



## 2011 - 2012 Information Package

We welcome you to the 2011 - 2012 season of UMSA Synchro and wish you a season full of fun, excitement, and success! Skating on a synchronized skating team requires you to make a personal commitment to the team and its members, as well as to your individual skating. A team can only function effectively with all of its members working together to achieve success. Synchronized skating can be very rewarding as you make new friends, improve your own skating skills, and travel to different cities. As a team you will share your love of the sport and stand united in your successes and disappointments. The greatest successes will come from dedication, hard work, self-discipline, and perseverance. You will be set on the road to success through the commitment you make to improve your individual skating, the work you put into your practices, and the respect you have to your teammates and coaches.

### Open Adult Level

#### Age:

Open Adult – at least 19 years of age or older

**Requirements:** No tests required. Minimally, 30 minutes of private lessons, weekly, with an additional 1 hour of individual practice ice per week.

**Skating Skill:** Skaters should be competing or testing in any category: Freestyle, MIF, Dance, Interpretive, Spin or Jumps, etc...and are encouraged to try ice dancing.

**Expectations:** Skaters on this team will learn synchro basics: wheel, block, circle, line and intersection while improving their individual skating.

Skaters selected for a team by the Program Director based on ability.

Coaches: Wendy Mangum – Head Coach/Program Director  
Rose Juhasz- Assistant Coach  
Stephanie DeCarlo – Assistant Coach



### **Open Adult Level Schedule:**

Arrive at rink at least 15 minutes early – Skaters must be on time for practices  
Hair MUST be in a bun for all practices – skaters cannot participate in practice without  
Skaters may only wear Team Apparel – other clothing not permitted  
No jewelry to be worn during practices, no exceptions  
Skaters should have a water bottle to stay hydrated at all practices

#### **Practices held at Pro Skate unless stated otherwise**

June 3<sup>rd</sup>, 10<sup>th</sup>

July & August – Summer Break !

September 9<sup>th</sup> & 10<sup>th</sup> (Boot Camp), 16<sup>th</sup>, 23<sup>rd</sup>

October 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, 28<sup>th</sup>

November 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup>, 27<sup>th</sup>,

December 2<sup>nd</sup>, 9<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup>, 23<sup>rd</sup>

January 13<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup>, 22<sup>nd</sup>

February 10<sup>th</sup>, 24<sup>th</sup>

March 9<sup>th</sup>

\*Most current Open Adult Schedule will be updated online at [www.UMSASynchro.com](http://www.UMSASynchro.com)

*\*Schedule subject to change due to weather, competitions or scheduling conflicts not foreseen. If competition dates change as the season progresses, a practice date may have to be changed to reflect that. Updates will be sent to everyone if such a change is made.*

**\*\*\*\*** Not all practices will have an Off ice, you will be notified of such practices



## **Open Adult Level Competition & Exhibition Schedule:**

### **Competitions:**

Terry Connors Competition, Stamford, CT, Dec 3<sup>rd</sup> & 4<sup>th</sup>, 2011

Colonial Classic Competition, Lowell, MA, Jan 6<sup>th</sup> – 8<sup>th</sup>, 2012

Eastern Sectional Championships, Hershey, PA, Jan 26<sup>th</sup> – 28<sup>th</sup>, 2012

Reflections, Hershey, PA, Feb 18<sup>th</sup>, 2012

Lee Ann Miele, NJ, Mar 2012

### **POSSIBLE Exhibitions:**

Holiday Show, Princeton Sports Center, Dec TBA

UMSA Skating Show, Pro Skate, TBA

UMSA Award Show & Dinner, Pro Skate, TBA

*\*Dates given above are best estimates of event schedules based off of previous years' schedules. These dates are subject to change, but will be confirmed as soon as possible. Competition schedules are NOT posted or available to the Program Director until a week prior to each event. As soon as we are given the schedule, you will be notified.*

*\*\*Exhibitions are never definite events for the teams. We will confirm all exhibitions the team will be attending as soon as possible*



## Team Contract

### 1. ELIGIBILITY

- i. All skaters MUST be members of the United States Figure Skating Association.
- ii. All skaters MUST be members of the Upper Mountain Skating Association, but may have a different USFSA home club.
- iii. All skaters MUST take weekly private lessons with a USFSA coach and train a minimum of one hour a week in addition to team practices, throughout the entire 2011 – 2012 season. **This is strictly enforced and can affect your competitive standing with the team if not met.**

### 2. PRACTICES

i. **ATTENDANCE** – Attendance at practices is the most important factor in the success of this team. **All skaters are expected to be present at ALL practices, both on-ice and off-ice. Punctuality is also expected.** Please be at the rink 15 minutes prior to practice. The practice schedule is outlined in the information package. **Skaters who miss more than 1 practice a month could jeopardize their spot in the competition roster; that skater then becomes an alternate. (for more information on Alternates see pg 5 titled, “Competition Roster”. All skaters who will NOT be in attendance at practice MUST notify the Program Director.**

ii. **PREPARATION** – All skaters are expected to arrive at practice feeling confident in their ability to perform any new material learned at the previous practice. This will require skaters to review the program at home on their own time. For this reason each skater will be given a copy of the music. **Coaches and team-mates will be accessible, upon request, to provide assistance for skaters who need clarification of new choreography. All skaters are responsible to get their private lesson coach to help them in learning new elements. The UMSA Synchro coaching staff will NOT tell a private lesson coach to work on elements for that skater. All skaters are responsible to find out what they missed, if not present at a practice.**

iii. **BEHAVIOR** – The greatest progress will be made through constructive and organized practice time. **Skaters must be attentive and respectful to their coaches and fellow skaters.** Socializing and chatting must be kept to a minimum. There must be no foul language or disrespectful comments. Skaters are expected to follow directions promptly and to move quickly to their positions. **Skaters who do not conduct themselves according to their Code of Conduct (pg 10) may be asked to sit out for 1 minute, while watching the rest of the team for that time, no questions asked.** Disruptions will not be tolerated. If a skater continually is asked to sit out a meeting will be held with Program Director, Head Coach and parent(s) of skater involved to discuss the skater’s behaviour.

v. **ATTIRE** – **Skaters are required to wear ONLY UMSA synchro apparel at all practices.** No other clothing or jeans are allowed. Skater not wearing appropriate attire will not be allowed to participate in the practice, but must stay and watch. Skaters must arrive to rink with hair in a neat bun. **Skaters may NOT enter the ice with hair loose or in their face.** Skaters may bring gloves, but it is up to the discretion of the coach whether they will be worn or not. Necklaces, bracelets, and large earrings may not be worn to any practice. Skaters must bring a water bottle labelled with their name to every practice. **Sneakers must be worn to every practice. Slip on shoes and Ugg Boots are not acceptable for Off Ice.**

### 3. COMPETITION ROSTER

i. The competition roster is the list of skaters who will compete at the next upcoming competition and will include 8 - 12 skaters. The competition roster will be determined solely and completely by the program director.

ii. **The competition rosters will not be picked at the beginning of the year. The competition roster will be decided 1-2 weeks prior to each competition.** Depending on the number of skaters on the team, some spots may be “shared” between two skaters during practices. When the roster has been posted, the competing skater will skate in that spot and the other skater will skate alongside the line as an alternate during practice.

iii. **The entire team is required to attend each competition, regardless of the skaters named on the competition roster.** Any number of situations at the competition could cause the roster to be changed at the last minute. Alternates must be prepared to step into the program for one of their team-mates.

iv. The criteria used to determine the competition roster is as follows.

a. **Attendance** – Skaters are required to attend ALL scheduled practices and competitions.

b. **Technical Ability** – Skaters are required to keep up with their private lessons and strive to improve their individual skills.

c. **Knowledge of Program**– Skaters are required to have an exceptional knowledge of the program choreography and be able to demonstrate that through their performance at practices and by assisting their team-mates.

d. **Attitude and Behaviour** – Skaters are asked to show respect for their team-mates, coaches, team management, and parents during all practices and competitions. Skaters are asked to pay attention to instruction, maintain a positive attitude, and to follow all additional rules set by the coaches throughout practices and competitions.

#### **4. COMPETITION SCHEDULE**

i. The coaches will determine the competitions the team will attend at the beginning of each season. Exhibition dates will be confirmed as the season progresses and the team is invited to perform. **By agreeing to this contract you are committing to 4 competitions and 1 - 4 exhibitions throughout the season.**

#### **5. COMPETITION CONDUCT**

i. **ATTENDANCE** - **Skaters are required to attend all scheduled competition activities. This includes off-ice practices, on-ice practices, team activities, and the competition itself.**

ii. **ATTIRE** – **Skaters MUST only wear current 2011 - 2012 UMSA synchro apparel at all times in the competition arena with hair neatly up in a bun.** Old team apparel is not to be worn at events. This includes days when the team is not competing. Skaters who do NOT arrive competition ready, risk not skating their event.

iii. **SPORTSMANSHIP** – **Skaters are expected to display good sportsmanship at all times during a competition.** This includes times spent at the arena, the hotel, and any practice facilities. Competitions can be stressful and skaters must work very hard to keep themselves composed at all times when representing the team. Regardless of the situation, tantrums and arguments will not be tolerated. Please be polite and respectful to all officials, volunteers, competitors, coaches, team-mates, and your parents. Cheer on the other teams in your division and congratulate them on strong performances. Be especially attentive and supportive of other UMSA teams who are competing.

#### **6. PROGRAM & CHOREOGRAPHY**

i. The Program Director is completely and solely responsible for the selection of program music, choreography and the competition costumes. Skaters and parents will be notified of the design and colors chosen as soon as possible.

#### **7. EQUIPMENT & COSTUMES**

i. **Team members are required to maintain their skates with regular sharpening. TWO WEEKS prior to a competition is the best time to sharpen blades. Team members are also required to maintain team warm-ups. If a skater loses or damages an apparel piece, they must notify the Program Director of the damaged apparel piece, the size of the piece and pay additionally to replace it.**

#### **8. FUNDRAISING**

i. There will be fundraising opportunities available until December 2011. You will be informed of these as the season progresses. Only skaters who participate in the fundraising events will have the efforts go directly towards your personal team fees. All skaters are required to pay the team fees in order to maintain their status on the team. Please see the budget summary for more details.

## 9. TEAM FEES

i. All skaters are required to pay four instalments for the season's due. These instalments are due by the first of the month in order to maintain their status on the team. These dues cover apparel fees, makeup fees, ice costs, Boot Camp, coaching fees on and off ice and competition and exhibition fees. Advance payments are welcome. **Once contract is signed it cannot be broken and runs May 17<sup>th</sup>, 2011 – April 1<sup>st</sup>, 2012. Skaters who chose to leave or are terminated prior to the end of the season are required to make all remaining payments through April 1<sup>st</sup>, 2012.**

a. Team Fees: \$600/instalment

b. 1<sup>st</sup> Instalment Payment due June 1<sup>st</sup>, 2011 (\$600)

c. 2<sup>nd</sup> Instalment Payment due August 1<sup>st</sup>, 2011 (\$600)

d. 3<sup>rd</sup> Instalment Payment due October 1<sup>st</sup>, 2011 (\$600)

e. Final Instalment Payment due December 1<sup>st</sup>, 2011 (\$600)

b. Skaters who require a new Team Winter Jacket must pay an additional \$95.00 by September 1<sup>st</sup>, 2010.

c. All fees are to be paid by check only, payable to 'UMSA'. **ALL fees must be handed in to or mailed to Program Director.**

d. Multi Skater Family Discount 15% off total monthly contract costs for families with more than one skater on the team(s)

e. Fees cover:

1. Apparel for entire season (\*Team Winter Jackets additional cost)
2. Coaching Costs at all home and away practices, on and off ice
3. Ice Costs at all home and away practices, official and unofficial
4. Competition Application fees
5. Coach's travel expenses for all 2011 - 2012 events
6. Makeup for season
7. Boot Camp
8. Team Registration fees

*Instalment payments are due on the 1<sup>st</sup> of the designated months. Payments will be considered to be delinquent after the 15<sup>th</sup> of the month if fees are not paid in full. The skater/parent will be notified of any delinquent status. Until the delinquency is resolved, the skater **will be considered not to be in good standing with UMSA** and will not be permitted to compete, test, or transfer membership. UMSA Synchro will send out frequent account updates to notify skater of any unpaid balances or just to notify skater of up to date account status.*

## 10. DISCIPLINE PROCEDURES

i. **It is the coaches' responsibility to enforce this contract. The Team Coordinators will communicate any off-ice violations to the coaches.** A skater may receive verbal warnings for inappropriate behaviour as outlined in this contract. All serious violations will require a written warning to be signed by the athlete and parent/guardian and returned to the coaches. **Repeated violations may lead to termination from the team, at the discretion of the Program Director and UMSA Board. Inappropriate behaviour by any parent is also not tolerated and if deemed serious enough, by Program Director and UMSA Board, can also lead to your skater's termination from the team. Any skater's termination from the team does NOT allow them to breach their contract.**

## 11. ROLES & RESPONSIBILITIES

i. A successful synchronized skating team is made up of more than just athletes and coaches. Everyone involved plays an important role in the success of the team. Here is an outline of the job descriptions of all the team members.

a. **ATHLETES**

1. Give 100% attention and effort at every practice
2. Understand the level of commitment required to participate in a team sport and follow through with this commitment throughout the entire season
3. Know your program choreography 100% regardless if you miss a practice and be confident to enter the ice with out your coach(es) in the case of emergency
4. Respect your coaches and the decisions they make
4. Respect your teammates
6. Understand you may not always get your own way
7. Understand that decisions need to be made in the best interest of the entire team
8. Understand that one of the most important parts of a coach's job is to critique and help improve your skating
9. Understand that along the way there will be situations that are frustrating and stressful, but that hard work is required for success
10. **Follow the attached Skaters' Code of Conduct – Failure to follow this can result in a skater's dismissal from UMSA Synchro**

## **b. COACHES**

1. Put every effort into ensuring the success of the team
2. Make all major team decisions, including, but not limited to: practices, competitions, travel, costumes, music, choreography, team selection, team level, team rules, discipline for breaking rules, competition roster and skater status
3. Make all decisions in the best interest of the team as a whole
4. Continue their education through Professional Skaters Association (PSA) and US Figure Skating conferences, seminars, courses, and exams, meeting minimum seminar requirement as outlined in coaches contract
5. Remain up-to-date on all US Figure Skating and International Skating Union (ISU) rule changes and communications
6. Complete US Figure Skating Continuing Education Requirement by July 1<sup>st</sup>, 2011
7. Hold a current First Aid certification

## **12. TEAM MANAGEMENT COMMITTEE**

i. There will be several individuals on the management committee who will work together to manage all the off-ice details for the team. These officers will include the head coach/program director, the assistant coaches and the Team Coordinators representing each team, Treasurer, Travel Chairperson and Fundraising Committee. The Management Committee will meet as necessary to address the needs of the teams and the skaters. The roles of these officers are outlined below.

### **a. TEAM COORDINATORS**

1. Act as chaperones at competitions.
2. Organize snack parents for each practice and at competitions (HEALTHY SNACK OPTIONS ONLY)
3. Responsible to have team's coaches' contact information, along with entire roster of skater's information at all practices, competitions and exhibitions. Roster will be distributed by Team Manager.
4. **Schedule any requested meetings with program director and head coach as requested by a skating parent, skater or UMSA board member.**
5. Will only be present at such requested meetings upon request of program director
6. Bring a copy of the competition music to all events in case of an emergency and coach(es) are not present. Copy of music will be supplied by program director.
7. Follow coach(es) directions in the event of emergency and coaches are not present.
8. Get necessary parents/skater signatures for each application to submit to Program Director
9. **Be in constant communication with representing team's parents to allow them to get familiar with you as the Team Coordinator and understand where to bring all concerns, questions, suggestions, etc...**
10. Collect skater's information; USFSA number, home address, phone numbers, parents' names and email addresses for Open Juvenile Team Roster. Submit this to Program Director

### **b. TREASURER**

1. Collect team forms from Team Coordinators, finalize applications and mail/submit online applications
2. Register team with the USFSA
3. Collect and retain copies of athlete's birth certificates, membership cards, MIF test certificates (if applicable) and health insurance information
4. Present UMSA board with updates on UMSA Synchro at club meetings
5. Keep a ledger detailing all financial transactions for all UMSA Synchro teams
6. Follow operating budget for the all UMSA Synchro teams and track expenses and revenues throughout the year.
7. Allocate money for teams purchases & expenses.
8. Deposit dues from team members as soon as they are received from Program Director
9. Keep a ledger detailing each member's financial obligations and current status
10. Pay all team bills incurred by team upon receipt of invoice.
11. Prepare frequent financial reports to the board and provide individual accounts to team members/parents.
12. **Pay upon receiving Coaching Invoice, provided by program director for all coaches, at the last practice of the**

### **month**

10. **Pay upon receiving Coaching Competition Invoice regardless of the time of the month the invoice is received**

### **d. PUBLIC RELATIONS**

1. Communicate with other teams for ideas.
2. Create advertising or recruiting tools and materials for the team and coordinate recruiting efforts.
3. Distribute information about the team to local media outlets.
4. Keep your skating club informed of any team activities, write articles for the club's newsletter, website and/or bulletin board, etc.
5. Work with treasurer in soliciting sponsors for the team.

### **e. WEBSITE MODERATOR**

1. Maintain website, keeping it up to date and functioning with updated team rosters, photos, and any other information at program director's discretion

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I have read the information included in this contract and agree to abide by all the rules set by the coaches and management of UMSA Synchrono. I understand the roles and responsibilities within UMSA Synchrono and I am fully prepared to support the structure of this team.

\_\_\_\_\_  
**Athlete Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Program Director, UMSA Synchrono**

\_\_\_\_\_  
**Date**

SIGN AND RETAIN FOR YOUR OWN RECORDS

A COPY OF THIS SHEET IS TO BE MADE FOR UMSA SYNCHRO RECORDS



## Code of Conduct

We believe that our skaters should demonstrate high standards of ethics and sportsmanship and promote development of good character as well as other important life skills. We also believe that the highest potential of sports is achieved when the participants are committed to pursuing victory with honor according to six principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship (the "six pillars of Character"). This code applies to all skaters, coaches and parents involved in our sport.

### Trustworthiness

Trustworthiness - Be worthy of trust in all you do

- Integrity - Live up to high ideals of ethics and sportsmanship, and always pursue victory with honor; do what's right even when it's unpopular or personally costly.
- Honesty - Live and compete honorably; don't lie, cheat, steal, or engage in any other dishonest or unsportsmanlike behavior.
- Reliability - Fulfill commitments; do what you say you will do; be on time to practices and events.
- Loyalty - Be loyal to your team; put the team above personal glory.

### Respect

Respect - Treat people with respect all the time and require the same of other skaters.

- Live and skate with class; be a good sport; be gracious in victory and accept defeat with dignity; help up fallen opponents, compliment extraordinary performances, and show sincere respect for the sport.
- Disrespectful Conduct - Do not engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks, or other actions that demean individuals or the sport.
- Respect the Judges and Rink Staff - Treat judges, officials, and rink staff with respect; don't complain or argue with decisions during or after practice or competition
- Respect UMSA Syncho as an organization, its Coaching Staff, skaters and other teams from other organizations- Do not engage in malicious talk about other teams. Both publicly and privately. This includes any type of online social networking websites, i.e; FaceBook, MySpace, Synchro Boards or other websites similar.

### Responsibility

- Role Modeling - Remember, being able to skate is a privilege not a right. You are expected to represent your team, coach, and fellow skaters with honor, on and off the ice. Consistently exhibit good character and conduct yourself as a positive role model.
- Self-control -2 Exercise self-control; don't fight or show excessive displays of anger or frustration; have the strength to overcome the temptation to act inappropriately.
- Healthy Lifestyle - Safeguard your health; don't use any illegal or unhealthy substances including alcohol, tobacco, and drugs or encourage or engage in any unhealthy techniques to gain, lose, or maintain weight.

- Integrity of the sport - Protect the integrity of the sport. Do not deal or associate with people negligent of the sport.

### **Fairness**

Be fair - Live up to high standards of fair play; be open-minded; always be willing to listen and learn.

### **Caring**

Concern for others - Demonstrate concern for others; never intentionally engage in reckless behavior that might cause injury to yourself or others.

- Fellow Skaters - Help promote the well being of fellow skaters by positive counseling and encouragement or by reporting any unhealthy or dangerous conduct to coaches or parents.

### **Citizenship**

Play by the rules - Abide by all competition rules; avoid temptation to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of our sport.

These are principles we as skaters, professionals of the sport of figure skating, and parents will strive to achieve and, and which will help bring us together in pursuit of the common goal of a positive experience.



### Team Contract Signature Page

I understand that if I am asked to leave the organization or choose to leave the organization before my contract is finished on April 1<sup>st</sup>, 2012, I am responsible to pay the financial dues for the entire season, as I would if I were still part of the organization.

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**Parent/Guardian INITIAL**

I understand that by signing this contract I agree to follow the polices set forth by UMSA Synchro and support the coaching staff as Professionals who are educated and credentialed for the job they do.

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**Parent/Guardian INITIAL**

I understand that I am not guaranteed a spot on the Competition Roster and I have read section 3-IV on how the Competition Roster is decided.

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**Parent/Guardian INITIAL**

I understand that this is an organization run by UMSA Synchro, which is a part of the Upper Mt Skating Association. I agree to contact the appropriate UMSA Synchro board member to have my concerns, questions, suggestions, etc... addressed.

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**Parent/Guardian INITIAL**

I have read the information included in this contract and agree to abide by all the rules set by the program director and Team Management of Upper Mountain Skating Association. I understand the roles and responsibilities within UMSA Synchro and I am fully prepared to support the structure of this team.

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**Parent/Guardian Signature**

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**Athlete Signature**

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**Date**

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**Date**

If you would like to join UMSA Synchro for the 2011 - 2012 season, please return this page (pg 11), the Skater Information Form (pg 12), the last page of the contract (pg 8) and the Team Release Form (if applicable), along with the 1<sup>st</sup> Instalment Fee of **\$600** due by June 1<sup>st</sup>, 2011. This payment must be submitted to Wendy Mangum (Program Director) or mailed to Wendy Mangum 6002 Spruce Mill Drive, Yardley, PA 19067 no later than June 1<sup>st</sup>, 2011.

**\*ALL INTERESTED SKATERS MUST SUBMIT PAYMENT AND A SIGNED CONTRACT BY THE END OF MAY 2011. CHECKS WILL NOT BE DEPOSITED UNTIL AT LEAST 8 MINIMUM CONTRACTS HAVE BEEN RECEIVED FOR THE TEAM TO FORM. IF BY JUNE 1<sup>st</sup>, 2011 THERE ARE NOT 8 SIGNED CONTRACTS WITH PAYMENTS RECEIVED, ALL CHECKS WILL BE RETURNED AND ALL CONTRACTS VOIDED AND THE TEAM LEVEL WILL NOT BE OFFERED FOR THE 2011 – 2012 SEASON.**



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*Please clearly print all information below*

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**Skater Information Page**

Skater's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Street: \_\_\_\_\_ Skater's Age as of 7/1/11: \_\_\_\_\_

City: \_\_\_\_\_ Home Club: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ USFSA membership # : \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Skater's Email Address: \_\_\_\_\_

Head Coach : \_\_\_\_\_

**Skating Tests**

US Basic Skills Level Passed: \_\_\_\_\_ ISI Level Passed: \_\_\_\_\_

Highest Moves in the Field Test Level Passed: \_\_\_\_\_

Highest Freestyle Test Passed: \_\_\_\_\_

Highest Dance Test Passed: \_\_\_\_\_

Highest Pairs Test Passed: \_\_\_\_\_

**Insurance**

Health Insurance Carrier: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Emergency Contact : \_\_\_\_\_

Phone Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

\_\_\_\_\_