



Majestic Ice/Team Unity

Skater Handbook

2019/20 Season

SECTION 1: INTRODUCTION

Welcome to Majestic Ice/Team Unity Synchronized Skating Teams and the 2019 competitive season! We look forward to building on our successful season last year, and our history and reputation of being a nationally competitive organization. Our organization's goal is to work towards qualifying all of our teams at Basic Novice level and higher for the Australian Figure Skating Championships in Melbourne, and for our developmental level teams to perform their best at Aussie Skate Competitions and Sydney Synchronized Festival in September. It is also our goal for our skaters at all levels to develop core skating and developmental skills that will serve as their foundation as they progress through the sport.

As proud as we are of all of 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 Sydney Figure Skating Club and NSW Ice Skating Association.

We ask that all families read this Handbook thoroughly prior to the start of the first practice. It is important to that all families understand the commitment and expectations that come with the privilege of skating for our teams.

Thank you to all skaters and families for your commitment to the Majestic Ice/Team Unity Family. 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. In addition, the Head Coach of Synchronized Skating oversees all of the teams.

There are several volunteer roles available within each team, each with varying levels of involvement and responsibility. Any parents interested in serving in a volunteer role, or who would like additional details on these roles may contact the Head Coach of Synchronized Skating. 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 Head Coach at any time. Any volunteer positions that involve contact with the children will require a Working With Children Certificate.

The coaches assigned to each team together with the Head Coach 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, in addition to anything affecting the overall success of the team. The coaching team meet monthly to ensure that all Majestic Ice teams are on the same progression path.

SECTION 3: SCHEDULING AND CALENDAR OF EVENTS

All scheduling is done by the coaching team at a club level. Significant time and consideration are put into the schedule to ensure that each team is scheduled for success.

An up to date calendar is uploaded to our website and Facebook page. The coaching team and management team do not anticipate there will be significant change to the regular training 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 skaters will be made aware as soon as possible in the event of a change or additional practice.

While every intention is made by the coaching and management team to remind teams of training schedules, you should ensure you visit this calendar regularly.

Club based events will also be published on this calendar such as tryouts, parents' meetings and our annual MIA Awards Night. The MIA Awards Night is a time for all team members to come together to reflect on the success of the past season and a marker of the season to come.

SECTION 4: ELIGIBILITY & SKATER PLACEMENTS

All skaters must be members in good standing of New South Wales Ice Skating Association, in addition to being a member of the Sydney Figure Skating Club. It is not necessary that Sydney Figure Skating Club is your Home Club. Once a skater is a member of both the Sydney Figure Skating Club and the NSW Ice Skating Association, they will be in good standing with Ice Skating Australia. Without both memberships completed, the skater will NOT be eligible to compete with any Majestic Ice teams.

All skaters must have passed, at minimum, the required Ice Skating Australia Test, in order to be assigned to a particular team.

It is recommended all skaters must take at least one lesson weekly during the skating season, the skater must also practice individually a minimum of one 45-minute session per week, with the exception of holiday weeks and weeks when the team has a competition.

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

There may be skaters that are asked to share spots in the program, at different times throughout the season. Sharing a spot is based on skating ability, and the skaters' continued achievement in performing the competitive program. In addition, attendance, behaviour, and financial delinquencies may be considered. Skaters sharing a spot are expected to work hard to improve their skill level throughout the season.

Teams and team composition

The teams fielded in each year are solely at the discretion of Majestic Ice/Team Unity coaching staff. The decision of which teams to field will be made with the interest of our club as a whole in mind, Teams must adhere to Ice Skating Australia Requirements for age and number of skaters on a team. The composition of each team is solely at the discretion of Majestic Ice/Team Unity coaching staff, Teams will be filled from the top down

Tryouts

Tryouts will be held in March/April every year for **most** teams.

- Skaters maybe offered the highest team position they held in the previous year, provided their performance and attendance were not an issue
- Skaters are not guaranteed to double team if they double teamed last year
- Skaters will be offered the highest team(s) for which they are currently and fully capable of skating.
- Development classes will be offered to suitable skaters if space permits

Alternates

Alternates do not have a permanent spot in the line. They must know the program in its entirety to fill in or step into a spot when another skater is sick, injured or not performing up to the standards set by the coaches, alternates can either be named at the beginning of the season or before Championships.

Double Teaming

Some skaters may be given the opportunity to be named on two team lists for the competitive season. Double teamers are an integral part of both teams they are selected on, and therefore it is mandatory that they are willing and able to commit to the training hours required.

- Double teaming is important to the growth and development of skaters
- Skaters will indicate if they wish to be considered for double teaming at tryouts
- Skaters who double teamed in the previous year are not guaranteed to double team the next year, but may, if space exists
- Coaches will attempt to restrict the number of double teamers
- Double teamers will pay the following per team:
 - Higher level team
 - Full fees
 - Lower level team
 - 25% coaching fees
 - All additional extras (leotards, commercial ice etc)
- Skaters who are given the opportunity to skate up a level for their second team must keep their position on their lower team in order to keep their position on the higher team

We understand there is greater time and financial commitment associated with double teaming. Therefore, each prospective double teamer will be provided with a letter detailing the training and fee commitment for their full consideration.

Provisional Skater

Some skaters may be given the opportunity to train with an additional team, higher than the one they are on, during the season. Provisional skaters will skate at all practices with the higher-level team (in addition to their primary team). The Head Coach of Synchronized Skating, 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.

- Skaters will not be on the roster for competitions.
- Skaters will not participate in competition activities during events.
- Skaters are not required to purchase dresses, clothing, etc.
- Skaters will pay a flat fee per session which will be communicated prior to the commencement of the season
- Skaters may choose to discontinue training at the end of any month.
- Coaches may choose to discontinue the training at the end of any month.

In the same light as double teaming, we understand there is greater time and financial commitment associated with accepting a provisional skater spot. Therefore, a letter outlining expectations and fee commitments will be provided for full consideration.

SECTION 5: TRAINING STANDARDS

General:

1. All skaters 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:

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

Senior – Monday; Junior - Thursday: Black practice dress, In-the-boot beige tights, & logo outerwear to warm-up

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

Coaches reserve the right to determine whether training sessions will be open or closed to parents and spectators. Generally, parents and spectators should remain in the canteen, should they choose to stay at the rink whilst a training session is being conducted. This allows both the skater and coaches to remain focused, and train at their optimal level. This is also in line with the Canterbury Ice Rink rules and regulations.

Attendance:

All practices are **mandatory**. If a skater misses any practice, he or she may lose the privilege of performing in the next upcoming competition or Gala. 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. Skaters who have a contagious illness are asked to NOT attend practice. If a skater has a concussion, the Australian Sports Commission Concussion Policy and Procedure will be followed with NO exceptions (www.concussioninsport.gov.au)

Observing a practice due to an injury is not considered an absence. However, at the coach's discretion, this may still prevent a skater 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 certificate must be provided upon return, stating they are healthy and safe to return to the ice. It should also state any limitations they skater may have.

SECTION 6: COMPETITIONS

The competition and performance calendar for all teams can be found on the Majestic Ice Website. 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 14 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 skaters 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 skaters on and off the ice. Mobile phone use and contact is restricted between parents and skaters during competitions.
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- Follow the photography/video rules set forth at each arena.

Skaters' Schedule:

- As soon as possible, a detailed schedule for each team will be provided in advance of each competition.
- All skaters are expected to follow their team's schedule, and all activities are considered mandatory.
- Activities will include: Watching other teams in our Majestic Ice/Team Unity Club compete, off ice 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 skater to the hotel/rink by the time designated by the team.
- 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.

SECTION 7: CODE OF ETHICS & BEHAVIOUR

On the ice:

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

Off the ice:

Team members and their families are expected to present courteous behaviour and display respect at all times. You represent our teams, and your behaviour 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 behaviour (and reactions) at competitions. Open negative behaviour will not be tolerated. Disrespectful or derogatory comments in any e-mail, text message or social networking forum will result in disciplinary measures and may jeopardize the skater’s status with the team, up to and including dismissal from the team. At **NO** time is an adult to contact skaters, if a problem occurs it is to be dealt with through the Head Coach of Synchronized Skating – NO EXCEPTIONS.

Skaters shall not possess, use or consume mood altering or illicit drugs, alcohol or tobacco during the entire skating season. Use of such substances is grounds for immediate and permanent expulsion. At **NO** time will a skater under the age of 18 consume alcohol.

SECTION 8: INSURANCE

When you become a financial member of New South Wales Ice Skating Association, a portion of your annual membership will go towards insurance with Ice Skating Australia. Ice Skating Australia have Personal Accident Insurance through Sportscover Australia Pty Ltd, who is underwritten by Lloyd’s of London. For more information in relation to the insurance policy and the types of benefits and coverage, please refer to the following policy and Certificate of Insurance found on the ISA website: <https://www.isa.org.au/isa-insurances>

SECTION 9: CONSEQUENCES and CONFLICT RESOLUTION

A skater may be immediately terminated from the team for unsportsmanlike behaviour, or any behaviours 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 Head Coach of Synchronized Skating and team coach will conduct a meeting with the skater, parent and team manager to explain the circumstances of termination and to discuss options.

A skater can receive written warnings for violation of any section of this contract. It will be the Head Coach of Synchronized Skating and coaches’ responsibility to enforce this team agreement. Further, upon final decision

by the coaches, skaters 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 - Skater will be given a written warning to be signed by the skater and parent/guardian, and returned to the Head Coach and coaches, explaining what was violated. A conference may be requested by the parent. A skater may lose privileges to skate at the next competition or Gala. If during a practice session, the skater will be asked to leave the ice immediately.

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

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 Head of Synchronized Skating and coaches. 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:

Skaters 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 next 60 days. This includes the tuition only, and any other expenses already paid on behalf of the skater (clothing, 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 skater.

SECTION 10: COMMUNICATION WITH TEAM MEMBERS

Official communications:

All organization and team communications primarily are sent via email from Head of Synchronized Skating, team coaches, and team manager. Announcements will 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 text-message or Facebook post.

Questions / concerns from Parents:

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

Please be advised that coaches will not discuss skating-specific technical issues with parents of skaters over the age of 13. Skaters 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 Skaters:

Skaters 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 email / text message. An official meeting between a skater and coach will always have at least one other coach from the organization present.

SECTION 11a: FINANCIAL STANDING & TUITION

The payments are team specific. You will be emailed your invoice monthly, on the first day of the month. Payments should be made within 7 days of receiving your invoice, payments should be made by way of direct deposit. A statement of account will be sent out on the 20th of each month, you should use the statement of account to ensure that all invoices are paid, and your account is up to date.

Team travel & additional payments:

Please see the outline of items and services not included in the dues.

Payments for special training camps, events and clinics are due 14 days prior to that event or otherwise advised.

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 skater may lose his or her spot in the program, cease training with the team, or lose competition privileges.

Refunds / Release of Skater from the Team:

On signing your acceptance and committing to the team are doing so for the entire season. Dues are based upon the number of skaters participating, and in order to keep dues as low as possible for all, this commitment is necessary.

Should a skater 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 next 28 days. Skaters terminated from the team due to non-compliance must pay the balance of the dues within 28 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:

Skaters with extenuating circumstances may petition the Head of Synchronized Skating for release from the team, with abbreviated payment. All requests must be submitted in writing to the Head of Synchronized Skating. The date of receipt will be the date used for the purpose of 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 managers, regarding any refund is not binding.

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

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

SECTION 11b: DUES & FINANCIAL COMMITMENT OUTLINE

Please see the individual team's dues outline for the dues amount for the team you are on. The regular payments 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 dresses and two pairs of tights
- All fees associated with competitions: Entry fees, practice ice, coaches' travel & compensation

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

- Team jacket & pants
- Team apparel: zip jacket, tank top, black tights, practise dress
- Team skate bag
- Costs for competition travel: accommodation, ground & air 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 skaters & family members.

SECTION 12: 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 Head Coach of Synchronized Skating. 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

Skaters 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 Ice Skating Australia Officials and our team coaches. Posting negative comments about any events, other teams/organizations, officials, etc. is considered unsportsmanlike behaviour.

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

Volunteer Policies

Each family is expected to volunteer for Majestic Ice/Team Unity. This can be completed by either parent, the skater, if 15 years or older, or any combination thereof. These activities can include: volunteering at Galas, competition, providing food at practise, fundraising activities, serving on a committee, etc.

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

SECTION 13: FUNDRAISING

Our organization and individual teams rely heavily on fundraising efforts. We separate fundraising into two types; fundraising for the organization and fundraising for individual teams.

For consistency and a level of transparency, it is vital that every fundraiser run under the Majestic Ice banner follows the same process.

Individual team fundraisers:

- The coaches and team managers should be made aware of any fundraising efforts
- All team members should be given equal opportunity to assist with the fundraiser. Conversely, all team members should make an active effort to participate in the fundraiser.
- Disbursement of funds should be run through the team manager. All funds must be disbursed from Majestic Ice bank accounts and should not be run through any individual accounts

Organization fundraisers:

1. Majestic Ice, as an organization, will run at least one fundraiser per year.
2. The annual MIA Awards Night is a very important event and requires plenty of organisation. The Head of Synchronized Skating will post notice on our Facebook page to invite parents to join the organising committee for this event.
3. It is highly encouraged and welcomed for parents of all teams to volunteer for these events.
4. All funds received from organization fundraisers will be deposited into a club bank account
5. Any funds raised from these type of fundraisers will be spent on events and resources that will benefit the entire organization. The appropriate spend of these funds is at the sole discretion of the coaching team.

SECTION 14: THE FINAL COMMITMENT PAGE! SYNCHRONIZED SKATING TEAM COMMITMENT / AGREEMENT FORM

By completing and signing this synchronized skating team agreement, I agree to pay the Synchronized Skating Team the full amount of dues outlined for the 2019 season, regardless of how many sessions are actually skated.

I understand that in addition to the regular team dues, there will be additional assessments from time to time. All bills must be paid as directed by the schedule outlined and the additional assessments as communicated by the team.

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 Majestic Ice website and any other similar material.

Skater's Name:

Skater's Home Figure Skating Club:

Signature of Parent / Guardian:

Parent / Guardian's Name: