

VFSC Coaching Rules and Procedures

Persons wishing to become recognized *Coaches of Record* with the Valley Figure Skating Club (VFSC), and thereby coach students on VFSC contracted ice, shall need to submit an application including a resume and 2 letters of recommendation to the VFSC Board of Directors (Board) prior to teaching on VFSC contracted ice. The Board will then confirm compliance with the following requirements, dependent on the coaching level sought.

COACHING LEVELS AND REQUIRED EXPERIENCE

Apprentice Coach

- Apprentice Coach for one (1) year in a recognized Basic Skills and/or Learn to Skate program AND then teach for one (1) year in a recognized Basic Skills and/or Learn to Skate program
 - No Apprentice Coach shall instruct in any skating activity beyond the level of the skating test (USFS/ISI) passed by the Apprentice.
- Perform thirty (30) total hours of observation under three (3) Board approved/recognized Senior Coaches, ten (10) hours with each Senior Coach
 - Maintain Observation Hours Record to be reviewed by the VFSC Board upon completion of Apprentice Coach requirements
- Apprentice Coaches must have:
 - USFS Membership through VFSC
 - Resume On File with VFSC
 - Personal Liability Insurance (above and beyond the Club's own coverage; documentation to be provided to the Board). Personal Liability Insurance shall be applied for on behalf of the Novice Coach if under 18 years of age and be co-signed by a parent or guardian.
 - Board Approval prior to observing on VFSC contracted ice

Novice Coach

- Novice Coach must complete the prerequisite Apprentice Coaching program requirements above, plus the following:
- Teach at least one (1) group session (i.e. 6-8 weeks of Basic Skills and/or JAD)
 - Novice Coach may instruct skating activity beyond the level of skating test (USFS/ISI) passed by the Novice Coach with Board approval only
- Mentor Coach, working under the guidance of a Board recognized Senior Coach, for a minimum of six (6) months.
 - The Novice Coach and Senior Coach should meet on a monthly basis, a total of six (6) meetings to discuss Novice Coach's activities
 - At the end of six (6) months, the Senior Coach will fill out an evaluation of the Novice coach to be reviewed by the Board upon completion of the Novice Coach requirements
- Novice Coaches must have:
 - USFS Membership through VFSC
 - Resume On File with VFSC
 - Personal Liability Insurance (above and beyond the Club's own coverage; documentation to be provided to the Board). Personal Liability Insurance shall be applied for on behalf of the Novice Coach if under 18 years of age and be co-signed by a parent or guardian.
 - PSA Membership
 - Board Approval prior to Mentor Coaching on VFSC contracted ice

Senior Coach/Associate Coach = A fully approved VFSC coach. A Senior Coach has their home club USFS membership through VFSC. An Associate Coach has their home club USFS membership through another club and is an associate member of VFSC in order to coach on VFSC club ice.

- Senior Coaches shall have completed Apprentice Coach and Novice Coach requirements or the equivalent of 3 years coaching private lessons with another USFS club, plus the following:
- Senior Coaches must have:
 - Passed at least the U.S. Figure Skating Intermediate Freestyle Test (lower level requires Board approval)
 - USFS Membership/Associate Membership thru VFSC. Cost of annual coaching membership through VFSC is \$45.00, from July 1st through June 30th. This fee will be reimbursed the following year if the Senior/Associate Coach attends at least four (4) of the six (6) coaches' meetings during the VFSC calendar year.
 - Resume On File with VFSC
 - Personal Liability Insurance (above and beyond the Club's own coverage; documentation to be provided to the Board)
 - PSA Membership
 - CER certification at the A or B level
 - Board Approval prior to Senior Coaching on VFSC contracted ice

Visiting Coach = A coach who has been approved by another USFS club and is actively coaching with that club who wishes to coach on VFSC ice less on than 6 days during the VFSC calendar year.

- Visiting Coaches shall not teach on more than six (6) days of VFSC ice before needing to complete requirements to become a Senior Coach
- Visiting Coaches must have:
 - Resume and/or Current Bio on File
 - Current Personal Liability Insurance
 - USFS Membership
 - CER certification at the A or B level
 - Board Approval prior to Senior Coaching on VFSC contracted ice

GENERAL COACHING RULES AND PROCEDURES

1. All Apprentice, Novice, Senior/Associate, and Visiting Coaches are subject to the Valley Figure Skating Club's Rules of Conduct
2. All Apprentice, Novice, and Senior/Associate Coaches shall themselves attend, and require their students to attend the mandatory 'Safety/Right of Way' Club meetings annually.
3. Coaches new to the area or simply wishing to make VFSC their home Club, who have trained outside the above program guidelines, shall be required to submit verifiable documentation of the above qualifications to the Board for their review and approval prior to regularly teaching students on VFSC contracted ice. Coaches new to the area may, dependent upon their coaching level sought, at the discretion of the Board, be subject to a specified probation period, commensurate from the first time they teach on VFSC contracted ice.
4. Coaches meetings will be scheduled and run by VFSC Senior Coaches. Direction from the VFSC Board will be given with regards to issues that need to be discussed to form an agenda.