

BREFFSC

COACH

HANDBOOK

Code of Ethics

A Code of Ethics and Professional Conduct is hereby adopted to the end that the public respect, safety and the status of all coaches associated with the Black River Falls Figure Skating Club (BRFFSC) or all coaches associated with any members of the BRFFSC in the coaching profession may be enhanced and secured. The ethical principles are to be followed to avoid all actual or perceived impropriety.

The following Code of Ethics rules shall govern the conduct of all coaches associated with the BRFFSC or any of its members. Any complaint concerning breaches thereof shall be considered by the BRFFSC Board of Directors.

1. All coaches associated with the BRFFSC or any of its members, shall at all times exercise the greatest care and discretion in their relationships with other coaches, skaters, and skaters of other coaches.
2. No coach shall represent themselves using false or deceptive statements intended to mislead.
3. In order to protect the safety and development of skaters, no coach shall engage in any in person solicitation of a skater while the skater is actively engaged in a lesson or while “performing”. “Performing” means skating or preparing to skate in an event at an arena in a test, competition, or exhibition, and includes meeting with coaches, locker room time, practice skating, and warmup skating.
4. Coaches shall dress neatly and in a clean and appropriate manner. Coaches shall be ever mindful of the influence they exercise over their skaters and under all circumstances this trust should never be abused.
5. Coaches shall at all times be mindful that he or she has the responsibility to influence his or her skater to act ethically, with dignity, and with high moral conduct. The coaches shall never place the value of winning above the value of instilling the highest desirable ideas of character in his or her skater, nor shall the coach act in any manner inconsistent with a high standard of ethical and moral conduct.
6. The coaches shall take an active role in the prevention of using illegal drugs, alcohol and tobacco abuse.
7. All coaches recognize that they shall act in a manner which avoids verbal or physical abuse of any skaters, other coaches, parents or officials. Coaches shall not engage in, nor 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.
8. A coach shall at all times avoid conflicts of interest which can be considered to exist at any time, when the actions of the coach 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.

The Black River Falls Figure Skating Club (BRFFSC) 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.

1. As coaches of skating, we will conduct ourselves in a manner which demonstrates respect for the rules under which our skaters compete, and we will preserve with decorum and integrity the testing programs and competitions.
2. BRFFSC recognizes that professional courtesy is consistent with the role of the coach. 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.
3. As skating coaches, we acknowledge that from time to time the skaters 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 skaters as will complement the further performance and progress of that skater.
4. When competitions or testing situations arise, we agree to keep our skaters and the parents of those skaters well informed and involve them in the decision making that affects their interest while at the same time avoiding emotional attachment to our skaters and their activities both in skating and out of skating which might impair our ability to render professional service.
5. As coaches, 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. As coaches, we will not make groundless accusations of impropriety or attribute bad motives to other coaches in bad faith or without good cause.
7. As coaches, 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.
8. As coaches, we will strive to expand our knowledge of skating and to achieve and maintain proficiency in our area of expertise.
9. We will never allow race, gender, religion, age or other suspect classifications of persons to improperly motivate our actions.
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 principles of honesty and integrity.

Black River Falls Figure Skating Club

Coach Courtesies & Policies

1. As a coach of the Black River Falls Figure Skating Club, I will abide by the Code of Ethics, the Tenets of Professionalism, and all guidelines within this coach handbook.
2. Appropriate dress (remembering that this is a conservative winter sport) and language must be used at all times.
3. Spins are practiced in the middle of the rink. Jumps are done on the ends of the rink unless skaters are skating their program with/without music.
4. Moves patterns may only be skated during moves sessions and the first 15 minutes of any freestyle sessions.
5. Please use the blue and center red lines to work on edges. If the lines are being used, please wait until one is open. Do not use the end red lines.
6. HEADS UP will be used if someone is in a skater's way or a skater is approaching an area and skaters and/or coaches are not aware.
7. Please be courteous to where other lessons are conducted so as not to crowd one another.
8. If you are out on the ice surface, you must be in motion. If you stop for any reason, you must be able to touch the boards. It is the responsibility of all coaches to keep all skaters moving. Coaches should warn/teach/remind skaters who are not following the rules.
9. If you are having a program played, you are responsible for telling the skater you are bumping so they know.
10. Please do not follow (whether skating forward or backwards) a skater with a camera/recording device on the ice.
11. JUMP HARNESS: If you are using the harness and another coach asks to use it, you have about 5 minutes to finish up. Club equipment, such as the jump harness, may not be used until a copy of your liability insurance is filed with the club. All Coaches must be trained how to use Jump Harness.
12. When accepting new students, the new coach must make certain that all club and coach debts have been paid in full.
13. Please bill your skaters promptly and expect prompt payment in return. If a skater is more than two weeks past due, according to your payment requirements, please inform the skater that they must pay the outstanding debt, prior to any other lessons. Please also inform a member of the BRFFSC board so that addition action may be taken.
14. There is a zero tolerance of alcohol/drug use while working. Prescription and over the counter medications are the exception. However, reasonable discretion must be used if medications alter your ability to think clearly and use sound judgment.

SKATING POLICIES & COURTESIES 2021-2022

Basic Ice Usage and Skating Etiquette Safety Rules

Basic rules governing all behavior:

- Please respect the rights of others including but not limited to coaches, rink supervisors, parents, rink personnel, skaters, and board members at all times.
- Please respect the arena's property and the property of others.

Specific rules governing moves and free skating sessions:

- The maximum number of skaters allowed per session is 22 skaters.
- Check your name off on the session sheet or with the rink monitor before you step onto the ice.
- If you are adding on to a session, make arrangements with the rink monitor before you step onto the ice to make sure there are not already 22 skaters for that session.
- No breakable containers are allowed rink side. Drinks are allowed on or below the boards. Food is not permitted near the boards, in the box, or on the ice.
- Please pick up all belongings (including dirty tissues, water cups, bottles, etc.) at the end of the session.
- Parents, skaters not in the session, or other spectators should not loiter at the boards or in the boxes. This is unsafe and it interferes with a constructive practice session.
- Coaching by parents from the bleachers, benches, or boards is **not** allowed at any time. Parents will be asked to leave the arena if this happens.
- The benches in the boxes by the ice are to be used by the skaters and coaches only.
- If skaters must talk to someone off the ice, even if for a brief time, they need to get off the ice to do so or the skater will be asked to leave the ice.
- "Heads Up" should be used if someone is in your way or a skater is approaching an area and skaters and/or coaches are not aware. If you inadvertently get in someone's way, apologize and return to skating. "I'm sorry", "Excuse me", and "Thank you" should be used frequently on the ice.
- Spins are practiced in the middle of the rink and jumps are done at the ends unless skaters are skating their programs with/without music.
- Please vary your practice areas to avoid interference with a skater's program.
- If you fall and are not seriously hurt, get up as quickly as possible to avoid injury to yourself and others.
- **DO NOT STAND ON THE ICE!** If you are not moving, you should be able to touch the boards. Not moving on the ice is forbidden! If a skater needs a rest, the skater should leave the ice.
- If you accidentally create a hole on the ice, notify the rink monitor immediately so the area can be marked for the safety of other skaters. This will also alert someone to fix the hole before the ice is resurfaced.
- No sitting on the boards at any time.
- During moves sessions, please use the blue and center red lines when working on edges. If the lines are being used, please wait until one is open. Do not use the end red lines.

It is important for everyone's safety that all skaters stay aware of other skaters on the ice. Try to anticipate their patterns as you decide your own pattern.

- If you are a less experienced skater, please be extra careful to stay aware of other skaters and to look ahead of where you are skating to see what others are doing or are about to do.

- If you are an experienced skater, please be patient with the less experienced skaters. Remember – you were new to moves and freestyle sessions at one time too.
- Please be understanding if someone gets in your way.

Remember to look both ways before leaving the boards or skating across the ice.

Keep moving while on the ice, as it is dangerous for both you and other skaters to stand still during a session. It is especially important not to stop in the middle of the ice or any of the jumping corners.

Right of Way:

- The skater doing a routine to music has the right of way. Orange belts and/or vests are provided to help identify the skater whose music is being played. Please stay aware of which skater is doing his or her routine and do your best to stay clear of his or her pattern. Please wear the belt/vest when you play your music to help other skaters know you are skating your routine.
- Skaters taking a lesson have the right of way over general skaters in the session.
- Skaters on the harness also have the right away. Please be careful of the harness area.

Music:

- The rink monitor will play music and will announce the skater prior to starting the music for that skater. A skater or coach must request music to be played.
- After a skater's music has been played, their music or another program may be put at the end of the list.
- Not everyone will be able to play their music on full sessions due to the lengths of programs.
- A coach may put the music of the student they are teaching ahead of other skaters if the skater has not already skated to their music during the session. Everyone should appreciate this policy when they are in a lesson enjoying this privilege and graciously accept this policy when they are the ones being asked to wait in line.
- Please do not stop and restart your music if others are waiting in line. If your music is stopped before completion, the music will be moved to the end of the waiting list.
- The following music rule will be in place:
 - a. Once a skater's music has been played, it will be placed at the back of the line, and any skater who has not yet had their music played will have priority regardless of whether a lesson is being given or not.
 - b. Music will be played a second time only if enough time remains and only if no one is in line who has not yet had their music played.
 - c. This may result in only having your music played once during a session, so talk with your coach and use this rule wisely.
- Please handle the music equipment with extreme care.
- Please give your music to the designated board member to be placed onto the club iPod or tablet.
Music can be on a music CD or can be sent in MP3 form.

Rink Monitors:

- Rink monitors should be watching skaters on the ice and not reading a book or using their own electronic device.
- Rink monitors are to give a heads up and warnings to skaters if a skater is standing on the ice or skating in another skater's way.

Prohibited Behavior:

- Kicking, digging holes, scraping or stomping the ice with your blades, playing games, and kicking the boards are prohibited. Any skater engaging in this behavior will be asked to leave the session immediately.

- Being verbally abusive to other skaters, coaches, rink monitors, or board members is prohibited. Any skater engaging in this behavior will be asked to leave the session immediately.
- Deliberately challenging, scaring, or intentionally blocking another skater is prohibited. Any skater engaging in this behavior will be asked to leave the ice immediately for an indefinite period of time.
- Videotaping anyone other than your own skater is strictly prohibited and will not be tolerated. Anyone engaging in this behavior will be asked to leave the arena for an indefinite period of time.

Clearing the Ice:

When the session has ended per the arena clock, all skaters and coaches must leave the ice immediately. If you are skating to your music, you may complete your program and then you must leave the ice immediately.

Guidelines To Change To A Different Coach

1. Check on the availability of coaches. Never assume that any coach is unavailable, unless you've spoken directly to him/her.
2. Inform your current coach of your decision to change to a different coach.
3. Pay all outstanding bills with your current coach.
4. Advise your new coach that you have completed steps 1 through 3 listed above and you are ready to set up lessons.
5. New coach will contact the prior coach to verify steps 1 through 4 have been completed.
6. New coach should respect what the former coach has done for the skater. If technique changes need to be made, do so without degrading the former coach's method.

LEARN TO SKATE COORDINATOR

QUALIFICATIONS:

1. A minimum of 5 years teaching in a USFS Learn to Skate program is preferred. A PSA membership is preferred.
2. Must complete Safe Sport Program and have a background check completed.

DUTIES:

1. Prior to Session:
 - a. Work with the Learn to Skate Director to prioritize the list of coaches to teach Learn to Skate based on the coaching/assisting matrix*(see below). The Learn to Skate Director will then present the list to the Board for approval.
 - b. Work with the Learn to Skate Director to prioritize the list of assistant coaches to assist Learn to Skate based on the coaching/assisting matrix*(see below). The Learn to Skate Director will then present the list to the Board for approval.
 - c. Assist Learn to Skate Director in assigning skaters to their groups.
 - d. Work with Learn to Skate Director to determine which coach will teach each group.
 - e. Hold meetings with all Learn to Skate coaches before each season to review Learn to Skate teaching guidelines.
 - f. Hold meeting with Learn to Skate helpers to discuss responsibilities.
2. During Sessions:
 - a. Assign appropriate helpers to all groups. Monitor helpers i.e. make sure that they are doing what they are supposed to be doing.
 - b. Keep attendance records on helpers and coaches.
 - c. Substitute teach if last-minute need arises.
 - d. Help with testing--if a skater needs to be moved mid-session; if a coach needs assistance during the regular testing.
 - e. Be available to answer parents' questions.

OTHER CONSIDERATIONS:

1. If the Learn to Skate Coordinator finds it necessary to miss any lessons, he/she is required to make arrangements for his/her own substitute and notify the Learn to Skate Director.
2. If the Learn to Skate Director feels that the Learn to Skate Coordinator is not fulfilling all responsibilities, he/she may ask the Board to take appropriate action.
3. The position is a Board appointed position and reserves the right to deny the position to a person if the Board feels that he/she does not meet the requirements.

FEES:

1. The Learn to Skate Coordinator will bill the club their hourly rate for his/her time during Learn to Skate.
2. There is a \$25.00 one-time fee per session for work done before the session begins.

***COACHING/ASSISTING MATRIX:**

Coaches and Assistants will be prioritized first based on total points following criteria listed below:

1. Freestyle Test Levels Passed:

Senior	8 points
Junior	7 points
Novice	6 points
Intermediate	5 points
Juvenile	4 points
Pre-Juvenile	3 points
Preliminary	2 points
Pre-Preliminary	1 point

2. Age:

Out of High School	8 points
In 12 th Grade	7 points
In 11 th Grade	6 points
In 10 th Grade	5 points
In 9 th Grade	4 points
In 8 th Grade	3 points
In 7 th Grade	2 points
In 6 th Grade	1 point

- ### 3. Years of Experience Coaching Learn to Skate for a Coach Position Or Years of Experience Assisting Learn to Skate for an Assistant Position; Actual number of years of experience

If there is a tie or are ties based on the overall point total as indicated above, the following criteria will be used in the order listed below to prioritize those tied:

1. Moves Test Levels Passed (same points as freestyle test level)
2. Freestyle Test Levels Passed
3. Years of Coaching Experience for coaches or years of experience assisting for assistants
4. Age
5. Board Of Director Discretion

Note: in order to be a Learn to Skate Coach, a person needs to be at least in High School and have passed at least the Pre-Preliminary Freestyle test, pass the LITHMOS exam and complete the Safe Sport Program if 18 or turning 18 within the season. In order to be a Learn to Skate Assistant, a person needs to be at least in the 6th grade and have passed at least the Pre-Preliminary Moves test.

Coach Payment Guidelines

1. A coach will submit a “Request For Pay Rate Approval Form” to the Board for approval of an hourly pay rate at the beginning of each season.
2. A coach will start at \$12 per hour the first year of coaching. A coach may request a higher amount and document why a higher pay rate should be approved. Years of experience and testing level achieved should be used as the basis for the approval of a higher rate.
3. A coach will submit a time card provided by the Club at the end of each month. A computer generated time card created by the coach will be accepted if the same information on the Club provided time card is on the Coach’s created time card.
4. A coach will be paid as soon as possible after the time card is submitted.
5. A coach will use the following guidelines for submitting pay requests:
6. A coach must be at least 5 minutes early for coaching Learn to Skate group lessons in order to be considered “on time”. If a coach is late, the time sheet may be adjusted. If a coach is late repeatedly, a coach may be asked to leave and may not be allowed to coach in the future.
7. A coach must not be socializing with other coaches or assistants or talking/texting on a cell phone during the Learn to Skate group lesson time. If a coach is repeatedly socializing, talking, or texting, a coach may be asked to leave and may not be allowed to coach in the future.
8. The following is what the Club will pay:
 - a. Each coach will be paid ½ hour for each show number to use as prep time for choreography of the number (excluding opening numbers)
 - b. Each coach will be paid 1 hour for each opening number to use as prep time for choreography of the opening number
 - c. Each coach will be compensated the following for cutting show music:

up to 1:30	\$15.00
1:30-1:59	\$17.00
2:00-2:29	\$20.00
2:30-2:59	\$22.00
3:00-3:29	\$25.00
3:30-3:59	\$25.00
4:00+	\$30.00
 - d. Learn to Skate Coaches will be paid no more than \$25 per Hour.

Coach Tardiness and Absence Policy

Coaches and assistants need to be on the ice, with skates on, and ready to coach by 4:30pm. A history of tardiness and absence may be used in consideration when determining coaches for each session of Learn to Skate coaching. In addition, the following policy will be in effect regarding tardiness and absence without proper notification:

- 1st offense: Verbal warning from Learn to Skate Coordinator
- 2nd offense: Continue coaching the session the night of the offense
Will be suspended from the next Sunday's coaching
- 3rd offense: Continue coaching the session the night of the offense
Will be suspended from the next two Sunday's Coaching
- 4th offense: Continue coaching the session the night of the offense
Will then be terminated

If a coach will be absent for a session, the coach is required to find a replacement using the coach list as published by the Board of Directors. The coach also needs to notify the Learn to Skate Coordinator or the Learn to Skate Director as soon as possible but at least 24 hours in advance.

- 1st offense: Will be suspended from the next Sunday's coaching
- 2nd offense: Will be suspended from the next two Sunday's Coaching
- 3rd offense: Will then be terminated

Black River Falls Figure Skating Club Coach Contract 2021-2022

This agreement is made between the Black River Falls Figure Skating Club (BRFFSC) and _____ for the period of July 1, 2021 through June 30, 2022, under the following terms and conditions:

- 1. LESSONS:** Each coach may be available to teach private and/or group lessons to members of the Black River Falls Figure Skating Club. These lessons may include, but are not limited to: Freestyle, Moves in the Field, Basic Skills Lessons, and Junior Club, during scheduled ice time of the Black River Falls Figure Skating Club, unless other arrangements are made with an Officer of the Club.
- 2. LEARN TO SKATE USA PROGRAM:** If I am a Learn to Skate coach, I shall be present at all lessons held during the season. If I am unable to teach any scheduled lesson, I will notify the Learn to Skate Coordinator or Learn to Skate Program Director at least 24 hours prior to a scheduled session. In case of illness, I will notify the Learn to Skate Coordinator or Learn to Skate Director as soon as possible. Failure to do so may be grounds for dismissal from the Learn to Skate Program. In addition, it is my responsibility to secure a substitute instructor and notify the coordinator and director of the arrangements.
- 3. BILLING PRACTICES:**
 - a. As a coach, it is my responsibility to bill and collect fees incurred as a result of private and group lessons. I will turn in my time card at the end of each month. If I do not turn my time card in in a timely manner, I am aware I may not be paid.
 - b. Notice of intent to change the hourly fee will be communicated to my skaters and their parents and the Board of Directors in writing at least one month prior to the beginning of the session when the change will occur.
 - c. My lesson rate will be \$ _____ per hour. The Club will publish my hourly rate along with my biography information on the Club website. This is also the rate at which I will bill the Club for group lessons and the annual ice show.
- 4. INDEPENDENT CONTRACTOR:** Under the terms and conditions of this agreement, each coach regards himself/herself as an independent contractor and therefore assumes responsibility and liability of all applicable taxes (Federal and State withholding, Social Security), and any additional insurance not covered by the insurance policy of the Club. All coaches must carry and provide a certificate of insurance providing liability insurance coverage as required by US Figure Skating. Each coach is responsible for any other requirements which may have a bearing on the status of an independent contractor.
- 5. MEMBERSHIP:** Each coach shall maintain a current membership with United States Figure Skating (USFS) based on coaching level with the club (Learn to Skate or Private Lessons), unless the instructor has membership with another USFS sanctioned club. As a member of the Club, each member agrees to abide by and uphold the rules of the Club and support fund raising projects and publicity functions.

6. **ICE SHOW:** Each coach may choose to actively participate in the annual ice show in the areas of music selection, coaching, choreography, set design, costume design, and directing. If a coach is assigned to a group, solo, or duet, the coach is expected to be present at all assigned practices, show run-through, dress rehearsals, and show performances.
7. **ATTENDANCE AT RINK:** Each coach is encouraged to make her/his teaching schedule known to skaters in advance. If the coach is unable to be present as scheduled, it is the responsibility of the coach to notify the skater and/or parent no later than 24 hours before the scheduled lesson except in case of illness when one hour's notice is expected.
8. **CONTINUING EDUCATION:** All Coaches are encouraged to join the Professional Skating Association (PSA), if eligible, and to attend seminars/training sessions available to them. If the Black River Falls Figure Skating Club schedules training sessions, all coaches will be encouraged to attend. All coaches are required to complete the CER requirements as outlined by USFS. If USFS recommends a coach to complete continuing education classes, the Black River Falls Figure Skating Club also recommends a coach complete these classes. **And should be completed by the deadline of July 1. All coaches 18 and older must complete the SafeSport Program and be background checked through USFS.**
9. **COACH/PROFESSIONAL MEETINGS:** Coaches shall attend all Coach meetings as scheduled. If unable to attend, the coach will be responsible for a written statement regarding the planned agenda will be considered adequate. The agenda and date of meetings will be posted prior to all scheduled Coach meetings.
10. **YEARLY REVIEW:** Each coach may have a yearly review by the Board of Directors.
11. **MONTHLY REVIEWS:** Each coach will be encouraged to meet once per month with the parents of each skater to review the skater's progress.

Coach's Name _____

Coach's Signature: _____ Date: _____

BRFFSC Representative: _____

Signature: _____ Date: _____