



Coaches Rules

(Amended January 6, 2022)

CSR 1. Code of Ethics

A Code of Ethics and Professional Conduct has been adopted for Club coaches so that public respect and the status of the coaches at The Skating Club of Boston may be enhanced and secured, and so that ethical principles can be followed to avoid actual and perceived impropriety. The following basic rules shall govern the conduct and relations of all coaches (Club, Junior, Guest and all such other designations that may be instituted at a future date) serving at The Skating Club of Boston (“Club”) and its satellite locations. Any complaint concerning breaches of these rules shall be directed to the Club Coaching Director, and addressed by the Club Director or Executive Director.

All Club coaches duly so appointed by the Club, including both members of the Professional Skaters Association (PSA) and non-members (hereinafter referred as “coaches”), shall at all times exercise the greatest care and discretion in their relationships with other coaches, students, and students of other coaches;

- A. Prior to serving as a coach to any member, all coaches shall determine the nature and extent of any earlier relationship between the skater and other coaches;
- B. Coaches shall dress neatly and in a clean and appropriate manner as is becoming of a professional staff member of The Skating Club of Boston. Coaches should not at any Club facility or function wear clothing or other attire promoting another skating club or skating team other than those of the Club. Small patches branding a particular coaching program at the Club are allowed on any piece of clothing. Ripped or torn clothing of any nature is not acceptable attire. If requested by the Club Coaching Director, a Club coach will update their coaching attire while coaching at the Club to meet its professional standards.
- C. Coaches shall be ever mindful of the influence they exercise over their students and be responsible for the impact their words or actions have on their students, both now and in the future.
- D. Each coach shall at all times be mindful that he or she has the responsibility to influence his or her students to act ethically, with dignity, and with high moral conduct. The coach shall never place the value of winning above the value of instilling the highest desirable ideals of character in his or her student, nor shall the coach act in any manner inconsistent with a high standard of ethical and moral conduct.

- E. Coaches shall take an active role in the prevention of drug, alcohol and all types of tobacco use by their students both in and outside of Club facilities, and under no circumstances will they condone the use of such substances by their students;
- F. All coaches recognize that they must act in a manner which avoids verbal or physical abuse of any skater, other professionals, parents or officials. Coaches shall not engage in, nor permit any skater with whom they are charged with the responsibility of coaching to engage in any offense in violation of federal, state, or local laws, or laws of a foreign government;
- G. Coaches at all times shall avoid any conflict of interest that might create an improper advantage for the coach, or for their students.
- H. Club coaches are expected to be professional in their conduct at all times and ambassadors for the Club within the skating community. As such, Club coaches shall not publicly make disparaging comments, or start or perpetuate unfounded rumors about the Club, its members or management. However, constructive criticism and observations directed to the Club's management are welcomed at all times.

CSR 2. Tenets of Professionalism

The purpose of the tenets of professionalism is to provide a framework of conduct above and beyond the minimum standards provided by the Code of Ethics as set forth in the CSR 1.

All Club coaches must aspire to the highest ideals of professionalism and acknowledge that the following tenets of professional conduct should be followed in the performance of professional services provided to those with whom they have contact.

- A. As members of the professional coaching staff of The Skating Club of Boston, we will conduct ourselves in a manner that reflects respect for the rules under which our skaters compete and we will uphold with decorum and integrity the testing programs and competitions.
- B. As Club coaches, we recognize that professional courtesy is required of us in our capacities as members of The Skating Club of Boston staff, and that our clients are Club members and other Club coaches are our peers. As such, we will at all times be civil and courteous and treat all with whom we come in contact with respect, courtesy and fairness.
- C. As Club coaches, we acknowledge that from time-to-time students with whom we work may wish to leave us and seek coaching elsewhere, and that, conversely, we as coaches may desire to end our coaching relationship with a student. We acknowledge that we will cooperate with other coaches and the parent members of the Club when such conflicts or desire for changes arise.
- D. When competitions or testing situations arise, we agree to keep our students and the parents of those students well informed and involve them in decisions that affect their interests, while at the same time avoiding emotional attachment to our students and their activities both in skating and out of skating which might impair our ability to render

professional service.

- E. As Club coaches, we will honor our promises and commitments, whether oral or in writing, and strive to build a reputation for dignity, honesty, and integrity in the skating profession.
- F. As Club coaches, we will not make unfounded accusations of impropriety, or attribute bad motives to other coaches or parents of skaters in bad faith or without good cause.
- G. As Club coaches, we will seek out the assistance of the Club Coaching Director in helping to resolve any difference we have with other Club coaches in an open, positive fashion, ever mindful of our emotions, and acting in the same manner with which we would like to be treated.
- H. As Club coaches, we will not engage in any course of conduct designed to harass, bully or disrespect any other coach, skating organization official, Club Management, skater, or parent of another skater.
- I. As Club coaches, we will never allow race, gender, religion, age, sexual orientation, gender preference or other specific classifications of persons to improperly motivate our actions.
- J. At all times and in all things when dealing with the skating public, officials, and other members of the coaching profession, as Club coaches we will adhere to the proposition that our practices shall be governed by the highest principles of honesty and integrity.
- K. As Club coaches, we acknowledge the importance of maintaining our professional competence to the highest standards by continually pursuing educational and professional upgrading offered by the PSA and other areas of knowledge including the performing arts, sports science, sports psychology and officiating.

CSR 3. The word "coach" as used in these Rules shall mean everyone, including eligible skaters and junior coaches, who teaches figure skating (including ice dancing, synchronized skating, Theatre on Ice, and classes in The Skating Academy), choreography and all related on- and off ice disciplines in any facility owned or operated by the Club.

CSR 4. The term "Club coach" shall refer to coaches who, with input and review by the Club's Coaching Director, have been approved by the Club's Executive Director to teach on applicable designated sessions, which approval shall be reviewed on an annual basis in May. There are two categories of Club coaches: (1) Full-time coaches, who may teach on all sessions, including Club and member sessions, at any Club location; (2) Part-time coaches who enjoy the same privileges as Full-time coaches, but may teach no more than 20 hours per week, and who must register all their lessons with the Club office or risk losing their part-time eligibility. All Club coaches may, upon the invitation of Club management and at its sole discretion, participate as coaches in the Club's Skating Academy programs.

CSR 5. The term "junior coach" shall refer to an eligible skater who is an active member of the Club, represents the Club in competition, contracts ice with the Club, is at least 18 years of age or a senior in high school / high school graduate, and meets one of the following criteria:

- Is a U.S. Championships competitor in Junior or Senior Ladies, Men, Pairs and Dance

- Once a skater is approved for the program, the skater must apply for a coaching role with The Skating Academy

The option to be a junior coach at the Club is not an entitlement or a guaranteed position by virtue of a skater's membership within the Club. In certain cases, including when the junior coaching program is in need of additional instructors, exceptions may be made to temporarily expand eligibility for the program. Such exceptions will be considered on a case-by-case basis and the merits of the individual applicant.

All qualified junior coaches are required to submit all necessary documentation in a timely manner, report to the Club's Junior Coaching Manager and meet the same standards of behavior as the Club's professional staff coaches.

The maximum hourly rate that junior coaches may charge Club members is set by Club management and is non-negotiable. Any junior coach charging more than the maximum amount may lose membership in the program.

To remain eligible for the program, if a U.S. Championships competitor as described above does not qualify for the U.S. Championships in a subsequent season, but keeps training, they will have one more season to re-attain the necessary competitive status. To be eligible, skaters must also work under the tutelage of the Club's approved junior coach mentor. To remain in the program, junior coaches must abide by the Code of Ethics and applicable Tenets of Professionalism established for all coaches at the Club.

Junior coaches may teach on all public and non-member sessions, including all summer sessions, and may teach juvenile skaters or below on the following Club member sessions:

Performance Center

- Mondays and Wednesdays: 3:05 PM, 4:10 PM, 5:15 PM, and 6:20 PM
- Tuesdays and Thursdays: 2:35 PM, 3:40 PM, 4:45 PM, and 5:50 PM
- Fridays: 2:40 PM, 3:45 PM, 4:50 PM, and 5:55 PM Club Ice

East Rink

- Monday-Friday: 2:00 PM

West Rink

- Monday-Friday 5 PM
- Monday, Tuesday, Thursday, Friday 6 PM

CSR 6. All coaches will be required to pay such fees as shall be established from time-to-time by Club management. Furthermore, coaches are required to pay any applicable per-session fees in advance of teaching on the applicable session. At the recommendation of the Executive Director, and with review by the Board of Directors, coaches who continually fail to abide by these rules may have their coaching privileges at the Club revoked.

CSR 7. All coaches shall adhere to and enforce student adherence to all Club Rules. Failure to abide by Club rules may result in formal warnings and/or fines as determined in the sole discretion of the Executive Director.

CSR 8. All coaches must maintain liability insurance coverage in an amount equal to the standard policy of the PSA, and must provide satisfactory evidence of such coverage prior to being able to teach at the Club.

CSR 9. All coaches must submit to a periodic criminal background check, the results of which must be satisfactory to Club management for continued coaching privileges.

CSR 10. All Club coaches must be members of both U.S. Figure Skating and the PSA, and must be registered as coaches with U.S. Figure Skating. Club coaches must be compliant with the U.S. Figure Skating Professional Coach/Choreographer CER Program, in which all coaches will be required to complete four CER courses (one course in each topic area) for the applicable skating season. Satisfactory evidence of such coverage must be provided to the Club office prior to being able to teach at the Club.

CSR 11. Semi-private lessons in which a coach is simultaneously working with two students on generally similar elements are permitted for the instruction of free skate, pairs and dance, but are not allowed for the instruction of moves in the field and edge drills. Group lessons are not permitted at any time unless part of an official Club program such as those operated by the Club's Skating Academy, Synchronized Skating, Theatre on Ice or other programs authorized by Club management.

CSR 12. Only Club coaches and junior coaches that have been approved by Club Management will be allowed to operate a jumping harness, pole harness, spinner or any Club video equipment (including the Dartfish system). No more than 2 coaches at a time may use either the jump or the pole harness. Approved coaches will abide by the equipment rules as stated for all staff coaches. Coaches and junior coaches new to using any of the specified equipment must be properly trained by a current staff coach who already utilizes the relevant equipment.

CSR 13. Videotaping of skaters in a lesson by a Club coach is allowed for the express purpose of instruction. It is the responsibility of every Club coach to ensure that it is done in a safe manner and that when using video for instruction purposes, they do not interfere with other skaters or coaches in lessons.

CSR 14. All coaches are prohibited from talking or texting on their cell phones while on the ice, whether or not they are moving or standing by the rink boards. It takes your attention away from the skater and creates a potential liability for you and the Club.

CSR 15. It is the responsibility of every coach to watch for the safety of students in a lesson, including being aware of all surrounding activity and skaters performing their programs who have the right of way. Coaches are also responsible for teaching ice etiquette, courtesy and safety to all their students, whether or not they are in a lesson.

CSR 16. In order to use the stationary harness in the West rink if you're skating in another rink, you must first ask the Club on-ice director and the Club office to make sure there is room on the session before stepping on the ice.

CSR 17. Virtual lessons are generally not permitted at The Skating Club of Boston. Requests for exceptions may be submitted in writing in advance to the Club Director and the Club Ice Director for consideration. If granted, exceptions may require a Club Coach to directly supervise the lesson and operate the device for the duration of the lesson. If the virtual lesson involves a non-staff coach, there will be the normal guest coaching fee which must be paid at the front office prior to the lesson. Junior coaches are not allowed to operate the device during the lesson.