

Ann Arbor Figure Skating Club

Spring/Summer 2008 Visiting Coaches Policy

1. Coaches visiting from another club or rink must be pre-register with the AAFSC Club Office.
2. Coaches must fill out "Visiting Coaches Form" located on the AAFSC Website and in the Club office. The form includes:

Name

Address

Telephone Number

Home Club Membership

U.S. Figure Skating Membership number (must be current) with expiration date

PSA Membership number with expiration date

Insurance Liability Number with expiration date

All paper work must be completed in full.

3. At this time, there is no commission fee charged to coaches for coaching or assisting other coaches on AAFSC session.
4. All visiting coach applications must be approved by the AAFSC HR Committee before the applicant is able to teach on AAFSC Club ice.
5. Please submitted completed form to Cindy Kauffman, Administrative Director.
6. Office hours are Monday through Friday 11am to 5pm. Applications may be emailed to Cindy Kauffman at Ckauf49@aol.com. Please email at least 2 weeks prior to your teaching schedule. Please list dates you plan on teaching on application. Office telephone number is 734-213-6768.
7. We must also have a copy of your liability insurance on file. Please make copy and attach to application. You may be requested to show USFS membership card and PSA membership card before teaching.
8. All visiting students **MUST** fill out a Ice Waiver **BEFORE** taking the ice for any session. These waivers **MUST** be signed by **PARENT** if skater is under 18 years of age. **There will be no exceptions.** These waivers can be mailed to skater upon request so they will be filled out when they arrive for their first session.

Application may be mailed to: Ann Arbor Figure Skating Club
Attention: Cindy Kauffman
2121 Oak Valley Drive
Ann Arbor, Michigan 48103