



NSSA

Information for Members

Nottingham Synchronized Skating Academy is based at the Nottingham Ice Centre (NIC). We have 5 squads accommodating skaters of varying abilities from 7-19 years. We have approximately 100 skaters in the club.

We are run by a voluntary Management Committee of parents. We do not make a profit.

We are affiliated to the National Ice Skating Association - NISA (who act as our national governing body) www.iceskating.org.uk

We are always on the lookout for new members. Skate UK level 8 skaters are eligible for membership. We advertise on our website, notice board and at special events. If you are interested in joining our club please contact our Foundation Manager and see our website for further details www.nssa-nottingham.co.uk

1.0 Trials

All families and skaters joining NSSA on a trial basis will receive a Welcome Pack and information about the club. Our Welcome Pack is on our website.

The trial period also gives the skater and their family a clearer idea of what we expect from our members in terms of time commitment and cost.

At the end of the 6 week trial the coaches will either offer a place in one of our squads or advise the skater about what they need to work on should he/she want to try out again.

2.0 Full membership

On successful completion of the 6 week trial each skater is required to officially join the club. In most cases a new skater will join our Foundation Squad.

Our training schedule can be found on our website – it is updated on a regular basis so please check before attending training. This area is password protected and you will be given the password on joining the club.

Details of individual package costs are found on our website and will be explained by your Squad Manager. Squad costs are approximately:

- Foundation £60.00pcm
- Mixed Age £80.00pcm
- Juvenile £80.00
- Novice £90.00pcm
- Junior £225.00pcm

New members are required to read and sign our rules and provide contact/health and next of kin details. Your Squad Managers will talk to you about these forms – copies of which are on our website.

Squad costs are based on:

- Ice session £8.40 per hour
- Off-ice and ballet £4 per hour

2.1 On joining NSSA all skaters are required to pay the following:

- One-off club joining fee £20.00
- Bond of £50 (returned on leaving the club)
- Monthly package to be paid in advance by standing order
- NISA membership fee (payable to NISA www.iceskating.org.uk)

2.3 Other costs:

- Uniform is approximately: £20.00 for skating leggings and £40.00 for NSSA jacket. All teams (except Foundation) are required to have a training skirt – cost is £40.00. Skaters will also need to supply their own black t-shirt
- Additional optional sessions charged pay-as-you-go
- Competition costs (see 3.0)
- In some cases skaters are asked to skate in 2 squads – costs are increased accordingly (see 4.0)
- Regular skate sharpening
- Skating camps/cost of international coaches for our elite squads
- Field Moves tests (payable to NISA)

2.4 Annual Reconciliation

Our schedule can change from week to week – depending on the availability of the rink. Some months we will have more ice time than others. Consequently costs are calculated over a 12 month period. We endeavour to ensure each squad is allocated ice, off-ice and ballet sessions equivalent to the total fees paid over 12 months.

At the end of each year (31st March 2016) the Treasurer reconciles squad accounts and calculates end of year account balances for each individual skater. If necessary we will either refund each skaters account (where we have under allocated sessions) or debit each account (where sessions have been over allocated). Amounts involved are generally small. Parents will be informed in advance by email if refunds or additional costs are to be applied to their accounts.

3.0 Competition costs

NSSA is a competitive club. Each year every squad competes at national competition(s) and (with the exception of the Foundation Squad) travels abroad to compete internationally. Consequently competition costs can be expensive. We strongly advise that you factor in competition costs at an early stage and where possible spread the cost over the year by paying extra each month. Rough annual and monthly costs based on previous years are as follows:

- Foundation £660.00pa (£55.00pcm)
- Mixed Age £660.00pa (£55.00pcm)
- Juvenile £1,320.00pa (£110.00pcm)
- Novice £1,620pa (£135.00pcm)
- Junior £3,000.00pa (£250.00pcm)*

**Will be less if the team is not selected to represent GB at Junior World Championships.*

The cost of each competition must be paid in full 1 week before the start of the competition – this enables the club to book and pay for travel and accommodation.

Competition costs include:

- Travel
- Accommodation
- Professional coaches' time
- Competition entry fees
- Hair/make-up/accessories
- Food/drinks and snacks
- Dress hire

Please note, children year 6 and below attending competitions must be accompanied by a responsible adult (please see a copy of our risk assessment on the website). In most cases

parents attend the competition with their child. If parents/guardians are unable to attend they must nominate an alternative adult to be responsible for their child, this may be a grandparent/family friend/relative or another parent in the club. Children year 6 and below must stay in the accommodation with their responsible adult.

Consequently, if you have a young child, it is advisable to add the cost of your attendance at competitions when calculating your annual competition cost. For young children we organise travel and accommodation for both the skaters and parents. The average cost of attendance by a responsible adult at competitions is between £70 – £250.00 depending on the length and location of the competition.

For skaters in our older squads we do not arrange travel or accommodation for parents. However parents often make their own arrangements to watch the competitions and cheer on our teams.

At the AGM the Management Committee informs parents of the numbers, locations and estimated costs of competitions planned for the coming year. This information is then placed in the ‘competitions’ section of our website.

We recommend families spread the annual costs of training and competitions:

	Estimated monthly squad fees	Estimated competition costs calculated over a monthly basis	Estimated monthly payments required to meet annual fees and competition costs*
Foundation	£60	£55.00	£115.00
Mixed Age	£80	£55.00	£135.00
Juvenile	£80	£110.00	£190.00
Novice	£90	£135.00	£225.00
Junior	£225.00	£250.00	£475.00

**Does not include other costs highlighted in 2.3*

4.0 Crossovers

On occasions skaters are asked to train/skate in 2 squads. Costs are calculated on the basis of 100% cost of your main squad plus 65% of your crossover squad (minus ballet) – full details of actual costs are placed on our website each year.

The Squad Manager from your main squad will remain your primary contact.

5.0 Skater Development

To support skaters to develop we undertake the following:

- Formal annual parent/guardian meetings with the coaches to discuss progress and develop targets for the coming season – skaters also attend these meetings.
- Delivery of 'skills' training sessions to support skaters to gain Field Moves qualifications. NSSA organise Field Moves tests approximately twice per year.
- Informal meetings with coaches and team managers to discuss progress and support individual skaters to improve.
- Our Junior Squad takes part in coaching seminars both in this county and internationally.
- Coaches provide 1:1 and shared lessons (there is an additional cost for this payable through the National Ice Centre).
- We support team development by organising social events throughout the year and we celebrate the end of each season with a party. Each skater receives a small trophy and we celebrate individual and team achievements from each squad.
- Each year NSSA supports a number of skaters from our Junior Team to train to become coaches. The skaters volunteer in the club and help out with our foundation squad. Our coaches act as mentors for the trainees as they go through the NISA level 1 training programme.
- We facilitate visits from experts who work with our coaches and the Junior Squad to improve performance e.g. World champion international skating coach; ice dance choreographer; NISA Synchro Development lead. The coaches use this training and experience to support all the other NSSA Squads.
- We support our Junior Team in the event they are selected as the NISA Performance Squad.

We are a competitive club. There is often stiff competition for places in our teams which means on occasions some skaters are very disappointed not to be picked to compete. We will always try to be sensitive in communicating bad news and the relevant Team Manager will liaise with parents/guardians to look at ways to support the individual child concerned.

5.1 Attendance

Synchronized skating is a team event and to get the best out of training attendance is very important. Please let your Squad Manager know if your skater will be absent or on holiday. This information helps us plan the best use of rink and coaches time. We encourage anyone unable to attend regularly (with the exception of planned holidays or sickness) to talk to your Squad Manager as soon as possible. Poor attendance will be taken into account by the coaches when they make their team selections.

6.0 Leaving the Club

Please give 4 weeks notice of your intention to leave the club. The Treasurer will reconcile your account. At the end of the 4 week period - as long as your account is up-to-date and items belonging to the club have been returned - we will refund your bond.

7.0 Returning to the Club

We understand that some skaters may leave the club and then wish to return. In the first instance please contact your Squad Manager to discuss arrangements for your return. To re-instate membership the following costs will apply:

- One-off club joining fee £20.00
- Bond of £50 (returned on leaving the club)
- Monthly package to be paid in advance by standing order

For those returning part-way through a month charges are calculated on a pay-as-you-go basis.

8.0 Payment Breaks

We are unable to agree payment breaks or holidays (our biggest expenses – hire of the rink and cost of the professional coaches – remain the same and we need all squad members to contribute to these costs to break even).

In the event a skater is absent for a long period of time due to illness or injury the committee will consider applications for reduced fees on an individual basis.

9.0 Non-payment of Fees/Other Charges

Squad Managers will liaise with you to ensure standing orders are in place and additional charges are paid promptly.

The NSSA Treasurer sends individual financial statements out at least 4 times per year and more frequently on request.

In order to pay our bills and competition costs we require fees and competition costs to be paid in advance (purchase of competition dresses, hotels, competition fees and travel arrangements require payments in advance). Members whose account goes into arrears will be suspended from the club and will not be able to train/attend competitions. Club membership will automatically be re-instated once the account has been brought up-to-date. Persistent arrears or late payments may result in you being asked to leave the club at the end of the season (we do not make a profit and regrettably we cannot afford to support those who owe money to the club). Please see our Disciplinary Procedure for further details, copy on our web-site.

We encourage anyone having financial difficulties to talk to their Squad Manager, NSSA Welfare Officer or NSSA Treasurer at an early stage.

10.0 Annual Review of Fees

We aim to keep fee levels to a minimum. We review our fees annually. Where costs increase, particularly rink hire and wages, we may need to increase fees to cover the additional out-goings. Annual fee increases are discussed with all club members and agreed at the AGM at the end of each season April/May.

11.0 Policies and Procedures

The following policies and procedures are available on our website

<http://www.nssa-nottingham.co.uk/about-us/policies/>

- Club Constitution
- Information for Members
- **Communication Flow Chart and Providing Feedback – to follow**
- NSSA Welcome Pack
- Equalities, Diversity and Inclusion
- Safeguarding Policy
- Data Protection
- **Marketing and Fundraising Strategy – to follow**
- Health and Safety Policy and Procedure
- NSSA Risk Assessment
- Complaints
- NSSA Disciplinary Procedure
- Data Protection
- **Club Development and Improvement Plan – to follow**

The following forms are available on our website

- Member Contract
- NSSA Rules
- NSSA Competition Form
- NSSA Health and Nominated Adult Form

The following information is available on our website

<http://www.nssa-nottingham.co.uk/protected/?comeFrom=%2Fmeeting-minutes%2F>

This area is password protected and you will be given the password on joining the club.

- Minutes of Committee Meetings
- Minutes of AGM
- Annual Competition Schedule and Estimated Costs

- First Aid Contents List
- Copy of Club's insurance documents

12.0 Club Development

We collate feedback from parents/guardians/skaters/NIC/NISA/others through:

- Collation of informal feedback
- Surveys of members views
- Formal consultation meetings
- Monitoring of complaints, incidents, accidents and safeguarding alerts

We have a Club Development Plan which is reviewed every year by the Management Committee, a copy is on our website. Each year we set targets and report progress at the AGM.

The Management Committee consist of volunteers from various backgrounds with different skills and experiences. The Management Committee complete an annual skills audit and develop an annual training plan to address skills gaps.

The Welfare Officers deliver annual training on NSSA and NISA Safeguarding procedures and Equality, Diversity and Inclusion.

We are registered with Club Matters and have access to a wide range of on-line training and development material.

NIC invite us to regular training sessions and where appropriate we have run joint sessions for committee members and parents/guardians e.g. as part of Parents in Sport Week.

We actively succession plan and encourage individuals interested in joining the Committee to job shadow existing members prior to standing for a committee role (in accordance with our constitution).

13.0 Fund Raising, Sponsorship and Promotion

We understand that skating is an expensive sport. We organise a range of fundraising events e.g. bag packing/tombolas/raffles/sale of photographs/calendars and we encourage all skaters to take part. We pursue sponsorship opportunities and apply for additional funding from a variety of charitable sources to help reduce costs for parents.

We have recently developed a Fundraising Strategy – copy on our website.

We have a sponsorship pack for local businesses – for further information please contact the NSSA Chair.

We are currently working towards Clubmark accreditation

<http://www.sportenglandclubmatters.com/club-mark/>

If you have any ideas about how to attract funding to the club please contact your Squad Manager or another committee member.

Every year we look for opportunities to promote our sport. Activities we have participated in include:

- Blue Peter
- Olympic Torch Gala with Torville and Dean
- Ice Stars the Professionals (show at the NIC)
- This Girl Can Event managed jointly with NIC
- CBBC Ice Stars
- Galas and demonstrations
- 'Why Not Synchro' campaign

13.0 Feedback and Complaints

We welcome feedback – good and bad. Your Squad Manager is your first point of contact should you wish to pass any information to the Management Committee. Please see our Communication Flow Chart on our website.

Our Complaints Procedure is on our website.

14.0 Safeguarding

If you have any concerns regarding the welfare of a skater please contact our Welfare Officers – contact details are on our website www.nssa-nottingham.co.uk

Helen Walker

The NISA Safeguarding Lead can also be contacted:

Michelle Draper

Tel: 01159 888 060 / Tel: 07535 041881

Michelle.Draper@iceskating.org.uk