



**Fergus Falls Skating Club
Learn To Skate Director Contract**

Learn To Skate Director (LTS Director) duties for the Fergus Falls Skating Club will include the following:

Registration:

1. Lead two parent information meetings - Fall & Spring sessions during or prior to the first week of lessons.
2. Coordinate registration with the Operations Director.
3. Claim skaters in the online LTS USA registration system for completion of their registration.
4. Coordinate all details for 1st week of skating. This includes name tags, map of groups on ice, etc...LTS Director & Operations Director will be at the rink and available during this week for questions, new registrations etc. Communicate with the Board of Directors for their availability as needed.
5. Be available to answer registration questions from skaters & parents.
6. Keep updated record of test levels online and printed for proper class placement
7. Attend In-Person registration to answer questions and assist with registration.

Coach Tasks:

1. Coach Trainings & Meetings: Lead one coach/student, coach/sub coach training meeting prior to the start of the season to cover timesheets, coach's code of conduct, Appendix A document, etc.
2. Keep consistent communication with coaches, subs, and student coaches.
3. Recruit coaches & substitute coaches
4. Complete class assignments, assign coaches to teach group levels, and train new coaches.
5. Organize and complete testing procedures (prepare evaluation forms, certificates, order badges)
6. Create a Coach/Sub Coach Contact list and keep it up to date. Submit the list to the Board of Directors and share with coaches.
7. Manage complaints from coaches or parents- record date and details.

8. Review, approve (by initialing), and submit timesheets to the Treasurer for payment.
9. Assist Board of Directors in obtaining signed coaches contracts from Coaches/Student Coaches.
10. Coordinate with SkateSafe Chair.
11. Attend Advanced skater meetings to answer questions and coordinate with apprentices.

Apprentices:

1. Secure, supervise, and train apprentices for the Learn to Skate program.
2. Coordinate meetings with Apprentices and go over expectations, duties, etc.
3. Manage apprentice materials (sign-in, gifts, awards, etc.)

Halloween & Christmas Party Nights

1. Coordinate these events with approval from the Board
2. Coordinate with Operations Director for volunteer sign up needs via Sign-Up Genius & assign coaches and apprentices to duties as needed.
3. Provide clear communication with LTS parents of the upcoming party and inform them of any needs

General:

1. Respond within 48 hours to all incoming Learn to Skate emails. If an email is sent to the wrong Director's inbox, the Director is responsible to communicate & forward the email promptly to the other Director to assure communication is achieved in a timely manner by the FFSC.
2. Keep all Office Supplies stocked including badges, certificates, forms, kleenex, first aid kit items, etc.
3. Answer phone calls and return voicemails within 48 hours.
4. Be available at the rink 30 minutes prior to LTS lesson blocks to set up tables with skater's badges, provide any handouts, and answer questions from parents regarding the program, testing, private lessons, competitions, etc. The expectation is to be at the rink during LTS hours throughout the length of this contract. Appendix A hourly rate cannot be claimed during this time on the ice unless actively coaching or subbing a full LTS group lesson. If you are unable to be present at the rink during LTS hours, a sub will be found. Notify the coaches of your replacement for the session. It is expected of the LTS director to be on the ice once lessons start until ice time ends.
5. Be consistent in communication between FFSC and LTS members and families.
6. Attend the monthly scheduled Board Meetings on a regular basis with reports and concerns for discussion. If unable to attend, submit an update/report to the President to present in your absence.
7. Update information board outside the skating office on a regular basis.

8. Regularly, and at the request of the board, check mail at the post office and bring it to the skating office.

This contract can be terminated by either party with 30 days written notice.

The Learn to Skate Director position may be completed by an individual or group.

I/We have read and agreed to the Fergus Falls Skating Club Learn To Skate Director contract. I/We will perform said duties at the following rate per of \$600 per month, September 1st - March 31st.

If needed for a Board of Directors meeting outside the contracted time, the Learn to Skate director will be compensated \$25 meeting time.

This contract will be honored for the 2024 – 2025 skating season only and may be opened each new season for interested parties to apply.

_____ Date _____
FFSC Learn To Skate Director

_____ Date _____
FFSC Learn To Skate Director

_____ Date _____
FFSC Learn To Skate Director

Accepted by the Fergus Falls Skating Club.

_____ Date _____
FFSC President

_____ Date _____
FFSC Secretary