



AMES FIGURE SKATING CLUB VISITING AND INVITED PROFESSIONALS

Approved April 15, 2024

I. Purpose

This policy aims to ensure the quality, safety, and integrity of coaching and services provided to members both on and off the ice by vetting visiting instructors, managing liability, and maintaining the club's culture and standards.

II. Visiting and Invited Professionals Requirements

New visiting coaches must submit the following information no less than 1 week prior to the session.

1. Name
2. Proof of insurance
3. PSA or USFS # or comparable credential
4. Reason/purpose for coaching session
5. Date that they wish to participate in club ice so that the ice monitor can be notified
6. Format in which they will attend (virtual or in person)

III. Session Format

1. Virtual lessons may be conducted as one-on-one sessions, depending on the coach's availability and skater preferences.
 1. See [Virtual Lesson Policy](#) for processes, restrictions and guidelines.
2. Sessions may include on-ice technique analysis, off-ice training, choreography, and other relevant activities.
3. All on-ice virtual lessons require skaters to purchase club ice time.
4. Refer to [Ice Etiquette Policy](#) processes, restrictions and guidelines.

IV. Skater Safety and Supervision

Visiting coaches are responsible for knowing and upholding the guidance provided the AFSC [Ice Etiquette](#) & [Virtual Lesson](#) Policies as well as the [USFS Code of Conduct](#).



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These documents along with this Visiting will be distributed to the coach by a member of the Board upon approval to act as a visiting coach and will need to give written confirmation that they have received the documents.

V. Privacy and Consent

1. Skaters and their legal guardians must provide consent for participating in virtual lessons, including any recording or sharing of session content for training or promotional purposes.
2. Coaches will ensure the privacy of skaters during virtual lessons and refrain from sharing any sensitive information without consent.

VI. Coach Responsibility for Setup

1. Coaches will be responsible for setting up and managing the technical aspects of virtual lessons, including configuring the video conferencing software and managing any additional equipment required for the session.
2. Coaches will provide guidance to skaters on how to set up their training space for optimal safety and effectiveness.

VII. Skater Responsibilities

1. Skaters must inform the ice monitor upon arrival at the rink that they are there for a virtual lesson
2. Skaters must sign in for AFSC Club Ice using the AFSC iPad or pay using Square.
3. Skaters participating in virtual lessons are required to wear a yellow lesson vest provided by the club or orange performance vest.

VIII. Visiting Coaches

1. Visiting coaches must be approved by the AFSC President before conducting virtual ice lessons.
2. Visiting coaches must provide proof of certification and liability insurance coverage before being permitted to conduct virtual ice lessons.
3. Visiting coaches must adhere to the club's code of conduct and other relevant policies during virtual ice lessons.



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4. Virtual ice lessons conducted by visiting coaches must adhere to the same standards and guidelines as lessons conducted by club-affiliated coaches.
5. No more than four virtual ice lessons can be conducted by a visiting coach without approval from the AFSC board.

IX. Code of Conduct

1. Skaters and coaches must adhere to the club's code of conduct during virtual lessons, including respectful communication and adherence to the rules of the sport.
2. Any violations of the code of conduct will be addressed according to the club's disciplinary procedures.

X. Technical Support

1. Skaters experiencing technical difficulties during virtual lessons should contact the coach for immediate assistance.
2. Coaches will provide guidance on troubleshooting common technical issues that may arise during sessions.

XI. Amendments to Policy

1. This policy may be amended as needed by the Ames Figure Skating Club Board of Directors. Any changes to the policy will be communicated to club members in a timely manner.