

Offsite Lesson - Policies and Procedures

This policy applies to skaters at the **CanSkate, PreStar, and Star 1 level**.

Skaters at the Star 2+ level have a designated Primary Coach with whom offsite lessons may be scheduled autonomously.

RE: Kitsilano Figure Skating Club - Coach Contract (2025)

Refrain from booking private lessons with Club members without the knowledge and involvement of the Office Administrator and Director of Programs.

Procedure for Procuring Offsite Lessons

- Skater inquires about acquiring lessons outside of club programming, they are directed to email the club Administrator.
- Skater emails club Administrator directly or through the website, including the following:
Skater name, current skating level, schedule availability, and preferred ice rink location
- Administrator forwards this email to the Program Director
- Program Director assigns an available coach to the skater for this offsite lesson
- Skater is informed of and put into contact with their assigned coach
- The club's association with this lesson is now closed. Coach and skater remain responsible for adherence to the Skate Canada conduct standards at all times.
- Subsequent lessons between this assigned Coach and skater may be scheduled without further involvement of the Club.

The promotion and education on the availability of offsite lessons is to be done at a Club level; via email, socials, the website, or other methods.

Coaches shall not promote their individual service, but may inform skaters these lessons are



available from the Club. Coaches are to advise the skater that coach assignment is determined by the Program Director, and they must direct the skater to the Administrator for proper procedure.