



GUEST COACH POLICY

Guest Coaching Requests are taken on a case-by-case basis. Buffalo Figure Skating Club (BFSC) reserves the right to approve or deny any guest coach who seeks opportunity to instruct at our facility.

This Policy does not pertain to coaches coming in for special events such as: test sessions, camps, competitions, exhibitions, or any other event of this nature.

Guest Coach Request Procedures:

- A letter of request must be submitted via our website at least 2 weeks (14 days) prior to the requested date of arrival. Submission of the request is not an approval.
 - The request Google form can be found at: www.buffalofigureskating.com

Upon approval of request, the following documents must be submitted via our website no later than 48 hours before arrival:

- Signed Agreement (Google Document found on BFSC website)
- Proof of completion of Safesport training course
- Proof of liability insurance
- Submission of \$25 fee for ice time through our [sportsengine](http://sportsengine.com) webpage

A Guest Coach Request will not be considered in the following situations:

- Guest Coaches are not allowed during the scheduled JR Club ice time
- No Guest Coaches allowed 10 days prior to an ISI Competition or 21 days prior to a BFSC ice show
- If BFSC members have maximized the skater capacity for the requested ice time, no Guest Coaches will be allowed

Guest Coach must adhere to all policies and procedures of BFSC.

Guest Coach may not use BFSC harness.

Guest Coach may not bring with them or invite other coach(es) to be Guest Coach.

Guest Coach may not bring any non-BFSC skaters with them.

BFSC reserves the right to remove a guest coach from the ice and suspend guest coach privileges for failure to comply with rink policies and procedures.