



Guest Coaches and Other Visiting Professionals (Including E-Coaches):

Louisville Skating Academy (LSA) is committed to ensuring that all skaters, coaches, and others working on- or off- ice are protected and safe in the skating environment. LSA honors and respects the trust that members and our community place in our organization. Coaches are held to extremely high ethical standards.

Visits from outside coaches and other professionals (including E-coaches) 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, appropriate for the development of his/her student(s), and whether such visit will have a positive or adverse effect on LSA as a whole. The presence of guest coaches, other visiting professionals, and E-coaches during LSA contract ice is a privilege, not a right. The LSA Skating Director has full discretion and authority to approve or decline a request for a guest coach, visiting professional, or E-coach if deemed in the best interest of LSA. Denials of a request require the approval of the Board of Directors at the next regular meeting (a special meeting will not be called for reviewing denials). Frequently visiting guest coaches, other professionals, and/or E-coaches may be asked to apply for an independent contractor position with LSA and meet the same requirements as the Instructors on staff in order to continue accepting money for services in any form or connection with LSA.

E-coaching, a new and developing area in the ice skating industry, must meet the same high ethical and safety standards that is expected of any other coaching relationship at LSA. E-coaching is a synonym for electronic coaching, which is coaching in a digital manner, covering any type of coaching in which information and communication technology is used (ICT). E-coaching is also a synonym for: online coaching, remote coaching, web coaching, cyber coaching, digital coaching, distance coaching, and virtual coaching. Some types of e-coaching need special software, for example, chat coaching (through a chat program), webcam coaching (using a webcam), SMS coaching (by mobile/smart phone) and Skype coaching (combination of chat and webcam).

E-Coaches who visit LSA through a digital manner (examples include but are not limited to Face Time or Skype) are subject to the same terms and conditions of any other guest in this agreement. In addition, in E-coaching situations the following policies specifically apply:

- An LSA Instructor, and not a parent, skater, or any other bystander, must handle the communication device.
- The LSA Instructor holding the communication device should remain along the boards and may be asked to stand in the hockey boxes at the sole discretion of the skating director or her designee.
- It is the responsibility of the coordinating LSA Instructor to obtain the consent of the minor's parent should such lesson be posted online.
- Recognize that LSA is in no way responsible for the function ability or quality of the wireless signal. It is recommended that LSA Instructors have a "back up" connection resource in the case the rink connections are not functioning. Fees for E-coaching will be due for any partial session/lesson conducted in order to ensure consistent enforcement of this policy.

Guest coaches, other visiting professionals, and E-coaches in any discipline who accept money for services rendered (coaching, evaluating or in direct communication with an LSA instructor) to a skater at rink side on LSA ice must comply with the following mandatory requirements and receive the approval of the Skating Director.



1. Complete and submit a Guest/Professional Application Form including references, provide proof of PSA membership, PSA liability insurance, and completed USFS registration/background check along with payment at 14 days prior to the planned visit if on-site, three (3) days prior if e-coaching. An ongoing scheduled arrangement may be approved by the Skating Director. (An LSA may pay before the session to the ice monitor or skating director)
2. Become familiar with and agree to comply with LSA policies, including LSA Ice Rules and Etiquette and LSA On-Ice Instructor Etiquette.



Guest Coaches and other visiting professionals (including E-coaches) Application

A coach or professional who is not part of the LSA team and who desires to teach on LSA ice time must be invited by an LSA instructor and must complete this guest coach application. As part of this application, a guest coach or professional must provide proof of PSA membership, proof of PSA liability insurance, completion of the USFS registration/background check process, references, payment of fees (upfront), and must have approval from the LSA Skating Director. The guest coach fee for the 2014-2015 year is \$50 per day on-site, \$10 per lesson e-coaching (up to 60 consecutive minutes for one skater). All paperwork is due 14 days prior to the visit for on-site, three (3) days prior to the visit for e-coaching. Payment is due at the time of application.

Certain coaches may be exempt from the Guest Coach fees (the application process still applies). Such exempt coaches would include professionals invited by the Skating Director from time to time to work with many skaters on a specific area such as a dance partner or coaches who are hired as part of a club-wide special event such as a clinic.

To be filled out by Guest Coach:

LSA Instructor Requesting Guest Coach or other professional (including E-coaches): _____

Guest Coach or Professional's Name: _____

Cell Phone Number: _____ Email Address: _____

PSA #: _____ USFS #: _____

Dates of Planned Visit: _____

Please attach:

- Copy of Insurance
- Copy of USFS Registration Card

Please list two references:

Name: _____ Phone: _____ Email: _____

Name: _____ Phone: _____ Email: _____

Do you have any pending grievances filed against you or have you ever been disciplined by an ice skating club or organization? If so, please give a brief explanation:

I am familiar with the PSA Code of Ethics and the LSA Ice Rules and Etiquette and agree to abide by them while visiting LSA. I understand the guest coach fee is due upon application of my planned visit or e-coaching.

Signature of Guest Coach or Professional (including E-coach) Date

To be filled out by LSA Instructor:

LSA Instructor Requesting Guest Coach or professional (including E-coach): _____

Guest Coach or Professional's Name: _____

Last Revised/Effective: January 5, 2014

Last Legal Review: December 23, 2014



Dates of Planned Visit or Lesson (E-coaching): _____

Please list reason for the guest coach or professional visit:

The guest coach or professional will be available for lessons with LSA members other than my own clients. Y or N
If so, please list any limitations:

The guest coach or professional would be willing to provide an educational seminar or class to LSA instructors.
Y or N If so, give general information on time and cost:

By signing below, I am completing this formal request to bring in a guest coach or professional (including E-coaches) to teach on LSA ice time. I understand that the Skating Director has full discretion and authority to decline a request for a Guest Coach or other Professional (including E-coaches) if deemed in the best interest of LSA. Denials require the approval of the Board of Directors at the next regular meeting (a special meeting will not be called for review of guest coach or professional denials). Finally, I agree that I will be responsible for the schedule (and compliance with all ice rules) of the guest coach or professional during his or her visit (including E-coaching activity).

LSA Instructor Date

I _____(give/deny) permission for the above referenced coach or professional (including E-coaches) to teach on LSA ice time during the dates indicated.

Skating Director Date

Special Notes:

Return to LSA, 2211 Homewood Drive, Louisville, KY 40223



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 remember the following:

1. Do not stand mid-ice for an extended period of time. Keep moving or stay by the wall or in the hockey boxes.
2. 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.
3. 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.
4. 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 on order for everyone to accomplish their objectives.
5. 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.

Ice Rules and Etiquette

1. Common courtesy is to be practiced at all times. Please watch out for and respect other skaters.
2. Professionals and ice monitors are in a position of authority. Respect and act politely toward all professionals and ice monitors.
3. Keep safety in mind for yourself and your fellow skaters. Louisville Skating Academy (LSA) reserves the right to remove any person who is a danger to him or herself or other skaters.
4. Respect each other's property. Do not touch another skater's property without asking permission.
5. Skaters may not interrupt a coach who is giving a lesson.
6. All skaters should realize that practicing their programs is a critical part of their training:
 - a. Music will be loaded on the iPod Playlist as it becomes available.
 - b. Requests for music will be on a first-come-first-served basis.
 - c. Basic Skills and pattern dance music may be requested and will be provided by LSA.
 - d. A coach or professional may request to have the skater's music played during their lesson time and such request will receive priority. If there is a queue, one such request may be made in a ten-minute period.
 - e. Music may not be started unless the program can be completed before the end of the session.
 - f. Skaters must wear the orange vest during their program to indicate right of way.
 - g. Other skaters, parents and coaches should refrain from yelling out the program skater's name, for example, "Look out for Susie!"
7. Skaters in a lesson on the harness have right of way over all other skaters. Skaters who are wearing the orange vest on program have right of way, with the exception of a skater in a harness. Skaters and coaches in a lesson have right of way over all other skaters, except those on the harness or on a program.
8. All skaters and coaches will respect each other and be courteous of each other.
9. Ice time is for training. Skaters who are not skating must leave the ice:
 - a. Skaters should exit the ice to re-tie boots. Do not sit on the ice to adjust skates.
 - b. Standing and socializing on the ice is prohibited.
10. The use of foul or abusive language is prohibited and will be cause for the skater or parent's removal from the ice.
11. Skaters must sign in with the ice monitor prior to getting on the ice. Walk-on skaters must pay prior to getting on the ice.
12. Skaters may not get on the ice before the designated session for which they have paid. Skaters whose lessons extend to the next session must pay for that session.
13. Eating, drinking or gum chewing on the ice is prohibited. Plastic water bottles only are allowed.
14. Personal headsets and headphones are prohibited.
15. Skaters are to retrieve their clothing items, tissues, water bottles and other personal items prior to exiting the ice.
16. Skaters must wear proper skating attire. Jeans are not allowed.
17. Videotaping anyone other than your own skater at any time other than at public performances is strictly prohibited and will not be tolerated. Anyone engaging in this behavior will be asked to stop and may have their LSA privileges suspended.