



**TBSA-Oldsmar Visiting Coaching Policy
As of September 4, 2007**

Visiting coaches are welcome to teach at any TBSA location for an unlimited amount of days per year only upon approval by the TBSA skating director and have all of the appropriate documents on file. Visiting coaches must adhere to the rules set forth by TBSA and sign this contract stating that if any rules are broken, their visiting coaching privileges will be revoked.

The following items are the requirements to be a visiting coach at TBSA-Oldsmar:

1. Visiting coaches must apply in writing to the TBSA skating director.
2. Visiting coaches need to check-in upon arrival at the front desk. Please ask the front desk employee to unlock a party room for you to change your skates and prepare for lessons. No changing of skates may take place anywhere else in the lobby or arena.
3. Visiting coaches must pay a 30% facility commission fee for each private lesson taught on-ice or off-ice at TBSA.
4. Visiting coaches can not solicit or teach any skaters that are not their own while at TBSA. This includes current TBSA skaters as well as any other visiting skaters.
5. Visiting coaches need to sign the freestyle session rules document before teaching any lessons. This covers the rules of the session as well as the use of the sound system.
6. A visiting coach must have a current skating resume and provide their hourly coaching fee.
7. A visiting coach must provide a copy of a current USFS or ISI membership card AND a PSA membership card.
8. A visiting coach must provide proof of liability insurance, naming TBSA as an additional insured. This can be through ISI or PSA.
9. A visiting coach must fill out a W-9 Form.
10. A visiting coach must understand and agree to the PSA code of ethics.
11. Visiting coaches need to provide a lesson plan each week to the TBSA skating director before any lessons are taught. This plan needs to include the names of all skaters taking lessons, date, time and length of each lesson.
12. All students of visiting coaches must pay for their lesson fees and ice time fees at the front desk before taking the ice for a lesson. The visiting coach will receive a ticket/receipt, the customer will receive a ticket/receipt and TBSA will retain a ticket/receipt. The visiting coach must turn their lesson tickets/receipts into the TBSA skating director by the 1st of each month. Lesson tickets/receipts need to be in numerical order and attached to the completed worksheet. Checks will be available on Friday of the 1st full week of the month. Late tickets/receipts will not be accepted and will not be paid until the next month.
13. A visiting coach is welcome to teach at any TBSA facility with no coaching fees 2 weeks prior to that facility's open ISI or USFS competition.
14. The Visiting coach policy at TBSA can be updated and changed at the discretion of the skating school director. Changes will be strictly enforced to all guest coaches.

I have read and agree to the TBSA Visiting Coaching Policy. I understand that I will forfeit my visiting coaching opportunity if I fail to abide by the above rules.

COACH NAME _____

DATE _____

COACH SIGNATURE _____