



Tampa Bay Skating Academy  
 255 Forest Lakes Boulevard N \* Oldsmar, FL 34677  
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**TBSA-Oldsmar Visiting Coaching Policy  
 As of September 1, 2009**

**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 cannot 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. A visiting coach must provide a list of their current skaters to the skating director and understand that they cannot teach any additional skaters that are customers of TBSA. This includes any skater in LTS, ISI or USFS programs.
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; this fee is subject to Florida State Sales tax and will be added to the coach's hourly 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 by Friday for the following week to the TBSA skating director. This plan needs to include the names of all skaters taking lessons, date, session, 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. This is to be paid by the parent only and not the visiting coach. 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 1<sup>st</sup> of each month. Lesson tickets/receipts need to be in numerical order and attached to the completed worksheet. The worksheet and tickets need to match the weekly lesson plans. Checks will be available on Friday of the 1<sup>st</sup> full week of the month. Late tickets/receipts will not be accepted and will not be paid until the next month.
13. The Visiting coach policy at TBSA can be updated and changed at anytime by the discretion of the skating school director. Changes will be strictly enforced to all guest coaches.

**September 1, 2008 – August 31, 2009**

**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** \_\_\_\_\_