

FINDLAY SILVER BLADES FIGURE SKATING CLUB
Instructor/Coach Application 2017-2018

Name: _____ DOB: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone: _____ Cell Phone: _____
Email: _____

ISI Instructor#: _____ Expiration: _____
USFSA Instructor#: _____ Expiration: _____
PSA#: _____ Expiration: _____

ISI Judges Certification Level: ___ Bronze ___ Silver ___ Gold ___ (requirements below)

*Judging certification needs to coordinate with the highest level of skaters that you are coaching. Group A coaches would need to be a minimum of a Bronze level. Group B coaches would need to be a minimum of a Silver level. Group C & D coaches would need to be a minimum of a Gold level.

Liability Insurance Company: _____ Expiration: _____
(* Please attach a copy of your Insurance Coverage)

Highest Test Level Passed

ISI: Freestyle _____ Dance _____ Other _____
USFSA: Freestyle _____ Dance _____ Other _____
Moves _____

Number of years coaching ISI: _____ Number of years coaching USFSA: _____

What position(s) are you applying for in the 2017-2018 Silver Blades ice skating season?

Please check all that may apply:

Private Coach: _____

(* Team Compulsory Instructor: _____ Group Lesson Instructor: _____
(* Synchro Instructor: _____ Ice Show Assistant Coach: _____
(* Production Instructor: _____ Substitute Group Lesson Instructor: _____

(* Board approval is mandatory prior to forming any Synchro, Compulsory or Production team which will be competing under the Findlay Silver Blades Figure Skating Club (FSBFSC).

Volunteer Opportunities (encouraged to do at least one option):

Back Stage – runner, lining up skaters, etc. (2 shows on show week-end) ___ Try-It out Days (3 sessions) ___

Holiday Exhibition (back stage organization- music and skaters) _____

Other – as approved by the Board (open to suggestions): _____

Please indicate which day(s) of the week you are available to coach for any of the above selections:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Skating times and group lessons are usually scheduled Monday-Friday anywhere from 4PM to 9PM and Saturdays from 7AM to 12Noon. Team Events are scheduled on a “to be determined” basis.

Please Submit by August 7, 2017 --Proof of insurance to be submitted by renewal date. If no proof of insurance is submitted by the time of your insurance expiration, we will consider this as a forfeiture of coaching during FSB Ice time. If a coach would want to return you must submit application, signed coaching expectations, and proof of insurance prior to returning to the use of FSB Ice time.

**Please be advised that there may be changes made as new requirements become available to the Board. At that time, the new requirements would need to be completed during the specified time period and sent on to the responsible party for presentation to the Board. This would need completed to maintain coaching privileges for coaching on FSB Ice time.

Requirements:

- Judging certification needs to coordinate with the highest level of skaters that you are coaching. Group A coaches would need to be a minimum of a **Bronze level**. Group B coaches would need to be a minimum of a **Silver level**. Group C & D coaches would need to be a minimum of a **Gold level**.
- All information must be turned in and verified **before any coach** can use Findlay Silver Blades Ice time. If any coach would like to give lessons during FSB ice time, please fill out the application and turn in proof of liability insurance for approval, along with this signed application. No coaching from the boards.
- Professional and positive conduct at all times with the Skaters, Parents or guardians, and co-workers. Be available for discussion with any of the above. Refrain from work place gossip.
- Positive, professional team effort for Findlay Silver Blades Club at all times with positive reinforcement and communication for any programs offered by FSB Club. Communication would include any form of verbal or written forms, this would also include any venue in which these forms would be used such as, but not limited to, social media, texting, videos, etc. Any concerns regarding the programming offered by FSB should be directed to the FSB Board and the Head Pro.
- Group Coaches will arrive at the arena 10 minutes in advance to their scheduled time to prepare for group lessons. If late, please notify the Head Pro.
- Attend all scheduled coaches meetings and if unable to attend, please send a written form of communication to the Head Pro as soon as possible.
- Coaches will adhere to the ISI requirements as to the professional conduct, and the Code of Ethics. **Please sign and return the Coaching Expectations form in the application.** Coaches are required to volunteer time for competition judging and judging for the test sessions. This can be found on the www.skateisi.org.
- Concussion training must be completed, along with proof of training in the application process. Several options for free online training are included at the end of the application. If you completed this in the past it is not required to renew for this year.
- Coaches may only coach at the level of their certification. ISI certification would only coach at the level of their ISI certification as well as USFSA certification would only be coaching at the level of their USFSA certification.

This list may be amended as needed and approved by The Board as required and/or needed to maintain a safe, professional working environment for all concerned parties associated with Findlay Silver Blades. If these rules and/or guidelines need to be amended a written provision will be given to each coaching member, and all Board members at the time of revisions. These revisions may be given in person, mailed or e-mailed to all concerned parties. After reading and reviewing this form, please sign and return with the application process.

Signature: _____

Date: _____

Mail or email application and all requirements associated with the use of FSB Ice time:

Amy Koomen: 1215 Woodworth Drive, Findlay, OH, 45840
Cell: 419-674-1571
Email: bowmanam4@yahoo.com

Michael Lutz: 810 Tarra Oaks Drive, Findlay, OH 45840
Phone: Home - 419-423-1589, Cell: 419-721-0879
E-mail: michael.annettelutz@gmail.com

Coaching Expectations

Findlay Silver Blades requires our coaches to adhere to the following guidelines:

- Professional conduct at all times with the Skaters, Parents or guardians, Board Members and co-workers.
- A positive representation of Silver Blades at all times and any venue in which the Club may be present.
- Positive reinforcement and commentary at all times for the skaters, parents, Board Members, and your co-workers.
- Programs offered by Silver Blades will be positively promoted. Any concerns regarding programming will be directed to the Head Pro or a Board Member.
- Copy of signed liability insurance and ISI membership card or USFSA membership card submitted to the Chair of Professionals by a predetermined deadline.
- Copy of current application be on file by predetermined deadline.
- Copy of the Coaching Expectations returned to the Chair of the Professionals by the predetermined deadlines.
- Be available for discussion with the parent or guardian of the skater who may have a concern.
- Coaches will arrive at the arena 10 minutes in advance to their scheduled time to prepare for group lessons. If late, please notify the Head Pro immediately with any problems as soon as possible.
- Promote a professional team effort for the Findlay Silver Blades Club members and their parents.
- Refrain from work place gossip.
- Attend all scheduled coaches meetings and if unable to attend, please send a written form of communication to the Head Pro as soon as possible.
- Adheres to the ISI Code of Ethics. Can be found on the ISI website, www.skateisi.org
- Maintain coaching compliance with USFSA. Information can be found at www.usfsa.org
- Coach at appropriate level for the certification that you have maintained with ISI/USFSA or both.

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Signature _____ Date _____

(Coach)

Signature _____ Date _____

(President of the Board)

Signature _____ Date _____

(Chair of the Professionals)

The three following **free online** trainings have been approved by ODH for coaches and referees:

1. **[National Federation of State High School Associations Concussion in Sports - What you need to Know:](http://nfhslearn.com/courses)**
<http://nfhslearn.com/courses>

This free on-line course is available through the NFHS. You will need to click the “*order here*” button and complete a brief registration form to take the course. Follow these steps to complete the course:

Click on the button that says, “*Please login to order.*” In the window that appears, click “*Register Now*”.

1. When your registration is complete you may “*order*” the free concussion course offered along the left hand side of the page. Continue following prompts. Although it may look like you'll be charged for the course, there is no cost.
2. Once you have completed “*checkout*,” you'll be able to take the free online course.
3. When you have completed and passed the course, you have the option of printing a certificate of completion.

2. **[National Alliance for Youth Sports \(NAYS\) Concussion Training:](http://www.nays.org/additional-training/preview/concussion-training.cfm)**

<http://www.nays.org/additional-training/preview/concussion-training.cfm>

This free online course is available to all coaches and parents. To register, pass the course and obtain a certificate of completion you will need to follow these steps:

1. Click the “*Sign Up*” button and complete the brief registration form to create a free account.
2. From your account you will want to select the “*Go to clinic*” link to begin.
3. On the overview page you will need to select the “*I want a certificate for this training*” button to satisfy the Ohio law and obtain a certificate of completion.
4. Answer all of the exam questions for each section. When complete, an “*Access Your Certificate*” link will appear under the More Resources tab for easy printability of your certificate.

Existing [NYSCA](#) coaches and [PAYS](#) parents can also add concussion training for free to their existing account.

3. **[Centers for Disease Control and Prevention \(CDC\) Heads Up Concussion in Youth Sports Training:](http://www.cdc.gov/concussion/HeadsUp/online_training.html)**

http://www.cdc.gov/concussion/HeadsUp/online_training.html

CERTIFICATES OF COMPLETION:

All three training courses offer a certificate of completion upon successful passage.

- The **NFHS course** allows individuals and organizations to search for and [track coaches who have completed the course](#). The search function allows for searches by date, name, state, city or school.
- **NAYS chapters** can track coaches who have completed the course and are members of the NYSCA. To find your own certificate of completion, [log in](#) to your free account again, click on the “*Go to clinic*” link for Concussion Training and select the “*Access Your Certificate*” link.
- The **CDC course** does not allow you to search for or track course completion. In order to print your certificate of completion, use the print button found within the training. You will not be able to print the certificate using your tool bar or keyboard, and will be unable to return later to search for your certificate.