

Huntsville Skating School and Training Academy Visiting & Guest Coach Procedure

Visiting Coach Procedure

A **visiting coach** is a coach who is not a HSSTA staff member, nor affiliated with the Skating Club of Huntsville, who is temporarily granted approval to teach lessons on school ice. This is on a limited basis and not on going. This must be approved by both the Facility and Skating School Director prior to the visiting coach entering the ice.

- **Non-permanent affiliation:** They do not have a regular, ongoing coaching agreement with the facility.
- **Temporary access:** Their ability to coach at the ISC is generally for a limited number of sessions with non-HSSTA skaters. The number of sessions must be predetermined and subject to approval by the Facility and Skating School Director.
- **Permanent residence:** The visiting coach's permanent residence may not be within 100 miles of Huntsville, Alabama
- **Virtual coaching:** Virtual coaching is considered an extension of the Visiting Coach Policy. All virtual coaching sessions conducted with skaters must comply with the same approval procedures, professional standards, and facility guidelines as in-person visiting coaches.

Before Your Visit

- **Contact the rink:** Reach out to the Skating Director or Manager at least 1 week in advance to request permission to be a visiting coach and return the following items:
 - Complete Visiting Coach Questionnaire and Visiting Professional Responsibility/Code of Conduct Agreement and Liability waiver form
 - Provide proof of the following:
 - Proof of liability insurance listing the Ice Sports Center as additionally insured
 - Professional Membership Card (e.g., U.S. Figure Skating, ISI)
 - Proof of background checks and SafeSport compliance
 - Current Liability Insurance naming the ISC and HSSTA on the policy
 - Create an ISC FinnySport Account and pay the \$30 Visiting Coach Membership fee
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Once You Are Approved & During Your Visit

- **Pre-Register and Pre-Pay:** for all of your Freestyle sessions prior to your arrival
- **Check in:** Always sign in with the HSSTA school desk. If the HSSTA office is closed, please see the ISC front office
- **Adhere to policies:** Follow all rink rules and the code of conduct for the safety and professionalism of all members and guests.