



# Instructor's Manual

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## Welcome to the staff of Louisville Skating Academy, Inc.!

We would like to welcome you to the Instructor Team of Louisville Skating Academy, Inc. ("LSA"). We're glad that you have joined us. We have a vibrant and rapidly growing club here in Louisville. We are constantly developing our programs to meet the needs of a wide-ranging and diverse figure skating community. We strive to be the best the area has to offer by bringing together well-trained, well-qualified professional instructors who are excited about working together to meet LSA's Mission and to grow the club.

The LSA Instructor's Manual is designed to be a guide to coaching with LSA. It contains information that you need to know in order to coach effectively and knowledgeably, and to meet the expectations of LSA. Please read the information carefully and feel free to ask questions.

The benefits offered to you as an Independent Contractor Instructor with LSA are set out in the Manual, as well as the responsibilities to which you must agree in order to join the LSA Team. **To join LSA as an instructor, you will be provided with an Independent Contractor Agreement which you must complete and submit as part of your Application Packet.** That **Independent Contractor Agreement** requires that you acknowledge your Independent Contractor status with LSA and certifies that you have read and understand the information in this Manual and that you agree to comply with the LSA policies which it outlines.

Again, welcome! We hope that your association with LSA provides you boundless opportunities for professional growth and personal rewards among a congenial staff. We are glad you are here!

Louisville Skating Academy, Inc.

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Forms that can be found on the LSA Website:

- A. LSA Membership Application
- B. LSA Ice Rules and Etiquette
- C. Professional Profile
- D. Independent Contractor Agreement
- E. Request for Educational Reimbursement
- F. Junior Instructor Study Sheet/Exam
- G. Guest Professional Application
- H. IRS W-9 Form

I. LSA Mission Statement and Value Statement

A. Purpose:

Louisville Skating Academy, Inc. is a nonprofit organization dedicated to the promotion and development of the sport of figure skating in the Louisville area by encouraging an environment of good sportsmanship while striving to provide training opportunities to meet the needs of all levels of skaters in achieving their personal goals from recreational skating to competition at national and international levels.

B. Mission, Vision and Value Statement:

Mission: We create and cultivate opportunities for participation and achievement in figure skating.

Vision: LSA fosters fun and inspires a lifelong passion for skating while developing champions on and off the ice.

- i. Our strategic goals include:
  - a. Marketing. Engage the community and membership through improved marketing strategies
  - b. Programming. Provide key programming to strengthen the skills of skaters and enhance the resilience of LSA.
  - c. Culture. Foster a culture of community, club satisfaction, and overall value of achieving.
  - d. Membership. Engage, sustain, and empower the membership to strengthen the club's resiliency.

Values. LSA operates in support of a wide variety of values, but bases its core operation on the following key values:

- i. Excellence. Highest standards in all endeavors
- ii. Integrity. Honesty and openness in all we do
- iii. Respect. We value each other's voices, contributions, and well being.
- iv. Resilience. We get up and adapt to challenges on and off the ice.
- v. Community. Nurturing connections through the skating community.

II. General Policies and Procedures

A. Hiring of Instructors:

LSA is dedicated to providing the highest quality professional staff for all club programs. The credentials of all applicants are reviewed and assessed in accordance with the needs of the program at the time of application. Before joining the coaching staff, applicants must submit a complete Application Packet. The application requirements which apply to on-ice and off-

ice instruction in figure skating and related disciplines are listed in Section III. Employees with entities with whom LSA has current contracts who are designated to teach off-ice disciplines at LSA are exempt from the application requirements. Hiring decisions are made by the Skating Director and are submitted for approval by the LSA Board of Directors. **All LSA Instructors are Independent Contractors.**

B. Junior Instructors:

The Junior Instructor track is available to those competitive skaters who have turned 16 years old, have achieved designated skating levels as determined by the Board of Directors (currently, one gold-level test is required), and who exhibit the characteristics and qualities which would be desirable in an instructor (including but not limited to, reliability, communications skills, club-spirit, prior experience, and knowledge), and are selected by the Skating Director and approved by the LSA Board of Directors. Junior Instructors must be current members of LSA, successfully complete a mentoring period, and meet with the Skating Director or her designee regarding club policies and procedures and general coaching practices. Junior Instructors may charge up to \$24/hr. for private lessons, and must annually maintain the required registrations, memberships and liability insurance to do so.

C. PSA Code of Ethics, LSA Ice Rules, and LSA Policies:

All Instructors who teach on LSA ice or rink side must abide by the PSA Code of Ethics, the LSA Ice Rules and Etiquette, LSA On-Ice Instructor Etiquette, and other LSA policies outlined in this manual and instituted from time to time. The PSA Code of Ethics and LSA Ice Rules can be found on the PSA and LSA websites, respectively. These documents should be read carefully. Instructors will be required to verify that they have read and understand the documents and agree to comply with their terms. In addition, the PSA Tenets of Professionalism (also available on the PSA website) provides a benchmark for professionalism to which all LSA Instructors should aspire.

D. Pay:

Pay rates for group lessons will be determined by you and the Skating Director. Group lessons include learn-to-skate, power and designated specialty classes. The pay for our Coolest Camps is \$12.00/hr for ALL instructors. Instructors are paid for group lessons/camps on a monthly basis, ordinarily around the twentieth (20<sup>th</sup>) day of the following month after the group lessons are taught. Instructors will be paid ONLY if LSA receives an invoice for the classes taught, and if LSA has the Instructor's current W-9 form on file. It is the Instructor's responsibility to ensure that a W-9 form is provided to the Skating Director annually. (A W-9 form can be found in the coach section of the LSA website). Instructors are responsible for submitting invoices for group lessons which detail the date, time, and name of the class taught. To receive payment for group lessons, instructors must submit an invoice in hard copy or via e-mail to the Skating Director no later than the fifth (5<sup>th</sup>) day of the month following the

month in which the group lessons were taught. Upon review of such invoices, LSA will issue payment to Instructors on a monthly basis, ordinarily around the twentieth (20<sup>th</sup>) of the month. When an instructor submits an invoice after the fifth (5<sup>th</sup>) day, he or she will miss the payment cycle and will be paid in the next payment cycle. Invoices submitted after sixty (60) days from the date the group lessons were taught may not be verifiable, and therefore the Instructor may forfeit payment of that invoice.

As independent contractors, Instructors are free to determine their own private lesson rates and to bill their private lesson students accordingly. Instructors are encouraged to set rates which are competitive in the industry and should feel free to discuss rates with the Skating Director, if there is a question. LSA currently does not charge a commission to LSA Instructors teaching on LSA ice time.

E. Educational Reimbursement:

LSA supports coaching education. When financially possible, LSA will subsidize a portion of the costs associated with attending PSA or USFS conferences, seminars and workshops and taking PSA accreditation and rating exams. Such subsidies will be reviewed each year as part of the budget process and will be outlined on a form in the coach section of the LSA website. Such reimbursement, if available, will be for LSA Instructors teaching a minimum of five (5) hours per week throughout the year, including Learn-to-Skate, power, private lessons, and other specialty class hours. Expenses that may be submitted for reimbursement include the application fee for seminars, workshops and conferences, application fees for ratings exams, and related hotel and travel expenses. Food is not covered under this policy. LSA reserves the right to deny reimbursement to any professional who is in breach of LSA policies. LSA reserves the right to change this policy at any time. Requests for educational reimbursement must be submitted within thirty (30) days of such event. A copy of all receipts for the requested amount must be provided. In addition, please provide a copy of the event affidavit. Requests without such documentation will not be considered.

F. Instructor Advertising:

LSA's promotion of its Instructors furthers the Mission of the club and fosters the cohesive association for which LSA has become known. To that end, LSA will maintain a listing of Instructors on the LSA website. Instructors are encouraged to keep the posted information current and updated with credential and rating achievements and current photographs. Instructors may submit updated materials for posting to the Skating Director as needed. In addition, Instructors may distribute business cards with their contact information. Visiting Instructors may not advertise while providing services on LSA ice time.

G. Volunteerism:

LSA would not be as strong an organization as it is today without the involvement and support of many dedicated Instructors. LSA welcomes the input of its instructors and encourages

professional development. Involvement with club administration and the development of its programs provides visibility for Instructors who take on such leadership roles and fosters growth of the club. LSA expects its Instructors to volunteer on a regular basis with club events, including but not limited to competitions, shows, promotional and fundraising events, Learn-to-Skate, and the annual banquet. LSA Instructors may chair committees, help organize events, and serve on the Board of Directors.

#### H. Ice Time and Discount for Children:

LSA appreciates that instructors have a love for the sport and often want to skate for their own enjoyment or to pursue additional credentials for their teaching. Instructors are allowed to skate on LSA sessions without paying for ice time as long as such skating does not detract in any way from the quality or undermine the safety of the session. Junior Instructors are not given this privilege and must pay for all ice time and training.

LSA recognizes that instructors teach during times which are in conflict with raising a family and that coaches who have skating children are more available to build their business and contribute to the growth of the club. In consideration, therefore, the immediate children of LSA instructors may, upon approval of the skating director and the Board of Directors, receive a 15% discount on learn-to-skate sessions, coolest camp, and contract ice time.

#### I. Termination:

As LSA Instructors play an essential role in instilling confidence in our membership with respect to LSA's programs, products, and professional staff, **any action by an Instructor which is contrary to this objective, which interferes with the relationship between the club and its customers or the facility, or which undermines the overall welfare of the club may result in the curtailment of such Instructor's group class assignments or, in more serious cases, suspension or termination of the Instructor's teaching privileges.** Instructors are contracted at will and can be terminated at any time for any reason or for no reason at all, with or without notice, in accordance with Kentucky law. Similarly, instructors may terminate their agreement with LSA at any time for any reason or no reason at all, with or without notice.

Termination action shall be initiated by the Skating Director and must be approved by the Board of Directors by majority vote. In emergency situations, the Skating Director with the written agreement of the LSA President and LSA Vice President may upon notice to the coach temporarily suspend teaching privileges for a period not to exceed 30 days, whereupon the full board shall vote to either lift the suspension or terminate the coach's teaching privileges. If the Board of Directors does not act within 30 days, the suspension shall be lifted and teaching privileges shall be restored.



III. Instructor Requirement/Application

- A. Please review the Coach requirement chart for checklists for various categories of coaches.

[2022 Coach Requirement Chart.xlsx](#)

B. Instructor Requirements Defined

***LSA Membership:***

LSA offers a special membership category to adult professionals (18 years of age or older) who actively support LSA's programs and activities and who teach both private and group lessons on a weekly basis. An application is sent out in May for the following membership year beginning July 1<sup>st</sup>. All Instructors are responsible for renewing their LSA membership annually, no later than July 1<sup>st</sup> each year. The Membership Chair will provide a compliance list on July 1<sup>st</sup>. Instructors who fail to comply will not be allowed on ice until their membership is renewed.

***PSA Membership:***

Instructors may be required to maintain membership through the Professional Skaters Association ("PSA"). PSA offers a variety of membership types and instructors are encouraged to choose one that best fits their needs. LSA instructors are encouraged to increase their knowledge of the sport through participation in PSA's educational programs. Additionally, Instructors are encouraged to advance their credentials through PSA's ratings process. Proof of annual renewal of PSA membership must be submitted to the Skating Director by July 1<sup>st</sup>. The website for PSA is [www.skatepsa.com](http://www.skatepsa.com).

***USFS Insurance:***

Instructors who teach private lessons, whether during a group lesson session or another lesson session, on-ice, off-ice, or rink side, in figure skating or any related discipline, must carry insurance through USFS and must provide proof of renewal of insurance annually to the Skating Director no later than July 1<sup>st</sup> each year. Instructors who fail to comply with this renewal requirement will not be permitted to teach privately during LSA ice until proof of renewal is received. Instructors who teach learn-to-skate group lessons ONLY are not required to carry individual liability insurance.

***USFS Coach Registration:***

Instructors must complete the USFS coach registration process *including successful completion of a background check* annually and renewal of SkateSafe training as required. Coaches also must maintain the appropriate continuing education requirements. All

Instructors are responsible for renewing their USFS Coach Registration and providing proof of renewal to the Skating Director no later than July 1<sup>st</sup> each year. Failure to have a fully vetted and registered staff poses tremendous risk of liability for LSA. Therefore, Instructors who fail to comply with this renewal requirement by July 1<sup>st</sup> cannot be permitted to teach on LSA ice until proof is received that registrations have been brought into compliance. The USFS website is [www.usfigureskating.org](http://www.usfigureskating.org)

***USFS Learn-to-Skate USA Registration:***

Instructors who teach learn-to-skate are required to register with Learn-to-Skate USA on an annual basis. As part of this registration, instructors must complete a certification exam and must complete a background check and required SkateSafe training, if not completed already through the Coach Registration process. The website for Learn-to-Skate USFS is [www.learntoskate.com](http://www.learntoskate.com)

F. Guest Coaches, Other Visiting Professionals and Summer Training Partners

Visits from outside coaches and other professionals (including coaches involved in e-learning) must be at the request of and coordinated through an LSA Instructor. Such LSA Instructor should consider the welfare of LSA as a whole in determining whether such visits are necessary, beneficial, and appropriate for the development of his/her student(s) and whether such visit will have a positive or negative impact on LSA as a whole. The presence of Guest Coaches and other Professionals during LSA contract ice is a privilege, not a right. The Skating Director has full discretion and authority to decline a request for a Guest Coach or other Professional if deemed in the best interest of LSA, with the approval of the Board of Directors.

Please refer to the LSA website for the most up-to-date application forms for Guest Coaches and other Visiting Professionals.

Local coaches who teach at another club in the area who wish to teach their students on LSA summer ice may apply for a Summer Training Partnership. This partnership is designed to assist sister clubs who do not offer summer ice or whose ice times are limited during the summer months. This opportunity is limited to coaches bringing students from another club to train, and is NOT available to guest or visiting coaches. A coach wishing to apply must submit a completed application to the Skating Director, must meet the requirements listed in the application, and must pay the upfront fee. The partnership will be available only if ice time is available after the LSA members have contracted for summer ice. For more information about the Summer Training Partnership, contact the Skating Director.

IV. On-the-Job Requirements

A. Dress Code:

All instructors are expected to dress professionally in appropriate skating attire. All attire should be neat, clean, and in good repair.

The LSA coach vest/jacket helps to create a professional look on the ice, helps students to identify and locate their instructor, and provides a way for skaters and parents to quickly identify authority figures in the case of an emergency. As such, instructors are invited to purchase and wear an LSA coaches' jacket or a logo item by the Learn to Skate USA instructor merchandise store. Junior Instructors may wear an LSA team jacket or may purchase a coaches' vest/jacket. Substitute items in black, royal blue or white may also be worn.

[Link to LTS USA Apparel store](#)

B. Communication:

As a professional instructor, your job includes educating and assisting parents in how to best support their skaters and help foster their success. Please understand that many families who begin skating with LSA have no figure skating background and your help in providing parents with a knowledge base concerning skills, testing, rink etiquette for parents, competitions, skating equipment and attire, and the coach hiring process is extremely beneficial to yourself and the club.

As Instructors, we can control what occurs on the ice, but not always what goes on in the stands. Even the most well-meaning parent may offer incorrect or misguided information to another parent which may cause concerns. Stewing parents are bad for business! When parents feel comfortable seeking knowledge from *you*, rather than from another (possibly misinformed) parent about the development process, healthy relationships and confidence in your expertise are built. Please aim to have an open dialogue with your customers.

The LSA website ([www.skatelouisville.org](http://www.skatelouisville.org)) contains a great deal of helpful information. The current LSA calendar is maintained on the website, as well as a listing of test session dates, competition dates, seasonal ice registration and used equipment sales information. There is also a schedule specific to group lessons under the "Learn-to-Skate" tab. The LSA By-laws and other materials about the organization are posted under the "About LSA" tab. Information pertinent to Instructors may be found under the "Coaches" tab, through the restricted access link. The password to such link will be made available to current independent contractors. Instructors should check the LSA website regularly.

If you are not sure of an answer, the Skating Director, Board Members and Committee Chairs are available to answer your questions.

Coaches should not make derogatory or demeaning comments about students or parents. Such conduct while on the rink premises is unprofessional and will not be tolerated.

C. On-Ice Instructor Etiquette:

LSA sessions tend to be busy and active with many skaters and many coaches on the ice. Please help keep sessions safe and productive by being courteous of others and encouraging skaters to do the same. Please review the following:

Only approved LSA instructors are allowed on the ice or in the hockey boxes. Parents, spectators, and other visitors may view from the stands and may not linger in the doorway to the ice.

Do not stand mid-ice for an extended period of time. Keep moving or stay by the wall or in the hockey boxes.

Educate your skaters about watching out for others, keeping their heads up when they skate, being aware of skaters in lessons or running programs, and being careful when the harness is in use.

Coaches are asked to help monitor the skating attire for athletes skating on LSA ice and to politely inform skaters who are dressed in jeans or other inappropriate clothing to dress appropriately.

Respect each other and all skaters on the ice. Remember that you are the professional and a role model for the skaters. Teach respect and cooperation. Young, low-level skaters may get in the way, but older, high-level skaters can also. We allow skaters on sessions based on test level and not maturity level. Intervene immediately if you witness a potentially dangerous situation. Better to address a problem before rather than after an accident.

Be aware of traffic patterns and flow on the ice. Be aware of the activities of others and communicate with your fellow instructors. Be understanding if a fellow coach asks you to consider a move in order to facilitate a lesson plan. For example, an alternative may exist to teaching a figure eight pattern at center ice while other skaters are practicing the diagonal patterns of junior or senior moves. A spin lesson might be better situated along the wall at mid ice rather than in the "lutz corner." We need a give and take among the instructors in order for everyone to accomplish their objectives.

Be careful with equipment, and remember that the equipment we use can pose safety hazards. We can have issues when looking through a video camera, drawing with a marker on the ice, or skating with a student strapped in a pole harness. Be conscientious and alert, and be proactive to avoid accidents.

LSA has a policy that skaters may not use electronic devices (phones, ipads or the like) on the ice during LSA sessions. Please help to enforce this policy.

D. Special Access to Sessions:

Coaches must make every effort to educate skaters about level requirements of LSA and the importance of complying with the related rules.

LSA has a policy and procedure in place addressing the occasional special circumstance where a skater needs access to a session or class for which they are not qualified (either too high or too low or for a different discipline):

The mandatory approval process is initiated by the Instructor, not the skater or parent, by conferring with the Skating Director. In considering the session in question, such factors as the number of skaters registered, number of Instructors on the session, overall makeup of the session (weak very low, low, mixed, high, powerful) and physical size of the skaters, as well as the expectations of the those who registered for the session are all taken into account. The Skating Director has the authority and responsibility to grant, refer to another more suitable session, refuse, or establish parameters for each request.

E. Instructor Organized Group Lessons

LSA recognizes that group lessons are an important part of learning. In this regard, LSA offers many different types of on and off-ice group classes. At the same time, LSA recognizes that coaches may from time to time deem it beneficial to their skaters to teach them in a group setting. Lessons with two skaters are allowed on any LSA session. Small group lessons with no more than four skaters shall be allowed periodically, as long as these lessons are not scheduled on a weekly basis and do not compete with or interfere with existing LSA group programming. As an exception, coaches may meet with their students as a larger group on or off-ice to educate them on a particular warm-up or practice program at the start of a season. With any lesson involving more than one skater, LSA instructors are asked to be cognizant of the impact that small groups can cause to the quality of a session.

F. Off Ice Instruction:

LSA offers excellent off ice programs. If the needs of a coach are not being met by such programming, he or she is encouraged to speak to the Skating Director. No off-ice conditioning type lessons (or any lesson which competes or appears to compete with LSA's existing programs) are allowed without the prior approval of the Skating Director.

LSA maintains an off ice area above the pro-shop, and instructors may use the room for specific skating type instruction (such as choreography or pair lifts) upon receiving prior approval of the Skating Director. Instructors shall not work with only one skater alone in the area above the pro shop. LSA maintains an off ice harness area within the arena, and instructors are permitted to work with skaters individually or in pairs in this area immediately prior, during or immediately after LSA sessions without receiving prior approval from the Skating Director. Instructors wishing to use this harness area at other times must receive approval from the Skating Director.

#### G. Use of LSA Equipment

LSA owns several pieces of equipment that are available to instructors to use with students. The on and off ice harnesses are available to all instructors, including junior instructors, with proper training. Please contact the Skating Director to be trained in the use of such equipment. Care should be taken to properly use and store this equipment.

#### H. Coaches' Area:

Coaches are allowed to congregate and prepare for the ice in one of the Party Rooms. However, personal items are not allowed to be left in the room overnight.

Please refrain from having parent meetings in this area. Skaters also should be encouraged to stay out of this area so coaches have an opportunity for private time.

### V. Emergency Procedures

#### A. Illness and Injury:

If a skater is injured on the ice, **do not move the skater if the skater cannot or will not move voluntarily.** Take time to allow the skater to move on his/her own. When the skater can get up or show movement in the injured area, gently assist the skater off the ice. If the skater is immobile, put coats on the skater and under the skater's head to keep the skater warm. If the skater cannot move independently, we may need to call 911 for medical assistance. Seek the help of the Skating Director, ice monitor, or other instructors. Do not remove skates, as this may further complicate a leg or foot injury.

All instructors should carry rubber medical gloves in their coat pockets, and should avoid touching blood. If a skater is bleeding, put on gloves and, using the cleanest clothing

available, apply pressure to the wound. A medical kit containing bandages is kept rink side during each session. Seek additional supplies from the Skating Director or the Iceland office. If blood is on the ice, do not allow other skaters in the area. Have another skating instructor obtain cones and block off the area. Notify Iceland management immediately.

All Instructors are encouraged to be trained in CPR and First Aid.

#### B. Severe Weather and Other Premises Issues

In case of an emergency such as fire, tornado, or power outage, you are responsible for the skaters on the ice. DO NOT leave skaters on the ice. Usher skaters to the exits or selected safe area, as appropriate. The inner locker rooms are the safest place in the event of a tornado.

Be familiar with all exits from the building. In a true emergency, do not worry about skaters wearing skates as they walk out of the building. Time is of the essence.

In the event that a mechanical malfunction causes LSA to lose contract ice sessions, Instructors are encouraged to work with the Skating Director to utilize alternative ice locations. **Instructors should keep in mind that the integrity of LSA's contract ice program is our #1 priority and every effort should be made to retain our students at LSA's training facility.**

### VI. LSA Governance and Getting Involved

#### A. Governance:

LSA is run by members and Instructors who serve in various capacities to ensure the health and growth of the club. Each skater, skating family, and Instructor plays an important role in the success of LSA. A flow chart depicting LSA's organizational structure can be found on the LSA website. Understanding the organization and promoting its programs is critical to LSA's continuing vitality. Instructors are encouraged to become familiar with the organization of the club and get involved!

#### B. Special Events:

LSA hosts several important events each year, including but not limited to competitions, shows, the annual banquet, and an annual National Skating Month Clinic. Instructor support and participation in these events is critical to the success of the club.

LSA holds an Annual Banquet for its members and families. This event normally is held in May. Instructors are strongly encouraged to attend, as this event is very important to the skaters and parents.

LSA will ask all affiliated Instructors to participate on a *pro bono* basis in the National Skating Month clinic held annually at Iceland. This clinic is free and is open to the public. It is sanctioned by USFS and is part of an outreach program designed to bring awareness to the community about figure skating. Iceland donates ice time and skate rental, and many volunteers work to make this event a success. The event normally takes place in January or February.