

Juneau Jumpers  
Handbook  
For  
Jumpers & Parents

# Table of Contents

## Introduction

- Goals
- Expectations
  - Jumpers
  - Parents

## Administration

- Organization History
- Coaching Staff
  - Duties of the Head Coach (and coaching staff)
- Board of Directors
  - Duties of the President
  - Duties of the Vice-president
  - Duties of the Secretary
  - Duties of the Treasurer
  - Duties of the Fundraiser
- Board Committees/Volunteers
  - Fundraising Committee
  - Finance Committee
  - Equipment Committee
  - Practice/Competition Committee
  - Show/Publicity Committee
  - Activities Committee
  - Judges

## Operations

- Membership Requirements & Fees
  - Mandatory Handbook Meeting
  - Pro-Rated Membership Fees
  - Ropes
- Practices
- Cards & Qualifying System
  - New Jumpers
  - Cards
  - Qualifications for judging card skills
- Performances
  - Uniforms & Personal Appearance for Performances
- Competitions
  - Open/Invitational Tournaments
  - USAJRF Regional & National Tournaments
  - FISAC World Tournaments
- Workshops
- Camps
- Travel
  - Qualifications
  - Travel Money/Expenses for Jumpers
  - Coaches' Expenses
  - Chaperones & Judging Expenses
- Fundraising
- Other Finance Issues
  - Insurance
  - Skipperships
  - Leaving the Team

## Appendix A

- Schedule of Events
- Juneau Jumpers Coaching Staff
- Juneau Jumpers Board Members
- Membership Fees
- Practice Schedule
- Equipment Information
- Satellite Programs

# Introduction

Juneau Jumpers is a performance, demonstration, and competition rope skipping team formed in 1987. The long tenure, success, and respect for this team in the community are the direct result of many hours of volunteer time from coaches and parents and of self-motivated youth who love the sport of jump rope. The expectations of jumpers, parents and coaches in carrying out the goals of the team are set out below.

## Goals

**Through the sport of jump rope, the Juneau Jumpers organization hopes to:**

- Encourage the love of a lifetime sport for health and fitness;
- Encourage a caring and sharing attitude;
- Promote the learning of patience, diligence, cooperation, sportsmanship, and teamwork;
- Encourage each jumper to become an active, productive, and supportive member of our jump rope team;
- Foster confidence, discipline, responsibility, and leadership; and
- Promote local, regional, national and international amateur sports competition.

## Expectations

### Jumpers:

- Arrive in appropriate attire: shorts, tank top or t-shirt, socks and gym shoes that have not been worn outside. Warm up clothes worn over shorts are acceptable but should be removed once "warm-ups" are over. Undergarments (underwear or bras) and midriffs must not be visible when jumpers are working. Necklines of tops must not be revealing. Long hair must be tied back in barrettes or ponytails. For safety, necklaces and dangling jewelry should be removed before practice.
- Be ready to begin when practice starts. **Help clean up and be ready to leave when practice ends.**
- Be self-motivated and hard working.
- Attend all required practices. Excused absences will be made for illness, school-related conflict, or other conflict if coaches are pre-notified. Jumpers who can't attend should leave a message at 789-8404 (JJ office number) prior to practice.
- Treat coaches, parents, and other jumpers with respect.
- Refrain from use of foul language.
- Work cooperatively with, encourage and provide assistance to teammates.
- Display good sportsmanship.
- Graciously accept victory and defeat.
- Work to one's potential – give 100% effort.
- For mentors (jumpers who are in middle school and high school), teach jump rope skills to less experienced jumpers during the practices at designated times.
- Jumpers are encouraged to also work on their own time and/or attend gymnastic classes, if possible. Strength and endurance training such as pushups, sit-ups, and running will help jumpers execute tricks and routines more easily and increase competition potential.

**Parents:**

- Be an active participant in the jump rope program by attending membership meetings and volunteering several hours a month on the board or board committee and/or during practices.
- Attend a judging clinic and be willing to judge as needed.
- Chaperone at jump rope events or trips as needed.
- Work cooperatively with coaches, the board, and other parents and volunteers in order to serve the team as a whole most effectively.
- Support your child by being positive and encouraging; expect your child to perform and participate to his/her potential, and provide assistance where necessary.
- Drop off jumper at scheduled times. Do not leave jumper at practice until a coach has arrived; children must be supervised at all times. Pick up jumper promptly at the end of practice. Parents will be charged \$1 for each minute late after practice ends.

## **Administration**

### **Organization History**

Juneau Jumpers has been in existence since 1987. Although Juneau Jumpers is a private, non-profit organization independent of the Juneau School District, the district recognizes it as a positive youth program, and Glacier Valley Elementary School provides gym space to the team. Juneau Jumpers is grateful for Glacier Valley's sponsorship and expects all members to promote a respectful and friendly relationship with the staff of Glacier Valley School.

For many years, Juneau Jumpers was operated through Glacier Valley Elementary School. In 1993, the Juneau Jumpers Foundation, Inc. (JJF) was established to gain non-profit status and to receive and manage monies from grants, pull-tab activities, the annual raffle, and other miscellaneous revenue. (The team no longer receives pull-tab revenues.) There was no general membership, elections or voting rights for parents or jumpers in JJF. Around the same time as the creation of JJF, a parent booster club was formed to assist the coaches in organizing team activities.

In the Fall of 2003, new articles of incorporation were filed, and the name of the organization was changed to Juneau Jumpers, Inc. The 2003 changes created a membership consisting of all parents of jumpers, and jumpers 18 and older, who are in good standing. Membership meetings are held at least once a year, primarily to elect a board. Since the board oversees the general operation of the team, the parent group no longer meets, but parents are notified, encouraged and welcome to attend board meetings.

### **Coaching Staff**

The Juneau Jumpers volunteer coaching staff consists of a head coach and several adult coaching assistants. See appendix A for the current list of coaches. Also assisting the coaches during team practices are mentors, who are older, more advanced jumpers, usually the middle school and high school jumpers.

### **Duties of the Head Coach (and coaching staff):**

- Act as a liaison between the coaching staff and the board and between the jump rope team and the public.

- Keep the keys to the gym and ensure that the gym is kept safe and in good condition during Juneau Jumper use of the gym.
- Propose practice times, training schedule, and season start and end dates for board consideration.
- Provide a practice structure conducive to effective use of practice time and run practices.
- Arrange for use of facilities for practices and performances.
- Select mentors to assist in practices and supervise their teaching.
- Oversee the selection of new jumpers and the process for "trying out."
- Oversee scheduling and coordination of shows, performances, and workshops.
- Determine which jumpers will participate in jump rope-related events (such as performances, competitions, workshops, and travel).
- Determine which coaches and chaperones will accompany the team when it is in travel status.
- Understand the judging criteria and assist team members in creating routines that will maximize scoring.
- Effectively coordinate the contributions of assistant coaches and parent helpers in the gym.
- Direct the United States of America Jump Rope (USAJR - [www.usajumprope.org](http://www.usajumprope.org)) Regional 9 Tournament if Juneau Jumpers is the host.
- Provide input and advice prior to any actions taken by the board.
- Work cooperatively with other coaches, the board, parents and volunteers in order to serve the team as a whole most effectively.

## **Board of Directors**

The Juneau Jumpers Board of Directors, which oversees the general operation of the team, currently has seven members. Each board member chairs at least one committee, except the president, who oversees all committees. The board is elected yearly by the membership. During the jump rope season, board meetings are held monthly or more often as needed. The board elects its own officers, and there are currently five offices: President, Vice-president, Secretary, Treasurer, and Fundraiser. For a list of current board members and officers and their committee assignments, see Appendix A. The board will adopt at the beginning of each jump rope season a budget for the year.

**Duties of the President:** Schedule board and membership meetings; prepare agendas; oversee committees; keep in close contact with the coaches regarding needs of the team; file non-profit biennial report with the State of Alaska, Department of Commerce, Community and Economic Development, Corporations Section by June 30<sup>th</sup> of odd-numbered years; update forms and handbook.

**Duties of the Vice-President:** Act in absence of the president; assist president as necessary; coordinate registration; update and distribute roster.

**Duties of the Secretary:** Prepare minutes of board meetings; write thank you letters; maintain corporate records.

**Duties of the Treasurer:** Maintain records of all financial transactions of the organization; receive and give receipts for monies due and payable to the corporation, and deposit all such monies in Juneau Jumpers accounts; file or ensure that all federal tax returns are properly and timely filed (the tax year runs from July 1 to June 30<sup>th</sup>, and taxes are due by November 15<sup>th</sup>); prepare and present a financial report at each regularly scheduled board meeting and at the annual membership meeting; prepare annual budget.

**Duties of the Fundraiser:** Be in charge of all aspects of the annual raffle held to raise general funds for Juneau Jumpers, and such other fund raising activities as determined by the board; maintain the Juneau Jumpers gaming permit; coordinate and oversee fundraiser committee.

## **Board Committees/Volunteers**

**Fundraising Committee:** Solicit corporate sponsors; order and maintain banners; solicit donations for prizes and raffle ticket printing costs; print tickets; distribute tickets to jumpers, including information on raffle rules and parent chauffeuring; coordinate parent driving assignments; collect money from jumpers at each practice; distribute additional books of tickets, maintain records of tickets sold by individual jumpers and associated money; ensure thank you letters are written to sponsors; organize drawing; distribute prizes to winners; provide notice to newspaper of winners immediately after drawing; perform additional fundraising duties as necessary.

**Finance Committee** (consisting of the treasurer, a coach and another board member): Be knowledgeable of the current status of the team's funds; make recommendations to the board on financial matters requiring board approval; make decisions on financial matters not requiring board approval and report to board at next board meeting.

**Equipment Committee:** Design and order team uniforms and any additional t-shirts and shorts desired for practice, workshops, camp, and/or tournaments; keep the medical bag updated with appropriate supplies at the beginning of the year and before any out-of-town travel; design and order team trading pins; order and maintain ropes and other equipment; maintain team office and library; maintain bulletin board at Glacier Valley School; set-up and maintain website; maintain video camera and audio equipment.

**Practice/Competition Committee:** Coordinate housing for out-of-town guests; coordinate birthday treats; assist coaches as needed, such as setting-up and closing-down gym, handing out popsicles; monitoring halls; sweeping floor at end of practices; help run gymnastics program; solicit workshop participants; organize workshops; set up judging clinic; send out Regionals information to teams; help set up for Invitationals; help organize Regionals; coordinate registration, collect fees and handle travel reservations for competitions; sign up judges with USAJRF .

**Show/Publicity Committee:** Organize set-up (hang banners, bring cash box and change, set up chairs) and clean-up for performances, clinics, tournaments, and workshops; assist with special lighting and sound for performances; for dessert/gift auction, secure auctioneer, set up dessert/gift table; publicize team shows and events through notices and articles in Juneau Empire, Capital City Weekly, radio stations, Community Bulletin on TV and school newsletters; design, print and coordinate distribution of posters for team shows; coordinate school and community shows.

**Activities Committee:** Organize parties and potlucks; organize food, etc., for competitions, workshops and local camp; coordinate registration, collect fees and handle travel reservations for camps; organize photo shoot.

**Judges:** Parents are asked to train as judges. The team must have one judge for every four jumpers at a competition. Judge training gives parents more insight into the sport and promotes effective support of child's practice time both with the team and at home. There will be one training workshop held annually. A judge must be a member of USAJR, the fees for which the board may reimburse. Potential judges are expected to come to the gym to practice clicking and judging freestyles. The

board will decide prior to any competition whether some or all of the judges' travel expenses will be reimbursed from team funds.

## Operations

### **Membership Requirements & Fees**

The following must be completed *before attending* any practices:

1. Registration form filled out with address(es), phone numbers, email addresses, and a signature that this handbook has been received;
2. Medical release and waiver forms (two notarized copies);
3. Behavior contract signed by jumper and parent;
4. Payment of a membership fee (the team membership fee will supply each jumper with a freestyle rope and a speed rope, T-shirt and shorts (most years), pay any coaching and gymnastics costs, and help defray some of the operational and travel expenses of the team); and
5. USAJR membership form and payment of USAJRF fee.

Current required fees are listed in Appendix A.

**Mandatory Handbook Meeting:** All jumpers and their parents must attend a meeting scheduled at the start of the season to review the handbook.

**Pro-Rated Membership Fees:** Jumpers who join after the season starts may pay a pro-rated fee as determined by the board.

**Ropes:** Replacement ropes will be available at a reasonable cost if lost or broken due to neglect. Ropes broken because of wear or defect will be replaced for free. See Appendix A for more information about ropes.

### **Practices**

The jump rope season starts by early September and finishes by late-April. Regular practices will be held from 4:30 to 7:00 pm on Tuesdays and Thursdays in the Glacier Valley School gym. Jumpers should arrive between 4:20 – 4:30 through the school front doors and be in the gym ready to jump at 4:30 sharp. At 4:30 the front doors will be locked and late jumpers must arrive through the back doors. Other optional and/or required practices will be held at the Glacier Valley gym within the time periods of 3:00 to 5:00 pm on Sundays and at other times and locations as needed prior to a show; these additional practices will be held as needed preparing for shows or competitions or as the coaches are available for working on skills. Jumpers attending Nationals and/or other competitions will continue to practice after the season ends until the event is held.

Practices are structured to include warm-up, stretching, strength/flexibility exercises; speed workouts; group routines; and individual and group skill-building. Each jumper is also required to attend each week a 30-minute session of gymnastics instruction at SAGA (Southeast Alaska Gymnastics Academy), which is paid for by the team.

Jumpers who miss a significant portion or all of a required practice (including gymnastics) are required to make up their time by coming to the Sunday practices or by doing other make-ups as

approved by a coach. If a jumper misses more than 15% of the required practices (6 practices) that are not made up, they will not be allowed to be in the next team show.

## **Cards & Qualifying System**

**New Jumpers:** New jumpers will be added to the team, depending on the needs and size of the team, by invitation or try-out. Jumpers must pass off certain minimal skills and exhibit a positive and mature attitude to be invited on the team. Most new jumpers learn the required skills at an elementary school jump rope satellite program, from a jump rope friend, or from being on another team. For a list of the current satellite programs and coaches, see Appendix A.

**Cards:** Once a member of the team, jumpers are issued a Juneau Jumpers Skills Card. This card is used by jumpers to (1) help motivate them to increase their skills, and (2) help them see which areas need improving to increase their scores at competitions or their performances at shows. This card is used by coaches to (1) help determine whether the jumper can perform a particular routine in a show (2) help determine a jumper's status as a mentor jumper, and (3) help determine who will attend special shows, workshops or competitions in which only a limited number of jumpers may participate. In other words, a jumper's achievement on the skills card will provide a clear standard on which the coaches can make such determinations.

The skills card follows the criteria in which a jumper is judged at competitions. A freestyle event, whether individual or team, is judged for its creative footwork, inversions (power moves) and multiple unders. Having a sequence of tricks in each of these categories results in a higher score. There are five scoring levels, from basic to masters. A speed event is also "graded" on the card using the same scoring categories, which are guided by nationally competitive speed scores. Speed score guidelines will be adjusted periodically to keep jumpers competitive with nation-wide scores. Each card also includes categories for assists to encourage helping others and for routines used in shows.

**Qualifications for judging card skills:** To determine the jumper's level for a particular event, the jumper performs the skill before a qualified mentor-jumper or a coach who determines that the skill has been mastered. A mentor-jumper is qualified to judge if they can perform that trick, sequence or routine themselves at an intermediate or higher level. A coach is qualified to judge a skill if they know how the trick, sequence or routine is done correctly. Some levels of qualifying will require that two or more mentors and/or coaches watch a trick, sequence or routine.

## **Performances**

Every year the team puts on at least two major shows for the community. All jumpers are expected to participate. The more skilled the jumper, as measured by progress on the cards, the more routines that jumper will perform in. Coaches will also consider a jumper's attendance, attitude, work ethic, and availability for practices for the event. Missing mandatory practices for performances will reduce the number of routines for which a jumper is scheduled. For the dates of this year's shows, see Appendix A.

Other shows that come up during the season will be scheduled at the discretion of the coaches. Coaches should be notified of any performance request. How many and which jumpers will be selected for these performances will be determined by the number of jumpers needed, skill level, attitude, attendance, time limit, and availability for practice for the event. Shows we have performed in the past include the Capital City Classic basketball banquet and half times, college-career day

banquet, Drill Team shows, school assemblies, and public gatherings such as the home show, fairs and parades.

**Uniforms and Personal Appearance for Performances:** Uniforms are included in the membership fee. Replacements, at the individual jumper's expense, are available through the equipment committee. Additional uniform articles may be checked out to a jumper prior to a performance or travel. Any team-owned article that a jumper loses must be replaced at the jumper's expense. Jumpers should wear aerobic, cross training, or running athletic shoes. Additional uniform details such as sock color and style will be decided when uniform design is selected at the beginning of the season. Personal grooming should always be at its best. Girls with shoulder length or longer hair should have it pulled back and secured before arriving at the site of their performance. When performing, jumpers should not wear any necklaces, bracelets or dangling jewelry.

## Competitions

All jumpers are expected to participate in competitions designed for their skill level and age. The following competitions are usually available each year:

**Open/Invitational Tournament:** This tournament is for basic (beginner) through intermediate level jumpers. This tournament has usually been held in Juneau or Sitka. Emphasis is on having fun and gaining exposure to competition. High school jumpers are usually asked to help judge at these events.

**USAJR Regional and National Tournaments:** The Regional 9 Tournament is a qualifying tournament for jumpers from Alaska to determine in which events they are qualified to compete at the national level. By USAJR rules, the top four finishers in any one event from each region may compete in those events at Nationals, with 5<sup>th</sup> and 6<sup>th</sup> place finishers being alternates. In addition to these qualifiers, Juneau Jumpers will support a jumper going to Nationals only if the jumper's regional scores are competitive, *and*, in preparation for this competition, the jumper commits to a preparation practice schedule circulated by the coaches by the end of the regular season. The jumper's family must also agree to this commitment and be willing to chaperone the child, depending on age and independence.

Though alternate jumpers may be used in events for Nationals, a partner or team event requires a lot of time working together to create routines. It is difficult for an "alternate" to replace a partner. Please remember this when making decisions about commitment to competitions. In other words, if jumpers work very hard to develop a competitive routine, parents should try to support child continuing to National-level competition.

Regionals is held in early spring each year. Usually jumpers have until the end of June to prepare for Nationals. The team travel coordinator will set a deadline in which to commit to attending Regionals and/or Nationals and will give timely notice to all jumpers who wish to attend these events. Costs associated with the regional tournament may be partially covered by the team, a decision that will be determined by the board in advance of the competition. Travel expenses to Nationals are the responsibility of the jumper and are offset by fundraising through the annual raffle, discussed further in the travel section, below.

**Junior Olympics and Qualifying Tournaments:** Junior Olympics is a competition held each year in late July/early August, which is organized by the Amateur Athletic Union (AAU) (<http://aausports.org>) To participate, athletes must qualify at one of the AAU Jump Rope Qualifying Tournaments.

**FISAC ([www.irsf.org](http://www.irsf.org)) World Tournaments:** Every two years there is an opportunity for a select group of advanced jumpers to try out for Team USA, either as a team of 4 or 5 or as an individual in the grand masters competition. Coaches will determine if this event will be attended.

## Workshops

Most years, if finances allow, coaches try to bring advanced and master level jumpers from other teams to Juneau to teach new skills to the team. Jumpers or coaches brought here over the last few years have included those from the Sitka Skippers, Hot Dog USA (Washington), Summerwind Skippers (Idaho) and Footnotes (Texas).

Sometimes Juneau Jumpers runs workshops in the community to promote the sport, develop the skills of younger jumpers, and fundraise. Only qualified jumpers as determined by the coaches may staff these workshops.

Occasionally, advanced jumpers from the team are invited to conduct workshops inside and outside of Alaska. These are often expense-paid trips and, depending on time and availability of jumpers and coaches, are a good way to promote the sport of jump rope and the team.

## Camps

Every summer, jumpers are given the opportunity to attend a USAJR-sanctioned camp to improve their skills and meet jumpers from around the country. The board will make the final decision on which camp or camps the team will attend each year and on the level of financial and chaperone support. If parents want to take their jumper to another USAJR-sanctioned camp not selected by the coaches, Juneau Jumpers will support travel and camp expenses for the jumper based on the amount of funds raised by the jumper during raffle sales.

## Travel

**Qualifications:** In addition to any requirements mentioned elsewhere, a jumper must be qualified in the following areas to be eligible to travel:

- **Behavior and attitude** -- Follow the expectations listed at the beginning of this handbook.
- **Responsibility** – Jumpers must show responsibility by attending and being on time to all practices and performances, and/or taking initiative for communicating to coaches concerning any activities (sports, homework, sickness, vacations, and etc.) that may conflict with this.
- **Age requirement** -- Jumpers under age 10 must be accompanied by a parent/guardian for travel. A parent accompanying the child does so at the parent's own expense.
- **Ticket requirement** -- If a child under the age of 18 will be unaccompanied by a parent/guardian to competition/camp, then he/she must have a confirmed ticket (not standby) on a schedule approved by the coaches in advance of the trip.

**Travel Money/Expenses for Jumpers:** Although there may be instances where some or all of a jumper's travel expense will be covered by team funds, most travel expenses for individual jumpers

are paid for by fundraising done by the traveling jumpers and/or their families. The annual raffle is the main fundraiser. Qualified (usually by skill level and maturity) jumpers may also teach jump rope once a week at an elementary school, at that program's discretion, and receive credit toward their travel expenses. Families will be expected to cover expenses not raised by the jumper. If a jumper raises more money than the jumper uses that year, the excess funds raised will be carried forward for one year. If the jumper does not use the earnings the following year (or if a jumper quits the team), the earnings will become team funds (exceptions are at the discretion of the board).

Expenses for some jumpers may require applying for additional grants and participating in additional fundraising by those families in order to minimize costs to the team. In the past, financing for jumpers traveling to Team USA trials, and World (FISAC) Tournaments has come mostly from CBJ grants, use of saver award tickets or companion fares, and extra fundraising done by those jumpers and their parents.

**Coaches' expenses:** For all events sponsored by Juneau Jumpers, the team will pay for the transportation and lodging expenses of those coaches that the board determines should participate in the event. The board will determine whether any other expenses incurred by a coach during such events will be compensated.

**Chaperones & Judging expenses:** Parents are expected to volunteer their time chaperoning, judging, and helping out as needed while attending jump rope events with their jumpers. Prior to the event, the board will determine whether or not certain travel expenses will be reimbursed.

## **Fundraising**

Selling raffle tickets is the biggest team fundraising project of the year. All jumpers are expected to participate in fundraising, even if they do not travel to competitions or camp, because a portion of the funds raised are used to cover general team expenses, such as team ropes, medical supplies, and bringing guest jumpers to Juneau. The number of tickets all jumpers are required to sell for the team will be determined by the board. After meeting the minimum team ticket-sale requirement, each jumper will receive a credit, based on raffle ticket prices and number of tickets sold, to be applied to the jumper's travel costs. This credit is usually about 80% of the jumper's total ticket sales.

To ensure a safe and successful fundraiser, a parent of each jumper is required, at assigned times from mid-March to mid-April, to drive jumpers (who have requested, with their parent's approval, to participate 24-hours in advance) around neighborhoods to sell tickets.

## **Other Finance Issues**

**Skipperships:** A jumper may be nominated by a member of Juneau Jumpers, Inc. (parent or coach) to receive a "Skippership," an award of money to assist with expenses such as membership dues and/or travel expenses for camp or competition. To receive a Skippership, the parent of the nominated jumper must fill out a statement of financial need, to be determined by the board.

**Insurance:** Juneau Jumpers does not provide medical insurance and does not hold accident or liability insurance. The Juneau School District may, however, provide the opportunity for students to purchase inexpensive "sports" insurance. Parents are strongly encouraged to acquire some type of coverage if their child does not already have it. Insurance forms and price structures are available through a jumper's school office. Secondary medical and liability coverage is provided to all members of USAJRF during USAJRF events.

**Leaving the Team:** If a jumper quits the team, their membership fee and any funds raised or credited toward that jumper will belong to the team and will be put into the general account. Refunds may be made at the discretion of the board, depending on the circumstances of the jumper's inability to remain on the team.