



Junior Instructor Requirements

- Minimum Requirements
 - First Club member (AAFSC)
 - Member in good standing (AAFSC)
 - 17 years of age
 - 12th Grade (effective first day of school) or higher
 - Minimum Figure Skating Test Level Passed (one of the following)
 - Junior Moves in the Field
 - Novice Free skate
 - Pre-Gold Dances
 - Experience as a LTS Instructor
 - Completed a minimum of 4 unique seasonal sessions (i.e. summer, fall, winter, spring) as LTS Instructor
 - Obtain annual evaluation (pertains to those with less than 3 years experience)
- Application Process
 - LTS coordinator approval
 - Application form completed
 - "Letter of Intent" to include:
 - Updated resume of skating accomplishments
 - USFSA test levels passed (with month/year dates)
 - Competitions (most recent 12 months)
 - Events and volunteer time spent with AAFSC
 - Obtain a minimum of 2 letter(s) of recommendation from mentor coach(es) or professional staff member(s)
 - Evaluation from LTS coordinator or Coaches Training Coordinator
 - Interview with HR Committee
 - Board of Directors approval
- Privileges and requirements (after Board approval)
 - Obtain Proof of Liability Insurance (available through USFS)
 - Obtain proof of completion of Basic Life Support Techniques
 - Sign and return annual agreement with AAFSC
 - Schedule orientation meeting with Coaches Training or LTS Coordinator
 - Teach LTS classes as scheduled
 - Teach private and mini-private lessons in compliance with Club policies
 - Maintain Student log (monthly)
 - List and schedule of students
 - Notes and observations
 - Designation of students to mentor coach (i.e. 25%) per Club policy
 - Mentor coach review and signature
 - Semi-annual written evaluation by mentor coach(es)
 - Periodic evaluation by HR committee as requested
 - Comply with all AAFSC and LTS Handbook policies



Professional Staff Requirements

- Minimum Requirements
 - First Club member (AAFSC)
 - Member in good standing (AAFSC)
 - 18 years of age
 - High School Graduate
 - Figure Skating Test Level Passed (one of the following)
 - Junior Moves in the Field
 - Novice Free skate
 - Pre-Gold Dances
 - Experience as Junior Instructor
 - 1 year minimum
 - Demonstration of meeting all Junior Instructor requirements
- Application process and required paperwork
 - Mentor coach(es) approval
 - Application form completed
 - "Letter of Intent" to include:
 - Updated resume of skating accomplishments
 - Levels of test levels passed (with month/year dates)
 - Competitions (most recent 12 months)
 - Events and volunteer time spent with AAFSC
 - Evaluation from mentor coach(es)-minimum semi annual evaluations
 - Obtain a minimum of 2 letter(s) of recommendation from professional staff members, not to include mentor coaches
 - Interview with HR Committee
 - Board of Directors approval
- Privileges and requirements (after Board approval)
 - Obtain proof of membership: PSA
 - Obtain proof of Liability Insurance (available through USFS or PSA)
 - Obtain proof of completion of Basic Life Support Techniques
 - Sign and return annual agreement with AAFSC
 - Teach private and mini-private lessons as scheduled in compliance with Club policies
 - Maintain and provide proof of any continuing education requirements as mandated by the Club, PSA and USFS
 - Agree to mentor apprentices/junior instructors