



Coaches Training Program

Apprentice Instructor

- Minimum Requirements
 - First Club member (AAFSC)
 - Member in good standing (AAFSC)
 - 14 years of age
 - 8th Grade (effective first day of school) or higher
 - Minimum Figure Skating Test Level Passed (one of the following)
 - Intermediate Moves in the Field
 - Juvenile Free skate
 - Pre-Silver Dances

- Application Process (all of the following must be completed and filed with HR Committee)
 - Application form completed
 - "Letter of Intent" requesting to be considered as an Apprentice Instructor
 - Brief resume of skating accomplishments
 - USFSA test levels passed (with month/year dates)
 - Competitions (most recent 12 months)
 - Events and volunteer time spent with AAFSC
 - HR Committee interview
 - Board of Directors approval

- Privileges and additional requirements upon notification of approval
 - Volunteer and complete a minimum of 40 hours during at least 3 LTS sessions (e.g., fall, winter, summer).
 - Initial session will be considered an orientation session.
 - Receive at least 2 positive evaluations from separate sessions (second, third or later) from experienced LTS instructors with whom you have worked. Evaluators will be identified by LTS coordinator.
 - Attend required orientation meetings and teaching seminars
 - Complete time sheet monthly
 - Comply with all AAFSC policies

Coaches Training Program

LTS Instructor

- Minimum requirements
 - First Club member (AAFSC)
 - Member in good standing (AAFSC)
 - 16 years of age
 - 10th Grade (effective first day of school) or higher
 - Minimum Figure Skating Test Level Passed (one of the following)
 - Novice Moves in the Field
 - Intermediate Free Skate
 - Silver Dances
 - Completion of the requirements of Apprentice Instructor
 - Volunteer a minimum of 40 hours during at least 3 LTS sessions
 - Receive at least 2 positive evaluations in separate sessions from experienced LTS instructors

- Application Process
 - LTS coordinator approval
 - Application form completed
 - “Letter of Intent” requesting to be considered as a LTS Instructor
 - Updated resume of skating accomplishments
 - USFSA test levels passed (with month/year dates)
 - Competitions (most recent 12 months)
 - Events and volunteer time spent with AAFSC
 - Obtain a minimum of 2 letter(s) of recommendation from mentor coach(es) or professional staff member(s)
 - Evaluation from LTS coordinator or Coaches Training Coordinator
 - Interview with HR Committee
 - Board of Directors approval

- Privileges and additional requirements (after Board approval)
 - Obtain Proof of Liability Insurance (available through USFS or PSA)
 - Sign and return annual payment agreement with AAFSC
 - Teach and complete a minimum of 4 unique seasonal sessions (i.e. summer, fall, winter, spring) as LTS Instructor in compliance with Club policies
 - Obtain annual evaluation (pertains to those with less than 3 years experience)
 - Attend required orientation meetings and teaching seminars
 - Complete and return time sheet monthly
 - Comply with all AAFSC and LTS Handbook policies

Coaches Training Program

Junior Instructor

- Minimum Requirements
 - First Club member (AAFSC)
 - Member in good standing (AAFSC)
 - 17 years of age
 - 12th Grade (effective first day of school) or higher
 - Minimum Figure Skating Test Level Passed (one of the following)
 - Junior Moves in the Field
 - Novice Free skate
 - Pre-Gold Dances
 - Experience as a LTS Instructor
 - Completed a minimum of 4 unique seasonal sessions (i.e. summer, fall, winter, spring) as LTS Instructor
 - Obtain annual evaluation (pertains to those with less than 3 years experience)
- Application Process
 - LTS coordinator approval
 - Application form completed
 - “Letter of Intent” to include:
 - Updated resume of skating accomplishments
 - USFSA test levels passed (with month/year dates)
 - Competitions (most recent 12 months)
 - Events and volunteer time spent with AAFSC
 - Obtain a minimum of 2 letter(s) of recommendation from mentor coach(es) or professional staff member(s)
 - Evaluation from LTS coordinator or Coaches Training Coordinator
 - Interview with HR Committee
 - Board of Directors approval
- Privileges and requirements (after Board approval)
 - Obtain Proof of Liability Insurance (available through USFS)
 - Obtain proof of completion of Basic Life Support Techniques
 - Sign and return annual agreement with AAFSC
 - Schedule orientation meeting with Coaches Training or LTS Coordinator
 - Teach LTS classes as scheduled
 - Teach private and mini-private lessons in compliance with Club policies
 - Maintain Student log (monthly)
 - List and schedule of students
 - Notes and observations
 - Designation of students to mentor coach (i.e. 25%) per Club policy
 - Mentor coach review and signature
 - Semi-annual written evaluation by mentor coach(es)
 - Periodic evaluation by HR committee as requested
 - Comply with all AAFSC and LTS Handbook policies



Coaches Training Program

Professional Staff

- Minimum Requirements
 - First Club member (AAFSC)
 - Member in good standing (AAFSC)
 - 18 years of age
 - High School Graduate
 - Figure Skating Test Level Passed (one of the following)
 - Junior Moves in the Field
 - Novice Free skate
 - Pre-Gold Dances
 - Experience as Junior Instructor
 - 1 year minimum
 - Demonstration of meeting all Junior Instructor requirements

- Application process and required paperwork
 - Mentor coach(es) approval
 - Application form completed
 - "Letter of Intent" to include:
 - Updated resume of skating accomplishments
 - Levels of test levels passed (with month/year dates)
 - Competitions (most recent 12 months)
 - Events and volunteer time spent with AAFSC
 - Evaluation from mentor coach(es)-minimum semi annual evaluations
 - Obtain a minimum of 2 letter(s) of recommendation from professional staff members, not to include mentor coaches
 - Interview with HR Committee
 - Board of Directors approval

- Privileges and requirements (after Board approval)
 - Obtain proof of membership: PSA
 - Obtain proof of Liability Insurance (available through USFS or PSA)
 - Obtain proof of completion of Basic Life Support Techniques
 - Sign and return annual agreement with AAFSC
 - Teach private and mini-private lessons as scheduled in compliance with Club policies
 - Maintain and provide proof of any continuing education requirements as mandated by the Club, PSA and USFS
 - Agree to mentor apprentices/junior instructors