

EWIP/CIA Guest Coach Policies

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 to Miriam Bradley at mbradley@eastwesticepalace.com for figure skating, and Jeremy Mingura at 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 Miriam/Jeremy 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.

EAST WEST ICE PALACE - CENTER ICE ARENA
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. 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.
- R. Music system - Marina is there anything you want to say about how it works?

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.

