

Marshfield Silver Laces Figure Skating Club

Coaches Handbook

MSL Coaching Opportunities

Applications will be available early summer and must be submitted yearly by August 1st.

[USFSA Requirements & Recommendations for Coaches & LTS Instructors](#)

Statement on # of Apprentice, High School & Junior Coaches hired

Depending on the needs of the club, a maximum of 5 skaters will be hired. If more than 5 applications are received, preference will be given to skaters with higher passed test levels.

Helper Requirements:

1. Full club member
2. Minimum of 6th grade (age and experience will be considered)

Apprentice Requirements:

MSL Apprentices assist our head coaches during group instruction. This is not a paid position but gives an opportunity for skaters to be exposed to the role of coaching and learn directly from our head coaches. Age, experience and past evaluations will be considered when reviewing applications. Apprentice evaluations will be completed by the head coach. Completing one year as an apprentice is a requirement for all of our LTS coaches under 18 years of age.

1. Full Club Membership
2. Freshman in high school or older
3. Minimum of two years as a helper
4. Minimum of pre-preliminary moves in the field past
5. LTS Instructor Certification recommended but not required

LTS Coach (under 18 years of age):

MSL LTS coaches are assigned classes to instruct during our LTS group lesson time on Sunday evenings. This is a paid position. Age, experience and past evaluations will be considered when reviewing applications. LTS Coach evaluations will be completed by one of our head coaches. Completing 1 year as a LTS coach is a requirement for applying to be a Junior coach in the future. To be considered for this position, proof of Learn to Skate Instructor Membership and Certification must be emailed to sk8clubvp@gmail.com by the application deadline.

1. Full Club Member
2. Minimum 1 year as an apprentice
3. Minimum of passing preliminary moves in the field and 1 other test
4. Required Learn to Skate Instructor Membership
5. Required Learn to Skate Instructor Certification
6. Recommended Coach Liability Insurance (not required per USFSA)

Junior Coach:

MSL Junior coaches are assigned classes to instruct during our LTS group lesson time on Sunday evenings. This is a paid position. In addition, junior coaches have the ability to coach private lessons on MSL private ice. MSL Junior Coaches are only permitted to coach private lessons to MSL skaters on MSL private ice and are not permitted to coach private lessons at another facility unless they are also contracted with that club. Age, experience and past evaluations will be considered when reviewing applications. Junior Coach coaches will work with primary coaches during the season and will also have an evaluation completed by their primary coach. Coaching guidelines will be provided before the start of the season and the junior coach will need to review and agree to those guidelines before any coaching begins. To be considered for this position, proof of USFSA requirements must be emailed to sk8clubvp@gmail.com by the application deadline.

Junior Coaches taking on private students need to have a primary coach, defined as a current MSL head coach, that will assist the secondary, Junior Coach with getting private skaters set up for competitions and put on the ice during competition IF the junior coach does NOT wish to complete the USFSA requirements for taking skaters to these events. In this scenario, all skater payments for participating in competitions are paid to the primary coach as they have primary responsibility during this time. Skater payments for private lessons with the Junior coach in preparation for competition are still paid to the Junior Coach. Additional requirements for junior coaches wishing to independently take private skaters to non qualifying competitions or test sessions are listed below.

Junior Coach (under age 18) Requirements (submitted to sk8clubvp@gmail.com by the application deadline)

1. Full Club Member
2. Minimum 1 year as a LTS Coach
3. Age 16 by Oct 1st
4. Minimum of passing juvenile moves in the field and preliminary free skate or all 3 bronze dances
5. Required Learn to Skate Instructor Membership
6. Required Learn to Skate Instructor Certification
7. Recommended Coach Liability Insurance (not required per USFSA)
8. Required to coach a minimum of one LTS group class per session

Additional Requirements for coaching at non qualifying competitions or test sessions (submitted to sk8clubvp@gmail.com by the application deadline)

1. Required Professional Coach/Choreographer CER
2. Required USFSA Figure Skating Code of Ethics, Waiver and Release, Medical Consent and Name & Likeness Release
3. Required Coaching Liability Insurance

Full Club Coach (over 18 years of age):

All MSL Coaches must have an yearly application on file with MSL and comply with all USFSA requirements. Proof of USFSA requirements must be submitted to sk8clubvp@gmail.com by the application deadline. Upon hiring, all coaches must review and sign the MSL coaches guidelines.

Any Full Club Coach taking skaters on MSL private ice must also coach in our LTS group classes.

1. Required Learn to Skate USA Instructor Membership and/or Full Club Membership
2. Required SafeSport Training
3. Required USFS Background Check
4. Required Learn to Skate Instructor Certification
5. Professional Coach/Choreographer CER (Required if coaching at non qualifying competitions or test sessions)
6. Required USFSA Skating Code of Ethics, Waiver and Release Medical Consent and Name & Likeness Release
7. Recommended Coach Liability Insurance (required if coaching private lessons or coaching Ice Show, other performances, involved with club activities, competitions or testing sessions)
8. Required to coach a minimum of one LTS group class per session if coaching private lessons
9. Must coordinate with head coaches and MSL Board when scheduling private lessons

Associate Coach:

1. Register as a club member with MSL or another club
 - a. Any coach has to be a First Family member per USFSA, they cannot be registered as Subsequent
2. Pay MSL Associate Coach Registration Fee (\$40)
 - a. only if you are not a full club member with MSL
3. Complete SafeSport training and background check
4. Complete USFSA Code of Ethics, Waiver & Release, Medical Consent & Name and Likeness Release
5. Hold individual coach liability insurance
6. Complete skatepsa.com CER courses
7. Submit Coaching Application by deadline (deadline waived for 23-24 season)
8. If an associate coach is not a full club coach at another club (defined by MSL as actively coaching Learn to Skate or private lessons at another club), they must also pay for private ice utilized in addition to the private ice fee the skater pays. Coaches can register for private ice sessions on our website. All coaching applications will be reviewed by the board and members must be in good standing with the club.

Coaching Guidelines

Attendance:

1. Coaches need to be dressed, ready to get on the ice, 5 minutes prior to the start of class.
2. Coaches should attend all classes within a session. Any absences will be reviewed on a case by case basis.
3. See Coach Tardiness and Absence Policies below.

Coach Tardiness

1. A coach must be at least 5 minutes early for coaching Learn to Skate group lessons in order to be considered “on time”. If a coach is late, the time sheet may be adjusted. If a coach is late repeatedly, a coach may be asked to leave and may not be allowed to coach in the future.
2. A history of tardiness and absence may be used in consideration when determining coaches for each session of Learn to Skate coaching.

Absence Policy

1. If a coach will be absent for a session, the coach needs to notify both head coaches (Janet & Joelle) via the Remind app as soon as possible but at least 24 hours in advance. The head coaches and board of directors will fill the coaching vacancy with current MSL coaching staff.
2. Disciplinary procedures will be in effect regarding tardiness and absence without proper notification.

Professionalism/Appearance:

1. Professional conduct and appearance is expected at all times. Black pants are required. Hair must be dry and pulled back. Hands remain outside of pockets and sleeves-wear mittens or gloves instead.
2. Conduct must be courteous, friendly, and positive.
3. Appear enthusiastic and smile!

Safety:

1. Be familiar with safety rules and procedures. A list is provided in the registration packet.
2. A medical kit is available with the rink monitor
3. Accident reports need to be filed for ANY HARD FALL or injury. Accident report forms are found in SKATER FILE BOX.
4. No food, candy or gum. Beverages are allowed on the ice if in a sealed container.
5. Refer any behavioral issues (with parent or skater) to Learn to Skate Coordinator, Janet Hensley and a MSL board member.

Preparation:

1. Coaches scheduled for initial classes of a session are responsible for class setup: cones, draw lanes, carry out Snow Plow materials, start music, etc.
2. Coaches scheduled for final classes are responsible for class clean up
3. Apprentices & helpers will help with set up and clean up as directed by coach

4. Teamwork is expected and appreciated
5. High school LTS Coaches and Junior Coaches must submit lesson plans to their supervising coach **by Thursday at 8 PM before a Sunday LTS session.**
6. Apprentices will submit a lesson plan to the supervising coach for week 5 each session **-Due Thursday at 8 PM prior to the start of week 5**
7. Coaches will keep lesson plans in their class binder and write notes weekly to update plan as needed.

Administrative Expectations:

1. A clipboard will be provided to hold attendance sheets, report cards, timesheets and other materials
2. Attendance sheets should be completed throughout the session-Please don't wait until class 6 to complete all the pass/retry sections. Elements should be evaluated throughout the session and noted as "Mastered" if the skater has learned the element.
3. At the end of the final class, attendance sheets must be immediately given to the Scheduling Coordinator. If a student misses final testing day, arrangements will be made as needed by the coordinator.
4. Report cards will be provided for all students. Care should be used when completing the document-writing should be clear, and a personalized note is suggested.
5. Adhere to the guidelines provided by LTS for coaches on advancing students. Students must be able to perform a particular element with confidence on evaluation day.

Class Assignments:

1. Classes will be assigned by MSL Board of Directors & Head Coaches taking into consideration availability, qualification, seniority **and past coaching evaluations.**
2. Instructors are able to teach specific classes according to their personal achievement level listed below:

Snowplow thru Basic 3	Pre-Preliminary MIF or approval by MSLFSC board
Basic 4 thru Basic 8	Preliminary Freestyle test
Freestyle 1-3	Pre-Juvenile Freestyle test
Freestyle 4-5	Juvenile Freestyle and Intermediate MIF
Dance 1-3	Pre Dance test
Dance 4-6	Pre Bronze Dance test

Class Structure:

1. Coaches should be mindful of beginning and end times for all classes.
2. Create a class that is exciting, motivational, yet still teaches the elements required.
Reference: coaches binders
3. Students cannot be changed to another class level without approval by the head coaches and within the first two weeks of the session.

Private Lessons (LTS Junior Coach & Coaches > age 18):

1. Arranged for and billed separately by individual coaches.
2. Learn to skate badges are only available to currently enrolled students who have mastered elements in a group lesson.
3. Comply with all USFSA Coach requirements

Disciplinary Procedures:

- 1st offense: Verbal warning from Learn to Skate Coordinator
- 2nd offense: Written warning from Learn to Skate Coordinator
- 3rd offense: Possible suspension from coaching and required meeting with Learn to Skate Coordinator or other head coach and Board of Directors
- 4th offense: Continue coaching the session the night of the offense, will then be terminated.

Wages and Increases:

1. Invoices/Timesheets are due the last session of the month. Incomplete timesheets will be returned to the coach.
2. High School coaches will be compensated for one hour per month of lesson planning (15 min/week) per class coached.
3. Apprentices will be compensated one half hour for one lesson of lesson planning per class on the 5th week.
4. Coaches will be compensated for a 15 min coaches meeting as needed.
5. If a coach is asked to sub for another coach, they will be paid their current coach's salary.
6. Please see Coaching Agreement for actual wage information.

Helper/Apprentice/Learn to Skate Coach Evaluation

Position (please check one):

Helper

Apprentice

Basic Skills Coach

Name: _____

Class Instructed: _____

Lead Instructor (if applicable): _____

Competency Measured	Excellent	Good	Average	Fair	Poor
Attendance	5	4	3	2	1
Punctuality	5	4	3	2	1
Appearance: dress code & professionalism	5	4	3	2	1
Adherence to instruction	5	4	3	2	1
Knowledge of elements required for class	5	4	3	2	1
Understanding coaching techniques	5	4	3	2	1
Rapport with children	5	4	3	2	1
Communication: speaks with confidence, age appropriate for class	5	4	3	2	1
Attitude: shows enthusiasm & positive outlook	5	4	3	2	1
Interaction with lead instructor: accepts direction and constructive feedback	5	4	3	2	1
Total Score (add circled #s)					
Average Score (total ÷ 10)					

Comments: _____

Evaluating Head Coach Signature

Date

Helper/Apprentice/Coach Signature

Date

Board Member Signature

Date

Coaching Agreement & Wage Information

this agreement will be provided to you by the MSL Board of Directors

Coach: _____

*Your coaching rate for 23-24 is circled below.

2023-2024 Wages: \$/hour

*Increase TBD annually by Board of Directors

Years coaching Experience * apprentice does not count as coaching experience	No Testing	Passed Pre-Preliminary MIF & Freestyle	Passed Preliminary MIF & Freestyle	Passed Pre-Juvenile MIF & Freestyle	Passed Juvenile MIF & Intermediate MIF (or raise given for 2 tests passed in MIF or FS)
0	\$12	\$16	\$20	\$24	\$28
1	\$12.50	\$16.50	\$20.50	\$24.50	\$28.50
2	\$13	\$17	\$21	\$25	\$29
3	\$13.50	\$17.50	\$21.50	\$25.50	\$29.50
4	\$14	\$18	\$22	\$26	\$30
5	\$14.50	\$18.50	\$22.50	\$26.50	\$30.50
6	\$15	\$19	\$23	\$27	\$31
7	\$15.50	\$19.50	\$23.50	\$27.50	\$31.50
8	\$16	\$20	\$24	\$28	\$32
9	\$16.50	\$21.50	\$24.50	\$28.50	\$32.50
10	\$17	\$22	\$25	\$29	\$33
11	\$17.50	\$22.50	\$25.50	\$29.50	\$33.50
12+	\$18	\$23	\$26	\$30	\$34

Acknowledgement of Coaches Handbook

I, _____, have reviewed and understand the Marshfield Silver Laces FSC expectations and guidelines as outlined in the Coaches Handbook and agree to uphold them during my time as a MSL Coach.

Signature of Coach Date

Signature of MSL Board Member Date