

2018-2019 Team Handbook

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Welcome to the Greenbelt Sity Stars Jump Rope Team. Please review this handbook, sign the last page and return it to the Coach as acknowledgement that all rules and procedures have been read and agreed to. It is the parent's responsibility as well as the child's to be aware of all policies and adhere to them.

I. <u>INTRODUCTION</u>

A. Goals

Jump Rope is one of the most exciting and challenging activities available to athletes today. Each athlete will learn fundamentals and techniques for jumping and fitness that they will be able to use throughout their athletic careers. Since jumpers are athletes in every sense of the word, it is our responsibility to offer a quality jump rope program that not only develops technical jumping skills but also promotes fitness and teamwork, builds self-esteem, develops confidence and leadership skills and encourages good sportsmanship. It is also our responsibility to instill a good work ethic; that excellence comes from hard work and dedication. In the end, they are rewarded by a sense of accomplishment and fulfillment that makes all of the work worthwhile.

B. Expectations

1. Jumpers

GSS expects the jumpers to:

- BUILD a strong work ethic;
- SUPPORT teammates:
- ATTEND practice on a regular and consistent basis if one person is absent, the whole team suffers: and
- PRESENT them in a professional manner.

2. Parents

GSS expects the parents to:

- SUPPORT the team and jumpers;
- COMMUNICATE suggestions and/or problems to the Coach;
- INFORM the coach immediately if your child suffers any injuries (in or out of practice) that the coach is not aware of;
- REFRAIN from conflict with any other parent and/or coach. Conflicts between parents and/or coaches should be resolved quickly or brought to the attention of the Coach and/or Executive Board.



II. ADMINISTRATIVE OPERATIONS

A. Practice Days & Times

Monday: 6:00 pm - 8:30 pmWednesday: 6:00 pm - 8:30 pmSaturday: 9:00 am - 3:00 pmSunday: 4:00 pm - 8:00 pm

Location:

Mon, Wed, Sat classes (practices) are held at:

Springhill Lake Recreation Center, 6101 Cherrywood Lane, Greenbelt, MD 301-397-2212

** Beginning November 1, 2018 through March 31, 2019, the team will practice on Saturday from 12:00 pm to 6:00 pm at the Greenbelt Youth Center

Sun. practices are held at:

Greenbelt Youth Center, 99 Crescent Road, Greenbelt, MD 301-397-2200

B. Fees

- **Registration:** 1 practice t-shirt, 2 jump ropes, Training Book
 - ** The fee provides the jumper with 10 hours per month
 - ** <u>Additional Fees</u> will be incurred for *competitions, league memberships, workshops and travel.*
- 1. **Payment Options** you are allowed to pay monthly and competitive fees with fundraised monies. Please note that the fundraised monies must be available in your account or fundraised before the 1st day of the session.
- 2. **Due Date** Training Fees are due on the first day of the month. Failure to pay the fees in the manner agreed upon will result in the jumper being suspended from practice, team events, outings, performances, competitions, etc. or possible removal from the jump rope program. Please contact the Head Coach to discuss financial arrangements. Checks should be made out to <u>Greenbelt Sity Stars</u> and include the appropriate information at the bottom of the check, especially the child's name.

- 3. **Late Fees/Suspension** The monthly fees are due on the 1st day of the month. A \$25 late fee will be incurred when payment is received after the 10th day of the session and if not received by the 15th day of the session, the jumper will be suspended from practice, team events, outings, competitions, etc until which time the fee is paid.
- 4. **Refunds** If for any reason you must quit the GSS program, we do not offer REFUNDS on any items you have already received, registration fees, or monthly fees. If you quit the team and/or are relieved of membership temporarily (suspension) or permanently, competitions for which you have already been registered, or travel arrangements that have already been confirmed and paid will not be refunded.
- 5. **Returned Checks** The returned check charge is \$35. After a returned check has been presented to the team, all payments must be presented in cash or cashier's check/money order for the remainder of the season. If a check has been collected from a third party by a member's parent for a fundraiser or a team event, the parent will be responsible for paying for that check and collecting the funds from the party who originally wrote the check.
- 6. **Missed/Cancelled Practices** Training Fees will not be refunded for missed/cancelled practices. There will be times when practices are cancelled due to holidays and other circumstances and this is figured into the overall costs for the session. Makeup days/times will be offered.

C. Accounts

- <u>General Team Account</u> The team will host mandatory fundraisers each year to benefit the team. Parents who decide not to participate can pay the amount required to fundraiser at each fundraiser.
- Individual Jumper Account The team will host Jumper Account fundraisers for the jumpers to build funds in their account. Profits from these fundraisers are placed directly into the jumper's account to be utilized for team expenses.

Fundraisers are held for both types of account. Personal Cash maintained in the account will be utilized for any payments before any fundraised money is utilized. Account records will be distributed monthly.

- 1. **Types** Fundraisers specifically directed for the General Fund are for the operation of the team. Fundraisers specifically directed for the Jumper Fund Account allows jumpers to specifically build their individual account.
- 2. **Non-Participation** If you choose not to participate in a General Fund Fundraiser, this will result in an amount being requested to be paid out of pocket and if not paid out of pocket will be deducted from any personal funds (not team funds from fundraisers) in the jumper's account for the amount equal to the asking amount to be raised.



- 3. **Ownership** All funds raised by a fundraiser hosted by the team belong to the team and are not refundable. Any funds due when the jumper withdraws or leaves the team will be deducted from the jumper's account. Remaining personal funds will be refunded. Fundraised monies will remain with the team.
- 4. **Usage of Funds** A jumper's individual fund is used to offset expenses for monthly fees, equipment, uniforms, fees, hotel, and/or transportation costs to an out-of town trip. An individual account cannot be withdrawn and taken in cash.
- 5. **Default** If a jumper quits the team or is absent from the team for three weeks without notification, the individual account will revert to the team's general account.
- 6. **Overdue Funds** funds owed to the team in excess of 7 days will result in an automatic suspension until which time the funds and any attached late fees or penalties have been paid or an arrangement is made. A jumper may not re-register for the team until all owed monies have been paid to the team

D. Communication

- 1. **Email** We communicate via email. When you join the team, the email addresses provided in your registration will be added to the team's email address list. Please inform us if you get a new email address.
- 2. **Text Messages** Very Important! The team communicates heavily via text messaging.

III. RULES AND REGULATIONS

A. Practice Policies

Daily Practice Procedures

- Fill out the absence form when a competitive/ performance jumper will be absent from class
- Send a text if more than 15 mins late
- Arrive to practice dressed in practice uniform
- Pull hair away from the face
- Have all ropes, water bottle, hand towel and training manual
- Sign in
- Use the restroom before the start of practice
- Help to secure all equipment at the end of practice
- Wait for parents to come in and sign the jumper out.
- 1. **Closed Practices** Regular practices are closed to spectators including parents, family members, friends and non-jumpers. Parents of new members are allowed to monitor 3 practices. Visitors are allowed to view practice for registration purposes.
- 2. **Attendance** Attendance is Essential! Jumpers are required to be at all scheduled practices. A minimum of 30 hours per month is required of a competitive jumper. Excessive absences or tardiness will result in removal from the competitive team. If a jumper misses more than two weeks of practice without prior notification, he/she will automatically be removed from the team and lose all membership benefits. If a jumper leaves the team without notice and would like to reenroll, the registration fee will have to be paid before returning to the team.
- 3. **Tardiness** a 15 minute window of time is permitted for tardiness. A jumper will not be able to participate in practice after this window of time, unless previous notice has been given via text, email, phone call.
- 4. **Drop Off & Pick-up** GSS is not liable for the safety of jumpers who are left unsupervised before practice begins. Please be sure an adult coach/staff member is present for drop off before leaving the jumpers at the gym. Parents must come in and sign jumpers out. For their safety, jumpers must remain in the gym until a parent comes in to pick them up. If a jumper has not been picked up 15 mins after practice has ended, there will be a \$1 per minute late fee assessed that will be automatically deducted from the jumper account.

- 5. **Cancellations** If practice is cancelled due to weather or any other reason, we will post it on the website's home page. We will also send out an email and text message at least an hour before the practice or class begins letting you know that it is cancelled. If you do not have access to the Internet, please call us. We do not follow the school systems and do not always close if schools are closed.
- 6. **Practice Attire & Equipment** Practice Shirt and proper attire is required. A participant may be asked to sit out of practice if not dressed appropriately in their practice clothing. Practice clothing must allow freedom of movement no jeans, jean shorts, shorts above mid-thigh or skirts should be worn. All jumpers are required to wear their practice shirt and cross-training tennis shoes to every practice. They must also possess their jump ropes at every practice. Hair should be pulled back out of the face in a bun or ponytail. NO GUM, CANDY, SOFT DRINKS, JEWELRY, LONG FINGERNAILS or HEAD WRAPS/SCARVES are allowed during practice!
- 7. **Exercises** Every jumper is expected to participate in all of the assigned exercises given in practice, unless physically incapable. If physically incapable, this information should be listed on the information sheet and the medical release form.
- 8. **Illness/Injury** If a child is ill or injured at practice or an event, the parent/legal guardian will be contacted. If the parent/legal guardian cannot be reached, persons listed in the "In Case Of Emergency" section of the application will be notified.
- 9. **Breaks** Gum chewing or eating is not allowed during class/practice, unless lunch is distributed by the team. Breaks are taken as a group at specified times during practice. Jumpers should bring gatorade and water to drink for hydration.
- 10. **Practice Disruption** Parents should not confer with coaches during or before class time. Please confer with a staff member. You may also call or set up an appointment time to meet with coaches. Parents should also not bother jumpers during practice unless it is an emergency.
- 11. **Extra Practice** Attendance at practices being held four weeks before a scheduled competition or one week before a scheduled performance are mandatory. All jumpers are needed in order to execute routines. A missed practice can result in the jumper losing their position on the team.
- 12. **Personal Items** Please do not send the jumpers to practice with candy, toys, electronic or manual games. GSS is not responsible for any lost or broken items.
- 13. **Auto Withdrawal** If a jumper misses more than three weeks of practice without prior notification, he/she will automatically be removed from the team and lose all membership benefits. If a jumper leaves the team without notice and would like to reenroll, the registration fee will have to be paid before returning to the team.

14. **Dual Competition/Representation** - All Sity Stars jumpers are prohibited from training/competing/practicing with other jump teams/groups without the Head Coach's knowledge and consent. For the camaraderie of the sport, the Sity Stars does fellowship, practice, train and participate in workshops with other groups/teams. Skills/training methods used by GSS are made available to other teams/ organizations at the discretion of the Head Coach and the improper use of GSS skills/training methods to further a jumper's private interest or that of another team, without the Head Coach's knowledge is a conflict of interest so GSS jumpers are prohibited from representing/competing as jumpers on other teams while **GSS** (hereinafter defined "dualactive jumper an of competition/representation"). Any involved dualjumper competition/representation is deemed to be in direct conflict of the Sity Stars team and will be removed from the team immediately.

B. Performances

- 1. **Attire & Appearance**: Personal grooming must be at its best. Each jumper must wear the designated and/or given team uniform. The uniform must be clean and neat, ironed and tucked in. The hair should be neatly pulled back in a smooth ponytail with a bun in the back of the head. Makeup should not be worn with the exception of clear lip gloss. NO GUM, CANDY, COLORED DRINKS, JEWELRY OR LONG FINGERNAILS are allowed during a performance.
- 2. **Cell Phones**: Phones will have to remain in the jumper's backpack at all times during the performance, unless approved by the Coach. In emergency (injury, illness, accident), the parent's will be contacted by the coach and/or chaperones immediately.
- 3. **Personal Items**: Do not bring any valuable items (video games, etc), candy and/or toys. GSS is not responsible for any lost or broken items.
- 4. **Conduct/Behavior**: Jumpers have agreed to voluntarily perform so their best effort is expected. Every jumper is under the direction of the coach and must adhere to all team rules and policies, as instructed and enforced by the chaperones. When the team travels for business purposes, jumpers and parents must remember the sole purpose for the trip is to jump, perform, compete, teach, etc, whatever is requested. Unless the trip is designated as a leisure trip or an outing, the focus of the trip will be on the business at hand. After the business is concluded, if time allows, extra activities may be scheduled. The jumper must remain with the team at all times, notifying the coach/chaperone of whereabouts at all times.
- 5. **Presentation and Professionalism**: Team members are required to maintain and uphold the reputation of GSS through their own conduct and team spirit. Members are required to be courteous, polite, friendly and attempt to have a genuine smile for everyone viewing a performance. Members will make every effort to ignore or dissuade negative responses at events and not become confrontational. It is important that the jumpers show their enjoyment for performing at all times.

Upon entering and exiting any building or establishment for official team business (perform, compete, train), the team will walk quietly and orderly in a single file line to and from the performance location with all appropriate equipment.

During the performance, jumpers must:

- stay focused on the task at hand, always presenting themselves and the team in a good light;
- be courteous and polite to everyone reply and smile when greeted and/or given compliments;
- notify the coach/chaperone immediately of anyone with weird behavior or inappropriate comments; never leaving a performance location without notifying the coach/chaperone;
- <u>NOT</u> be loud, playful and unprofessional. Private low key conversations and appropriately talking with an inside voice during breaks at the performance is acceptable; however, loud laughing, loud talking, inappropriate conversations and behaving as if on a playground is <u>NOT ACCEPTABLE</u> during a performance; and
- <u>NOT</u> tweet, text, facebook or utilize the cell phone or any other electronic game or gadget unless it is an absolute emergency. Jumpers will not be allowed to contact parents via text or call during the performance each time something happens that is not to their personal liking. Unless an injury, illness or emergency has occurred, any problems will be addressed and discussed after the event and if consultation or a meeting is needed with the parents, then it will be scheduled.
- 6. **Emergency Procedures** In case of emergency (physical harm, injury, illness, accident, disappearance, etc.), the parent(s) will be contacted immediately by the coach or an adult chaperone and 911 will be called immediately, if necessary. The adults will make a judgment call based on the severity of the incident of how to handle the situation at that time, especially if it does not involve physical harm and/or endangerment to the jumper or team. Every jumper's safety is priceless and we have their best interest at heart. Please be sure that all contact numbers are upto-date and alternate contact information is listed.

C. Competitions

The Greenbelt Sity Stars will participate in the following competitions yearly:

1. Competitive Leagues

- National Double Dutch League (December)
- USA Jump Rope Regional Competition (April)
- USAJRF National Tournaments (June)
- World Jump Rope Competition and Camp (July)



- FISAC World Tournament (July every other year)
- 2. **Mandatory Attendance** Competitions & training workshops are absolute mandatory if you elect to be a competitive jumper. When a team member cannot attend a competition, the remainder of their team suffers. If your child needs to be excused from a competition, then the Head Coach must be notified in writing at least 4 weeks prior to that competition. If a jumper misses more than one competition during the course of the season, they be subject to a \$50 fee (each time) and disciplinary action, up to and including, expulsion from the team. We would prefer not to reach this level, but we need all jumpers to be at all competitions.
- 3. **Competitive Registration Fees** All competition fees are the responsibility of the members and their parents.
- 4. **Extra Practice** Attendance at practices being held four weeks before a scheduled competition are mandatory. All jumpers are needed in order to execute routines. A missed practice can result in the jumper losing their position on the team.
- 5. **Equipment** All jumpers must have their jump rope equipment will them at ALL competitions.
- 6. **Awards Ceremony** Competitions are usually an all day event. Jumpers must stay at competitions until their team's awards ceremony is over and all GSS team members have finished competing. They are required to wear their full uniform during awards ceremonies just as they did when they competed.
- 7. **Conduct & Team Reputation** Team members are required to maintain and uphold the reputation of GSS through their own conduct and team spirit. Members are required to be courteous, polite, friendly, and should make every effort to ignore or dissuade negative responses at events and not to become involved in such actions themselves.
- 8. **Sportsmanship** Our jumpers are expected to have good sportsmanship. This includes wishing their own team mates good luck, as well as other teams; congratulating teams on a good performance, clapping for teammates as they perform, and applauding the accomplishments of each jumper/team during the awards ceremony. We all know how much work goes into making a winning competition routine, so we should appreciate it when a jumper/team goes out on the competition floor and performs well.

D. Travel (Local/Out-of-State)

1. **Payment** – All monies due for travel should be paid by the deadline. No checks will be accepted within 14 days of the trip – cash only.

- 2. **Behavior** The jumpers are representing themselves, the team, the sport and the community; therefore, jumpers traveling are required to be well mannered at all times. Any jumper who misbehaves on a trip will be suspended from travel for two months or possibly suspended and/or dismissed from the team.
- 3. **Appearance** Personal grooming should always be at its best. The jumpers are expected to dress age appropriate and neatly while on travel with the team. A dress code will be given before travel. Jumpers will dress uniformly and neat while traveling with the team
- 4. **Hair** The jumpers are required to wear their hair pulled back in one ponytailed bun to all performances and two cornrows to all workshops. Make up should not be worn and all hairstyles should be neat without beads, barrettes, scarves, stockings or head bands.
- 5. **Hygiene** The jumpers should take care to make sure that personal hygiene is properly addressed at all times. Jumpers should pack hygiene kits in their bags to be sure to address a problem at any time.
- 6. **Uniforms** The jumpers and parents are responsible for the proper care of uniforms while in the jumper's possession. Any team-owned article that a jumper loses must be replaced at the jumper's expense. All white socks with cross-training tennis shoes must be provided by each jumper at their own costs. Jumpers are responsible for payment of the value of the uniform if it is lost or damaged.
- 7. **Camaraderie** We travel together as a group. All jumpers must travel with the team to a competition, performance, workshop or team event, whether locally or out of state and they must remain with the team until that time that they are released to a parent or guardian or returned to the designated return point.
- 8. **Parent Travel** Parents will not be able to travel out-of-state with the team to competitions or performances. Parents are certainly welcome and encouraged to come out and support the team at events but they must travel to the destination on their own accord and make their own arrangements.
- 9. **Business First** When the team travels for business purposes, jumpers must remember the sole purpose for the trip is to jump, perform, compete, teach, etc. After the business is concluded, if time allows, extra activities will be scheduled. Jumpers must travel with the team, remain with the team and do all activities with the team at all events until which time the event is complete. All approved activities and functions while on travel will be done uniformly as a group, i.e. eating, outings, housing, etc. Any other activities that parents would like to schedule with their child other than those listed on the trip's itinerary will have to be approved.
- 10. **Emergencies** In case of emergency, injury, lost items, etc., the parents will be contacted immediately so that a speedy decision can be made to remedy the situation. Please remember that in the case of extreme emergency, a decision may have to be made before the parent is informed.



E. Parents

- 1. **Volunteering** All parents must provide a minimum of 6 hours of volunteer service to each Show Production, sell the required number of show tickets per show and donate one food item or pay said fee for the value of the items listed.
- 2. **Judging Commitment (Competitive Jumpers)** One parent from each household is required to become certified as a judge for team competitions and must be ready to serve as a judge at the competitions. Failure to become certified will result in a \$50 fine. Membership and training costs will be entailed and have to be covered by the parent.
- 3. **Monthly Meetings** Team meetings will be held to update the parents on current events and the parents are expected to attend.
- 4. **Parent Travel** Parents will not be able to travel out-of-state with the team to competitions or performances. Parents are certainly welcome and encouraged to come out and support the team at events but they must travel to the destination on their own accord and make their own arrangements.
- 5. **Communication** Positive parent, student and coach communication is essential and encouraged. However, please understand the coaches cannot easily talk with parents during practice. If you need to speak to a coach, you may speak with the Program Director or set up a time that we can speak outside of practice.
- 6. **Removal** GSS reserves the right to remove a jumper from the team if the parent(s) are causing problems that cannot be resolved.

F. Conduct – Zero Tolerance

- 1. **Authority** The Head Coach has full authority in managing the team and any dispute, complaint or criticism involving coaches, jumpers or parents of the team should be brought to the attention of the Head Coach. The Head Coach reserves the right to suspend/remove a jumper and/or parents from the team if the jumper and/or his/her parents are causing problems that cannot be resolved.
 - However, a Hearing can be requested with the Team's Executive Board to resolve any dispute, complaint or issue that cannot be resolved on the staff level.
- 2. **Harassment** Derogatory remarks toward other members of the team, the coaching staff, or other teams/organizations will not be tolerated. Fighting, inappropriate touching or groping, bodily contact or interactions with fellow teammates, malicious gossiping, bullying of fellow/other jumpers, improper tones of voice or communication with adult coaching staff will not be tolerated from jumpers and/or parents.

- 3. **Defamation** Defamation, which is judicially defined to mean, the unprivileged oral or written publication of a false statement of fact which exposes the person about whom it is made to hatred, contempt or ridicule or subjects that person to loss of the good will and confidence of others or so harms that person's reputation as to deter others from associating with her or him. Cyber defamation is hereby defined as false communication that is published with the specific intent of harming the reputation of another individual, group or business. Defamation of GSS or any of its representatives or members will not be tolerated and is considered a separation offense which will lead to an expulsion or suspension from the team under the GSS team policies.
- 4. **Infractions** The following is a list of what will be considered infractions. If there are multiple incidents by a member, it can result in removal from a routine, probation from the team and eventually removal from the team.
 - Derogatory remarks and blatant disrespectfulness toward other members of the team, the coaching staff, or other teams/organizations will not be tolerated. (ex. Shouting out at other, improper tone of voice or eye contact to the coaches, bullying of other jumpers, etc.)
 - Missing a called practice during the 2 week period before a competition/ performance.
 - Failure to follow instructions of coaches, i.e. defiantly doing the opposite of what is instructed to the jumper
 - Wearing incorrect uniform or the wearing of jewelry, scarves, make up or any item deemed inappropriate and/or illegal at any jump rope event, performance or competition.
 - Use of inappropriate language during practice, competitions or performances.
 - Leaving practice early without approval.
 - The jumper or his/her parents are causing problems with other members of GSS or any staff members.
 - Not maintaining a 2.0 GPA or suspension/expulsion from school.
 - Fighting or blatant disrespect to the coaching staff
 - Excessive and irreconcilable disruptive influence of the squad/team
 - Excessive Absence from practices/events.
 - Overdue Funds owed to the team.

Additional rules will be made at the coach's discretion.

By signing this policy, you are affirming that you have read the Team Policy, and agree to comply with the terms and conditions outlined throughout the text. It is understood that you have read and have been clearly informed of said policies and procedures. It is also assumed, with your signature that you are agreeing to your child's participation in all team activities throughout the season. I understand that by signing below I am certifying that I able to comply with all of the expectations and regulations of the team and that if I am not able to do so, I will notify the Head Coach as soon as possible. Non-compliance with the regulations will lead to either suspension or immediate removal from the team.

Parent Signature	Date
I C'	D /
Jumper Signature	Date