

East West Ice Palace & Center Ice Arena
COVID-19 Freestyle Information for Guest Coaches/Guest Skaters

The safety of our employees, customers, and coaches remains our priority. We are monitoring the Coronavirus situation closely and will update company procedures based on the latest recommendations from the CDC, WHO, and other local authorities.

EWIP/CIA will remain open for freestyle and public session for the time being. ***Starting Monday March 16 freestyle sessions will primarily be reservation-based.*** Reservations for freestyle sessions between March 16 and 31 will officially be accepted starting at 10am on Sunday March 15. Freestyles will be limited to 20 skaters maximum. Each skater may reserve up to three freestyle sessions per day. Drop ons will be allowed if space is available after entering all reservations.

Guest skaters may skate on an EWIP/CIA freestyle with or without a lesson. If they have a lesson their coaches must first get approval from management. All required documents for guest coaches are posted on the website for both rinks.

Guest skaters (and all skaters) will be asked to fill out a travel questionnaire to be turned into the box office along with other documents required from their coach. Once approved the guest skater should turn their music into the Box Office. To use the gym guest skaters should pay the day fee or for a regular membership.

To guest coach on freestyle/public at EWIP/CIA, please complete the 1. Visit Request form, 2. Travel Questionnaire, and 3. Guest Coach Agreement and email all documents to Marina Guterres and Miriam Bradley THREE DAYS PRIOR to the day you would like to visit.

Once approved, guest coaches should provide Marina/Miriam with 1. copy of liability insurance certificate, 2. Copy of USFS/PSA membership card.

Marina and Miriam can be reached at ewipskatingschooldirector@gmail.com and mbradley@eastwesticepalace.com or 310-480-3709 (text please). We will carefully consider guest coach requests. Visits may be limited to two times per week for one week only or less, depending on availability.

The box office staff will be informed on which guest coach is allowed to visit for the day/week and will turn away anyone not on the list.

EWIP/CIA Guest Coach Policies (updated 3/14/20)

East West Ice Palace and Center Ice Arena are private ice rinks and reserve the right to approve or deny any guest coach (figure or hockey) who wishes to teach on any of its sessions (freestyle, public, stick time, etc).

Guest coaches must contact management at least 3 days prior to their visit for special approval and must complete and email the Guest Coach Request form and Travel Questionnaire to Miriam Bradley mbradley@eastwesticepalace.com and Marina Guterres ewipskatingschooldirector@gmail.com for figure skating, and Alex Owens aowens@eastwesticepalace.com and Jeremy Mingura jmingura@eastwesticepalace.com for hockey.

Once approved, guest coaches must sign the Guest Coach Agreement form. A copy of the liability insurance certificate and PSA/USFS/ISI/USA Hockey membership card(s) must also be submitted to Marina/Miriam (figure) or Alex/Jeremy (hockey) prior to the visit.

The Guest Coach must pay a \$35 professional fee each day they are given permission to use the rink. The fee must be paid prior to entering the ice rink.

If the Guest Coach wishes to use the gym or any area of the rink for off-ice training, an additional \$10 professional fee applies and must be paid prior to the start of off ice training.

If a Guest Coach wishes to use the gym at EWIP for personal use, a \$10 day fee will be charged.

If the Guest Coach wishes to use the facility for more than two days in one week, they must obtain special permission from management (Miriam/Jeremy).

Special provisions for COVID-19 situation:

1. If you (Guest Coach) are sick, please stay home.
2. If your student is sick, please encourage them to stay home.
3. Please follow proper cough/sneeze and hand washing etiquette while at the rink.
4. If you, a fellow coach, friend, family member, or another member of your household has traveled to a country that the CDC has designated as a Level 3 Health Notice, please stay home for 14 calendar days following your return from travel and resubmit your request once you are well.

Guest Coach Questionnaire

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our workers and visitors, we would like to ask all guest coaches and guest skaters to undergo a screening questionnaire.

Guest Coach Name

Home Rink

Email & phone number

Names of skaters coming for lessons at EWIP/CIA & their skating level:

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SELF-DECLARATION BY VISITOR

1. Have you returned from any of the countries listed on the CDC site as Level 3 Travel Health Notice in the last 14 days? *Level 3 = currently Iran, Italy, South Korea, China, Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland, Monaco, San Marino, Vatican City.*

Yes No
2. Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days (family, friends, fellow coaches, students)?

Yes No
3. Have you been in close contact with anyone that has visited a country listed in the Level 3 Travel Health Notice above (family, friends, fellow coaches, students)?

Yes No
4. Have you had any cold or flu like symptoms in the last 14 days (fever, cough, sore throat, respiratory illness, difficulty breathing)? Yes No

Answering "yes" to any of these questions may result in denial of access to our facilities. If your responses change at any time during your visit (ex: you become sick), please immediately contact Marina/Miriam.

Coach Signature

Date

Guest Coach Request Form

First & Last Name

Phone No.

Email

Home Rink

PSA, USFS, ISI, or USA Hockey No.

Ice rink you wish to visit: East West Ice Palace Center Ice Arena

Date(s) & time(s) you wish to visit

Number of skaters you wish to bring

Skating level of skaters

Do you wish to do any off-ice training with your clients during the visit? Yes No

Reason for visit

Other notes/comments

**EAST WEST ICE PALACE - CENTER ICE ARENA
GUEST COACH AGREEMENT (FIGURE)**

By signing this form, I agree to the following terms and conditions:

Guest coaches must:

1. Be in good standing with their current club and rink.
2. Must get approval from management to guest coach by completing and returning the Guest Coach Request form to the management office (Miriam).
3. Must submit a copy of their liability insurance policy as well as a copy of their PSA/USFS/ISI/USA Hockey membership cards to the management office.
4. Pay the \$35 professional fee at the Box Office prior to entering the ice rink.
5. Pay an additional \$10 professional fee to conduct any off ice training session(s) with their client(s). If using the gym at EWIP, Guest Coach must make sure each client pays the day fee for the gym or has a membership to the gym.
6. Make sure their clients pay for their freestyle/public session prior to entering the ice.
7. Guest coaches are not allowed to visit EWIP or CIA any more than two times a week during the time of their visit, unless they are given special permission by management.
8. Understand and follow the freestyle/public rules at EWIP and CIA, and make sure their clients do the same:

Freestyle Rules

- A. All skaters must check in prior to taking the ice on Freestyles.
- B. Coaches may not be in the middle of the ice without their skates.
- C. If a skater is below Pre-Preliminary he or she may not skate on a freestyle without the coach being at the skaters side.
- D. Skaters must wear the "program belt" during their programs on all sessions during the summer, and any busy sessions (over 10 skaters) during the year.
- E. Skaters music must be turned in to the box office prior to taking the ice.
- F. Skaters must be at the appropriate level when skating a restricted session (for exceptions where skaters are about to test to a certain level, please get Marina/management's permission to allow the skater on the ice).
- G. After 9am, the "open freestyle" skaters must have Pre-pre FS or up to their Juv MIF OR must be in a private lesson.
- H. Management reserves the right to restrict a skater from a freestyle session in situations where safety may be an issue.
- I. International skaters – coaches should speak to Marina regarding any international skaters that wish to skate at the rink at least one week prior to their visit. Please provide Marina their international level and

equivalent U.S. level. Coaches and skaters should expect to skate on only the all level freestyle sessions on the first few days of the visit, until Marina/management can properly assess their skating level. International skaters may only skate the restricted freestyles with Marina/management's consent.

- J. All Summer Program skaters must fill out a Freestyle Registration form (available online & in Box Office).
- K. Freestyle sessions will be filled on a first-come, first-served basis up to a maximum of 20 skaters per session.
- L. Reserved sessions must be pre-paid and will only be held if the skater's account is up to date in payments. Available credits may be used for future reservations or for drop-ons.
- M. Reservations may be added, canceled, or changed to a different session up to the deadline of **2:00 pm on the prior day**. Session credits are issued for cancellations made prior to the deadline. Once the deadline has passed, skaters are committed to the sessions reserved. Absence from a reserved session forfeits the credit. (This is in fairness to others. It would be a discourtesy to hold a session for you "just in case.")
- N. Reservations are held up to 5 minutes before the start of a session. At that point, skaters are called from the waiting list, if any.
- O. If the session is full, a skater with a reservation who arrives late will lose his or her place and forfeit the credit.
- P. Skaters, coaches, and parents are to refrain from unsportsmanlike conduct. Failure to abide by this policy will result in removal from the ice. There are no refunds for lost sessions in this case.
- Q. Skaters must not kick or hit the ice on purpose out of anger/frustration.

Public Session Rules

- A. All skaters must check in and pay for the session at the Box Office.
- B. Skaters in program have the right of way. Skaters in a lesson with a coach are second in priority.
- C. All skaters must yield to the in program or in lesson skater.
- D. Only public session music can be played through the loudspeakers. Program music should be played on the skater or coach's personal portable player.
- E. Skaters should not monopolize certain sections of the ice (e.g. center and end landing zones).
- F. Guest coaches must refrain from using the harness on public session (freestyle session is allowed).
- G. Guest coaches must refrain from using the pole on public session.
- H. Parents are not allowed to coach.
- I. No eating or drinking (except water) is allowed on the ice.

East West Ice Palace/Center Ice Arena Skater Questionnaire

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our workers and visitors, we would like to ask all skaters to undergo a screening questionnaire.

Skater Name

Home Rink

Coach Name

Email & phone number

SELF-DECLARATION BY VISITOR

1. Have you returned from any of the countries listed on the CDC site as Level 3 Travel Health Notice in the last 14 days? *Level 3 = currently Iran, Italy, South Korea, China, Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland, Monaco, San Marino, Vatican City.*

Yes No
2. Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days (family, friends, fellow coaches, students)?

Yes No
3. Have you been in close contact with anyone that has visited a country listed in the Level 3 Travel Health Notice above (family, friends, fellow coaches, students)?

Yes No
4. What coaches have you worked with in the past 4 weeks, and dates?

5. Have you had any cold or flu like symptoms in the last 14 days (fever, cough, sore throat, respiratory illness, difficulty breathing)? Yes No

Answering "yes" to any of these questions may result in denial of access to our facilities. If your responses change at any time during your visit (ex: you become sick), please immediately contact management.

Guest Skater/Parent (if minor) Signature

Date