

VFSC Coaching Requirements 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

- Prior to approval as Apprentice Coach, must complete one (1) year as a coach 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.
- Mentor Coach, working under the guidance of a Board recognized Senior Coach
 - The Apprentice Coach and Senior Coach should meet on a monthly basis to discuss Apprentice Coach's observed lessons and coaching activity
- While coaching in this category, must actively work toward the required number of observation hours under at least two (2) Board approved/recognized Senior Coaches
 - Apprentice coaches who have passed Juvenile Freeskate or below must complete twenty (20) total hours of observation
 - Apprentice coaches who have passed Intermediate or Novice Freeskate must complete ten (10) total hours of observation
 - Apprentice coaches who have passed Junior or Senior Freeskate must complete five (5) total hours of observation
 - All apprentice coaches must maintain an Observation Hours Record to be reviewed by the VFSC Board upon completion of Apprentice Coach requirements
- Apprentice Coaches must have:
 - USFS Membership or Associate 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:
- 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 Coach may instruct skating activity beyond the level of skating test (USFS/ISI) passed by the Novice Coach with Board approval only
- Novice Coaches must have:
 - USFS Membership or Associate 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.
- Completed SafeSport training
- 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 or Associate 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)
 - Completed SafeSport training
 - PSA Membership
 - CER certification
 - 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 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:
 - USFS Membership
 - Current Personal Liability Insurance
 - Completed SafeSport training
 - CER certification
 - Board Approval prior to 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.

VFSC Apprentice Coach Mentor Meetings Record

Apprentice Coach Name:

Senior Coach Name:

Date of Meeting	Senior Coach Initials	Notes

VFSC Novice Coach Mentor Meetings Record

Novice Coach Name:

Senior Coach Name:

Date of Meeting	Senior Coach Initials	Notes

VFSC Novice Coach Evaluation

Novice Coach Name:

Senior Coach Name:

1 - Strongly agree/Excellent	2- Agree/satisfactory	3 - Neutral				
4 - Disagree/Unsatisfactory	5 - Strongly Disagree/Poor					
Novice coach abides by all VFSC and USFS rules, guidelines, and policies		1	2	3	4	5
Novice coach demonstrates enthusiasm & creates a positive experience for skaters		1	2	3	4	5
Novice coach communicates well with skaters' parents/guardians		1	2	3	4	5
Novice coach has established good rapport with Senior coaching staff		1	2	3	4	5
Novice coach shows initiative to continue learning new coaching techniques		1	2	3	4	5
Novice coach conducts self in a professional manner		1	2	3	4	5
Other relevant notes/overall impression of Novice coach:						

Senior Coach Signature and Date: