



GGBFSC Kicks Team Handbook and Agreement

2018-2019 Season

SECTION 1: WELCOME / INTRODUCTION / MISSION

Welcome to the Kicks synchronized skating team and the 2018/2019 competitive season! We look forward to building on our successful season last year. Our organization's goal is to empower and inspire each member of our program to develop core skating and developmental skills that serve as their foundation; while holding onto the key fundamentals of kindness, dedication, skill and teamwork.

As proud as we are of all our teams' competitive accomplishments, equally important to us is making sure our skaters value, understand and embrace teamwork. We strive for our skaters to take with them important life lessons while maintaining the highest standards of sportsmanship and integrity, while competing at various levels of the sport.

Our team is a member of the Greater Green Bay Figure Skating Club, which is a 501(c)(3) nonprofit organization. The club's nonprofit status allows donations to the team (not to be designated for use by individuals) to be fully tax deductible, and for our team to participate in fundraising activities.

We ask that all families read this Handbook thoroughly prior to signing and submitting your Team Agreement/Commitment Form and deposit fee, which are due prior to the start of the first summer skills practice. It is important that all families understand the commitment and expectations that come with the privilege of skating for our team.

Thank you to all skaters and families for your commitment to the Kicks synchronized skating program. We look forward to working with you in the next year as we continue our tradition of teaching our skaters to work hard, practice with purpose and dare to dream!

SECTION 2: COACHING & TEAM MANAGEMENT

Each team within our organization has at least two coaches and one team manager. The Head Coach oversees all the teams. There is a Kicks Synchro Advisory Committee, which the team managers are a member of, in addition to the following positions: Treasurer, Administrator, and all staff coaches. The committee is chaired by the GGBFSC's synchronized skating liaison.

The Kicks Synchro Advisory Committee meets monthly, and a calendar is published on Team App. Minutes from the meeting will be posted on Team App. Any parents interested in serving in a volunteer role on the advisory committee, or who would like additional details on these roles may contact the Team Manager or any member of the Kicks Synchro Advisory Committee.

The coaches assigned to each team will have final decision-making authority relating to all matters which include, but are not limited to: Music selection, choreography, costumes, determining who skates where in the program, final rosters for each competition and exhibition, in addition to anything affecting the overall success of the team.



SECTION 3: ELIGIBILITY & ATHLETE PLACEMENTS

Basic Overview

All athletes must be members in good standing of U.S. Figure Skating, in addition to be a member of the Greater Green Bay Figure Skating Club (GGBFSC). It is not necessary that GGBFSC is your Home Club. Athletes that are home club members elsewhere are required to have an associate membership at the GGBFSC as well as provide the name of their club and contact information for that club's President and Membership Chair.

~~All athletes that are under the age of 18 must also have a parent or guardian that is a member in good standing of U.S. Figure Skating, and the GGBFSC.~~

All athletes must take at least one lesson weekly, during the skating season, from a coach of his or her choice who has met the coaching compliance requirements of U.S. Figure Skating and is a member in good standing of the Professional Skaters Association (PSA).

Team Rosters/ Alternates

Being a member of the Kicks team is an achievement, privilege and a responsibility. No athletes are considered "alternates," our rosters include the names of all athletes participating as a full member of the team at each level. Approximately two weeks prior to each competition, the coaches determine which athletes will skate at that competition.

Coaches will take the following into consideration: Attendance, skating skills, knowledge and performance of all parts of the program, attitude and behavior.

Note: The maximum number of athletes allowed per U.S. Figure Skating rules does not determine the number of skaters in our program. The coaches will determine the number of skaters to perform in the program, within the roster size permitted by U.S. Figure Skating.

Team Rosters/Training Athletes

Some athletes may be given the opportunity to train with an additional team, higher than the one they are on, during the season. Athletes-in-training will skate at all home practices with the higher-level team (in addition to their primary team). The Head Coach, in consultation with the coaching team, will determine which skaters are offered this opportunity. The best interest of the team will always be considered first, and therefore, the opportunity is on a month-to-month basis.

- Athletes will not be on the roster for competitions.
- Athletes will not participate in competition activities during events.
- Athletes are not required to purchase dresses, clothing, etc.
- Athletes will pay a monthly coaching & ice time fee for this privilege.
- Athletes may choose to discontinue training at the end of any month.
- Coaches may choose to discontinue the training at the end of any month.

SECTION 4: PRACTICE SESSIONS

The practice schedule can be found on the attached Synchronized Skater Team Competition and Performance Calendar. The team management and coaches anticipate there will be little change with this calendar.

The following exceptions may occur: Extra practice sessions may be added, or the calendar may be adjusted in the week leading up to a competition, due to the competition schedule. Parents and athletes will be made aware as soon as possible in the event of a change or additional practice.

General:

1. All athletes are expected to **Practice with Purpose**. Every practice should be taken seriously:
2. Arrive with enough time to warm-up off ice and be ready to enter the rink five minutes prior to on-ice start times.

Dress code:

Black pants, team tank-top & team logo outerwear to warm-up

- Gloves may not be worn when practicing our program.
- Hair in a neat, high, centered, ponytail or bun.
- No jewelry except small post earrings. Necklaces, bracelets and rings are not allowed.
- Sneakers for floor and off-ice practices.

Attendance:

All practices are **mandatory**. If an athlete misses any practice, he or she may lose the privilege of performing in the next upcoming competition or performance. The coach will make this decision based on what is best for the team.

Practice during an illness or injury.

If a skater is unable to skate due to an injury, he or she is expected to attend practice so that she will be aware of any changes upon return to the ice. Athletes who have a contagious illness are asked to NOT attend practice. If a skater has a fever do not return to practice until at least 24 hours after the fever breaks.

Observing a practice due to an injury is not considered an absence. However, at the coach's discretion, this may still prevent an athlete from performing at an event. If a skater will be off the ice for more than one week due to illness or injury, a doctor's note must be provided upon return, stating they are healthy and safe to return to the ice. It should also state any limitations they athlete may have.

Advance Absence Form.

If an athlete has an outstanding circumstance that will prevent them from attending practice (ie: important family, school or religious commitment), they must communicate it to the coach and team manager, in writing, as soon as possible.

Make-Up.

Athletes that miss a practice for any reason are required to meet with a team member prior to the start of the next practice to review what was done at the missed practice.

SECTION 5: COMPETITIONS

The Team Competition and Performance Calendar for all teams can be found at the end of this handbook. All team members are expected to take note of the dates and be available. The exact schedules for each event are typically not determined until 30 days prior to the start of an event. The team's schedule will be done as soon as possible following the announcement of the general competitions schedule.

General Guidelines & Etiquette:

Family and friends are encouraged to attend! However, they are asked to sit in areas of competition arenas apart from athletes prior to and immediately following competition to allow skaters to stay focused.

At competitions please follow the guidelines below:

- Move around only when a team is not skating.
- Cheer for the next team after the scores of the current team are posted and complete. Each team deserves their time to skate, be recognized and celebrate.
- All parents and supporters are to demonstrate the highest levels of sportsmanship and consideration for all athletes on and off the ice.
- Cell phone use and contact is restricted between parents and athletes during competitions.
- In accordance with U.S. Figure Skating's SAFESPORT policy, any suspected or observed abuse or misconduct must be reported immediately by the athlete to one of the following people, of the athlete's choice: Any member of the organization's coaching staff, any chaperone, or any member of the organization's leadership/management team.
- Follow the photography/video rules set forth at each arena.

Athletes' Schedule:

- As soon as possible, a detailed schedule for each team will be provided in advance of each competition.
- All athletes are expected to follow their team's schedule, and all activities are considered mandatory.
- Activities will include: Watching other teams in our organization compete, floor practice, hair & make-up, team bonding activities, team meals, etc.

Competition Travel:

- For "local" competitions, it is the responsibility of the parent to get their athlete to the hotel or rink by the time designated by the team.
- For 'regional' competitions (distance greater than 150 miles) teams will travel to and from most competitions by team bus as designated by the coaches.
- All skaters are required to stay at hotels selected by the team. All skaters must attend all team related functions set by the coaches.
- During events, skaters will travel in the manner directed by the coaches.

Communications:

- Parents are asked to refrain from contacting their child during competitions. In the event of an emergency, communication should be with through the team manager.
- Athletes may not to use their mobile phones, tablets or any other personal electronic devices to communicate with anyone outside of their team during a competition. At the end of each day's on- and off-ice practices, skaters will have ample opportunity to reach out to their families.

SECTION 6: CODE OF ETHICS & BEHAVIOR

On the ice:

Athletes are expected to give full attention to the coaches at all times and comply with all instructions. Any athlete misbehaving during practice may be dismissed from practice at the discretion of the coaching staff. Coaches will notify parents when this occurs. Continued behavior problems will result in disciplinary measures as stated in the Club's Discipline Policy and will jeopardize an athlete's status with the team.

Off the ice:

Team members and their families are expected to present courteous behavior and display respect at all times. You represent our team, and your behavior reflects on the image of the organization. This includes but is not limited to: fellow club members, coaches, team managers, chaperones, parents, judges, officials, members of other synchronized skating clubs, rink personnel and those encountered while traveling (transportation, hotel and

restaurant personnel). It is important for everyone to control behavior (and reactions) at competitions. Open negative behavior will not be tolerated. Disrespectful or derogatory comments in any e-mail, text message or social networking forum will result in disciplinary measures as stated in the Club's Discipline Policy and may jeopardize the athlete's status with the team, up to and including dismissal from the team.

Athletes shall not possess, use or consume mood altering or illicit drugs, alcohol, tobacco, or vapors during the entire skating season. Use of such substances is grounds for immediate and permanent expulsion.

All athletes and parents are expected to conduct themselves in accordance with U.S. Figure Skating's Code of Conduct, GR 1.02.

SECTION 7: CONSEQUENCES and CONFLICT RESOLUTION

An athlete may be immediately terminated from the team for unsportsmanlike behavior, or any behaviors outlined in the code of ethics section of this handbook. It is the coaches' discretion, and depends upon the severity of the offense, as to whether or not written warnings will be issued in each instance.

Upon immediate termination, the coach will conduct a meeting with the skater, parent and team manager to explain the circumstances of termination and to discuss options.

An athlete can receive written warnings for violation of any section of this contract. It will be the coaches' responsibility to enforce this team agreement. It will be the team manager's responsibility to communicate any violations to the coaches. Further, upon final decision by the coaches, athletes may face the possibility of termination from the team for repeated violations. The following procedure will be implemented when warning or terminating a skater from the team:

First offense - Athlete will be given a written warning to be signed by the athlete and parent/guardian, and returned to the coach, explaining what was violated. A conference may be requested by the parent. An athlete may lose privileges to skate at the next competition or performance. If during a practice session, the athlete will be asked to leave the ice immediately.

Second offense – A meeting with the athlete, parent/guardian, coach and team manager will be conducted. A written warning will be provided and will be explained at the meeting. The athlete will be required to 'sit out' during the next event or performance.

Third offense – Termination from team.

Parents:

A parent who violates the Code of Ethics, or who breaks any rules in this team agreement/handbook, will also receive a written notice. They may request a meeting with the team manager and coach. A second offense will result in the parent losing privileges to watch practice, attend competitions or participate with their child in team activities. A third offense will result in their child's termination from the organization.

Termination from the Team:

Athletes and parents that are terminated from the program due to their repeated and documented violation team rules will still be responsible for payment of the program's tuition for the entire season. This includes the tuition only, and any other expenses already paid on behalf of the athlete (clothing, airfare, hotel, etc.). Upon termination from the team, the management will provide the family with an invoice for the remaining tuition and/or expenses already paid out on behalf of that athlete.

The family will have a grace period of 60 days from the date of termination to make the appropriate payments. Failing to do so will result in the team working with the GGBFSC to place the member not in good standing with U.S. Figure Skating, in accordance with U.S. Figure Skating's rules and procedures.

SECTION 8: COMMUNICATION WITH TEAM MEMBERS

Official communications:

All organization and team communications primarily are sent via Team App and emails from the Kicks Synchro email, team coach, and team manager. Announcements may also be posted on the team's Facebook page. During competitions or events, or in the event immediate information is needed, parents will be notified via Team App or text-message.

Questions / concerns from Parents:

Any parent with a concern must first bring it up with the team manager. They are requested to do so via e-mail, and after a "24 hour" waiting/cooling-off period. The team manager will bring the concern up to the coach, and the coach will then have 48 hours to address it. This may result in an e-mail response. If the parent is still not satisfied with the response / communication, the team manager and coach will work to set up a meeting, within seven days.

Please be advised that coaches will not discuss skating-specific technical issues with parents of skaters over the age of 13. Athletes need to take responsibility for their own skating and will speak with the coach directly.

Parents may not call coaches directly or show up at the rink unannounced to request an immediate meeting.

Questions / concerns from Athletes:

Athletes with questions or concerns regarding their skating skills, improvement needs, performance status, etc., are encouraged to take the initiative to set up a meeting with the coaches to discuss. They may do so at practice, or via e-mail / text message. An official meeting between an athlete and coach will always have at least one other coach from the organization present.

SECTION 9: PARENT VOLUNTEERS

Our organization appreciates the support and effort of our parents and encourages volunteering. We are always seeking volunteers with experience in fundraising, website design, graphic design, media, etc. If you are interested, please contact our Advisory Committee at any time. Any volunteer positions that involve contact with the children will require a background screen, and participation with the organization (parent or adult athlete), or a minimum of one season prior to doing volunteer work.

Volunteer Policies

Each family is expected to volunteer a minimum of 10 hours per season to Kicks activities; 4 hours to Synchro Green Bay is mandatory. Hours can be completed by either parent, the athlete, if 15 years or older, or any combination thereof. Activities can include: serving on a committee, competition assistants (dress, makeup, and hair 'moms'), volunteering at fundraising activities, etc.

Families who are unable to meet this commitment may "buyout" their commitment for \$200 per season.

All families are strongly encouraged to do the volunteer work, as it fosters a greater sense of community among our team members.

SECTION 10a: FINANCIAL STANDING & TUITION

The dues are team specific and are included for the team you have been assigned to at the end of this document.

The non-refundable deposit is due prior to the first summer synchro skills team practice. Your submission of this deposit, along with the signed team agreement, is your acceptance of the offer to skate on this team, and your commitment to abide by all the policies outlined in this handbook.

The balance of the tuition will be due in six installments, according to the following schedule:

August 1: Payment 1
September 1: Payment 2
October 1: Payment 3
November 1: Payment 4
December 1: Payment 5
January 1: Payment 6

Any family wishing to pay their dues up-front, and who does so by August 1st, will receive a discount of 5% off the total dues.

Payment options:

Families will have the option to pay by check, *credit or debit card (fees may apply)*. Invoices will be e-mailed to all team members. Any family submitting a check with insufficient funds will be charged for any fees incurred by the team.

Any payments not made by the 20th of the month are considered late, and subject to a 5% late fee.

Consequences for non-payment:

Families with delinquent accounts will be notified as soon as the grace period has ended. If they do not provide payment, the athlete may lose his or her spot in the program, cease training with the team, or lose competition privileges.

Families missing a payment will be required to provide a credit card number, which will be charged automatically for any additional payments.

The synchronized skating team will work with the Figure Skating Club to assist in collecting outstanding payments, and the athlete may be placed as a Member not in Good Standing with U.S. Figure Skating, in accordance with U.S. Figure Skating rules, should the debt remain unpaid for 60 days or longer.

Refunds / Release of Athlete from the Team:

All athletes paying the non-refundable deposit and committing to the team are doing so for the entire season. Dues are based upon the number of athletes participating, and to keep dues as low as possible for all, this commitment is necessary.

Should an athlete leave the team before the season has ended, for any reason, including non-voluntary termination from the team for non-compliance with team policies, the following will occur:

1. They must pay the regular team dues for the remainder of the season. Athletes terminated from the team due to non-compliance must pay the balance of the dues within 60 days of separation from the team.

2. They must pay for any expenses already incurred on their behalf (i.e., travel, apparel, camps, etc.).

Extenuating circumstances:

Athletes with extenuating circumstances may petition the Kicks Synchro Advisory Committee for release from the team, with abbreviated payment. All requests must be submitted in writing to the committee. The date of receipt will be the date used for assessing the refund/ release from the team. Each situation is determined on a case-by-case basis. Verbal commitments from individual persons, including coaches or committee members, regarding any refund is not binding. A majority vote of the committee is needed for the resolution.

In general, the following extenuating circumstances will be considered: A season-ending injury, as documented by a physician, an unforeseen move from the area, or an unforeseen family emergency.

In **ALL** cases, athletes will be required to reimburse the team for any expenses already incurred on their behalf.

SECTION 10b: DUES & FINANCIAL COMMITMENT OUTLINE

Please see the individual team's dues outline for the dues amount for the team you are on. The Regular Team Dues (outlined in Section 10a) include the following:

- ✓ Ice time and coaching fees associated with all scheduled on-ice and off-ice practices
- ✓ Choreography, music editing and costs associated with developing the program
- ✓ Competition dress and two pairs of tights
- ✓ Spring training and mini camps
- ✓ Summer synchro skills class
- ✓ All fees associated with competitions: Entry fees, practice ice, coaches' compensation and travel expenses.
- ✓ Team bus transportation cost **only for competitions designated as required (see Section 5: Competition Travel)*
- ✓ Team t-shirt
- ✓ Team skate bag
- ✓ Team bonding events and year end banquet

The Regular Team Dues DO NOT include the following mandatory purchases and expenses:

- ✓ Team jacket & pants
- ✓ Team practice apparel (as set by the coaches)
- ✓ Costs for competition travel: lodging, ground transportation, meals

The Regular Team Dues DO NOT include the following optional purchases:

- ✓ Event tickets for parents & family members
- ✓ Travel expenses for parents & family members
- ✓ Optional team clothing that may be offered for athletes & family members

Fees for skater-in-training program:

- ✓ Skaters-in-training shall pay \$100 per month to train with the additional team. (By invitation ONLY).

SECTION 11 : LOGO, PHOTOGRAPHY, INTERNET COMMUNICATION & MISCELLANEOUS INFORMATION

Logo Usage

Our team logo shall not be reproduced for use outside of our synchronized skating organization.

Photography & Videography

Videotaping by any persons other than the coach, or someone assigned by the coach, is prohibited. No videos of the team may be posted to YouTube, Facebook, or any other social media site without permission from the Team Manager. Team photos or photos displaying team costumes are not to be posted on social media web sites prior to the first competition.

Social media & internet communication

Athletes and family members are to refrain from posting competition information or discussing competition results online for any competition in which they participate.

Information that is posted on any internet site is public information, and the poster should assume that it can be viewed by anyone at any time, including U.S. Figure Skating Officials and our team coaches. Posting negative comments about any events, other teams/organizations, officials, etc. is considered unsportsmanlike behavior.

Our team members are expected to be role models within and outside of our organization and demonstrate exemplary behavior and sportsmanship both in person and via any electronic communications.

SECTION 12: THE FINAL COMMITMENT PAGE!

SYNCHRONIZED SKATING TEAM COMMITMENT / AGREEMENT FORM

By completing and signing this synchronized skating team agreement, I agree to pay the Kicks Synchronized Skating Team the full amount of dues for the 2018-19 season, regardless of how many sessions are actually skated.

I understand that in addition to the regular team dues, there will be additional assessments, outlined in Section 10b of the Team Agreement and the Financial Commitment sheet specific to my team. All bills must be paid as directed by the schedule outlined in Section 10 and the Financial Commitment sheet, and the additional assessments as communicated by the team manager.

I understand that the coaches have final decision-making authority relating to all matters which include, but are not limited to: choreography, music, costumes, team assignments, alternates, skaters in-training, the schedules at competitions and special events; and team discipline.

In addition, we have received, read and fully understand the contents of the Synchronized Skating Team Handbook. We agree to comply with the practices and principles outlined in the Synchronized Skating Team Handbook and understand and accept the consequences for non-compliance.

In addition, I agree to allow my child's picture to appear on the Synchronized Skating Team's website, in team publicity material, in newspaper articles, on the GGBFSC website and any other similar material.

I understand that this Team agreement, and a \$150 nonrefundable payment must be submitted prior to the first summer synchro skills practice. Cash, credit card (*additional fees apply*), or personal checks are accepted.

Athlete's Name:

Parent / Guardian's Name:

Athlete's Date of Birth:

Athlete's U.S. Figure Skating #:

Athlete's Home Figure Skating Club:

Athlete's Highest US Figure Skating Tests passed:

Parent / Guardian phone:

Parent / Guardian/ E-mail

Signature of Parent / Guardian:

Date:
