



Coaching Handbook

Welcome to the Tomahawk Figure Skating club. We are so excited to have you coaching with us! We want to ensure that all of our coaches are always treated fair and that they understand what the TFSC board's exceptions are.

Job Description for Coaching

Helper Coach-To be a helper coach you must be in 8th grade or older, and be in pre-free skate or higher. Our helper coaches work with other coaches assisting the skaters of their group to work on the skills or routine that the Junior or adult coach asks them to and follow the directions of the Coaches Committee.

Junior Coach-Junior coaches can apply with the club when they are in 9th grade and have completed 1 year of being a helper. Must be compliant with USFSA. All Junior coaches work under the direction of the Coaches Committee and our adult coaches.

Adult Coach-Anyone over the age of 18 is an adult coach and will need to be compliant with the USFSA requirements. Adult coaches work under the direction of the Coaches Committee. Adult coaches will assist the junior and helper coaches as needed.

All coaches work under the direction of the coaching committee and the TFSC board of Directors

*** Remember to be kind to each other and help each other out. We are all a team!**

What is needed before Coaching

- Application- sent to figureskatingtomahawkwi@gmail.com- the board and coaching committee will go over each application and vote on hiring.
- Liability insurance- please email a copy of your insurance. You can purchase this through USFSA.
- Coaches must be compliant with USFSA requirements (which may include, depending on if the coach is under 18 or over 18)
 - 1) Background Check
 - 2) Safe Sport
 - 3) Liability insurance
 - 4) Core Class

Payroll

- For Payroll tracking we will use JIBBLE to clock in and out on.
- All coaches should be clocked in and at the boards by 5 minutes prior to skaters entering the ice.
- If coaches are going to be using a game during their lesson time, be sure to have it at the boards or if the ice is not being used you may set the game up 5 minutes prior to lesson start time. Be sure you are clocked in when you start to set up the game.
- If you forget to clock in or out, notify a board member right away to fix the clock in or out.

Expectations

- Be clocked in and ready at the boards 5 minutes prior to the start of your lesson
- If you are going to be late or can not attend, notify the coaching committee ASAP- so they have time to find your replacement. Your attendance is just as important as the skaters in your group.
- Make sure to have your lesson plan ready before your lesson.
- Do not stand at the board talking to your friends; you should be on the ice with your group.
- If you need help or have to leave the ice for any reason let someone know or ask a helper coach to step in.

Attendance

If you are 15 minutes or more late that is counted as an absence on your review.

If you are going to be late or can NOT make it at your scheduled time please let your coaching committee know as soon as possible to find coverage for your lesson. We understand everyone gets sick or things come up.

If you have any questions, or an issue of any kind please let your coaching committee or follow up with a board member if needed.

Current Board Members

- ★ President - Deonna Zapar
- ★ Vice-President - Micah Hogar
- ★ Secretary - Keely Coffman
- ★ Treasurer - Rachel Oenning
- ★ Member at Large - Heather Jacobsen
- ★ Member at Large - Rhodes Freeman
- ★ Member at Large - Kiana Webie

- ★ Coaching Committee - Deonna Zapar and Kiana Webie

Contact Information

Tomahawk Figure Skating

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