

Ann Arbor Figure Skating Club Apprentice Program

The AAFSC has developed a stepwise instructor developmental program designed to introduce individual Club members interested in teaching skating skills. In each phase the prospective apprentice must fulfill individual requirements listed below.

Phase I: Apprentice Volunteer Instructor

- Requirements
 - First Club member (AAFSC)
 - Member in good standing (AAFSC)

- Minimum age
 - 14 years of age

- Education
 - 8th Grade or higher

- Minimum Figure Skating Test Level Passed (one of the following)
 - Intermediate Moves in the Field
 - Juvenile Free skate
 - Pre-Silver Dances

- Paperwork required
 - A “Letter of Intent” requesting to be part of the Apprentice Program including:
 - Brief resume of skating accomplishments
 - Levels of testing passed (with dates)
 - Competitions
 - Events and volunteer time spent with AAFSC
 - Completed Apprentice Application Form (from Internet and Club Office)

- AAFSC Board of Directors approval

- Privileges and additional requirements (after Board approval)
 - Attending orientation meetings and/or required seminars
 - Volunteering 40 hours (minimum) during LTS classes
 - Completing volunteer time sheet
 - Evaluations by professional staff based on the following:
 - Ability to work with children.
 - Ability to teach skills competently.
 - Demonstration with interpersonal skills with skaters, parents and coaches.
 - Ability to accept constructive feed back.
 - Ability to direct or coach a LTS class independently.

Consideration to a Phase II Instructor is not automatic and is based on evaluation(s) and Club need. All candidates must apply to the AAFSC Human Resources Committee for consideration of advancement.

Phase II: Apprentice LTS Instructor

- Requirements
 - First Club member (AAFSC)
 - Member in good standing (AAFSC)

- Minimum age
 - 16 years of age

- Education
 - 10th Grade or higher

- Minimum Figure Skating Test Level Passed (one of the following)
 - Novice Moves in the Field
 - Intermediate Free skate
 - Silver Dances

- Paperwork required
 - “Letter of Intent” requesting to be considered as a Apprentice LTS Instructor
 - Updated resume of skating accomplishments
 - Levels of testing passed (with dates)
 - Competitions
 - Events and volunteer time spent with AAFSC
 - Letter(s) of Recommendation from mentor coach or professional staff member
 - Evaluation(s) from Learn to Skate and/or the Apprentice Coordinator
 - Proof of Liability Insurance (through USFSA or PSA)
 - Work permit (if applicable)

- AAFSC Board of Directors approval

- Privileges and additional requirements (after Board approval)
 - Attending orientation meetings and/or required seminars
 - Teaching LTS Classes as scheduled
 - Apprentice must secure subs when unavailable to teach assigned classes and log substitute into substitute log book.
 - Completing and turning in signed time sheet every 4 weeks.
 - Completing 50 LTS classes (minimum)
 - Evaluations by professional staff based on the following:
 - Ability to work with children
 - Ability to teach skills competently
 - Demonstration with interpersonal skills with skaters, parents and coaches
 - Ability to accept constructive feed back
 - Ability to independently coach a LTS class
 - Offer feedback to questions from parents and skaters.
 - Identify prospective skaters for private lessons and directs them to the appropriate person for private lessons, if requested
 - Professional responsibilities
 - Failure to consistently attend assigned sessions or failure to find a substitute when absent may result in termination from the Apprentice Program.
 - Inappropriate professional behavior before, during or after LTS classes may result in termination from the Apprentice Program.

- Three instances of documented misconduct will result in termination from the Apprenticeship Program.

Consideration to a Phase III Junior Instructor is not automatic and is based on evaluation(s) and Club need. All candidates must apply to the AAFSC Human Resources Committee for advancement.

Phase III: Junior Instructor

- Requirements
 - First Club member (AAFSC)
 - Member in good standing (AAFSC)
- Minimum age
 - 17 years of age
- Education
 - 11th Grade or higher
- Minimum Figure Skating Test Level Passed (one of the following)
 - Junior Moves in the Field
 - Novice Free skate
 - Pre-Gold Dances
- Paperwork required
 - “Letter of Intent” requesting to be considered as a Junior Instructor
 - Updated resume of skating accomplishments
 - Levels of testing passed (with dates)
 - Competitions
 - Events and volunteer time spent with AAFSC
 - Letter(s) of Recommendation from mentor coach or professional staff member
 - Evaluation(s) from Learn to Skate and/or the Apprentice Coordinator
 - Proof of Liability Insurance (through USFSA or PSA)
 - Work permit (if applicable)
- AAFSC Board of Directors approval
- Privileges and additional requirements (after Board approval)
 - Teaching LTS Classes as scheduled
 - Junior instructors must secure subs when unavailable to teach assigned classes and log substitute in the substitute log book.
 - Completing and turning in signed time sheet every 4 weeks.
 - Continuing education per Club recommendations.
 - Teaching private and mini-private lessons per Club policies (50 hours minimum)
 - Maintenance of all records
 - Invoice students on a regular basis with copy of invoice on file in personnel file
 - Testing and competitions must be conducted in conjunction with Professional Staff Mentor Coach.
 - 25% of skaters lessons must be taught by a Professional Staff Mentor Coach.
- Evaluations by professional staff based on the following:
 - Ability to work with children and teach skills competently
 - Demonstration of interpersonal skills with skaters, parents and coaches
 - Ability to accept constructive feed back
 - Ability to independently coach private lessons.
 - Offer feedback to questions from parents and skaters.
- Professional responsibilities
 - Failure to consistently attend assigned sessions or failure to find a substitute when absent may result in termination from the Program.
 - Inappropriate professional behavior before, during or after lessons may result in termination from the Program.
 - Three instances of documented misconduct may result in termination from the Program.

Consideration to a Phase IV Professional Staff coach is not automatic and is based on evaluation(s) and Club need. All candidates must apply to the AAFSC Human Resources Committee for advancement.

Phase IV: Professional Staff

- Requirements
 - First Club member (AAFSC)
 - Member in good standing (AAFSC)
- Minimum age
 - 18 years of age
- Education
 - High School Graduate
- Minimum Figure Skating Test Level Passed (one of the following)
 - Junior Moves in the Field
 - Novice Free skate
 - Pre-Gold Dances
- Application process and required paperwork
 - “Letter of Intent” requesting to be considered as a Professional Staff member
 - Updated resume of skating accomplishments
 - Levels of testing passed (with dates)
 - Competitions
 - Events and volunteer time spent with AAFSC
 - Letter(s) of Recommendation from mentor coach and/or professional staff member(s)
 - Evaluation(s) from Learn to Skate and/or the Apprentice Coordinator and Mentor Coach (minimum of 2)
 - Proof of Liability Insurance (through USFSA or PSA)
 - HR committee interview
- AAFSC Board of Directors approval
- Privileges and additional requirements (after Board approval)
 - Teaching LTS classes as scheduled
 - Professional staff instructors must secure substitutes when unavailable to teach assigned classes and log substitute in the substitute log book.
 - Completing and turning in signed time sheet every 4 weeks.
 - Teaching private lessons or instruction in “privileged” areas.
 - Professional staff instructors must notify clients when unavailable to teach or
 - Provide replacement instruction agreeable to the client
 - Complying with all AAFSC policies and agreements
 - Member PSA
 - Registered Coach with USFS
 - Continuing Education as recommended by Club, PSA and USFS
- Professional responsibilities
 - Failure to consistently attend assigned sessions or failure to find a substitute or notify clients when absent may result in termination.
 - Inappropriate professional behavior before, during or after classes and/or lessons may result in termination.
 - Three instances of documented misconduct may result in termination.