

# Proper Procedure for Changing Coaches

## 1. PURPOSE

To help skaters make the switch to a new coach and still maintain a comfortable relationship within the rink. All parents, coaches and skaters should have a clear understanding of the below procedure.

## 2. SCOPE

- a. This policy applies to all Bismarck Figure Skating Club Parents, Skaters, Primary Coaches and Secondary Coaches.
- b. This policy describes the Bismarck Figure Skating Club's objectives and policies regarding the proper procedure for changing coaches.

## 3. PROCEDURE

### Parent/Skater Procedure:

- a. Contact your current coach and express your reasons for wanting to switch to another coach. There may be a way to correct the situation and the need to switch could be resolved before a change is necessary.
- b. Make sure that you have paid your account balance in full with your current coach.
- c. Discuss this change with your child. Make sure that he/she is comfortable with the changes you are about to make.

### Future Coach Procedure:

- a. Direct the client to first make contact with the former coach.
- b. When this has been done, contact the current coach if future coach has any questions.
- c. Confirm that all outstanding balances are paid in full with the current coach prior to scheduling any lessons. NO lessons should be given prior to receiving confirmation of account status. There are often exceptions and discrepancies. These need to be handled on a case by case basis.
- d. Respect what the former coach has done for the skater. If technique changes need to be made, do so without degrading the former coach's method.