



NORTHWOODS FIGURE SKATING CLUB

PROFESSIONAL STAFF AGREEMENT

The Northwoods Figure Skating Club (hereafter referred to as NFSC) and

(Hereafter referred to as Pro or Professional) agree to the following terms and conditions under which this agreement is made.

- LEARN TO SKATE (BASIC SKILLS) PROGRAM:** The Basic Skills/ Learn to Skate program is the building block of NFSC. This is where we introduce the public to skating and skating instruction and where skaters and their parents/guardians and family and friends learn about NFSC.

Each Basic Skills / Learn to Skate session paid to a coach will include the pro-staff to be available for parents and skaters prior to the session, and following the session. This also includes completion of progress reports midway through every session, as well as test reports/ progress reports at the completion of each session and attendance reports to be submitted to rink coordinators each session.

I will be available to coach Summer sessions _____
 I will be available to coach Fall sessions _____
 I will be available to coach Winter sessions _____
 I will be available to coach Show sessions _____
 I will be available to coach Other sessions _____ Defined as _____
 I will be available to coach Other sessions _____ Defined as _____
 (Please initial all sessions you will be able to coach)

I will coach Basic Skills/ Learn to skate, my rate is \$ _____
 Coach _____ NFSC official _____
 (See attached wage scale which is effective June 17th, 2012)

IN ORDER TO COACH ON ANY NFSC ICE TIME, YOU MUST ALSO BE A CURRENT BASIC SKILLS COACH.

- PRIVATE and GROUP LESSONS:** Pro will be available to teach private and/or group lessons to members of NFSC. These lessons will include, but are not limited to FREESKATE, FREESTYLE, MOVES IN THE FIELD, DANCE, PAIRS and/or TEAMS during NFSC contracted ice times.

I will coach Freeskate lessons, my rate is \$ _____
 Pro _____ NFSC official _____

I will coach Freestyle lessons, my rate is \$ _____
 Pro _____ NFSC official _____

I will coach Moves in the Field lessons, my rate is \$ _____
 Pro _____ NFSC official _____

I will coach Junior Champions lessons, my rate is \$ _____
 Pro _____ NFSC official _____

I will coach Dance lessons, my rate is \$ _____
Pro _____ NFSC official _____

I will coach Pairs lessons, my rate is \$ _____
Pro _____ NFSC official _____

I will coach Team lessons (ie. Synchro), my rate is \$ _____
Pro _____ NFSC official _____

I will take skaters to Test Sessions
Pro _____ NFSC official _____

I will take skaters to Competitions
Pro _____ NFSC official _____

Above are the authorized rates that the Pro may charge for lessons to NFSC skaters on NFSC contracted ice.

Years of teaching/coaching experience: _____

Tests passed and qualifications: _____

My rate for competition/testing for NFSC members: _____

My rate for choreography/music cutting for competition/testing for NFSC members:

Other Fees/ comments: _____

I will be available to coach Summer sessions _____

I will be available to coach Fall sessions _____

I will be available to coach Winter sessions _____

I will be available to coach Show sessions _____

I will be available to coach Other sessions _____ Defined as _____

I will be available to coach Other sessions _____ Defined as _____

(Please initial all sessions you will be able to coach)

3. **INSTRUCTION LEVELS:** At no time will any Pro be allowed to instruct at a level more advanced than their qualifications.

4. **INSTRUCTOR ASSISTANTS:**

A. If two pros are needed to teach Beginning, Intermediate, or Advanced Basic Skills together, they will each receive their wage only if pre-approved by the Skating Director and the Board of Directors.

B. If the Board approves an experienced assistant instructor, the Board will negotiate the rate of pay at the time of approval.

C. On Ice Assistants will not be paid for their services but will receive recognition from NFSC as an On Ice Assistant. On Ice Assistant must apply for this position with the Skating Director, and be approved by the Skating Director and the Board of Directors. Only

Approved On Ice Assistants will be allowed to assist during NFSC sanctioned / purchased / or coordinated events.

5. **MILEAGE EXPENSES:** Mileage will be paid to a pro when traveling from his/her designated home rink to another rink for instruction (i.e.: Rice Lake to Cumberland or Cumberland to Barron, etc.). The mileage reimbursed is \$12.50 per round trip. Mileage will not be reimbursed for traveling to your designated home rink, unless traveling more than 50 miles round trip. Nor for driving to another rink to coach if unfilled openings exist at the rink you have designated as your home rink, if you chose not to fill this need. Monthly pro-staff meetings will rotate among the three rink locations and mileage reimbursement will be given for all meetings not at a coach's home rink. **Please note during the "summer" session(s), mileage will not be reimbursed unless traveling more than 50 miles round trip.**

My home rink during fall, winter and spring sessions:

I will coach at the following rink(s) as needed: _____

I will sub at the following rink(s) as needed: _____

6. **CHOREOGRAPHY & CUTTING OF MUSIC:** Music and Choreography are a vital part to NFSC's performances. The following rates of pay will be paid to pro-staff who cut music and/or choreograph selections for any NFSC exhibition or show including the annual Festival on Ice (Ice Show). Specific selections include but are not limited to Opening and Closing Numbers, Basic Skills Groups, Freeskate Groups, Group of Private Lesson skaters that are not considered Feature Numbers in the Show.

A. Choreography: \$10 per program minute.

B. Cutting of Music: \$10 per program minute.

NOTE: Payment for Choreography/Cutting of Music for soloists, duets, trios, or any other individual groups which are not designated, as a "Club Number" will become the responsibility of that person or group. Instructors must bill these skaters/parents individually, and within 10 days of the final performance of said selection, and not include these programs for payment in their show billing to NFSC. Instructors will be responsible for collection of these payments. The Club will not act as a collection agency for these payments.

7. **ANNUAL ICE SHOW:**

Each Pro is required to actively participate in NFSC's Annual Ice Show.

- A. The final session of instruction will be designated for the preparation and practice for NFSC'S annual Ice Show. Therefore payment to the instructors for Learn to Skate/Basic Skills groups will be at exactly the same hourly rate as the previous sessions. Instructors will be allowed to bill NFSC for the Choreography/Cutting of Music for Basic Skills groups as stated in the paragraph 6, sections A & B.
- B. The Instructor(s) assigned to choreograph/cut music for any "club selected large group number" for private skaters will be authorized to bill NFSC under the same terms of payment used for Learn to Skate/Basic Skills and Choreography/Cutting of Music, as per paragraph 6 sections A & B.
- C. Instructors who are asked to Choreograph/Cut music and prepare a Solo, Duet, Trio, or group other than a "Club Number" will be responsible for billing the Soloist, Duet, Trio, or Group that contracted for the Instructor's services. Ice time for preparation and practice will be supplied by NFSC.

- D. As the show is one of NFSC's major fund-raisers, as well as our performance for the communities, Professional staff attendance at all show performances is MANDATORY although coaches will not be paid for attendance. If a coach does not attend a show performance or Show Rehearsal that coach will be fined \$50 per rehearsal or performance missed, unless prior authorization is obtained from the Skating Director and the Executive Board of NFSC.
- E. Professional staff who skate during the show in their own numbers, will not be paid for any practice time or rehearsal time in which they themselves are practicing or skating and not available to their skaters.
- F. Music for the Basic Skills and Club selected group numbers for the show will be supplied by NFSC in a rough-cut version to the Pro. Professional staff will be required to cut music/choreograph their assigned program and provide copies for the Master Disk and Show practices 1 week prior to the first practice. Music for features (solos, duets, trios, quartets) will not be supplied by NFSC, but must receive approval by the Show Director / Coordinator / Committee and Pro must also cut and choreograph and provide copies for the Master Disk and Show practices 1 week prior to the first practice.
- G. The Show Director, Coordinator, and/or Skating Director have the authority to monitor each show number and make suggestions/modifications with reference to coaches, choreography, props, lighting, costumes, music, announcing, and any other item, directly related to the smooth operation of the show. They also have the final say in regard to Ice Show matters. All Pro-staff are asked to assist the show committee with regard to show planning and performance, throughout the planning, preparation, and performances, as outlined by this contract.
- H. Pro Staff will be paid for jobs/duties at dress rehearsal as approved by the Skating Director and Show Committee.

Pro Initials: _____

- 8. **SYNCHRONIZED SKATING TEAM (S):** There may be interest in this program again in the future.
- 9. **SPECIAL GROUP LESSONS:** Special on or off ice groups (Annie's Edges, Power, Spins, Dance, Conditioning, Ice Aerobics, etc) are considered private instruction and will be offered at the Individual Instructor's rates as specified. NFSC will offer to help promote such lessons, act as agent for such lessons, and when possible will assist in any feasible capacity (i.e. scheduling of ice or room) but will not assume any financial liability for such lessons.
- 10 **INDEPENDENT CONTRACTOR:** Under the terms and Conditions of this agreement, each Professional regards himself/herself as an independent contractor and therefore, assumes the responsibility and liability of all and any applicable taxes (Federal and State Withholding, Social Security, etc.) and any additional insurance not covered by NFSC'S insurance policy. Each Professional Staff is responsible for any other requirements that may have a bearing on the status of an independent contractor.
- 11. **MEMBERSHIPS:** NFSC shall provide and pay for a membership to NFSC and a Basic Skills Coaching Membership to United States Figure Skating. In return, as a member of NFSC, each instructor agrees to support and actively work on fund raising projects, and public relations functions as deemed feasible and reasonable by the Board or Directors. Each instructor agrees to uphold the rules and regulations of the NFSC. NFSC also encourages all Professional Staff to become members of PSA or ISI.

12. **ATTENDANCE AT RINK:** It is understood that the Professional staff shall be present at all lessons held during their designated sessions and/or special events. In the event that a Pro is unable to teach any scheduled lesson and/or special events that instructor is required to notify the appropriate Rink Coordinator, Skating Director and/or NFSC President or Secretary and skaters and parents (if appropriate) at least 24 hours prior to the scheduled lesson(s) and also secure a qualified substitute instructor for the lessons(s). In the case of emergencies or illness, notification of above person(s) shall be within a reasonable time frame. Failure to do so will be grounds for review of the instructor's contract by the NFSC Board of Directors and Skating Director, and could be grounds for probation or suspension.

A. Any Professional wishing to make a change to any skaters registered schedule will need prior authorization for the changes by the Rink Coordinator (of the affected rink). If this is not done prior to the changed/added session, the skater will be charged the walk-on fee, which the coach will be required to pay. All changes in scheduling must be approved no later than 24 hours in advance of session being changed to avoid charges. If the Rink Coordinator cannot be reached, the NFSC Secretary may authorize changes.

B. Professional staff attendance is requested at all NFSC promotional events i.e. Open Skate Registrations, exhibitions and other related events to help potential and existing members with on ice skating lessons. Attendance and mileage to such events are non reimbursable.

Pro Initials: _____

13. **UNEXCUSED ABSENCES:** Any unexcused absence from compensated time for which attendance is required by contract, shall be subject to a fine of the individual coaches hourly wage, for every hour missed. Excused absences include but are not limited to medical emergencies to self or immediate family member and pre-arranged absences for which a qualified substitute instructor has been secured.

14. **IN-SERVICE/CONTINUING EDUCATION:** Professional Staff are encouraged to attend any seminar or training session available to them. Specifically, if NFSC schedules training sessions, all Pro's/ Coaches will be strongly encouraged to attend. Any payment for attendance to training sessions will be the responsibility of the Pro / Coach who attends. The Board of Directors, at its discretion may authorize payment of limited expenses incurred if the instructor makes advance request. The BOD will grant a one time per year \$50 bonus to any contracted Professional Staff that attends a seminar or training session related to coaching not conducted or sponsored by Northwoods Figure Skating Club.

15. **MONTHLY PROFESSIONAL STAFF MEETINGS:** Mandatory meetings of all Professional staff will be held at a pre-designated time and place set up by the Skating Director of NFSC.

A. All Pro-staff are required to attend seventy-five percent (75%) of the meetings. **Reduced coaching opportunities will occur to coaches that miss twenty-five percent (25%) of the scheduled meetings.** The Skating Director will forward the attendance and minutes of each meeting to the President for review by the Board of Directors. Consistent non-attendance of these meetings will be reviewed by the Board and could lead to termination of the professional's contract.

- B. Pro-Staff/ Coach's meeting shall contain an educational component worth one credit for participation. In order to maintain instructional privileges with NFSC, a minimum of six credits must be acquired annually. All Pros who do not adhere to this coaching policy will be on probation and will not be permitted to teach Basic Skills or private lessons with NFSC until six credits are achieved.
 - C. Meetings will rotate among the all NFSC rink locations and mileage reimbursement will be given for all meetings. The reimbursement for monthly Professional staff meetings will be \$10 per round trip. The current fine policy will be followed after twenty-five percent (25%) of the meetings are missed. See section 20 for current fine policy.
16. **VALID CONTRACTS:** Professional Staff will not be allowed to start any skating sessions or participate in any Club function as an Instructor/ Coach or other Professional Staff without a signed, valid, and up to date contract with NFSC. All contracts must be reviewed and approved by the Board before receiving the signatures of the President and Secretary of NFSC. Should it become necessary for a Pro to have any additions/deletions or corrections made to their contract, the instructor must contact the President of NFSC and present their concerns, or changes they feel are necessary. The President of NFSC will have the option of authorizing the change or bringing it to the Board for approval. The President will then have to notify the Board of any authorized changes. If the change is brought to the Board, The Professional will be required to attend the next Board meeting to present their concerns.

Pro Initials: _____

Any Professional Staff Contract that is unsigned 60 days prior to the start of a scheduled skating session may risk not being scheduled as an instructor for that session.

17. **SKATING DIRECTOR:** See Skating Director Contract.
18. **INSURANCE:** Due to changes at the national level, individual coach liability insurance is mandatory for ALL basic, private or semi-private (Basic Skills/Freestyle/Jr Champions/MIF/etc.) instructors at all rinks that are required. In addition to certification of insurance, all coaches over 18 must submit proof of a background check that meets the requirements of the United States Figure Skating Association (Criteria listed on USFS website). Anyone engaging in any coaching with NFSC will need to provide a current certificate of insurance to the NFSC Board prior to instructing. The Pro may choose to carry their insurance through USFS, PSA or ISI, however, NFSC must be named as an additional Insurer on your certificate. Please review the USFSA Requirements.
19. **PAYMENT FROM NFSC:** Coaching vouchers must be submitted within 2 weeks at the end of each session for payment by NFSC. Submit your voucher for payment directly to the Club's Treasurer.
20. **DISCIPLINE:**
- A. **TARDINESS:** If you arrive 1-10 minutes late, ¼ of your hourly rate of pay will be deducted for that hour. If you arrive 11-20 minutes late, ½ of your hourly rate of pay will be deducted for that hour. If you arrive more than 20 minutes late you will be assessed the current fine for an unexcused absence.
 - B. **EXCESSIVE TARDINESS:** Any Pro who is tardy 4 or more times in a skating season (July 1-June 30) will have their coaching privileges suspended. To have privileges re-

instated, the Pro must meet with the Skating Director and the Executive Board for evaluation.

- C. EXCESSIVELY MISSED PROFESSIONAL STAFF MEETINGS:** All Pros who do not adhere to the professional staff meeting policy will be placed on probation and will not be permitted to teach Basic Skills or private lessons.

In the event a Northwoods Figure Skating Club (NFSC) coach may not understand or choose not to follow conditions of this contract **and/or Code of Conduct statement**, corrective actions will be initiated. It is important to resolve any misunderstandings and implement corrective actions in an appropriate manner where the issue is resolved in a timely, fair and appropriate manner for all involved. To aid in resolving conflicting situations, the NFSC Board of Directors (BOD) has developed the following procedure to resolve the issue:

- Skating Director (SD) informally notifies coach of deficiency (ies) and mentors coach in returning to compliance with the conditions of the contract/Code of Conduct Statement within a set period of time as determined by SD.
- If issue is still not resolved after step one, SD formally notifies coach of deficiency (ies) verbally and develops timeline and actions required to correct deficiency(ies).
- If deficiency(ies) are still not corrected, SD will formally notify coach in writing of what deficiency(ies) exist, what actions must be completed to return to compliance with the conditions of the contract/Code of Conduct Statement, a set time frame to return to compliance and what corrective actions have been done to date to remedy the situation. A copy of the written correspondence will be sent to the NFSC BOD.
- If after step three, the coach still has not returned to compliance, the SD will bring this matter to the full NFSC BOD for review. Each party (coach and SD) will have an opportunity to present its side of the issue. Afterwards, the BOD will meet in closed session to discuss the situation and issue a decision and disciplinary actions up to and including termination of contract. Decision will be in writing and final.

21. CODE OF CONDUCT: I have received, read and agree to abide by the Instructors policies of NFSC. (See attachment)

Pro Initials: _____

I have reviewed the above listed terms and responsibilities of this contract with NFSC and agree to them.

Professional staff contracts are valid from date of hire through June 30 of each season and contract will automatically be extended for successive one year increments unless

written notice is given by either party to the other party with their intentions to terminate this agreement.

Signed this _____ day of _____ in the year _____

Printed Name of coach _____

Address _____

City, State, and Zip _____

E-mail address _____

Telephone # Residence _____ Cellular # _____

PROFESSIONAL

PARENT/ GUARDIAN (if Pro is under 18)

NFSC PRESIDENT

NFSC SECRETARY

SKATING DIRECTOR
