

**Warwick Figure Skaters**  
**Coaching Application**  
**August 1, 2009 - July 31, 2010**

Rev.1 - 07/06/09

All coaches who wish to teach figure skating at Thayer and Warburton Arenas in Warwick, for Warwick Figure Skaters (WFS) must complete this 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.

**General Information:**

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

**Testing Levels:** Please list highest levels attained. If applying for the first time, please provide a copy of testing records.

- Freestyle: \_\_\_\_\_ Date: \_\_\_\_\_
- Moves in the Field \_\_\_\_\_ Date: \_\_\_\_\_
- Figures: \_\_\_\_\_ Date: \_\_\_\_\_
- Dance: \_\_\_\_\_ Date: \_\_\_\_\_
- PSA Rating: \_\_\_\_\_ Date: \_\_\_\_\_
- USFS Continuing Education Category (A, B, or C): \_\_\_\_\_ (Does not apply to Basics only or 1<sup>st</sup> Year coaches.)

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

Freestyle: \_\_\_\_\_ Moves in the Field: \_\_\_\_\_ Dance: \_\_\_\_\_ Basics: \_\_\_\_\_ Tenured Basics \_\_\_\_\_

**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: \_\_\_\_\_
- **Proof of registration as a Coach with Us Figure Skating.**
- **Proof of compliance with the US Figure Skating Continuing Education Program.**  
(All coaches are considered compliant until June 30, 2010.)
- **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**

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

· **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, including Rights and Privileges, General Agreements, Basic Skills Agreements, and Professional Standards Ethics Provisions and Tenets of Professionalism.

\_\_\_\_\_  
Signature of Coaching Applicant Date

**Please send completed contract to: Jeff Lemieux, 179 Waterman Avenue, Warwick, RI 02889**

## Warwick Figure Skaters – Coaching Contract for August 1, 2009 - July 31, 2010 Initials \_\_\_\_\_

Upon approval from the Board of Governors of Warwick Figure Skaters (WFS), the undersigned 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.

### 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 on that session have precedence in music selection.

1.2. Coaches that have only Basic Skills coaching privileges or only MIF coaching privileges, or are not full members of WFS are exempt from purchasing ice sessions or purchasing a walk-on for a session at a reduced price.

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.

### 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 Coach decorum through the contract period as dictated by the PSA "Code of Ethics", Coach Standards and the Tenets of Professionalism; a copy is attached that must be read and initialed. **Failure to abide by these standards will result in disciplinary action from the Board of Governors of WFS.**

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 required 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 and 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. If he/she is unable to fulfill this commitment, a letter of explanation must be submitted to the WFS Pro-Liaison; a fine of \$100 may then be assessed.

### Basic Skills Agreement

3.1. Each Coach agrees to make every effort to teach at the WFS Basic Skills (Learn to Skate) Program for at least one session (fall/winter, spring or summer) per calendar year.

Fees will be paid as follows:

1 <sup>st</sup> Year = \$11 per half hour group lesson	3 <sup>rd</sup> Year = \$16 per half hour group lesson
2 <sup>nd</sup> Year = \$13 per half hour group lesson	4 <sup>th</sup> Year+ = \$17.50 per half hour group lesson

3.2. 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.

3.3. 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.

3.4. 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 then notify the Basic Skills Coordinator of that change.

3.5. 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 Board of Governors of WFS.

3.6. 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.

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 Board of Governors of WFS.

### Warwick Figure Skaters' Tenured Basic Skills Coaching Contract Addendum

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, Fall/Winter). Pre-Spring will not count as a session.

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 Board.

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

### Warwick Figure Skaters Professionals' Contact Information 2009 – 2010

Position	Name	Phone	Email Address
President	Dean Yeater	(C) 401-419-7502	dean@warwickfs.org
Pro-Liaison	Jeff Lemieux	(C) 401-301-7489	lizjefflem@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

The Professional Standards, Code of Ethics and Tenets of Professionalism are dictated by the Professional Skater's Association (PSA):

### **Professional Standards**

#### **Ethics**

Ethics (as defined by Webster's New World Dictionary):

"The system or code of morals of a particular group or profession; conforming to the standards of conduct of a given profession."

Defining ethical behavior for a skating professional is clear-cut in some instances and vague in others. Everyone knows that it is not ethical to steal another pro's students or to defame another coach. It is not ethical to approach a parent and tell that parent that their pro is no good or that you could do a better job with their son/daughter. It is not ethical to give free lessons to the student of another pro.

These are obvious examples:

A less obvious situation demanding ethical conduct may come up when you are not prepared. For example: Susie's mother just approached you and asked you for lessons. Well, you have the time, you need the money, why not right now? No more thought, of course. No, wait! To be ethical, you must first find out if Susie is taking lessons from another pro. Oh, she is! Now, what do you do? The right thing is:

- a. Ask the parents to notify the current pro of their decision to change to you.
- b. Contact the other pro to make sure he/she knows about the change.
- c. Once you have begun coaching Susie, try to avoid criticizing methods taught by the previous coach. Be diplomatic in your approach, explaining that your methods are slightly different and you need changes in order to build in your direction. Remember, if a sticky situation occurs, don't just react; think first. If you are unsure how to handle it, seek advice from a more experienced pro.

Being ethical is more than just a moral issue. No one wants to work in an environment where the air is constantly filled with tension. You are teaching a fun sport. You will certainly teach better in a relaxed and enjoyable atmosphere. This can only occur when the pros are kind to each other and ethical in their behavior. There is nothing worse than having to be constantly on your guard for fear of someone stealing your students. Be friendly, cooperative, and ethical; cultivate your own students, your rewards will be far greater.

### **Code of Ethics**

A Code of Ethics and Professional Conduct s hereby adopted to the end that the public respect and the status of the association members in the profession may be enhanced and secured and that ethical principles are to be followed to avoid actual or perceived impropriety.

The following basic rules shall govern the conduct and relations of members of the Professional Skaters Association. Any complaint concerning breaches thereof shall be dealt with by the Executive committee acting as a grievance committee according to the procedures that are adopted from time to time by the Board of Governors of the Professional Skaters Association.

- 5.1. Members of the Professional Skaters Association (hereafter referred to as "Members") shall at all times exercise the greatest care and discretion in their relationships with other members, pupils and pupils of other members.
- 5.2. Prior to acting as a coach, the member shall determine the nature and extent of any earlier teaching relationship with that skater and other members.
- 5.3. No member shall in any case solicit pupils of another member, directly or indirectly, or through third parties.
- 5.4. Members shall dress neatly and in a clean and appropriate manner as is becoming a member of the Professional Skaters Association. Members shall be ever mindful of the influence they exercise over their pupils and under all circumstances this trust should never be abused.
- 5.5. Members shall at all times be mindful that he or she has the responsibility to influence his or her student to act with dignity, ethically and with high moral conduct. The members shall never place the value of winning above the value of instilling the highest desirable ideas of character in his or her student nor shall the member act in any manner inconsistent with a high standard of ethical and moral conduct.
- 5.6. The members shall take an active role in the prevention of drugs, alcohol and tobacco abuse and under no circumstances should authorize the use of such products.
- 5.7. All members recognize that they shall act in a manner which avoids verbal or physical abuse of any skaters, other coach, parent or official. Members shall not engage in, nor shall a member permit, any skater with whom they are charged with the responsibility of coaching, to engage in any offense in violation of federal, state or local law, or laws of a foreign government.
- 5.8. A member shall at all times avoid conflicts of interest which can be considered to exist at any time when the actions of the member for his or herself or on behalf of a skater, would involve the obtaining of an improper advantage.

### Tenets of Professionalism

The purpose of these tenets of professionalism is to provide a framework of conduct above and beyond the minimum standards provided by the Code of Ethics as set forth in the bylaws of the Professional Skaters Association. The Professional Skaters Association is aware that applicable rules of ethics covering professional responsibility generally provide only minimum standards of acceptable conduct. The Professional Skaters Association and its membership aspire to the highest ideals of professionalism, and acknowledge that the following tenets of professional conduct should be followed in the performance of professional services provided to those with whom we have contact.

- 6.1. As coaches of skating, we will conduct ourselves in a manner which demonstrates respect for the rules under which our skaters compete and that we will preserve with decorum and integrity of the testing program and competition.
- 6.2. Professional Skaters Association recognizes that professional courtesy is consistent with the role of the coach. As members of the Professional Skaters Association, coaches will be civil and courteous to all with whom we come in contact and will endeavor to maintain a collegial relationship with other coaches.
- 6.3. As skating coaches, we acknowledge, that from time to time the students with whom we work may wish to leave us as the coach and seek coaching elsewhere. We acknowledge that we will cooperate with other coaches when conflicts arise and will be willing to make such changes on behalf of the students as will compliment the further performance and progress of that student.
- 6.4. When competitions or testing situations arise, we agree to keep our students and the parents of those students well informed and involve them in the decision making that affect their interest, while at the same time, avoiding emotional attachment to our students and their activities both in skating and out of skating which might impair our ability to render professional service.
- 6.5. As professionals, and as members of the Professional Skaters Association, we will honor our promises and our commitments whether oral or in writing, and strive to build a reputation for dignity, honesty and integrity in the skating profession.
- 6.6. As professionals, and as members of the Professional Skaters Association, we will not make groundless accusations of impropriety or attribute bad motives to other coaches in bad faith or without good cause.
- 6.7. As professionals, and as members of the Professional Skaters Association, we will not engage in any course of conduct designed to harass another coach, skating organization official, another skater or the parent of another skater.
- 6.8. As professionals, and as members of the Professional Skaters Association, we will strive to expand our knowledge of skating and to achieve and maintain proficiency in our area of expertise.
- 6.9. We will never allow race, gender, religion, age or other suspect classifications of persons to improperly motivate our actions.
- 6.10. At all times and in all things when dealing with the skating public, officials and other members of the coaching profession, we will adhere to the proposition that our practices shall be governed by the principals of honesty and integrity.