKS and GGBFSC standards.
 - iii. The Parent Lead shall perform the accounting for the event, using a **GGBFSC Fundraising Request, Accounting, & Reimbursement Form**.
 - iv. Following the event, the Parent Lead shall critique the event, consolidate the funds raised and submit a single check with the **GGBFSC Fundraising Request, Accounting, & Reimbursement Form** to the Club Head of Fundraising.
2. Team Fundraising shall be used to reduce the cost of participation for all members of the participating team by providing credit to that team's account:
 - a. This credit shall also be used to subsidize any unbudgeted team expenses as approved by the SIS Advisory Committee.
 - b. If it is projected that a team will end the SIS season with a positive balance, its members' bills shall be reduced accordingly to benefit the participants and to minimize the team's balance.
 3. All-Teams Fundraising shall be used to reduce the cost of participation for the entire KICKS organization by providing credit to a common KICKS account:
 - a. This credit shall be used to subsidize expenses that affect all KICKS teams (such as team dinners, travel costs, and program promotion).
 - b. Any fundraising activity that occurs at a GGBFSC-sponsored event shall be an All-Teams Fundraising event.

Attendance

Any elite group recognizes that regular, dedicated practice is essential to guarantee excellence. Figure skating, as a combination of athleticism and artistry, requires an even higher level of commitment. Additionally, SIS relies on the cohesiveness and unity of its participants to form teams that excel in the development and perfection of their craft. KICKS relies on the regular, dependable attendance of its participants to help guarantee success. KICKS also depends on the performance of its teams at exhibitions such as the GGBFSC Ice Show to advertise the program and recruit new members.

1. Skaters and parents shall make every reasonable effort to maximize attendance at all KICKS group activities (practice sessions, competitions, exhibitions, social events, meetings, etc).
 - a. Participants shall expect events at a combination of the following locations: Ann Arbor-MI, Kalamazoo-MI, Fond du Lac-WI, Wausau-WI, Eau Claire-WI, Beaver Dam-WI, Maplewood-MN, the Midwestern Synchronized Skating Sectional Championships (location varies), Synchro Green Bay, GB Gamblers games, GBFSC Spring Ice Show and Holiday Exhibition, Skills and Drills, Mini-Camp, and KICK Off; the planned events shall be noted on the team calendar referenced in the **Synchronized Skater Team Agreement**.
 - b. Any additional performance event shall be communicated to the organization per the Communication policy.
2. Alternate Status or inability to skate shall not exempt a skater from the requirements of this policy.
3. A planned absence shall be defined, as an inability to attend that is known to the skater or parent at least 2 weeks in advance of the absence.
 - a. Skaters and parents shall inform the Head Coach in writing of any planned absence as soon as practical in the SIS season.

4. Skaters/ parents shall inform the Head Coach or Advisory Committee in advance of any unplanned absence as soon as possible.
5. Skaters shall arrive at practice sessions at least 10 minutes prior to their scheduled start times.
 - a. Team Captains shall record attendance at the scheduled start time of each practice session.
 - b. A skater who is not on station and ready to participate by roll call shall be considered tardy. (Ready to participate is defined as the skater being fully and neatly dressed in KICKS Practice Apparel, including a sock bun and appropriate footwear, and displaying the appropriate focus and respect required to begin practice.)
 - c. A skater who has been tardy on 3 occasions shall be considered to have been absent once.
 - d. Skaters and parents shall expect additional practice sessions to be required preceding competitions or exhibitions.
 - i. KICKS shall notify skaters and parents of additional practice times in accordance with the Communication Policy at least 1 week in advance.
6. Overall attendance and timeliness shall factor into the evaluation of a skater for **Alternate Status**.
 - a. Any absence in the week preceding a competition shall be cause for designation of Alternate Status.

Apparel

Team unity is the heart of the SIS experience. For this reason, skaters' appearance and dress are closely regulated. It is recognized that these requirements can present a significant cost to the participants; therefore, KICKS makes every effort to reuse items from previous seasons.

1. Unless specifically stated otherwise, skaters and parents shall expect to pay the expense of required apparel and personal hair accessories.
 - a. KICKS-branded items and other special items as directed shall be ordered through the **Apparel Coordinator**.
 - b. Female skaters shall purchase and maintain available for every team activity the following items: Practice KICKS Theme T-shirt, practice tights, black KICKS pants, black KICKS fleece jacket, athletic shoes. Depending on team: blue KICKS T-shirt, long sleeve black KICKS T-shirt and/or black KICKS tank top.
 - c. Male skaters shall purchase and maintain available for every team activity the following items: Practice black pants, practice KICKS Theme T-shirt, KICKS fleece jacket, athletic shoes (such as cross-trainers or tennis shoes), and depending on team blue KICKS T-shirt.
2. The Head Coach shall have the deciding authority regarding the selection of competition costumes.
 - a. The cost of competition costumes (including competition tights & cosmetics) shall be included in the team budgets.
 - b. Competition costumes shall remain in the custody of a **Wardrobe Coordinator** or a Coach.
 - c. Competition costumes shall be distributed at the venues or events, which require their use and shall be collected following the events.
 - d. Skaters shall handle competition costumes with care and respect at all times. Skaters shall drink only water and limit food when in costume.

- e. Skaters shall immediately inform their Wardrobe Coordinator or Team Manager if their competition costume becomes soiled or damaged.
 - f. At the end of the SIS season, competition costumes shall be given to the skaters following the return of any team property to KICKS.
3. The Head Coach shall have the deciding authority regarding the selection of practice attire.
 - a. At regular and competition practice sessions, all skaters shall wear team practice attire as directed by the Head Coach.
 - b. At practice sessions, skaters shall not wear jewelry or accessories that could affect a skater's grip (such as bracelets, rings, or gloves) or that could become an ice hazard.
 4. At the beginning of the SIS season, each skater shall be issued a team bag.
 - a. Team bags shall remain the property of KICKS.
 - b. Skaters shall handle team bags with care and respect at all times.
 - c. Team bags shall be returned to KICKS at the end of the SIS season.
 - d. Skaters and parents shall pay the expense of any required repair or replacement of team bags.
 5. **Alternate Status** or inability to skate shall not exempt a skater from the requirements of this policy.

Communication

The coordination and successful execution of a unified team activity requires the conscious effort of all participants in the efficient and accurate transfer of information. It is the responsibility of those who possess information to make it readily available and it is the responsibility of all participants to actively inform themselves.

1. KICKS shall communicate significant information to the organization via TEAM App, bulletin board postings, and e-mail.
 - a. Skaters and parents shall review the KICKS bulletin board at every practice session.
 - b. Skaters and parents shall address any message from KICKS via e-mail or telephone as a priority; these forms of communication are frequently used to distribute new or changing information.
2. Issue or Concern
 - a. Via email, first the coach for your team and if after contacting the coach and further communication is needed please contact the Advisory Committee at kickssynchro@gmail.com
 - b. If communicating in person with a coach, please meet with them outside of their private lesson time and not during synchro on-ice or off-ice time.
 - c. Coaches and the Advisory Committee will use a "48 hour" cool down period for responses. If a meeting is required, the Advisory Committee will schedule the meeting with you, the coach and one member from the committee.
3. At the beginning of the SIS season, KICKS shall issue a team calendar for the season.
 - a. Participants shall accept that this calendar is provided as an informational aid and it is based on the most accurate data available at publishing.
 - b. Participants shall expect that the dates and information on this calendar be subject to revision.

4. The SIS Advisory Committee shall meet at least once per month and shall publish a summary of the business conducted via the TEAM App.
5. Parents shall attend Parent Meetings.
6. Skaters shall share any significant information given to them by the Coaches (either written or verbal) with their parents as soon as practical.

Behavior

The behavior of an organization's members is the evidence of its ideals. An organization's behavior policy should be a goal to which its members strive, not a list of prohibited behaviors. Such a list is unnecessary because KICKS believes in its participants' good-faith intention to act in accordance with its ideals and the **USFS Code of Conduct**. Therefore, the *Handbook* shall not attempt to draft a comprehensive list of what is not permitted. Instead, the following vision shall be the standard of conduct within the KICKS organization:

The KICKS program is an athletic youth activity that occurs in a family environment; therefore, its participants (skaters, parents, and coaches) must display safety, professionalism, and kindness in their conduct to ensure the health and long-term success of the program.

1. At any KICKS event and in any statement, which may enter the public domain (including any electronic communication), all participants shall act and interact in accordance with the vision stated above.
2. Any attitude or behavior that any reasonable adult would deem to be unacceptable at any family-oriented event shall be considered to be unacceptable for a KICKS participant.
3. Any illegal activity or any behavior/ attitude of a nature that can result in significant degradation of safety or culture shall be cause for expulsion from the program without waiver of financial obligation.
4. Participants shall not assume that the absence of a behavior's prohibition implies permission.
5. Skaters shall be empowered and obligated to coach their peers and leaders when they observe behaviors and attitudes that do not comply with this policy.
6. Coaches and parents shall recognize and accept their roles as leaders and models of conduct and shall act accordingly.
7. Likewise, senior skaters shall recognize their leadership position relative to junior skaters and shall act accordingly.
8. Feedback regarding behaviors and attitudes is the first and best option that an organization has to improve performance; therefore, participants shall give and accept this feedback in a respectful manner that recognizes its value.
9. It is recognized that the subjectivity of behavior assessment can be the cause of disagreement; these differences of opinion shall be addressed in accordance with the **Conflict Resolution Policy**.

Conflict Resolution

In any activity that involves more than one person, differences of opinion should be expected. Conflict resolution can be challenging, but it need not be a negative experience. To the contrary,

when a difference of opinion is resolved in an open manner, improvement is the typical result. Effective and respectful conflict resolution can result in refined policies, information sharing, and improved behaviors.

KICKS will enforce **USFS SafeSport** <http://www.usfsa.org/content/safesport%20handbook.pdf>

1. SIS participants shall recognize that problems generally have more than one appropriate solution and shall accept that the validity of one individual's opinion does not negate another's.
2. Respectful face-to-face communication shall be the first method used by SIS participants to settle a difference of opinion as follows:
 - a. If a difference of opinion occurs during an event or practice session, the participants shall respectfully comply with the direction of the presiding Coach to minimize distraction and loss of value of the activity.
 - b. As soon as practical, the differing participants shall openly discuss the issue in the presence of the Head Coach or SIS Advisory Committee with a good-faith attempt to arrive at a mutually acceptable resolution.
 - c. If either involved party has the sincere belief that the issue cannot be discussed directly with the other involved party, the second method of conflict resolution shall be employed.
 - d. If an honest effort to resolve the issue via the first method does not yield acceptable results, the second method of conflict resolution shall be employed.
3. Deliberation and ruling by the SIS Advisory Committee shall be the second method used by SIS participants to settle a difference of opinion.
 - a. To bring a difference of opinion to the SIS Advisory Committee, an involved party shall discuss the issue with the SIS Advisory Committee or the Head Coach.
 - b. This individual shall lead the SIS Advisory Committee's evaluation of the issue by:
 - i. gathering relevant information for distribution to the Committee,
 - ii. arranging a Committee meeting to address the issue within a timeframe that is appropriate based on the significance of the issue,
 - iii. determining if the involved parties shall attend this meeting, and
 - iv. presenting the issue to the Committee.
 - c. In considering the issue, the SIS Advisory Committee shall follow the intent of the **USFS Conflict Management and Conflict Resolution Guide**.
 - d. If an honest effort to resolve the issue via the second method does not yield acceptable results, the third method of conflict resolution shall be employed within 10 days of the Committee meeting which addressed the issue.
4. Deliberation and ruling by a Review Panel shall be the third and final method used by SIS participants to settle a difference of opinion.
 - a. The Review Panel shall consist of 2 SIS parents who are not involved in the issue, and a GGBFSC Board member who is not involved in the SIS program.
 - b. In considering the issue, the Review Panel shall follow the intent of the *USFS Conflict Management and Conflict Resolution Guide*.
 - c. The ruling of the Review Panel shall be the final resolution of the issue; all involved parties shall accept this ruling and consider the issue closed.

Alternate Status

It is in the best interest of all participants to allow as many skaters as are interested to participate in KICKS. This allows KICKS to share the SIS experience with more skaters and also removes the risk of team disqualification due to too few members in the event that a skater becomes unable to perform. Because many organizations limit the maximum number of skating participants at their competitions to comply with USFS rules, KICKS is required to implement a method of determining which skaters will have Alternate Status for certain events.

1. The Head Coach shall have the deciding authority regarding the selection of skaters for Alternate Status.
 - a. Alternate Status shall not be permanent; this designation shall be assigned separately for each event.
 - b. In an evaluation of a skater for Alternate Status, the following shall be considered: ability, test level, SIS experience, program proficiency, attitude, attendance (reference the **Attendance Policy**), and currency of financial commitments (reference the **Fees Policy**).
2. Alternate Status shall not exempt a skater from the requirements of the Attendance Policy.
3. Skaters on Alternate Status shall maintain proficiency in all skating roles to ensure a seamless transition in the event that any team member becomes unable to perform.

Travel

Travel and participation at remote events is an exciting team-building opportunity that is a privilege of KICKS membership. This privilege requires the participants to recognize their roles as ambassadors of the ideals of the organization while away from home. Additionally, participants must recognize and compensate for the risk of unfamiliar environments. Special requirements are warranted to ensure the safety of SIS participants and the continued good will of hosting venues.

1. This policy shall apply to any KICKS activity at which group travel has been designated; effectiveness shall extend from departure to the activity until return to the point of origin.
2. Skaters shall be transported only by adults affiliated with KICKS.
 - a. When KICKS is traveling as a team, skaters will be required to travel on the bus to the competition and stay as a team at the same hotel.
 - b. At events without designated chaperones, each skater shall be accompanied by either a parent or a KICKS-affiliated adult who has accepted this responsibility.
3. At events that require overnight lodging, skaters shall arrive at a shared hotel by a designated time, and shall attend designated social events as a team.
 - a. Arrangements for these activities shall be made in advance of the event and shall be communicated to the organization in accordance with the **Communication Policy**.
4. All KICKS-affiliated participants (skaters, parents, guardians, siblings, chaperones, and coaches), shall comply with special safety precautions and behavioral guidance at remote events:
 - a. These participants shall make extra effort to be models of good sportsmanship, professionalism, and kindness (reference the **Behavior Policy**).

- b. Skaters shall comply with event-specific requirements (such as curfews or limits on pool/ hot tub usage) as stated by the coaches; parents shall assist the team by enforcing these requirements.
- c. Adults shall recognize and accept their status as leaders and shall limit their alcohol consumption accordingly.
- d. Skaters shall be accompanied by at least 1 KICKS-affiliated individual at all times; while outside, at least 1 of these accompanying individuals shall be an adult.
- e. At least 1 adult shall spend the night in each skater-occupied hotel room.

Chaperone

Remote events that require overnight stays can preclude attendance by every skater’s parents. To continue to provide the enrichment opportunity offered by remote events, KICKS relies on volunteers to serve as chaperones. Chaperones have the honor and responsibility of being chosen to safeguard the health and safety of the KICKS skaters. This duty cannot be assigned or taken lightly. Special compensation is provided in consideration of the indispensable service provided by chaperones.

1. When needed, the SIS Advisory Committee shall select individuals on a rotating basis from those who volunteer to serve as chaperones.
2. KICKS shall pay the expense of lodging, travel, and attendance at designated team functions for chaperones.
3. Chaperones shall model professionalism and remain attentive to their duty as guardians of the skaters’ well being.
 - a. Chaperones shall remain with the team throughout the event, unless the Head Coach has released them.
 - b. Chaperones shall assist the Coaches in the supervision of the skaters and the enforcement of the policies and intent of this *Handbook*.
 - c. Chaperones shall abstain from alcohol for the duration of their service and shall not store it in their hotel rooms.
4. Chaperones shall transport money and other reasonable items of value for the skaters at the request of their parents.
5. A chaperone who does not comply with this policy or its intent shall forfeit payment for any expense incurred by attendance at the event and shall be ineligible for future service as a chaperone.
6. A copy of this policy shall be made for each event that requires the service of chaperones.
 - a. All designated chaperones shall review and sign this policy to indicate that they understand and agree to be bound by its requirements.
 - b. The Head Coach shall indicate approval of the designated individuals to serve as chaperones by signing this policy.

Event:		
/		
(Chaperone’s Name)	(Signature)	(Date)
/		
(Chaperone’s Name)	(Signature)	(Date)

/	
(Chaperone's Name)	(Signature) (Date)
/	
(Chaperone's Name)	(Signature) (Date)
/	
(Chaperone's Name)	(Signature) (Date)
(Director/ Head Coach's Signature) (Date)	

Primary Head Coach

The Primary Head Coach is contracted with KICKS to provide the program's primary leadership and instruction. By signing the Primary Head Coach's contract, an applicant indicates agreement to understand and be bound by the policies and intent of this *Handbook*. The standard term of this contract is 2 years; this term may be modified based on the assent of 2/3 of the KICKS parents to do so. The SIS Advisory Committee shall have the deciding authority regarding the selection of an applicant to fill this position.

For each SIS season, the Primary Head Coach determines the teams' theme, selects & produces the teams' music, and choreographs their programs. This individual has the deciding authority regarding the teams' appearance (costumes, practice attire, cosmetics, and accessories). The Primary Head Coach is empowered and obligated to direct and regulate all activities that support the participants' learning and refinement of their SIS skills; this includes instruction, practice, discipline, and the setting & enforcement of restrictions designed to increase the teams' probability of success. The Primary Head Coach is the instructional leader and is required to be a model of the policies and principles contained in this *Handbook*. To fulfill this role while providing motivation and guidance, the Primary Head Coach is required to attend all instructional, practice, and performance events. The Primary Head Coach is a member *ex officio* of the SIS Advisory Committee, assists in the off-ice administration of the KICKS program, and is a facilitator of effective and timely communication.

Secondary Head Coach(es)

The Secondary Head Coach is contracted with KICKS to provide synchronized skating lessons to its lowest beginner Team members and prepare the Team members for competitions and exhibitions. By signing the Secondary Head Coach's contract, an applicant indicates agreement to understand and be bound by the policies and intent of this *Handbook*. The standard term of this contract is 1 year; this term may be modified based on the assent of 2/3 of the KICKS parents to do so. The SIS Advisory Committee shall have the deciding authority regarding the selection of an applicant to fill this position.

For each SIS season, the Secondary Head Coach will collaborate with the Primary Head Coach for decisions for the lowest beginner KICKS Team. The Secondary Head Coach is empowered and obligated to direct and regulate all activities that support the participants' learning and refinement of their SIS skills; this includes instruction, practice, discipline, and the setting & enforcement of restrictions designed to increase the teams' probability of success. The Secondary Head Coach is the instructional leader and is required to be a model of the policies and principles contained in this *Handbook*. To fulfill this role while providing motivation and guidance, the Secondary Head Coach is required to attend all instructional, practice, and performance events. The Secondary Head Coach is a member *ex officio* of the SIS Advisory Committee, assists in the off-ice administration of the KICKS program, and is a facilitator of effective and timely communication.

Assistant Coaches

Assistant Coaches are selected and contracted by the Head Coach to aid in the leadership and instruction of the KICKS program. By signing an Assistant Coach's contract, an applicant indicates agreement to understand and be bound by the policies and intent of this *Handbook*. These terms of their work may be modified based on the assent of 2/3 of the SIS Advisory Committee.

Assistant Coaches support the Head Coach in the performance of that position's duties with special focus on the team to which they are assigned. Assistant Coaches are individual team leaders and are required to be models of the policies and principles contained in this *Handbook*. Assistant Coaches are required to attend their team's instructional, practice, and performance events with fewer than 5 absences during the SIS season. Assistant Coaches are direct links between the SIS administrative staff and the skaters; as such, they are required to support and enforce ideals of the organization and to facilitate effective & timely communication. Specifically, in the event of any injury, the Assistant Coaches shall inform the affected skater's Parent, Team Manager and the Head Coach without delay.

Team Captain

Team Captains are chosen by each team's Coaches to be peer leaders of their teams. Behavioral history, skating skills, and input from skaters are some of the areas taken into consideration when making these choices. These individuals assist the coaches in the performance of their duties by modeling the behaviors described in this *Handbook* and challenging their team members to do the same. Team Captains record attendance at practice sessions and lead the group in instructional activities as directed by the Coaches.

Coordinators

As a non-profit organization, KICKS relies heavily on the dedicated service of parent volunteers. To be effective in its mission to provide a quality program to its skaters, KICKS depends on those who serve in volunteer positions to faithfully and reliably perform their duties. A volunteer commitment is effective for the entire SIS season. Any volunteer that is, or will become, unable to serve in their position shall promptly notify the SIS Advisory Committee. This will minimize adverse impact on the teams by allowing assistance or replacement to be provided in a timely manner. If a volunteer's service does not meet the needs of their position, the position may be reassigned or retired at the discretion of the SIS Advisory Committee.

Any Coordinator who is in charge of a KICKS expense will be supplied with details regarding the amount budgeted for that expense and is expected to stay within that budgeted amount. **The SIS Advisory Committee prior to the expense being incurred must approve any variance.**

The currently existing Coordinators are described below. Additional positions may be created as the SIS Advisory Committee determines their need.

A **Team Manager** for each team is selected by the Head Coach to preside at the team's monthly meetings, to represent their team at meetings of the SIS Advisory Committee, and to serve as the hub of communications between KICKS and each family on their team. The Team Manager is the team's custodian of records, charged with ensuring the accuracy, completeness, and availability of Birth Certificates and all signed forms for each skater on their

team. The Team Manager will aid the Head Coach with locker room duties at each competition.

The **Apparel Coordinator** is the organization's single point of contact for the research and procurement of KICKS-branded merchandise and other specialty items from vendors. This person will also aid with the KICKS Themed "T-shirt Sponsorship" each season.

A **Wardrobe Coordinator** for each team is responsible for that team's costumes, competition accessories, and skating bags when they are not in the care of the skater. This includes the safe storage and transportation of these items to and from events that require their use, as well as the laundering and/or freshening of these items as outlined by the Head Coach. The Wardrobe Coordinator will deliver the costumes, accessories, and bags to the skaters at an event, assist with dressing & preparation when requested, and collect all items following the event. This Coordinator position lasts through the end of the GGBFSC Spring Ice Show performances.

A **Hair & Makeup Coordinator** for each team assists the participants in achieving the team's desired appearance by scheduling and assisting the skaters' preparation at events. They inform and instruct their team's skaters and parents regarding the required hairstyles and application of cosmetics as directed by the coaching staff. The Hair & Makeup Coordinator stores the team's makeup kit which will include items needed for time-critical repairs or adjustments such as such as hair gel or barrettes; this Coordinator shall maintain an inventory list for these items that indicates their sources and costs. KICKS approves reimbursement for the expense of these materials in accordance with the **Fees** policy.

Team Memory Coordinators collect and organize pictures, memorabilia, and anecdotes for their team throughout the SIS Season, and compile them into a memory book for distribution at the End-of-Year party.

A **Bake Sale Coordinator** will organize, and solicit volunteers/contributions for, several KICKS Bake Sales throughout the SIS season. These Bake Sales will be All-Team Fundraisers, and the funds raised by these efforts will generally be put towards purchases benefitting the current season's KICKS skaters. The SIS Advisory Committee will decide what these funds will be used for and will inform KICKS' participants no later than the End-of-the-Year Parent Meeting how they have been used.

The **Sponsorship/Donations Committee** is comprised of any interested participants and supports KICKS by pursuing corporate support for the program (such as donations, leasing of advertising space for display, or company-branded apparel/ accessories). Members of this Committee will also be responsible for following through in a timely manner with goods and services as promised by the Sponsorship levels.

KICKS Supporters have the ability to enrich and elevate the KICKS experience for its participants. At competitions and exhibitions, off-ice participants are expected to set the standard of sportsmanship that KICKS expects of its skaters. The primary motivation for skaters to participate in KICKS is the fellowship and camaraderie provided by SIS. Every statement in

this *Handbook* is designed to help the skaters develop and perfect their craft. The entire organization's investment is realized at competitions and exhibitions, where the skaters showcase their talents for the public. At these events, the relationship between performing artists and their audience provides the final component that determines the quality of a team's performance. All KICKS participants should support and encourage all teams by exercising their creative talents to collaborate in the production and use of signs, pennants, cheers, noisemakers, etc. The energy, attitude, and charisma of the on-ice skaters is directly proportional to that of their supporters; therefore, the obvious and enthusiastic support of all off-ice participants at an event is a powerful tool that KICKS will use to guarantee the success of its skaters.

SIS Advisory Committee

The **SIS Advisory Communication Liaison** is selected/ appointed by the Head Coach and SIS Advisory Committee members to arrange and preside at its meetings and at Parent Meetings as needed. This includes the scheduling of, and development of Agendas and Summaries for, these meetings. This Communication Liaison also directs and regulates communications from the Committee to KICKS participants. The Advisory Communication Liaison must have a minimum of two years of experience with the KICKS program, at least one of these in service as an SIS Committee member. The Communication Liaison will maintain a master KICKS contact list to expedite communication when needed.

The **SIS Advisory Co-Communication Liaison** is selected/ appointed by the SIS Advisory Committee members to assist the Communication Liaison to arrange and preside at its meetings and at Parent Meetings as needed. This includes assisting in the scheduling of, and development of Agendas and Summaries for, these meetings. This Co-Communication Liaison also assists in directing and regulating communications from the Committee to KICKS participants. The Advisory Co-Communication Liaison must have a minimum of one year of experience with the KICKS program.

The **Treasurer** shall have all duties that are normally assigned to the Treasurer of a non-profit organization. The Treasurer prepares the budgets and executes the financial policies as described in this *Handbook*. This position is required to report the program's financial status at meetings of the SIS Advisory Committee and at parent meetings.

The Coaches and the SIS Advisory Committee members select the **All-Team KICKS Event & Social Coordinator**. This person will serve on the SIS Advisory Committee and the MIDS Committee. The main function of this position will be to coordinate travel arrangements to remote events, hotel blocks as needed throughout the SIS season, and team dinners/gatherings for each competition. The Event Coordinator must have at least one year of experience with the KICKS program. The All-Team Social Coordinator arranges 3-4 team social events during the year, attempting to schedule at least one of these events during the summer. This volunteer will also coordinate community service events, carpools, and potluck meals as required. KICKS Social Coordinators collaborate to organize the End-of-Year party. Each team will also have a Team Social Coordinator that will work with each team to create team leveled bonding experiences: pool parties, slumber parties, craft nights, etc.

Recruitment Coordinator will prepare and present promotional items and events designed to make the KICKS program appealing to new and returning skaters and families in an effort to encourage growth and retention. At all times the USFS Code of Ethics regarding Recruiting/Solicitation will be followed.

The Head Coach, Event Coordinator, Treasurer, Team Managers and the SIS Advisory Communication Liaisons form the KICKS Synchronized Ice Skating Advisory Committee. An individual must have at least 1 year of KICKS experience to serve on the Committee. At or near the end of each SIS season, the Committee will evaluate its composition and effectiveness and revise its Conduct of Business and/ or roster as needed.

The SIS Advisory Committee exists to serve KICKS by providing leadership and guidance to its existing participants and by supporting programs that develop and attract future participants. The Committee manages and implements the content of this *Handbook* to ensure that all participants behave and conduct business in a manner that supports the ideals of KICKS.

GGBFSC Board Liaison is selected by the GGBFSC Club Board to serve as the conduit for information transfer between the GGBFSC Board of Directors and KICKS SIS Advisory Committee.

Conduct of Business

The KICKS SIS Advisory Committee conducts its business in a manner based on the 10th edition of Robert's Rules of Order, Newly Revised as follows:

The SIS Advisory Committee meeting Agenda will be published on the GGBFSC Club [website](#) approximately 5 days following a meeting. Any KICKS Skater/ Parent/ Guardian who has feedback about an Agenda Item, or who would like to add an item to be addressed at the next Committee meeting can do so by contacting the SIS Advisory Committee at least 24 hours in advance of the meeting.

Any KICKS Parent/ Guardian is welcome to observe any SIS Advisory Committee meeting; however, to facilitate the efficient conduct of business, Observers shall not make comments or provide feedback during the meeting. This information shall be held until the meeting has ended and then given to the Communication Liaison or Co-Communication Liaison who will be charged with ensuring that it is addressed appropriately. However, the best results are obtained by providing input prior to the meeting as described above.

From time to time individuals will be invited in advance to present information to the Committee and will be included on the Agenda.

Individuals who are not invited in advance (and therefore not on the Agenda) must be recognized by the Communication Liaison or Head Coach in order to take the floor. An informal written request to take the floor may be given to the Communication Liaison or Head Coach within the first 10 minutes of the meeting. If an individual who is not on the agenda has been allowed to take the floor, that person will then have 3 minutes to present their issue. After 3 minutes the Committee will vote on how to proceed with the issue with the following options available:

1. Add the presented issue to the meeting's Agenda as New Business and continue to address it.
2. Defer the issue to the SIS Advisory Committee for resolution outside of a meeting.
3. Table the issue to be included on the Agenda of the next meeting.