

LCC Ice Skating Club

LCCISC Guest Coach Policy

The LCCISC Guest Coach Policy is a document to be read and applied in conjunction with the following documents:

- LCCISC Skater Code of Ethics and Guidelines;
- LCCISC Parent/ Guardian/ Other Code of Ethics and Guidelines
- LCCISC Social Media Guidelines Policy; and
- LCCISC Figure Session Payment Rules.

The Liverpool Catholic Club has granted the LCCISC Committee control over coach selection and approval for LCCISC Figure Sessions. Any coach wishing to teach in the LCCISC Figure Sessions as a Guest Coach is required to apply in writing to the LCCISC Committee for approval to do so in the first instance. Applications may be submitted in person to the Committee or to any of the following emails:

- LCCISC Secretary secretarylccisc@gmail.com
- LCCISC President presidentlccisc@gmail.com
- LCCISC Vice President vplccisc@gmail.com

Applicants will need to supply the following information in the written application:

- a) Reasons for the request;
- b) Period of time including dates and sessions (maximum 8 weeks);
- c) Number of skaters and whether the skaters are LCCISC members or non-members;
- d) Working with children check number (WWCC), expiry date and DOB; and
- e) Current APSA membership certification ID.

The LCCISC Committee may request further information if the nature of the request determines it necessary for evaluation of the request.

All applications will be carefully considered by the LCCISC Committee. The outcome of deliberations over an application will be communicated to the applicant ASAP after the conclusion of the next Committee Meeting occurring after the receipt of the application.

If the application is approved, the LCCISC Committee will notify all LCCISC Coaches about the Guest Coach's application. Successful applicants will be expected to abide by the conditions outlined in this document and sign the LCCISC Guest Coach Agreement.

All successful guest coach applications will automatically expire 8 weeks after the approval date. Guest coaches must submit another application if they need to extend the term of their guest coaching. Guest coach approval may be withdrawn at any time at the LCCISC Committee's discretion.

Common sense, courtesy and respect for others will apply at all times and all coaches are to comply with the following expectations:

1. Behavioural Expectations

- a) Observe the rules of ISA, NSWISA, APSA and the Liverpool Catholic Club.
- b) Be respectful, supportive and considerate of other coaches and skaters - on & off the ice.

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- c) Sexual harassment, physical abuse, discrimination, bullying, slander and other unacceptable social behaviours will not be tolerated at any time.
- d) Coaches must refrain from using loud voices or “yelling” at students during lessons.
- e) Foul, abusive or inappropriate language will not be tolerated.
- f) Where an interpersonal issue arises, address it with the other party directly in the first instance, without hostility or violence, and not during a figure session. If it can't be resolved by an informal discussion, a follow up in writing should be made to the committee.
- g) Coaches must not make negative comments or post material which is critical of others, inappropriate or in breach of laws, regulations and club policies.
- h) Coaches are to work co-operatively with the LCCISC Committee.
- i) All Guest Coaches must follow any and all directives given by other members of the LCCISC Coaching Team.
- j) Be courteous towards judges, officials, other coaches, club staff, spectators and others - regardless of ethnicity, creed, age, sexual orientation or ability.
- k) Coaches are to ensure that they present appropriately at all skating events and training sessions - in both costume and behaviour.
- l) Coaches must use the music schedule sheets to reserve music time for their students.
- m) Coaches must not monopolise the harness to the detriment of others.
- n) All coaches are to respect and protect the equipment available at LCC.

2. Group Lessons

- a) Group lessons are limited to a maximum of 2 students per coach in a private lesson at all times during LCCISC Figure Sessions, unless prior alternative arrangements have been approved by the LCCISC Committee in writing by 2 or more LCCISC Committee Members.
- b) Group lessons are to avoid the busy periods of Thursday Evening and Saturday Morning Figure Sessions.
- c) Group Lessons must cease immediately if requested to by a Committee Member.
- d) Group Lessons must not intrude on or impede other skaters practicing or in a private lesson.
- e) This is limited to figure skaters. Figure skaters are defined as solo, pairs and dance skaters.
- f) Skaters whose music is being played always have the right of way.

3. Safety

- a) SAFETY FIRST! Do not distract or allow your students to endanger others.
- b) Your students **must** attempt to avoid collisions at all times.
- c) Your students are to exit the ice when not training - allow others to focus on their training.
- d) When music is played for a skater's program, that skater has 'right of way' over other skaters and should wear the fluoro vest. Other skaters/coaches **must** give way.
- e) If you need to talk to someone while on the ice, PLEASE MOVE TO THE EDGE OF THE RINK.
- f) Demonstrations in front of students should occur at the edge of the rink as much as is practicable, especially when teaching a small group.
- g) No headphones, dual earbuds or electronic devices are to be used on the ice as these may limit the skater's ability to exercise caution and vigilance. Please use the main music system.
- h) When choreographing a new program, please try to use a portable sound system where possible to free up the main system. Avoid volumes loud enough to conflict with music being played for a skater on the main system.
- i) Only guards and non-breakable water bottles may be placed on the barrier during a training session. All items must be removed at the conclusion of the session.
- j) Coaches and students are to leave the ice promptly at the end of a session.
- k) Students in a standard figure session must not perform 'linked' or partnered moves with more than one other skater at any time (Synchronised and Theatre groups).

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- l) Skaters are not to be coached either on or off the ice by anyone other than an accredited and LCCISC approved coach.
- m) Parents/guardians are not to stand at the barrier, except to provide comfort as needed (e.g. if a child is crying or injured) or address their skater's behaviour (behaving badly, distracting others or similar).

4. Other

- a) Only APSA accredited coaches with current membership will be allowed to coach in LCCISC Figure sessions.
- b) Guest coaches may coach LCCISC members **only** if they were already coaching them at another ice rink.
- c) Guest coaches cannot take on any LCCISC members as new students during their guest coaching period.
- d) Guest coaches are not to approach LCCISC members to exchange information, solicit business, criticise or question, or offer advice.
- e) Coaches must not use substances prohibited by the NSW Institute of Sports Drugs in sport policy. Any medications used by coaches or skating students, should be acknowledged to LCCISC officials prior to any competition. All coaches and skating students are to comply with ASADA testing requirements and fully cooperate with their representatives.
- f) Familiarise yourself with the Club's policies on safety and social media.
- g) It is the responsibility of coaches to ensure that payment for ice time via session cards or payment is made **BEFORE** taking to the ice. Discounted entry is reviewed on an annual basis by LCC and is subject to change.

The LCCISC Committee is required to report any complaints immediately to LCC. Breaches of this policy may result in the removal of Guest Coach's access to LCCISC Figure Sessions. Coaches are welcome to bring their concerns to a Committee Member if they need assistance in dealing with an issue or have general concerns.

5. References/ Additional Information

- a) Ice Skating Australia (ISA) www.isa.org.au
- b) NSW Ice Skating Association (NSWISA) www.nswisa.com
- c) LCC Ice Skating Club www.lccisc.com.au
- d) Liverpool Catholic Club www.liverpoolcatholic.com.au
- e) APSA www.apsa.com.au

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0	1 Apr 2015	Document established	Donna Palmer (author) Anita Stone (editor)
1	10 Oct 2022	Document updated	Fiona Kusilek
2	29 Aug 2023	Document updated	Fiona Kusilek

LCC Ice Skating Club

LCCISC Guest Coach Agreement

GUEST COACH DETAILS

Name: _____

Email: _____ Mobile: _____

APSA certification no.: _____ Verified by: _____

Working With Children Check no: _____ Verified by: _____

Expiry Date: _____ DOB: _____ Verified by: _____

APPROVED CONDITIONS

Start Date: _____ End Date: _____

Details of Approved Conditions: _____

Date of LCCISC Committee meeting where approval was minuted: _____

Committee Signature: _____ Position: _____

Committee Signature: _____ Position: _____

AGREEMENT

I, _____, agree to comply with the:

- a) Time period and conditions as approved by the LCCISC Committee to Guest Coach with LCCISC;
- b) LCCISC Guest Coach Policy;
- c) LCCISC Skater Code of Ethics and Guidelines;
- d) LCCISC Parent/ Guardian/ Other Code of Ethics and Guidelines
- e) LCCISC Social Media Guidelines Policy; and
- f) LCCISC Figure Session Payment Rules.

I understand that breaches of any of the above requirements may result in removal of access to LCCISC Figure Sessions and/or cancellation of this agreement.

Guest Coach Signature: _____ Date: _____

A COPY TO BE RETAINED BY THE GUEST COACH AND A COPY TO BE RETAINED BY LCCISC COMMITTEE