



ICESTARS SYNCHRONIZED SKATING TEAMS CONTRACT

Cutting Edge IceStars Synchronized Skating Teams Cutting Edge Figure Skating Club, Ltd.

Skating on a competitive 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 as a unit with all of its members working together to achieve success. One person's lack of commitment can hinder that unit. Synchronized skating can be very rewarding, as you will meet new people and travel to different cities. You will have an opportunity to share your love for the sport with your teammates and that can be an amazing experience. However, this success will not come without dedication, hard work, self-discipline, and perseverance. The commitment that you have in bettering your individual skating, the dedication you have to your teammates and coaches, and the work you put into practices will indeed set you on the road to success. We welcome you to our synchronized skating Program and wish you a year full of successful opportunities and learning experiences.

ELIGIBILITY

All skaters must be members of Cutting Edge Figure Skating Club and United States Figure Skating (USFS). These dues are included in your synchro fees. If a skater is a current member in good standing of another registered U.S. Figure Skating club, they can satisfy this requirement by joining Cutting Edge FSC as an Associate member. The family would then receive a credit for the difference between full and associate membership. Skaters on the Beginner 1 team must also be USFS Basic Skills members through the Pleasant Prairie Skating School. This annual membership is paid directly to the RecPlex Ice Arena.

Skaters are encouraged to take USFS moves in the field classes and tests. There are several opportunities available to our skaters for learning moves in the field. Some moves will be taught during ice practice. RecPlex Ice Arena's Basic Skills Learn-to-Skate Program will also offer Pre-Preliminary and Preliminary group classes as enrollment warrants. By the time a skater begins working on her/his Pre Juvenile moves test, s/he should be securing the services of a private coach trained in moves in the field.

The minimum moves in the field requirements for US synchro team levels are listed below, but skaters are encouraged to continue to test additional levels throughout the season so they can be ready to move up with their team next year.

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| Beginner 1: | No moves in the field requirement |
| Pre-Juvenile: | Should be working on Pre-Preliminary and/or Preliminary moves tests |
| Open Juvenile: | Must have passed Pre-Preliminary moves and should be working on skills up thru Juvenile moves |

PRACTICE

Practice is a critical part of a successful team skating season; therefore, it is very important that team members attend all floor and ice practices. IceStars' skaters, coaches, and parents/guardians are asked to adhere to and support the following:

- Attendance is required at all practices (please see enclosed practice schedule).
- Skaters need to report to their assigned locker room at least 10 minutes before the scheduled practice time.
- While we expect all team skaters to attend every practice, we do understand that sometimes an absence is unavoidable. In the event your skater must miss a practice, please:
 - Contact the team coach as far in advance as possible and/or
 - Notify RecPlex Ice Arena Guest Services at least 30 minutes prior to practice. Please indicate the skater's name and team. RecPlex Ice Arena Guest Services can be reached at 262-925-6755.
- If a skater is tardy (more than 5 minutes late) or misses the practice prior to a competition, s/he may be ineligible to participate in that competition.
- On occasion, additional practices may be necessary. The coaches will make every effort to provide a two week notice, but attendance at additional practice(s) will still be required for all skaters.

ATTENDANCE

In an effort to minimize the number of missed practices and/or competitions, the following attendance guidelines will be adhered to by skaters, coaches, and parents:

- Please arrange absences in advance whenever possible.
- Coaches will take attendance at the beginning of each practice.
- Skater is allowed no more than ten (10) absences per season.
- The absences will be counted as follows:
 - Missed practice = 1 absence.
 - Missed competition, exhibition, = 2 absences.
 - Tardy to practice or competition = .33 absence.
 - 3 tardies = 1 absence
 - Unable to attend 50% of the scheduled practice = .50 absence
 - Missed practice prior to a competition = 1 absence
 - And the skater will be ineligible to participate in that competition.
 - Missed practice due to injury = .5
 - Missed practice due to injury or illness with a doctor's excuse = 0

On the date of the eleventh (11th) absence, the skater will become an alternate. An alternate skater is still required to attend all practices, but may not be allowed to skate at competitions or exhibitions. If the skater's attendance improves, s/he may be allowed to skate in competitions/exhibitions. If the skater's attendance does not improve, s/he may be dismissed from the team. Final determination will be made by the coaches and Cutting Edge Figure Skating Club Board. Please refer to the **Season Fee Schedule and Financial Agreement** for further information.

Please Note: The Synchronized Skating Director and/or the Cutting Edge Board may excuse an absence under extenuating circumstances including but not limited to funerals and/or hospitalizations.

BEHAVIORAL EXPECTATIONS

Progress can only be made in a safe, cooperative, and respectful environment. To ensure such an environment, all team skaters are expected to follow the coaches' instructions and treat their teammates and coaches with respect. If the coach has a behavioral issue with a skater(s) during practice, it will be addressed in the following manner:

1st occurrence: Coach will give a verbal warning to the skater.

2nd and 3rd occurrences: The skater will be given a time out on the bench.

4th occurrence: The skater will be asked to leave the ice without refund. The coaches will discuss their concerns with parent/guardian.

5th and subsequent occurrences: The skater will be removed from the practice without refund. In addition, the Team Coach will discuss her concerns with the Synchronized Skating Director and the Cutting Edge Figure Skating Board to jointly recommend further disciplinary action.

DISCIPLINARY PROCEDURES

A skater can receive written warnings for violation of any section of this contract. If behavioral expectations are still not met, the Synchronized Skating Director will conduct a meeting with the skater, parent, coach, and team manager to explain the circumstances and discuss options. The skater 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.

- A. **1st Offense** - Skater will be given a written warning to be signed by skater and parent/guardian and returned to the coach.
- B. **2nd Offense** - Skater will receive second written warning during a coach/skater/parent/team manager conference.
- C. **3rd Offense** - Termination from team.

CELL PHONES

Cutting Edge appreciates that many parents have purchased cell phones for their skaters as a way to keep their children safe and respects the parental rights and obligations in this regard. However, since cell phones can be distracting to skaters and their teammates, cell phones are not permitted rink side during practices or competitions.

PERFORMANCE EXPECTATIONS

A skater's performance must be acceptable to the Team Coach for the skater to be eligible to participate in competitions/exhibitions. The following procedure will be used if the skater is not performing at an acceptable level:

- A synchro coach will work with the skater during practice and then discuss her concerns with parent/guardian. The coach will reevaluate the skater's performance during subsequent practice(s).
- If skater needs additional instruction, a synchro coach will discuss areas that need improvement with the skater's private coach. If the skater does not have a private coach, one of the IceStars coaches may offer to work privately with the skater (Ice time and coaching fees would apply).
- A synchro coach will discuss expectations with the skater, the parent/guardian, and the skater's private coach to determine how/if performance can be improved.
- Final determination of the skater's eligibility will be reviewed by the CEFSC Board.

APPEARANCE EXPECTATIONS

For the safety of all team skaters and to facilitate the coaches' ability to evaluate the skaters' footwork, all team skaters are expected to adhere to the following appearance expectations:

- Wear team practice apparel and tights
- Tie hair back (ensure bangs are secured off face, out of eyes)
- Clip nails (Long and/or sharp nails can injure other skaters)
- Remove any jackets or gloves after warm up
- Skaters may not wear jewelry *of any kind* for practice or competition and may not wear colored nail polish for competition. NOTE: Medical alert necklaces (no bracelets, if possible) will be allowed. Please tuck into costume.

If a skater does not meet appearance expectations, it will be addressed in the following manner:

- **1st occurrence:** Coach will give a verbal warning to the skater.
- **2nd occurrence:** The coach will discuss their concerns with parent/guardian.
- **3rd and subsequent consecutive occurrences:** The skater will be charged \$10 per occurrence.

POWER/EDGE CLASS

We have incorporated additional ice time for each team throughout the season to be used for power, edge (moves in the field), and/or competition prep at the coaches' discretion. Therefore, we will not be requiring skaters to take any additional power classes.

COMPETITIONS

The Synchronized Skating Director will determine the competition schedule based on the best interest of the entire program. It is very important to understand that each team is part of a synchronized skating program that involves several other teams. By signing this contract, you are agreeing to participate in all competitions and exhibitions for the season starting in November 2010 and ending May 2011 as determined by the Synchronized Skating Director.

Competitions can be one of the best experiences of being a synchronized skater. In an effort to make everyone's experience a positive one, skaters, parents/guardians and coaches are asked to adhere to the following:

- A. Each family will be provided with a competition schedule listing the weekends during which the competitions will run.
- B. Team Competition times are determined by the hosting rink 3 to 10 days before the competition. All competition times will be announced as soon as they are received.
- C. Coaches will take attendance in the locker room or designated area one hour prior to the scheduled competition time and report any absences to the Board Treasurer.
 - a. A \$25 fee will be assessed for each of the following:
 - i. The skater is not present when attendance is taken
 - ii. The skater is not in full uniform
 - iii. Advance approval of a skater being late to competition may be made at the coaches' discretion, but such approval does not waive the late fee

- D. **Full uniform** is comprised of the following:
- a. Assigned competition costume and tights.
 - b. Team Zuca bag.
 - c. Team hair and makeup.
 - d. Makeup must be applied in accordance with the team standards.
 - i. Please see your Team Coach if your child has any allergies or other concerns regarding makeup.
 - e. Team jacket and pants are to be worn to and from all competitions.
- E. If the skater is tardy 30 minutes or more to competition, s/he may be ineligible to skate in that competition.
- F. Laces will be taped immediately prior to the performance.
- G. Skaters are required to wear any medals awarded at competition from the awards ceremony until departure from the competition.
- H. Skaters are not allowed to wear bracelets, necklaces, or dangling earrings (including hoops) during team performances. Medical alert necklaces (no bracelets, if possible) will be allowed. Please tuck into costume.
- I. Skaters are responsible for their costume, headpiece, team jacket/pants and make-up.
- J. Skaters are not allowed to wear their team competition costume for individual use during the synchro skating season.
- K. All competition apparel and accessories must be maintained in good condition or the skater may be asked to purchase new items.
- L. If a skater is unable to attend a competition, s/he will not be issued a medal for that competition.
- M. Skaters are asked to attend all other Cutting Edge IceStars teams' performances in a competition. At times, this may not be possible due to scheduling conflicts. However, the support of all our teams is crucial to team spirit and motivation and we ask that you do the best you can to make it to the arena to cheer on all IceStars teams.
- N. Skaters are asked to display good sportsmanship at ALL times. We are all here to enjoy this sport, which signifies teamwork and cooperation. Be encouraging to fellow competitors and supportive of all who are in attendance.
- O. Competitions can be very stressful, as the work of the season comes to down to our performance. Whatever happens, we ask all skaters to remain composed and in good spirits. Remember, learning experiences come from the good, as well as the NOT so good.
- P. Every skater is required to have a chaperone (age 18 or older) with them during the competition. This is for safety reasons. Parents/chaperones should know where their child is at all times, unless they are with the coaches or the official team chaperones.
- Q. Boyfriends or friends are not to be with a skater while at the rink, at the hotel, on the bus, or during any team function for all competitions/exhibitions. Hugging, kissing, holding hands etc. is prohibited while in team uniform and with the team.

- R. During the day of competition, the skaters may be asked not to sit with their parents before the team skates. They will need to be, as a team, focused and alone with the coaches and/or team manager/team officer.
- S. It will be the team manager's job to enforce all off-ice rules at the competition and to communicate any violations to the coaches.

Any inappropriate behavior at a competition may result in the skater being ineligible to participate in the next competition or event.

TRAVEL

- A. Skaters will travel to and from competitions with the team unless otherwise approved by the Synchronized Skating Director.
- B. Parents/chaperones may travel with the team subject to availability. Otherwise, they will need to make their own transportation arrangements. Parents are required to check with the team managers or Synchronized Skating Director about an official schedule before making any arrangements.
- C. Skaters are required to stay with their parent or chaperone at the hotel at which the Cutting Edge teams will be staying. Parents are required to reserve their own rooms by the group reservation cutoff date.
- D. When traveling overnight, skaters will be required to follow a bedtime curfew. The Synchronized Skating Director will set this curfew at each competition. It will be enforced by the team managers.

COSTUMES AND EQUIPMENT

- A. Skaters are required to have their own skates and are responsible for maintaining them and keeping them sharp.
- B. The Synchronized Skating Director will decide the practice attire for each season that the skaters are required to purchase.
- C. Skaters are required to purchase the official Cutting Edge FSC synchronized skating team apparel. This apparel will be used from year to year and may change after a few years.
- D. A competition dress, two pairs of competition tights, some makeup, and a team Zuca bag insert are all included in the team fee. Skaters should only wear their competition tights at competitions. If competition tights become damaged, skaters will be required to purchase another pair. Extra competition tights will be available for purchase.
- E. The coaches decide music selection, choreography and competition dress with approval from the Synchronized Skating Director.
- F. Skaters will be required to have their hair and makeup done for all competitions. Hair and make-up will be selected by the Synchronized Skating Director and the coaches and overseen by the team managers.

TEAM APPAREL

Team apparel costs for the practice outfit, competition costume, two pairs of competition tights, and the team Zuca bag insert are included in the total team payment, as outlined in the **Season Fee Schedule and Financial Agreement**.

- A. Returning skaters may use the previous year's warm up jacket and pants.
- B. Skaters must label all clothing items.
- C. The RecPlex Ice Arena logo and/or name cannot be used unless it has been approved by RecPlex Ice Arena management.
- D. The Cutting Edge Figure Skating Club logo and/or name cannot be used unless it has been approved by Cutting Edge Figure Skating Board.

FINANCIAL OBLIGATIONS AND PAYMENT PROCEDURES

- A. The estimated total cost for the skating season is outlined in the **2010-2011 Season Fee Schedule & Financial Agreement**. These numbers are based on total costs divided by the anticipated number of team skaters.
- B. Please make all checks payable to: *The Village of Pleasant Prairie*
- C. All payments are due by the 2nd of each month. There will be a ten (10) day grace period. Exception: The July, 2010 payment will be due by July 15, 2010.
- D. You can make your payments by one of the following options:
 - a. At the RecPlex Ice Arena Guest Services desk.
 - b. Direct Debit on the 2nd of each month.
 - c. If you are currently a member at the RecPlex and pay for your membership via monthly draft, your synchronized payment will be automatically added to your monthly draft amount.
- E. If payment is not made on or before the 12th of each month and a reminder must be sent out, a late fee of \$10 will apply. If still not paid by the 20th of the month, an additional fee of \$25.00 will be added to the balance due.
- F. A skater's account must be current for the skater to be eligible for competitions and/or exhibitions.
- G. Each skater, parent/guardian is responsible for all payments. If a skater is dismissed or quits the team, the skater's parent/guardian will be required to fulfill **all financial obligations**. Final determination will be made by the coaches and Cutting Edge Figure Skating Club Board.

VOLUNTEERING REQUIREMENT -- NEW FOR THE 2010-2011 SEASON

Cutting Edge IceStars is a volunteer organization and requires the participation of each member family. We recognize that each family has its own time priorities and constraints. Many families will have the time or desire to provide more volunteer time to the organization than other families; however, unless all families provide a minimum level of volunteer commitment, the IceStars simply cannot function.

Each IceStars family must volunteer a minimum of 10 hours during the season or pay a \$100 opt-out fee. Any volunteer opt-out fees received will be added to the IceStars fundraising account.

- Volunteer opportunities will be communicated via email from the IceStars Volunteer Coordinator (TBD).
- Once a family fulfills 10 hours of volunteer duty, their volunteer requirement is satisfied.
- Families with more than one skater only need to fulfill one volunteer responsibility.
- With approval from the IceStars Volunteer Coordinator, skaters may volunteer alongside their parents in certain cases; however, skaters' volunteer hours do not count toward the family volunteer requirement.
- If you are able to volunteer for a particular opportunity please respond via email. A confirmation of your volunteer opportunity--including date, time and volunteer lead will be sent prior to the volunteer date.
- The IceStars Volunteer Coordinator will track all volunteer times and communicate to you when volunteer requirements have been met.

The following is a preliminary list of volunteer opportunities for the 2010-11 season:

- Pilgrim Progress Competition Flower Sale (Pleasant Prairie Skating School) – November
- Holiday Ice Show Flower Sale – December
- Cutting Edge Synchro Competition – February
- Spring Ice Show Flower Sale – May

FUNDRAISING REQUIREMENT

The primary objective of IceStars fundraising is to reduce the cost of team skating for all team members. The number of fundraising opportunities held during the year is determined by the parents who coordinate and participate in them (the Fundraising Committee). In the past, fundraisers have included candle, poinsettia, taffy apple, Avon, and Lia Sophia sales. You will be informed of details as these as the opportunities present themselves.

Each IceStars family must participate in fundraising opportunities during the season or pay a \$100 opt-out fee. Any opt-out fees received will be added to the IceStars fundraising account.

- A. Schedules for each fundraiser will be determined as soon as the information becomes available.
- B. All proceeds from fundraisers will be credited to the Cutting Edge Figure Skating Club to benefit all IceStars team members.

- C. Private contributions are welcomed and tax deductible in accordance with the individual's present tax status and current tax laws. Cutting Edge FSC is a 501(c) 3 organization.
- D. Club financial statements are available upon request.

COMMITTEES

The club will establish committees to help with other needs. Signup sheets will be available in the synchro binder. Examples of committees and their purposes from previous years are listed below:

- **Fundraising Committee**
 - Coordinates all existing fundraisers
 - Explores new fundraising opportunities
- **Social Committee** – responsible for organizing the following events
 - Synchro Season Kickoff Social
 - Holiday Event
 - Season-end synchro event
- **Competition Committee**
 - Finds/books hotels
 - Coordinates any group meals or functions at competitions
- **Creative Committee**
 - Designs/maintains synchro section of bulletin board
 - Takes photos/video at practices/competitions to use at year end banquet and annual commercial
 - Designs team trading pin
- **Purchasing/Distribution Committee**
 - Distributes team apparel to families

In addition, we will be looking to fill some IceStars leadership roles in the coming weeks as well as team volunteer roles, such as hair and makeup moms. Watch your email for more information in the coming weeks.

QUESTIONS, CONCERNS, AND SOLUTIONS

In an effort to effectively communicate any questions, concerns and/or solutions, please contact the Synchronized Skating Director or any other member of the Cutting Edge Board of Directors.

Synchronized Skating Director:

Kristen Black

C: 847-727-5566

kikiblack99@aol.com



ICESTARS SYNCHRONIZED SKATING TEAMS CONTRACT SIGNATURE PAGE

Your signature on this contract serves as your letter of intent to join the IceStars for the 2010-11 season. After June 28, when all paperwork is due, the Club Treasurer will be able to confirm finalized season pricing. We will then send you the official 2010-2011 Season Fee Schedule and Financial Agreement.

When you sign the 2010-2011 Season Fee Schedule and Financial Agreement, you are making a financial commitment to the IceStars. Understanding what you are signing up for and supporting the Cutting Edge FSC organization will help create a wonderful team experience for your skater and your family. Go IceStars!

I have read and understand the above conditions and agree to abide by the rules set forth by the coaches and the officers of Cutting Edge FSC's synchronized skating program. Skaters and parents are expected to behave in a manner consistent with, but not limited to, the policies, bylaws, and codes of conduct of Cutting Edge Figure Skating Club and US Figure Skating.

I further recognize and understand that this contract is an agreement between our family and Cutting Edge Synchronized Skating Teams from the date of signature below to May 31, 2011.

Athlete Name (please print)

_____ Date: _____
Athlete Signature

Parent/Guardian Name (please print)

_____ Date: _____
Parent/Guardian Signature