

# Binghamton Figure Skating Club

## 7/1/2019-6/30/2020 Coaches Contract and Code of Conduct

This contract for 7/1/2019-6/30/2020 is entered into on the date it is signed by and between the Binghamton Figure Skating Club, Inc., Binghamton, NY, party of the first part, hereinafter called the "Club" and party of the second part, hereinafter called the "Coach". This agreement is for the period indicated, unless terminated earlier by either party, and has been executed in Binghamton, NY.

The parties hereto mutually agree as follows:

### A. Requirements of the Coach

1. The Coach should have the professional expertise to carry out the duties of coaching figure skating athletes, and each season, provide as evidence, a **current and accurate resume** to the Club. Based on prior service and the current resume, the BFSC Board of Governors will vote to approve or decline a Coach's services each season.
  - a. Skaters whose resume does not show sufficient teaching experience, are required to volunteer as Learn-to-Skate instructors for a period of at least two 6-week sessions, and to be mentored by an approved Coach through the same time period.
  - b. Following that time period, the BFSC Board of Governors will then consider the applicant for a club coaching position based on the recommendations of the Learn-to-Skate Director and the mentoring Coach.
2. The Coach **must satisfy USFS's requirements for Coach Compliance**, as outlined below. The Coach will provide the Club with **proof that these have all been done by providing the Club with a copy of the Coach's USFS Member Card and USFS Compliance Card**. In addition, Coaches must **follow the ethical guidelines of the USFS**. (PSA membership is highly recommended, but is not required.)
  - a. U.S. Figure Skating Full Membership (either through a member club or as an individual)
  - b. Completion of SafeSport Training.
  - c. Successfully pass the annual background screen.
  - d. Verification of current coach liability insurance, not less than \$1,000,000.
  - e. Completion of CER Courses.
  - f. Additional requirement - PSA Membership only if coaching in qualifying competitions.
3. The Coach's private instruction rate must be included on the current resume. Please notify the Club of any changes to this rate within 30 days of the change.
4. The Coach is required to provide the Club with **contact information** (see last page of Contract) in order to allow effective communication by phone, mail, and email.
5. The Coach must agree to all applicable Club policies and waivers, as directed to on the last page of this Contract.
6. The Coach must be able to render services under the terms and conditions set forth in this Contract.

### B. Ethical Standards and Code of Conduct for Coaches

**Purpose:** Binghamton Figure Skating Club, Inc. and U.S. Figure Skating are committed to creating a safe and positive environment for members' physical, emotional and social development and ensuring that it promotes an environment free of misconduct. This information is intended to provide both the general principles and the decision rules to cover most situations encountered by coaches and instructors. It has, as its primary goal, the welfare and protection of the individuals and groups with whom coaches work.

It is the individual responsibility of each coach to aspire to the highest possible standards of conduct. Above all, coaches of young people can have great influence on developing athletes who are reliant on

these coaches for the basic instruction and guidance necessary to reach the top levels. Coaches can have tremendous power over these athletes in their quest to the top. This power must not be abused. Therefore, we have set forth these codes of ethics and conduct to guide our coaches and protect our athletes for the mutual benefit of all concerned.

### **Ethical Standards:**

1. Compliance with Rule Requirements: All Coaches must complete and be in compliance with all U.S. Figure Skating annual coaching requirements, as apply to their coaching level, by the appropriate deadlines, but no later than when the Coach starts coaching with the Club for the season.
2. Competence: Coaches should not undertake these duties until they have first obtained the proper training, study and advice that they are competent to do so.
3. Maintaining Expertise: Coaches should maintain a level of expertise through continued education and experience and shall strive to acquire additional education and experience through sources available to them.
4. Respecting Others: Coaches shall respect the rights of others, and their values, opinions and beliefs even if they differ from their own.
5. Nondiscrimination: Coaches must not engage in discrimination based upon age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, socioeconomic status, or any other basis as proscribed by law.
6. Sexual Harassment: Coaches must not, under any circumstances, engage in sexual harassment which includes solicitation, physical advances, verbal or non-verbal conduct which is sexual in nature and will respond to complaints of such a nature to respondents with dignity and respect.
7. Personal Problems or Conflicts: Coaches should have a responsibility to be aware if there are personal problems or conflicts which may affect their ability to work with athletes. They should also be able to identify problems affecting their athletes, which could potentially create situations that place their athletes in harm's way, or danger of injury, and take the appropriate steps to remove the athlete from this environment. Further, any person who makes groundless allegations or complaints of abuse or harassment may be subject to disciplinary action per Article XXV, Section 3B, of the U.S. Figure Skating bylaws.

### **Coaches Code of Conduct:**

1. Obey and abide by all U.S. Figure Skating published rules, regulations and procedures.
2. Maintain exemplary standards of personal conduct, including open and honest communication with all students, parents, and the Club.
3. Obey all state, national and international laws.
4. Not use alcohol, illegal drugs or substances, which could impair ability or judgment as a coach.
5. Refrain from using any profane or abusive language.
6. Not engage in sexual harassment or sexual misconduct with any athlete.
7. Teach and support the athletes fairly and equitably, including communicating in a timely manner about lesson schedules, or changes, unless due to an emergency.
8. Never discriminate against any athlete.

### **Scope of Services:**

The Coach shall furnish the following professional services:

1. Provide the technical and professional services during allotted ice time related to coaching.
2. To perform his/her duties in accordance with the Standards of Professionalism and ethics as set forth in the USFS guidelines.
3. The Coach will be wholly responsible for the structure and design of the private figure skating lessons

to be conducted. Additionally, he/she should assure that quality control is exercised relative to the execution of all instruction for both private and group lessons.

**The Parties Hereto Mutually agree:**

1. The Figure skating Coach shall perform professional functions as an independent contractor, collecting her/his own fees from students, and shall in no manner be considered an employee of the Club.
2. The Coach further agrees to indemnify and hold the Club harmless against all suits, claims, damages, and losses for injuries to persons or property arising from or caused by errors omissions, or negligent acts of the Coach.
3. The Coach will be responsible for reporting his/her own taxes.
4. The right is reserved by either party to terminate this agreement at any time, at will, and for any reason, upon Ten (10) days' written notice to the other.
5. The Club agrees to provide an ice arena or specified building space for use for instruction. The Club agrees to provide the Coach with an ice schedule for the season and is responsible for contacting the Coach in the event of a change in the schedule.
6. In the event of a dispute between the parties resulting in litigation, neither party shall be responsible for the others attorney fees or expenses regardless of whom may be considered the prevailing party.
7. That the services to be performed by the Coach under the terms of this agreement are personal and cannot be assigned sublet or transferred without specific consent of the Club.
8. Coaches may be requested to teach some Learn to Skate USA Lessons, as arranged by the Learn to Skate Director, for compensation described in Section F below. In addition, coaches are encouraged to participate in club activities, such as exhibitions, seminars, competitions, test sessions, and National Skating Month activities. The Coach's help and input is very valuable to the Club and greatly appreciated.

**C. Payment Provision**

1. Compensation to the Coach by the Club for the performance of his/her services for the Club teaching Learn to Skate USA lessons shall be in accordance with Section F.
2. If additional work should be necessary, the Coach will be given written notice by the President of the Club or the Learn to Skate USA Director, along with a request for an estimate of his/her fees for performance of such additions; but no additional work shall be performed, nor shall additional compensation be paid, except on the basis of a Supplemental Agreement duly entered into by the parties.

**D. The Club Agrees:**

1. Each Coach may be requested to teach in our Learn to Skate USA lesson program. If the Coach agrees to teach for Learn to Skate USA lessons, the Coach shall receive compensation for those services performed as described herein in this contract. The Treasurer will render payment for such services at the end of each 6-week session.
2. The Club has 6 Learn to Skate USA lesson sessions per season, and each session consists of 6 hours of lessons. Learn to Skate USA lessons occur on separate ice time from Club Ice. Coach compensation for teaching 1 hour of Learn to Skate USA lessons will be \$25.00, prorated for partial hours.
3. The number and choice of sessions taught by each Coach will be made by arrangement with the Learn to Skate USA Director. If a Coach is unable to teach on specific dates, then the Learn to Skate Director must be informed ahead of time in order to find a substitute.
4. The Club also has 4 Rising Stars lesson sessions per season, and each session consists of 6 half-hour lessons. Since the Rising Stars lessons occur on Club time, the Coach teaching the Rising Stars class will be paid at the private lesson rate of the Coach who is teaching Rising Stars.

**E. Additional Information**

**1. LEARN TO SKATE USA LESSONS:**

- a. Please be at the rink ½ hour before lessons to check the lesson board, pick up your clipboard, assist in setting up if needed, meet with parents, etc.
- b. Coaches are usually given the higher levels on each half of the session but depending on the numbers, may be asked to teach Basic 1 or Snowplow Sam.
- c. Until the appointed lesson time, no one is allowed on Learn to Skate USA ice except for the helpers putting out the cones. We use the two end doors to enter the ice and ask that the Coaches help beginner skaters get to their lessons. No parents, grandparents, friends, etc. are allowed in the hockey boxes. Parents are asked to sit in the stands. Coaches can meet with parents after the session in the lobby if there is a question.
- d. Coaches will be permitted to suggest private lessons or Rising Stars lessons to skaters showing the interest and skill. Please talk to the parent of the skater and direct them to the registration table where they can get information about Rising Stars, private lessons, and joining the Club.
- e. If a skater decides to take private lessons, Coaches are asked to educate the skater and family that they must pay the appropriate club membership fee, buy a package of ice time, and pay the Coach’s fee. Also, at each Club ice session they must sign in and sign out showing the ice time used.
- f. We ask Coaches to encourage parents to participate in the Club activities. Also, Coaches can encourage Club skaters 12 and up, who are taking private lessons, to volunteer as helpers on lower levels, and if advanced enough, eventually act as Instructors.
- g. Coaches will often have a helper who will work with the experienced Coach to advance their skills so that they can become a more advanced Instructor.
- h. Evaluation of Coaches and Instructors will be done randomly to ensure the quality of the Learn to Skate USA program. Feedback will be given by the Learn to Skate Director. The results will be presented by the Learn to Skate USA Director to the Club Board of Directors for discussion.

**2. RISING STARS PROGRAM:**

- a. Running for ½ hour on Sundays during Club Ice for four 6-week sessions.
- b. We would like to give different Coaches a chance to teach a session. **Please volunteer if you are interested.**
- c. These classes are for skaters having passed a minimum of Basic 4.
- d. Classes focus on proper stroking exercises, beginning jumps, spins and gliding movements.
- e. The skaters are encouraged to eventually move into private lessons.

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**INPUT FROM COACHES IS ALWAYS WELCOME AND ENCOURAGED.**

**Please take your ideas and problems to the President of the Club, other Officers, a Board Member, or to the Pro Representative, depending on the nature of contact, and who you are comfortable speaking with.**

**LET'S WORK TOGETHER FOR ANOTHER SUCCESSFUL YEAR!**

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**To accept this contract, complete and return the next page, along with the documents required in Section A (current resume, USFS Member Card, USFS Compliance Card and proof of insurance).**

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**COACHES CONTRACT AGREEMENT**

I understand that as a U.S. Figure Skating Coach, I have assumed certain responsibilities, such as to be an advocate and role model as I prepare and develop myself and my students. I have read and understood what is expected, and agree to follow all requirements of this Binghamton FSC Coaches Contract and Code of Conduct. (Note: If Coach is under 18, a parent must sign the Contract.)

**BINGHAMTON FSC**

**COACH**

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Parent (if under 18): \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Coach Home Address: \_\_\_\_\_

Coach Cell Phone: \_\_\_\_\_ Coach Email Address: \_\_\_\_\_

**Contact Listing Release:** I give permission to list **phone number** and **email address** on a Club member list to be distributed to BFSC members only. **(Please check one)**  Yes, both  Yes, \_\_\_\_\_ (which?)  No, neither

**Photo Release:** I give permission to use my photograph for promotional material in the media, on the BFSC Website, on any BFSC social media page, for press releases, and in brochures. **(Please check one)**  Yes  No

**IMPORTANT: Coaches signature on Coaches Contract above, and initialing below on ALL Releases, Waivers, Forms, Code(s) of Conduct, and Policies signifies that you have read, agree to, and are signing said Releases, Waivers, Forms, Code(s) of Conduct, and Policies.**

**General Waiver:** In consideration of the privilege of using BFSC Club Ice sessions as described in club literature and being made available for use by members of BFSC, I (we) accept full responsibility for any accident which may occur in connection with such use and any other BFSC-related activities and do hereby covenant with BFSC, its officers and directors that I (we) will never sue or bring any legal action against it or its successors or against any of its agents or employees; and I (we) agree to indemnify and save harmless BFSC, its officers and directors, agents and employees from any and all claims which may arise in connection with any use of ice time established for the use of BFSC's membership and for any other activities conducted by BFSC in association with any ice rink, and/or other related parties, on this date or any date in the future.

**BFSC Waiver and Release of Liability Assumption of Risk and Indemnity Agreement**

**Consent for Medical Attention or Treatment**

**BFSC Skater Code of Conduct** Includes Ice Rules; is available on our website, and at every session.

**US Figure Skating's Safe Sport Policy** (see Summary of US Figure Skating's Safe Sport Policy at [usfigureskating.org/content/safesport%20summary%202018.pdf](http://usfigureskating.org/content/safesport%20summary%202018.pdf))

**IMPORTANT: The Coach must attach a current and accurate resume, including private lesson rate.**

**IMPORTANT: The Coach must attach proof of USFS Coach Compliance by providing the Club with a copy of the Coach's USFS Member Card, USFS Compliance Card and proof of insurance.**