



Administrative Policies for Professional Coaches



Accountability

1. Coaches and the Club shall act in accordance with Skate Canada policy, including the Skate Canada Professional Coaches Code of Ethics.
2. The Coaches will be directly responsible to the President, through the normal chain of command.

Coaching Contracts

1. Coaches will be maintained on annual contracts for the duration of the season.
2. At the end of the season, the President will individually advise the coaches of the club's intentions for the following season and request that the coaches individually confirm their intent.
3. The coaching contract will be based on discussions of the Finance Committee, as per IFSC By-law 35, and will be provided individually to each coach prior to the start of the skating season. The coach will confirm the contract, and provide a two signed copies to the President. The President will sign the two copies, and return one signed copy to the coach. The original will be retained for Club files.
4. Coaches in good standing with Skate Canada can anticipate their contracts being renewed on an annual basis, with consideration being paid to membership numbers.
5. Annual contracts details shall be based on recommendations of the Finance Committee.
6. Coaches shall be terminated from the club only if in violation of the Skate Canada Professional Coaches Code of Ethics.

Selection of New Club Coaches

1. New coaches will be selected as the Board of Directors considers necessary, based on recommendations of the Club Coaching staff, and in particular, the Head Coach.
2. If required, the President and Head Coach shall solicit resumes and interview coaches for vacant positions and make recommendations to the Coaching Staff and the Board of Directors.

Club Coaching Rates

1. The Board of Directors shall determine the club coaching rate on an annual basis prior to the start of the skating season based on the recommendations of the Finance Committee. In-kind considerations for coaches shall be made at the discretion of the Board of Directors.

Chargeable Activities

1. Skater Development:
 - a. Club skater development programs, including Learn-to-Skate, CanSkate, CanPower and StarSkate.
 - b. The number of coaches required for each Learn-to-Skate, CanSkate and CanPower session will be based upon registration and recommended Skate Canada ratios.
 - c. StarSkate Development sessions will be based on recommendations of the Finance Committee.
 - d. Club coaches shall determine appropriate and fair schedules for teaching the Learn-to-Skate, CanSkate, CanPower and StarSkate development sessions based on ratios and club requirements. Depending on registration numbers, it is possible that coaches may need to rotate schedules.
 - e. Club coaches shall ensure there are appropriate coaching ratios for all sessions. At least one club coach shall be available for each session. If required, volunteer coaches with suitable training, but not necessarily active Skate Canada accreditation, shall be brought in to assist with Learn-to-Skate, CanSkate and CanPower sessions when appropriate ratios of club coaches are unavailable (e.g., during area competitions). The President will be asked to approve the alternative arrangements. Volunteer coaches shall be presented with a gift certificate in thanks for their assistance instead of remuneration.

2. Club Competitions:
 - a. Club coaches shall be paid for the scheduled CanSkate session time for the day.
3. Carnivals and Ice Shows:
 - a. Seasonal Carnivals and Ice Shows will be based on recommendations and a business plan developed by the Finance Committee.
 - b. Based on the recommendations of the Finance Committee, a separate coaching contract will be negotiated with the coaches, through the Head Coach and the President, for approval by the Board of Directors prior to the start of the skating season.
 - c. The contract shall be based on the Club Coaching Rate.
 - d. The contract shall include time for
 - i. Practices with Junior, Intermediate and Senior skaters as agreed to with a club representative and the coaches;
 - ii. Four (4) hours for the dress rehearsals;
 - iii. Six (6) hours for one (1) matinee and (1) evening performance;
 - iv. Bonus remuneration for the choreography, music and meetings to prepare for the carnival; and,
 - v. Preparation of the music master tape.
 - e. The coaching contract will be provided individually once the Board of Directors has confirmed that a Carnival/Ice Show will be held. The coach will confirm the contract, and provide two signed copies to the President. The President will sign the two copies, and return one signed copy to the coach. The original will be retained for Club files.
4. Inclement weather or arena closures:
 - a. Coaches will be paid for arena closures due to inclement weather or other unforeseen situations where regular development sessions had been scheduled. Only the coaches scheduled to teach for these sessions may submit invoices.

Payment

1. Coaches shall provide invoices to the Coaching Representative on a two (2) week basis. The Coaching Representative will immediately provide all invoices to the President and Treasurer for payment. Payment is made upon receipt.

Guest Coaches

1. Only professional coaches under contract to the club shall be eligible to coach at the club during regular skating sessions.
2. Guest Coaches shall be invited to coach at the club for special events, such as StarSkate Development sessions or seminars.
3. Exceptions to this rule may be made if recommended by the coaching staff and approved by the Board of Directors.

Special Events

1. Club Coaches may help co-ordinate a special event and may assume the position of Manager or Chairperson, as required.
2. Club coaches shall host the coach's hospitality area during club, area and invitational competitions but shall not be responsible for the provision of food or drinks.
3. Coaches shall be remunerated for coaching services provided during the special event for on-ice coaching services at the club coaching rate, unless otherwise negotiated. The coordination or advisory role played by coaches in organizing the event on behalf of the Club shall be considered voluntary.
4. Coaches shall provide skaters with information regarding special events or off-season training offered by other clubs or skating schools, if appropriate.