



Smithfield Figure Skating Club

Dear Skating Professional,

The time has come to renew your professional contract with SFSC for the **2024-2025** skating season. Please take some time and review the attached documents and let me know if you have any questions or concerns. Forms and documents that need to be returned are as follows:

REQUIRED FORMS

- ☐ Pro Contract for **2024-2025**
- ☐ Appropriate fees
- ☐ Copy of current Liability Insurance Certificate
- ☐ Signed Coaches Code of Conduct
- ☐ Proof of Coaches Registration (required for coaches 18 and older)
- ☐ SafeSport Certification
- ☐ PSA Membership - ONLY required if you coach students at Qualifying Events

OPTIONAL FORMS

- ☐ Skating Professional Resume
- ☐ Copies of tests passed this season (if applicable)
- ☐ Photograph of yourself to put with your resume inside of our Pro Book (please note that this is optional, but it allows people to be able to put a face with your name; if you already have one on file, it will be used again)

* Please remember that all coaches are required to volunteer a minimum of **2 hours per year** the fee for failing to do so is **\$100**. Hours may not be transferred among professionals, and in-kind donations of food and beverages for events, while appreciated, will not be considered. Hours put in at the Ocean State Open will apply to the contract year in which the event is hosted by SFSC.

* Please note that the contract year begins on July 1st, contracts received on or after that date will be subject to a late fee of \$25 for the month of July, a \$50 late fee if turned in in the month of August and after the month of August coaching privileges will be suspended until such time the contract is turned in and has been reviewed. Incomplete contracts will not be accepted and will be returned to you, they may also be subject to a late fee. Contracts received after the last day of August will now be considered as a contract that has lapsed and will no longer be reinstated. Coaches will now have to re-apply for privileges should they allow their contract to lapse. Contracts will no longer be placed on hold, any coach that does not renew their contract will be subject to the re-application process.

- * Should failure to follow rules, policies, or regulations set forth by SFSC occur, a verbal warning to a coach will occur, if no changes are made within two weeks, a certified letter may be sent by the SFSC Board of Governors, after which time if no changes are made within an additional two weeks, the contract may be terminated resulting in a loss of coaching privileges.
- * In an effort to improve communication among coaches themselves and between the coaches and the board there will now be a minimum of one mandatory coaches meeting per year so that coaches can exchange ideas and bring up any ongoing issues that need to be addressed.

All forms and the appropriate fees need to be returned no later than **July 1, 2024** You may turn in your completed packet in 1 of 2 ways:

- 1.) Mail to: Melissa Horton
6388 Merhottein Loop
The Villages, FL
32163
- 2.) Email the electronically signed records to skata422@gmail.com and either mail the payment to the address above or turn the payment in in person.
**Please note that an e-signature is equivalent to a handwritten signature*

If documents are not received and/or Coaches Registration is not completed by the deadline date, coaching privileges will be denied until all forms, payments and/or Coaches Registration is/are completed and a late fee will be assessed.

If you have any questions or concerns please let me know and I will do my best to assist you. I can be reached at 401-640-8133 or skata422@gmail.com



Smithfield Figure Skating Club

2023 - 2024 Professional Contract

This agreement is made by and between the Smithfield Figure Skating Club, hereafter referred to as SFSC, and _____ for the skating year commencing **July 1, 2023 to June 30, 2024**

I HEREBY AGREE TO THE FOLLOWING TERMS AND CONDITIONS:

1. The annual professional fee for teaching privileges at SFSC is as follows:
(Please check which applies to you and enclose check made out to SFSC for that amount)

<input type="checkbox"/> A. Dance Only	\$25.00
<input type="checkbox"/> B. Dance & MITF	\$35.00
<input type="checkbox"/> C. Freestyle & MITF	\$50.00
<input type="checkbox"/> D. Freestyle, MITF & Dance	\$60.00
<input type="checkbox"/> E. Bridge Ice Instructors	\$25.00
<input type="checkbox"/> F. Learn To Skate only	No Fee
<input type="checkbox"/> G. Late Fee (if applicable)	\$25.00 (July)
<input type="checkbox"/> H. Late Fee (if applicable)	\$50.00 (August)
2. Upon annual renewal, you must include a current copy Certificate of Professional Liability Insurance. All contracts are subject to annual review; SFSC reserves the right to accept or reject each contract on an annual basis. Contracts that are late will be subject to late fees as follows, \$25 if late in the month of July, and \$50 if late in the month of August. Any contract that has not been renewed by the last day of August will be considered as lapsed and will not be reinstated; the coach should re-apply for privileges. Please note that contracts will not be placed "on hold."
3. All professionals are required to participate in the USFSA Coaches Registration and background check, contracts will not be approved until this process is complete and your name appears on the USFSA List of Registered Coaches, please provide proof of registration. (This does not apply to any coach that is under 18 years of age).
4. All professionals are required to hold membership with the Professional Skaters Association (PSA) and provide proof of membership.
5. Each professional will provide SFSC with verification of their highest tests passed through USFSA in Figures, Freestyle, MITF and Dance (if applicable). This needs to be done only one time unless you have passed tests in the previous year. *If you do not supply this verification, SFSC reserves the right to annul this contract.*
6. Each professional will be required to volunteer a minimum of **2 (two) hours per year** at one or more of SFSC's yearly events and/or test sessions. Those professionals who do not volunteer the minimum number of hours will be assessed a fee of **\$100** at the end of this contract. The SFSC Board of Governors will be tracking hours on a yearly basis. **Please note that volunteer hours MUST be served by the professional and the transfer of hours from another professional or family member will not be allowed. All volunteer hours*

should be seen through to their completion. All volunteer commitments (4 hours per year) will be met at the following events only: SFSC Basic Skills Competition, Ocean State Open (when hosted by SFSC), SFSC Exhibitions/Shows and SFSC Test Sessions (this does not include testing during Learn to Skate). All coaches will be held to the same amount of volunteer time (4hrs). Should additional volunteer opportunities become available, they will be communicated to professionals via email.

7. All volunteer time is the responsibility of the coach. Following completion of a volunteer commitment, each coach is required to fill out a Volunteer slip and have it signed by a Board Member indicating they have put in the time at an event. This slip should be submitted to the SFSC Pro Liaison within 10 days after the time has been put in, otherwise this time may not be counted toward your contract. The original should be submitted, but it is recommended to keep a copy for your records as well. Sign up sheets leading up to events will still be sent out via email only; volunteer schedules/sign ups will be set 24 hours prior to an event, after which time changes will not be made. If anyone at any time during the contract year is unsure of how much time they have put in, please ask the SFSC Pro Liaison, it is not recommended that coaches wait until the last event to find out how much time is owed.
8. Coaches are responsible for checking for their email on a regular basis, especially leading up to events and/or when paperwork is likely to be due. If your email address has changed, it is the responsibility of the coach to inform the SFSC Pro Liaison.
9. Please note when applying an e-signature to send documents electronically this signature is considered equivalent to a handwritten signature.
10. Each professional is required to know and adhere to the rules and regulations of the SFSC, promote good sportsmanship and skating courtesy in all skaters using SFSC ice. Each professional agrees to abide by the Code of Ethics/Tenets of Professionalism that has been set forth by the Professional Skaters Association.
11. Failure to follow any rules, policies, or regulations will result in a verbal warning from the SFSC Board of Governors, if no changes are made within two weeks, a certified letter may be sent by the SFSC Board of Governors, after which time if no changes are made within an additional two weeks, SFSC reserves the right to terminate the contract resulting in a loss of coaching privileges.
12. PSA Rating (if applicable)_____
13. First Aid Certification: Expiration Date:_____ (This is recommended, not required)
14. CPR Certification: Expiration Date:_____ (This is recommended, not required)
15. Please provide your e-mail address:_____

16. Please provide your mailing address:_____

17. Please check below if you would like your picture to be added to our website along with your name on our coaches page (please email your picture to Bob LaMontagne):

Yes_____ No_____

Professionals Signature:

Signature of Parent/Guardian (if under 18 yrs old):

Date:_____

**Please note that your e-signature is equivalent to your handwritten signature*



Smithfield Figure Skating Club

Coaches Code of Conduct 2023-2024

1. Coaches should teach their students proper on-ice ethics, such as:
 - a. Watching out for the skater with the vest.
 - b. Looking both ways before skating away from the boards.
 - c. Politeness to other skaters, coaches and volunteers.
 - d. Courtesy to any skater who is in preparation for a jump or in a spin.
 - e. Courtesy to any skater who is in the middle of a jump element or spin.
 - f. Not trying to overtake a fellow skater for a spot to do a jump or spin.
2. Coaches should extend common courtesy to their fellow coaches on and off the ice.
3. Coaches should refrain from any critical comments they may have about another coach or skater while on rink grounds, denigrating/talking down club programs, or engaging in solicitation, such as:
 - a. Personal solicitation of a skater while they are actively engaged in a lesson or performance such as a test, competition or exhibition, this includes meetings and warm ups related to such events.
 - b. Soliciting members to go and join other skating clubs.
4. When a coach is using the harness, they should give the right-of-way to all other skaters around them. The coach and student using the harness should not have the right-of-way. Please don't head away from the boards until the area is clear.
5. Coaches should always be aware of their surroundings and should avoid standing in one place at the middle of the ice.
6. All coaches should know and follow all SFSC rules pertaining to Freestyle, Moves in the Field and Ice Dancing. If a coach is in violation of the rules on multiple occasions, then he or she will be brought before the Board of Governors to discuss the matter. If the rules are continuously broken, then the coach will be disciplined up to and including suspension of coaching privileges.

Signature of Coach: _____

Date: _____

*By completing this form electronically your e-signature is equivalent to a hand written signature