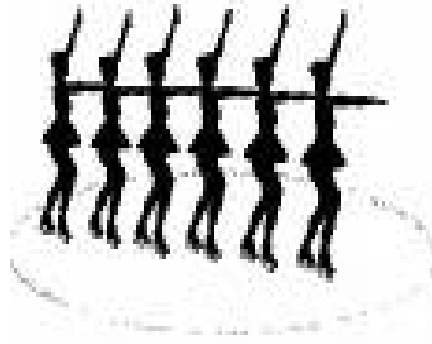


Southern Stars Synchronized Skating Teams

Handbook



2010-2011

Welcome to the Southern Stars Synchronized Skating Team program. The following is a compilation of several rules, policies, philosophies and tips that you and your

child, need to know and understand. Please read this handbook carefully as it will answer most of the questions you may have regarding the Synchronized Skating Team program.

Table of Contents

Part 1:	Introduction to the Southern Stars Synchronized Skating Team Program	
	Welcome to the Team!	Page 3
	Team Mission	Page 3
	Team Commitment	Page 3
	Understanding the Big Picture	Page 3
Part 2:	Program Polices	
	Expectations of Skaters	Page 5
	Skill Development Requirement	Page 5
	Expectations of Parents	Page 6
	Alternate Status	Page 7
	Disciplinary Actions	Page 7
Part 3:	Financial Obligations	
	Overview of Financial Polices	Page 8
	Fees	Page 8
	Fundraising	Page 9
Part 4:	Competitive Season Information	
	Competitions	Page 9
	Competition Etiquette for Skaters	Page 10
	Competition Etiquette for Parents	Page 10
	Team Travel Rules	Page 10
Part 5:	Practice	
	Schedules	Page 11
	Rules	Page 11
Part 6:	Organization Structure	
	Team Board	Page 12
	Team Manager	Page 13
	Synchronized Skating Director	Page 13
	Coaches	Page 13
	Volunteer Positions and Committees	Page 14
Part 7:	Application and Team Contract Forms	
	Contact Information	Page 15
	Team Application/ Contract	Page 16

Introduction to the Southern Stars Synchronized Skating Team Program (SSSS)

Welcome to the Team!

SSSS would like to welcome your family to our program. If you are reading this team handbook then your child has already impressed us with their skating talent and potential. Through this team handbook, we hope to give you more insight into how our Competitive program operates and answer many of your questions.

First, and most important, providing a fantastic Synchronized Skating experience is what this program is about. We are here for the young athletes, many who have hopes and dreams of being the best they can be in life and in the sport of skating. We are here to support them in that dream.

To make that dream come alive, the skaters, parents, and coaches must function as a TEAM.

After reading this manual, if you have any questions about the program, please ASK!

Our Mission

The mission of the Southern Stars Synchronized Skating is to teach synchronized skating fundamentals, good sportsmanship, and to build young leaders. Everything we do with the program is for the betterment of all our participants. We accomplish our mission by continually striving to become better team skaters, individual skaters, coaches, and parents.

Team Commitment

Team members and their families are committing to the team and its membership standards for an entire season. The commitment involves being at all practices on time, skaters giving their best ability at each practice, parents fulfilling their financial obligations to the team, and skaters/parents upholding all expectations stated in the membership standards. Any breach from either a skater or a parent may make the skater ineligible to skate in competition.

Understanding the Big Picture

Synchronized skating is a popular discipline both within U.S. Figure Skating and around the world. U.S. Figure Skating held the first U.S. Synchronized Skating Championships in 1984 and also hosted the first World Synchronized Skating Championships in 2000. There are approximately 525 synchronized teams registered with U.S. Figure Skating, and nearly 5,000 athletes participate annually in the synchronized skating sectional championships.

Synchronized skating is a team sport in which 8-20 skaters perform a program together. It uses the same judging system as singles, pairs, and dance and is characterized by teamwork, speed, intricate formations and challenging step sequences. As with the other disciplines, all teams perform a free skate with required well-balanced program elements. In addition, teams at the junior and senior level perform a short program consisting of required elements.

Elements in synchronized skating include blocks, circles, wheels, lines, intersections, moves in the field, moves in isolation, no-hold blocks, spins and pairs moves. The variety and difficulty of elements require that each team member is a highly skilled individual skater. The typical senior-level athlete has passed a senior or gold test in at least two disciplines. Synchronized teams in the U.S. can compete in 15 different levels according to the age and skill level of the team members.

Teams competing at the Basic Skills (beginner) level may compete at any U.S. Figure Skating synchronized skating nonqualifying competition or U.S. Figure Skating Basic Skills competition.

Teams competing at the developmental levels of preliminary, pre-juvenile, open juvenile, open junior, open collegiate or open adult may also compete at the Eastern, Midwestern or Pacific Coast Synchronized Skating Sectional Championships that are held annually at the end of January.

Teams at the competitive levels of juvenile, intermediate, novice, junior, senior, collegiate, adult or masters compete first at their respective sectional championships. A placement in the top four at sectionals earns them a spot at the U.S. Synchronized Skating Championships. Top-performing teams at the junior and senior levels have the opportunity to earn a berth to the U.S. Synchronized Skating Team, with the top two senior teams going on to represent the United States at the World Synchronized Skating Championships. There are so many benefits to participating in a team sport, and synchronized skating is a great way for figure skaters to compete in a sport they love while enjoying all of the aspects of working with others in a team-oriented sport.

Team Definitions

Rules for each synchronized team level as per the U.S. Figure Skating Rulebook, Rules 4660-4790. All ages are as of July 1 preceding the competitive season. All test requirements must be met by the close of entries. (For complete rules, please see the current U.S. Figure Skating Rulebook.)

- Beginner 1, 2 or 3: A team of 8-16 skaters. No skater may have passed higher than preliminary in any discipline, and the majority of the team must be no test.
- Preliminary: A team of 8-16 skaters. Skaters must be under 12, with the majority of the team under 10.
- Pre-juvenile: A team of 8-16 skaters. The majority of the team must be under 12.
- Open Juvenile: A team of 8-16 skaters. The majority of the team must be under 19. All skaters must have passed the pre-preliminary moves in the field test.
- Juvenile: A team of 12-20 skaters. Skaters must be under 13 and have passed the preliminary moves in the field test. This level can qualify for nationals.
- Intermediate: A team of 12-20 skaters. Skaters must be under 18 and have passed the pre juvenile moves in the field test. This level can qualify for nationals.
- Novice: A team of 12-20 skaters. Skaters must be under 16, with the exception of four skaters who may be 16 or 17, and have passed the juvenile moves in the field test. This level can qualify for nationals.
- Junior: A team of 12-16 skaters. Skaters must be at least 12 years old and under 19. All skaters must have passed the intermediate moves in the field test. This level can qualify for nationals.
- Senior: A team of 16 skaters. Skaters must be at least 14 years old and have passed the novice moves in the field test. This level can qualify for nationals.

- Open Collegiate: A team of 8-16 skaters. Skaters must be enrolled in a college or degree program.
- Collegiate: A team of 12-20 skaters. Skaters must be enrolled in a college or degree program as full-time students and have passed the juvenile moves in the field test. This level can qualify for nationals.
- Open Adult: A team of 8-12 skaters. The majority of the team must be 19 years or older.
- Masters: A team of 12-20 skaters. All skaters must be 25 years or older, with the majority of the team 35 years or older. This level can qualify for nationals.
- Adult: A team of 12-20 skaters. All skaters must be 21 years or older. All skaters must have passed at least one of the following tests: preliminary moves in the field, adult bronze moves in the field, preliminary figure or preliminary dance. All teams may have a maximum of four alternates listed on their roster. This level can qualify for nationals.

Program Polices

Expectations of Skaters

The way you act in the rink is a reflection of your respect for yourself, teammates and SSSS. Only the highest standard of behavior will be acceptable. The following expectations are expected of a SSSS member.

- Each member would be expected to exhibit good sportsmanship and appropriate behavior at all practice sessions (on and off ice) competitions, exhibition, shows and team or club events.
- Each skater is expected to be at every practice. When even one skater misses or is late to a practice session, on or off ice, it affects the entire team. Missed practices may result in the skater not being able to participate in an upcoming show or competition.
- Skaters are responsible for any information or skills learned at practices they missed. Time will not be taken out of practice to catch skaters up.
- Each skater is expected to be at practice in his or her practice uniform.
- Each skater is expected to participate in team fundraisers.
- Each skater is expected to pay all dues and fees on time to the team treasurer.
- Each skater is expected to keep us informed. Team members should inform the Coach of any physical or emotional issues that may affect their skating ability in order to best help the Team member and minimize the impact to the Team as a whole.

Skill Development Requirements

Team practices will be used for developing synchronized skating skills. It is every team skaters' responsibility to keep up their individual skills. The team can only be as strong as its weakest member! Listed below are the practice and lesson requirements for each level. If a team member is not skating at the level the team requires they will be given alternate status.

Introductory

- 1 freestyle session a week
- 1 half hour private lesson a week with the coach of your choice or attend Bridge class weekly
- Skater will need to have a proof of instruction form signed and turned in to the team manager at the end of each month
- Skaters will be expected to be able to perform all of the skills from Basic 1 – Freeskate 2 proficiently
- The coach will give the team members elements to work on outside of team practice. It is the skater's responsibility to come to practice prepared. If the skaters needs help then it is the skater's responsibility to get it.

Open Juvenile

- 2 freestyle sessions a week
- 1 half hour private lesson with the coach of your choice
- Skater will need to have a proof of instruction form signed and turned in to the team manager at the end of each month
- Skaters will be expected to be able to perform all skills through the Preliminary Moves in the Field level proficiently.
- Skaters are expected to be working towards their next Moves in the Field test
- The coach will give the team members elements to work on outside of team practice. It is the skaters' responsibility to come to practice prepared. If the skaters needs help then it is the skater's responsibility to get it.

Expectations of Parents

Parents play a huge role in the development of a successful team skater. Your role is every bit as important as that of the rink, coaches, and the athlete. The following actions and ideas are expected of SSSS member parents.

- Each parent is a representative of the Silver Star Figure Skating Club. The parents' behavior and attitude reflects not only upon the Silver Star Figure Skating Club and the United Figure Skating Association, but also upon the behavior and attitude of the skaters. Parents are to keep their differences or personal opinions with other parents among themselves. If a parent consistently creates problems or is consistently abusive, the Team Manager upon approval by the Coach will ban them from practice. It is expressly forbidden for non-management parents to approach a skater other than their own regarding any problems. The Coach or Team Manager must handle problems between skaters'. In some cases, the Coach may direct a Team Manager to handle a particular problem.
- Good team spirit grows from respect for each other. This is a requirement of both the skater and the parents. The parent of a skater who is a member of a competitive synchronized skating team must make a PERSONAL COMMITMENT TO YOUR SKATER, THE COACH AND THE TEAM. You will be dedicating yourself to providing the emotional and financial support necessary to assist your skater to reach, maintain, and exceed her or his potential as a team skater.
- The Coach may "close" practices to a parent(s) as a warning if she determines his or her behavior is destructive to the team. Examples of destructive behavior:
 - A. Parents judging and comparing skaters;
 - B. Unkind, disrespectful or negative comments about skaters, other parents, the coach or managers (verbal, written, etc.);
 - C. Sharing your personal opinion of management incompetence or lack of ability with other team parents OR with parents from other teams;
 - D. Public displays of inappropriate behavior, including but not limited to, outbursts of anger, interference with team management or competition staff etc.

- Confrontational and assertive behavior that interferes with the goals of the program, if continual, this type of behavior can and unfortunately will result in a skater's termination from the team. The team staff will not tolerate non-support. Our program cannot function without its volunteer staff and cannot progress without their help. It is less detrimental to the program to lose a skater than it is to lose a member of the management team.
- Questions or suggestions should be made after practice time.
- Smoking is prohibited in the presence of the team.

Alternate Status

Alternates are decided solely and completely by the coaches. Alternates are NOT determined at the beginning of the year. If necessary, alternates will be selected at least two weeks prior to each competition. Depending upon the number of skaters on the team, "double" spots will be given to certain skaters during the practices. These skaters will share a spot until the alternates for a given competition are announced. The "double" skaters, if skating, will then replace the alternate for that particular competition. The coaches, based on certain criteria, determine the alternate status of a skater. These criteria are as follows:

- Attendance: All scheduled practices are mandatory. Attendance will be taken into consideration in selection of alternates.
- Skating skills: Members are required to keep up with their skills and strive for excellence with their own individual skills.
- Knowledge of program: Skaters are required to review the steps and program on their OWN time. The team will be able to grow faster and maintain momentum throughout the season.
- Attitude and behavior: Skaters are asked to give respect to their teammates, as well as their coaches during ALL practices and competitions. Moreover, skaters are asked to pay attention to instructions and maintain a positive attitude, as well as follow all rules as set by the coaches throughout ALL practices and competitions.

The maximum number of skaters allowed per U.S. Figure Skating rules does not determine the number of alternates on this team. Teams may be comprised of 8-16 skaters. The coaches will decide the number of athletes that will skate at each competition based on the above criteria.

Disciplinary Action

A skater may be immediately terminated from the team for theft, lying, un-sportsmanlike behavior, or any other behavior deemed by the Synchronized Skating Board to be a detriment to the team. It is the coaches' discretion as to whether or not written warnings will be issued in each instance. The following procedure will be implemented when warning or terminating a skater from the team.

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

Conflict Resolution Policy:

- Any parent that has a grievance regarding another skater or team management should notify the Team Manager in writing of said grievance. The Team Manager will promptly advise the Synchronized Skating Director, so that an appointment may be scheduled with the parent. If a solution cannot be attained as a result of the meeting, then a decision will be made by the Synchronized Skating Board.

Financial Obligations

Overview of Financial Policies

The team budgets are based on the estimated costs for the season. The shared costs are divided equally among the team members of each team. The Synchronized Skating program can't operate without timely collection of dues. Before committing to a team, make sure that you thoroughly understand all of the financial policies. No exceptions will be made for not understanding the rules. Failure to meet financial obligation will result in termination from the team. The skater will also no longer be considered in good standing with Southern Stars Synchronized Skating and will thus jeopardize the skaters' ability to participate in USFS Sanctioned (tests and competitions) and Silver Star Figure Skating Club events. This membership status will remain in place until the skater's account is brought current. Coaches will be notified of changes in membership status.

Fees

Introductory

- Deposit of \$250 due by August 15, 2010. Any deposits received after August 15, 2010 will receive a \$50 late fee.
- 6 monthly payments of \$92 starting on September 15, 2010. Payments received after the 15th of the month will receive a \$15 late fee. Monthly dues include the following
 - Ice time
 - Coaching fees
 - Competition fees
 - Coaches competition fees
 - Choreography expenses
 - Operating expenses
- Individual Expenses will include
 - Competition dress \$125
 - Practice clothing \$40
 - Team warm-up suit \$90
 - Silver Star Figure Skating Club Membership \$70
 - Skate bag \$25
 - Travel expenses(hotel, food, and gas to competitions)

Open Juvenile

- Deposit of \$300 due by August 15, 2010. Any deposits received after August 15, 2010 will receive a \$50 late fee.
- 7 monthly payments of \$149 starting on September 15, 2010. Payments received after the 15th of the month will receive a \$15 late fee. Monthly dues include the following
 - Ice time
 - Coaching fees
 - Competition fees
 - Coaches competition fees
 - Choreography expenses
 - Operating expenses
 - Rental vans for the team members at competitions
- Individual Expenses will include
 - Competition dress \$125
 - Practice clothing \$40
 - Team warm-up suit \$90
 - Silver Star Figure Skating Club Membership \$70

- o Skate bag \$25
- o Travel expenses(hotel, airfare, food, and gas to competitions)

Skaters are required to have their own skates and maintain them regularly with sharpening. Skaters are required to purchase practice clothing and a competition dress for each season. The coaches will have final say on the competition dress based on music and choreography. Dresses will be returned to skaters at the end of the season after all accounts have been finalized.

Fundraising

Can the cost of Synchronized Skating be brought down? YES!!! The answer is through fundraising.

We are currently in the process of applying for our 501(c) non-profit status through the IRS. After we are approved we will begin a variety of fundraising activities to help support the teams. In the past we have skated at Checkers games, marched in parades, sold flowers at competitions, and sold various goods to raise money for the team. We will also have a sponsorship program with local business to help reduce costs.

Each skater will be expected to fundraise or pay \$200. There will be various fundraisers throughout the season to choose from. Fundraising dollars will be used to reduce or eliminate the last payment of the season, provide extras for the team throughout the season, and build the team reserve. 25% of all fundraising dollars will be put towards the team reserve. The Team Board will decide how to use the team reserve.

Competitive Season Information

Competitions/Exhibitions

- We will compete in three competitions this season. The competitions and exhibitions we will be attending for the 2010-2011 season will be announced at the first competitive season practice in September 2010. By signing the Team Contract, you are agreeing to approximately 3 or 4 competitions and 2 or 3 exhibitions for the season. Competitions will be between September 2010 and February 2011.
- Events are not optional. All skaters are expected to be at every event even if they are an alternate.
- The coaches will determine the competitions each season. The coaches will work very hard to make competition decisions based on the best interest of the entire program. Please keep this in mind. There will also be times at competitions when practices will be closed to parents.
- Please be aware there may be events where your skater will need to miss school. You will know in advance and it is the parents' responsibility to inform the skaters' school/teachers. Please let the Synchronized Skating Director know in a timely manner if you need a letter explaining your child's absence for school officials.
- We will skate in the Pineville Ice House Holiday Ice Show and a Checkers Hockey game. Exhibitions at our home rink are vital to recruitment of skaters for our future teams. It is also a great opportunity for our teams to perform prior to competitions.
- Skaters will have a competition schedule to follow. There will be expected to be on time for and prepared for every appointment on the schedule. Sometimes details will be added to the schedule when we arrive at competition it is the skaters' responsibility to listen well to all instructions.
- **No colored nail polish rings, or unapproved jewelry can be worn during a competition. Hair must be at a length that it can be put into a bun, or in a very neat style, so the team will look uniform.**

Competition Etiquette for Skaters

Competitions are the highlight of the Teams season.

- Skaters are required to wear their team warm-up suit every time they are at the arena during competitions. They should always have a neat appearance with shirts tucked in.
- We expect skaters to be on their best behavior at competition. Anything else will not be tolerated.
- Skaters are required to display good sportsmanship at ALL times. We are here to enjoy this sport, which signifies teamwork and cooperation. Please be encouraging to fellow competitors and supporting of all who are in attendance.
- While at the competition all team members must stay together. The team management doesn't want to have to spend time looking for a skater. Skaters will be given some time on their own at competitions where the buddy system will be used. No skater is allowed to go anywhere by themselves at a competition.
- No guests are allowed to be with the team in the locker rooms or within close proximity of the team during practices.

Competitions Etiquette for Parents

We expect parents to exemplify the behavior expected of the skaters. All parents are expected to follow the guidelines below at competitions.

- Do show good sportsmanship. Congratulate, applaud, compliment, and generally act positively toward other teams.
- Sit together in the stadium while watching other our team and teams compete.
- Do maintain a respectful presence at the arena. Judges walk around throughout the stadium and will remember and report those teams who act inappropriately. It could bias the team scores before you even enter the ice.
- Do have fun!
- Don't poke fun, mimic, do or say anything negative or inappropriate about another team regarding their costume, music, choreography, or skating ability. You never know whose parent might be sitting right behind you.
- Don't stand up and leave your seat while any team is in the middle of their competition performance, and make every effort not to leave in the middle of a flight. It is disrespectful to all of the teams skating. Leave during ice breaks or other identifiable opportunities.
- Be respectful when team results are posted, no matter what the result for our team.
- Know that your skater will have to stay with the team for most of the competition. Competitions are not mini vacations.

Team Travel Rules

Skaters on this team are required to travel. The team will travel together to competitions that make it necessary to travel by air. Traveling with the team may require a skater to miss school. You will know in advance and it is the parents' responsibility to inform the skaters' school/teachers.

- Parents are required to make their own transportation arrangements. Traveling together as a team is always ideal, but not always possible. Changes to a skater's travel itinerary must be pre-approved by the Synchronized Skating Director before changes can be made. Failure to do so puts the skater at risk of being placed in Alternate Status. We will do everything we can to keep it simple. The team will make travel arrangements for skaters and chaperones.

- All skaters are required to stay in the official hotel. This avoids problems with getting everyone to on and off ice practices, if at a different location than competition rink and promotes team spirit and team focus for the event.
- All skaters must ride in designations team cars/vans. Parents may need to find their own travel arrangements if there is not enough room in the cars/vans.
- There will be team meals at competitions. Team members will sit together. Everyone traveling with the team will sit separately from the team. These meals are mandatory. It is a chance for team building to happen while at competition.
- Skaters will be required to follow a bedtime curfew. The coaches will set this curfew. (Please be aware that at Sectionals, we had a midnight on-ice practice for a teen team. The coaches have no control over this.)

Practice Schedule

Introductory

Saturday Off Ice 3:00-4:00pm On Ice 4:10-5:10pm

Open Juvenile

Saturday Off Ice 3:00-4:00pm On Ice 4:10-5:10pm

Sunday On Ice 6:45-7:45am

These are the practice times through October. The rest of the season's schedule will be finalized as soon as possible. We will make every effort not to change these practice times however sometimes that will be out of our control. Some flexibility will be required. Any time we lose ice on the weekend we have been guaranteed ice during the week. You will have advanced notice of practice schedule changes.

Practice Rules

The skater needs to be aware and understand that progress can only be made with a cooperative and respectful practice environment. Skaters will be expected to listen to coaches, be attentive to directions and be ready to move quickly into their positions. Those that are not attending to directions may be asked to leave the ice without refund. The Coach reserves the right to dismiss any skater who is found to promote division within the team. On the ice the skaters are required to obey the following rules

General Rules

- No talking when the instructor is talking. It's rude and disruptive to the team.
- Team members must not be late to practice.
- Skaters must move quickly after the coach gives directions. The team has limited/expensive ice time and can't afford to waste any time.
- Leave the coaching to the coaches. Skaters are not allowed to correct other skaters without the permission of the coach. Constructive criticism should be brought to the attention of the coach and allow the coach to fix the problem.
- Fooling around on the ice is not allowed. Almost all team injuries happen when skaters are not paying attention or doing something they are not instructed to do.
- Skaters must keep their hands to themselves outside of team formations.
- Skaters are expected to be courteous and polite to everyone they encounter in the ice arena, especially coaches, team managers, arena staff, parents, and teammates.

Attendance Rules

The progress of the team depends on everyone being in attendance at each practice. Any absence hurts the team!

- If your skater misses any practices you are responsible for contacting the Team Coach to determine if a private lesson is needed prior to the next practice. **We have limited time on the ice and cannot teach one skater missed-footwork and adjustments to our program on team time.** If your skater is injured they must come to practice and watch. If they are contagious leave a message with the coach and please stay home.
- Four (4) missed practices for any reason can reduce a skater to alternate status. Two "no shows, no calls" can result in dismissal from the team. It is important to call your Team Manager if you will miss a practice.
- Leaving practices early to attend other activities (other sports, dance, cheerleading etc.) is not permitted and will be counted as an absence.
- **Any skater who misses the last practice prior to a competition should not expect to skate that event.**
- **No vacations or days off due to other activities (other sports or school activities) may be taken, if they result in missing a practice between January 1 and Sectionals.**

Dress Code

This is a synchronized skating team and a big part of being synchronized is looking alike. The dress code is meant to promote synchronization, team unity, and safety.

- All skater must wear their team t-shirt and pants to **EVERY** practice.
- Skates must be in ready to skate condition. Break in new skates/sharpenings on freestyle sessions, not at synchro practice!
- Hair must be pulled back in a pony tail or bun before practice.
- Skaters must have sneakers with them for off ice practices.
- Cell phones must be turned off before off ice practice.
- **The following items are prohibited at all practices**
 - **Jewelry of any kind. Only stud earrings are allowed.**
 - **Gloves**
 - **Bobby pins**
 - **Watches**
 - **Hooded sweatshirts**

Organization Structure

Team Board

The team board will be the governing body of the Southern Stars. The board will be made up of parents and the Synchronized Skating Director. Any parent who has a skater on the team can run for a board position. Elections will take place during the first week of practices. The duties of the board include

- Hold regular meetings to discuss issues related to the synchronized skating program.
- Provide copies of by-laws upon request from members and maintain by-laws if members vote to amend (by a 2/3 majority vote). Initial board will adopt by-laws.

- Hold election of officers each year. Election procedures and eligibility are outlined in the by-laws.
- Maintain accounting of the club in accordance with state and federal laws. The treasurer of the club will file all local, state and federal tax returns and related documents and will maintain an adequate system of internal audit.
- Resolve conflicts according to by-laws and conflict resolution policy.
- Take actions pursuant to the program in accordance to the by-laws.
- Keep permanent records of all minutes, actions taken by committee, and financial records for a period of three years.

Synchronized Skating Director

- Develop long term goals for the organization and a strategic plan to reach them.
- Oversight of the coaching staff, including individual team head coaches and assistant coaches.
- Develop and implement a Parents' Education program.
- Lead the development and implementation of team policies, rules and contracts.
- Oversight of tryouts and determination of competitive teams fielded.
- Implementation of and oversight of a program to recruit and train new skaters to ensure that there are always athletes moving through the organization's pipeline.
- Develop a retention plan for the current athletes.
- Oversight and development of the budget.
- Oversight of the volunteer/parent leadership of the program.
- Act as the liaison to the Skating Director/Rink Manager and figure skating club.
- Report as necessary on the activities of the synchronized program.

Coaches

- Run all on ice and off ice practices.
- Create and oversee the development of the competitive program.
- Travel with team to competitions. Prepare team to skate at competitions.
- Decide the positions of the skaters for each competition.
- Decide if any skaters should be alternates.
- Continue their coaching education each season and are current with their continuing education credits.
- Reports to the Synchronized Skating director and the team board the progress of the team.

Team Manager

- The Team Manager is the liaison between the parents and the coaches.
- The Team Manager will provide all pertinent information to parents and skaters throughout the season. Please make sure to respond quickly to information requests from the team manager.
- It is the parent's responsibility to make sure they are informed and up to date on team information. Information will be sent via email. Please check your email daily for new information.
- The Team Manager's position is one of volunteer status. Please keep this in mind. We ask that you try to address questions you may have before or after practices and /or through email only, unless it is an emergency.

- Parent support and cooperation is of utmost importance to the Team Manager in helping the program to progress through the season in an accommodating, well-organized successful manner. Parents will follow directions of the Coach and the Team Manager at all competitions.
- The Team Manager has the authority to ask a parent to leave a practice, if they deem the parents behavior to be derogatory and divisive to team members, coaches, management and parents. All divisive behavior will be documented and reported to the Silver Star Figure Skating Club. A consequential decision will then be made regarding the offending parent or parents' behavior.
- The Team Manager will be directed by the Coach. They will oversee practices; keep track of member's records, attendance.
- Accompany the coach to any private meeting with parents or athletes.
- The Team Manager will prepare competition paperwork, be responsible for music played during all practices and will coordinate a committee of parents to assist playing music for the team during on ice practices, as well as, the Dress, Hair and Make-up Committees.

Team Volunteers

Our Synchronized Skating program can't succeed without dedicated volunteers. Volunteering with the program not only helps the team but it also allows volunteers to feel some ownership in the process. If you are interested in volunteering please contact the Director of Synchronized Skating.

- Fundraising committee
 - Organize events
 - Notify team of information regarding events
 - Collect money and give to team treasurer
 - Keep track and notify skaters of where they are in achieving their fundraising goal
- Travel
 - Arrange all bus, flight, car rental, and hotel room
- Music players(2)
 - Must be knowledgeable of how to operate ipod, cd's, and tapes.
 - Will watch for Diana's signals for music and play music accordingly
- Food
 - Will make reservations for the team to eat when we are traveling
 - Will order take-out when necessary
 - Will tell people what to bring for team pot-lucks and gatherings
 - Will order cakes for celebrations
- Locker room – This position is chosen by the Team Manager/Coach
 - Will help skaters in locker room with dresses, hair touchups, tying of skates at competitions
 - Will make sure that skaters are out of the locker room on time for on-ice practices
- Hotel room/team drivers
 - Will supervise skaters in rooms while traveling and they will drive team vans at competitions
- Make-up
 - Will do make-up for entire team according to Diana's instructions
 - Manages supplies
- Hair(at least 3 moms)
 - Will do hair for entire team
 - Manages supplies
 - Sets time schedule and location in accordance to Diana's instructions
- Equipment manager
 - Brings dresses and tights to competitions

- Collects all team equipment at the end of an event
 - Cleans equipment when necessary
 - Is accountable for making sure all equipment is turned in
- Sponsorship drive committee
 - Contacts and follows through with sponsors
 - Organizes team information to present to sponsors
- Team overnight host
 - Host team overnight at their home
 - Supervises skaters
 - Makes sure that skaters are to bed on time and ready for practice on time
- Team overnight chaperones(at least 2)
- Team Education
 - Know the rules of synchronized skating well
 - Helps organize educational information about competitions, USFS tests, Sectionals, team skating for parents and skaters
 - Helps with team building workshops

Contact Information

- Synchronized Skating Director/Head Coach – Diana Dandro
 - 980-322-5770, dandrodl@gmail.com
- Assistant Coach – Ashley Van Slyke
 - 803-493-8288,
- Open Juvenile Team Manager – Amy Collins
 - 803-517-1389, Amy_Collins@g1.com
- Introductory Team Manager – Christy Lovette
 - 704-516-9344, clovette@baytree.com
- Pineville Ice House Skating Director – Kyle McIntyre
 - 704-889-9000, kyle.mcintyre@pinevilleice.com
- Silver Star Figure Skating Club President – Theresa Haney
 - Theresa92556@bellsouth.net

Useful Websites

- United States Figure Skating - www.usfsa.org
- Synchronized Skating Information on USFS-
www.usfsa.org/Programs.asp?id=44
- Pineville Ice House - www.pinevilleice.com
- Ice Network – www.icenetwork.com
- Synchronized Skating Magazine -
<http://www.synchronizedskatingmag.com>