

Warwick Figure Skaters  
Coaching Contract

August 1, 2011 - July 31, 2012

If you are renewing your privileges with WFS, please fill out Sections A and D and attach applicable documentation. If there are any changes to Sections B, C, E, or F, please update.

If you are applying for the first time to Warwick Figure Skaters (WFS) you must complete this **entire** application and provide applicable documentation. Approval must be received from the Board of Governors of Warwick Figure Skaters prior to being permitted to coach.

This application is not intended to be an employee-employer agreement. Should a coach have an employee/consultant/independent contractor agreement, this application will serve as an addendum to any other agreements with WFS. It is understood that many different contractual arrangements may exist between the coach, the facility, Warwick Figure Skaters and figure skating students.

**A. General Information:**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_  
Email Address: \_\_\_\_\_ **\*\*\*Primary Form of Communication\*\*\***  
Home Club: \_\_\_\_\_ USFS Membership #: \_\_\_\_\_

**B. Testing Levels:** Please list highest levels attained. Please provide a copy of testing records.

· Freestyle: \_\_\_\_\_ Date: \_\_\_\_\_  
· Moves in the Field \_\_\_\_\_ Date: \_\_\_\_\_  
· Figures: \_\_\_\_\_ Date: \_\_\_\_\_  
· Dance: \_\_\_\_\_ Date: \_\_\_\_\_  
· PSA Rating: \_\_\_\_\_ Date: \_\_\_\_\_

**C. Coaching Privileges Requested:** Please check all that apply.

Freestyle: \_\_\_\_\_ Moves in the Field: \_\_\_\_\_ Dance: \_\_\_\_\_ Basics: \_\_\_\_\_ Tenured Basics \_\_\_\_\_  
(If you are not a Category A or B Certified coach, you will not be granted Freestyle, MIF, or Dance Privileges.)

**D. Requirements:** All coaching applicants are required to submit copies of the following:

- **Liability Insurance Policy (\$1,000,000.00) with WARWICK FIGURE SKATERS** as an additional insured.  
Insurance Carrier: \_\_\_\_\_ Policy #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_
- USFS Continuing Education Category (A, B, or C): \_\_\_\_\_
- **Proof of registration as a Coach with Us Figure Skating.**
- **Proof of compliance with the US Figure Skating Continuing Education Program.**
- **Completed W9 Form.** This is required because all coaches are subject to payment from WFS, and the club is required to have this information on file.

**RECOMMENDED NOT REQUIRED**

**E. First Aid Certification:** Expiration Date: \_\_\_\_\_ · **CPR Certification:** Expiration Date: \_\_\_\_\_

**F. Please list prior clubs with dates of coaching affiliation (submit additional sheet if needed):**

Name and Address of Organization	Dates	Contact Person
1.) _____		
2.) _____		
3.) _____		
4.) _____		

I hereby certify that all information provided with this application is complete, true and accurate to the best of my ability. I acknowledge that WARWICK FIGURE SKATERS retains the right to terminate any and all agreements at any time with or without cause. I have reviewed and agree to perform my duties in compliance with the terms of the Coaching Contract for Warwick Figure Skaters and agree to abide by the PSA's Professional Standards Ethics Provisions and Tenets of Professionalism.

Signature of Coach \_\_\_\_\_ Date \_\_\_\_\_  
**Please send completed contract to:** Kim Ferguson, 65 Spanker St., Jamestown, RI 02835 – [kkferg@cox.net](mailto:kkferg@cox.net)

Upon approval from the Board of Governors of Warwick Figure Skaters (WFS), the Coach will be allowed to contract and conduct lessons at Warwick Figure Skaters ice sessions. The club agrees to provide each Coach with information concerning ice sessions, membership, club events, and club rules and regulations.

## 1. Rights and Privileges

- 1.1 Coaches that have full dance or freestyle coaching privileges, and are full members of WFS have the right to skate, as a walk-on, on any WFS session at a reduced rate of 50% of the buy-on price. The coach must recognize that this does not guarantee them a spot on any session and they may be bumped for skaters purchasing the ice session. Any coach, who wishes to guarantee themselves a spot on a session, may purchase the session at the beginning of the season at a reduced rate of 50% of the normal price. Any coach purchasing the session in advance is exempt from paying the music fee. When a coach walks-on at any session, the skaters who purchased the session have precedence in music selection.
- 1.2 Coaches that only have coaching privileges for Basic Skills; or only have coaching privileges for MIF, or are not full members of WFS, are exempt from reduce rate sessions or walk-ons outlined in paragraph 1.1 of this Section.
- 1.3 Annually, coaches will select a Freestyle Liaison and a Dance Liaison. The Liaisons will be responsible for bringing any coach's concerns to the WFS Board of Governors and report directly to the President or Pro-Liaison. Each Liaison has the authority to make spot decisions based on his or her interpretation of WFS policy. Any decision made by either Liaison is subject to approval of the WFS Board of Governors. If a Liaison is not elected at a coaches' meeting, the President shall appoint one.

## 2. General Agreements

- 2.1 All coaches are required to become familiar with and support the rules and policies of WFS.
- 2.2 All coaches are required to be members in good standing with the Professional Skaters Association (PSA) and United States Figure Skating (USFS), as well as be a registered coach with USFS.
- 2.3 All coaches are required to complete IRS Form W9 on an annual basis. This is required because all coaches are subject to payment from WFS, and the club is required to have this information on file.
- 2.4 All coaches are required to be compliant with the USFS Continuing Education Program. Coaches just starting to teach, have one year to comply. Basics-only coaches are currently exempt from this requirement.
- 2.5 All coaches are required to provide the WFS President or Pro-Liaison with proof of liability insurance coverage at a minimum value of \$1,000,000.00, with Warwick Figure Skaters listed as an additional insured, and to maintain such coverage throughout the contract period. REQUIRED.
- 2.6 All Coaches are required to act and maintain a professional coaching decorum through the contract period as dictated by the PSA "Code of Ethics," Coach Standards and the Tenets of Professionalism (found at [www.skatepsa.com](http://www.skatepsa.com)). Failure to abide by these standards will result in disciplinary action from the WFS Board of Governors.
- 2.7 All coaches are required to attend all sessions on which a lesson is scheduled, unless ample notification is given to a student(s) that the lesson has been canceled.
- 2.8 All coaches are required to volunteer for at least 2 hours at the WFS Annual Basic Skills Competition. If he/she is unable to fulfill this commitment, a letter of explanation must be submitted to the WFS Basic Skills Coordinator.
- 2.9 All coaches are required to volunteer for at least 2 hours at any USFS-sanctioned competition sponsored by WFS. If he/she is unable to fulfill this commitment, a letter of explanation must be submitted to the WFS Pro-Liaison. This is in addition to the WFS Annual Basic Skills Competition.
- 2.10 All coaches are expected to participate in the WFS Annual Show by choreographing and teaching at least one group number or complete a volunteer task related to the Show. There will be 3 one-hour practices, a dress rehearsal and 2 shows (6 events total). Coverage of all 6 events is expected. If only one coach is assigned to the group, a flat fee of \$100 will be paid. If paired with another coach, coverage of all events is also expected, however, each coach will be allowed to miss no more than 2 events; a flat fee of \$50 per coach will be paid.

### 3. Basic Skills Agreement

3.1 Approved coaches are eligible to teach group lessons in the WFS Basic Skills (Learn to Skate) Program. Approved coaches shall include those that have been granted privileges to teach Basic Skills prior to July 1, 2010 and those coaches who have been granted full privileges for Freestyle or Dance (who have passed their intermediate freestyle test or higher).

3.2 Fees will be paid per half hour group lesson as follows:	Nbr Years	Rate
	1 – 3	\$13
	4 – 5	\$16
	6+	\$19

- Coaches that would have been eligible for a higher rate under a prior years' contract will be grandfathered into this new rate structure until such time that the rate of the prior years' contract is not less than this new fee structure.
- Fee increases are granted at contract renewal, after having taught for at least one Fall/Winter Basic Skills Session and has not had a class revoked (see section 3.4). Number of Years are calculated as cumulative and does not necessarily coincide with the number of contract years.
- Coaches that teach Specialty Classes for Basic Skills may receive additional credit for the class that is taught.

3.3 Each coach assigned to a group reports directly to the Basic Skills Coordinator. In addition, all groups are assigned at the discretion of the Basic Skills Coordinator.

3.4 When a coach is assigned to teach a Basic Skills group, he/she will fulfill that commitment for the duration of the session. If the coach needs to resign a group assignment, a written request must be submitted immediately to the Basic Skills Coordinator. The coach will remain responsible for coverage of their group until a replacement is found.

3.5 If a coach knows in advance that he/she will miss three or more classes during a session, the Basic Skills Coordinator must be notified prior to group assignment. If a coach misses more than 25% of an assigned classes during a session, that coach will be in danger of losing his/her class. In the event a coach loses his/her class (class revoked), the Basic Skills Coordinator will report the coach to the WFS Board of Governors for a review of possible disciplinary action. It will then be at the discretion of the Basic Skills Coordinator and/or the WFS Board of Governors to determine whether to allow or withdraw the coach from teaching future Basic Skills sessions.

3.6 It is not the responsibility of the Basic Skills Coordinator to provide coverage for the assigned coach's group. When a coach is assigned a group, if they are unable to attend, it is their responsibility to arrange for coverage and notify the Basic Skills Coordinator of that change.

3.7 When a Coach is late for his/her group, they will be subject to:

- First occurrence: a written warning signed by the Basic Skills Coordinator.
- Second occurrence: a \$25 fine and written warning signed by the Basic Skills Coordinator and to be signed by the delinquent coach; all coaching privileges will be suspended until the fine is paid.
- Third occurrence: loss of group.
- These events will be documented by the Basic Skills Coordinator and forwarded to the Pro-Liaison to be presented to the WFS Board of Governors.
- If there are additional complaints from either skaters or parents pertaining to said coach, regarding uninformed absences from lessons, the coach will then lose their teaching privileges on WFS ice. These events will be documented by the Basic Skills Coordinator and forwarded to the Pro-Liaison to be presented to the WFS Board of Governors.

3.8 When a coach fails to provide coverage for his/her group in their absence, they will be subject to:

- First occurrence: a \$25 fine; all coaching privileges will be suspended until the fine is paid.
- Second occurrence: a \$50 fine; all coaching privileges will be suspended until the fine is paid.
- Third occurrence: loss of group and the coaches' teaching privileges at WFS will be placed on probation for one full year.

- 3.9 Coaches that do not have full Freestyle privileges or NOT a Tenured Basics coach (see section 4) may not coach past Basic Skills Freeskate 4. These coaches are expected to advise their students, and their parents, of his/her coaching limit at the time the student is contracted, and remind the parents, when the student reaches Freeskate 1. Failure to do so, or teaching with the intent to bring skaters to another club, in which the coach has freestyle privileges, may result in disciplinary action by the WFS Board of Governors.

#### 4. Tenured Basic Skills Coaching

Coaches having worked in the Warwick Figure Skaters' (WFS) Basic Skills program for five (5) consecutive years shall be granted limited Above-Basics privileges. These coaches will be referred to as Tenured Basics Coaches.

Tenured Basics Coaches are entitled to and expected to abide by the following:

- 4.1 Tenured Basics Coaches are required to inform their student's parents of their limited Above-Basics privileges. This MUST be done in accordance with the PSA's Code of Ethics. Failure to do so may result in the loss of Above-Basics privileges and exemption from any future expansion of privileges.
- 4.2 Tenured Basics Coaches are allowed to coach a student through the Pre-Preliminary Freestyle and Pre-Preliminary Moves in the Field tests. Upon the student's completion of these tests, the student MUST be referred to a coach with full WFS freestyle privileges by the beginning of the next club session (i.e. spring, summer, or fall/winter).
- 4.3 In the event that the student requires more time than an Above-Basics Coach has available, Tenured Basics Coaches will be allowed to work as second coach through the Preliminary Test level if requested to do so by the primary Above-Basics Coach. Acting as a substitute coach is covered under this provision. The primary Above-Basics Coach will retain all say over the skater's direction.
- 4.4 In the event it is brought to the attention of the WFS Board of Governors that a student of a Tenured Basics Coach is being held back for the coaches' benefit, the matter will be reviewed by the WFS Board of Governors.
- 4.5 Tenured Basics Coaches are expected to advise their students, and their parents, of his/her coaching limit at the time the student is contracted, and remind the parents, when the student reaches Freeskate 1. Failure to do so, or teaching with the intent to bring skaters to another club in which the coach has freestyle privileges, may result in disciplinary action by the WFS Board of Governors.

#### 5. New Coach Mentorship Program for Above Basics

Coaches, that meet all of Warwick Figure Skaters' coaching requirements and have less than 2 years' experience of coaching Above Basics, will be hereinafter referred to as an Apprentice Coach. The apprentice coach must participate in the New Coach Mentorship Program for a period of 2 years. During such time the apprentice coach shall be able to coach his/her own skaters on Above Basics ice.

The apprentice coach must provide a cover letter indicating the mentoring coach with a referral letter from his/her mentoring coach and submit both documents with a completed contract.

The mentoring coach:

1. must maintain PSA Certified Rating OR must have a minimum of 10 years Above Basics coaching experience, in which the mentoring coach must have a minimum of 5 years coaching experience on WFS Above Basics Sessions with the remainder either from WFS or another recognized USFS club; **AND**
2. must have had a skater pass the test level requirements for WFS' Above Basics coaching privileges. For example, if Freestyle then Novice Freestyle, if Moves then Junior Moves, and if Dance then Pre-Gold Dances.

When the apprentice coach is granted his/her apprenticing privileges, and upon acceptance of the coaching application by WFS' Board of Governors, he/she will be required to accomplish the following within the 2 year apprentice period:

- 5.1 The apprentice coach must notify his/her skater(s) and/or parent(s) of his/her apprenticeship status.
- 5.2 The apprentice coach must complete 10 hours of observing the mentoring coach followed by 5 hours of on-ice mentor critique for a total of 15 hours. A Fee arrangement may be negotiated between the mentoring coach and the apprentice coach.
- 5.3 The apprentice coach must discuss his/her skater's testing with his/her mentor coach before having his/her WFS skater tested. The mentor coach and apprentice coach must sign the WFS skater's test application.

Having satisfied all criteria, the apprentice coach will be granted unrestricted privileges.

If the mentoring coach is satisfied with the apprentice coach's performance after completing the first year of the two year apprentice program and the apprentice coach has completed the 15 hour requirement (5.2) then the mentoring coach can submit a letter of recommendation indicating that the second year of the apprentice period is not needed. The letter of recommendation must be sent to WFS' Board of Governors for approval before unrestricted privileges are granted to the apprentice coach.

The WFS Board of Governors reserves the right to renew these privileges annually.

#### Warwick Figure Skaters Professionals' Contact Information 2010 – 2011

<u>Position</u>	<u>Name</u>	<u>Phone</u>	<u>Email Address</u>
President	Dean Yeater	(C) 401-419-7502	dean@warwickfs.org
Pro-Liaison	Kim Ferguson	(H) 401-423-8081	kkferg@cox.net
Basic Skills Coordinator	Cheryl St. George	(H) 401-467-5479	Cst1335@aol.com
Dance Liaison	Paul Salas		kawaiiastro@yahoo.com
Freestyle Liaison	Cindy Brett		cindybrett@verizon.net