



Private Hockey Coaches Handbook

This handbook is provided for all Sno-King independent contractors teaching private hockey lessons on Stick N Puck sessions at any of the Sno-King facilities.

COACHING STAFF EXPECTATIONS

In order to maintain a safe and cohesive environment among all independent contract coaches, coaches are expected to abide by all policies and procedures in this Handbook along with all rink policies.

Coaches must strive to maintain a cohesive and cooperative working environment for skaters, fellow coaching staff, and rink staff. Keep communication with everyone positive and respectful both on and off the ice.

Coaches must check in with the front desk upon entry to the rink for verification and ice monitoring purposes. Sno-King has the right to remove individuals from the list at any time.

MAINTAINING SPACE

Coaches may use the designated coaches' room or bleachers to put on skates. Per Stick N Puck guidelines, pucks and training gear must be put away in their designated spots after each use.

Coaches will maintain communication with on-duty team driver about ice cuts and their need for extra nets.

REQUIRED TRAININGS & MEMBERSHIPS

USA Hockey Training and Membership Certificates must be sent to Jamie Huscroft annually for verification before coaching relationship can be approved. Certificates may be provided via email or hard copy and will be kept on file until expired. Required certification includes:

- USA Hockey Accredited Coach (USAhockey.com/coachingcertification)
This certification will take you step by step to complete-
 - USA Hockey Membership
 - Safesport Training
 - Background Check
 - Continuing Education requirements
- Liability Insurance (May be purchased for the term you are in town coaching or a full year)

LIABILITY INSURANCE

As recommended by USA Hockey, general Liability Insurance is required for all private lesson instruction. This protects you (the coach) as a business operator and Sno-King as a facility.

This insurance may be purchased through the company of your choice but must include the following:

- General Liability
- Sexual Abuse & Molestation Coverage
- Accident Medical Coverage

Insurance Suggestions:

- Tivly (877-907-5267)
- Players Health (Shawn.Zobel@playershealth.com)
- NEXT Insurance (Nextinsurance.com)

FIRST AID CLASSES

Sno-King Ice Arenas recommends all on ice staff complete CPR and First Aid Training. Many of these classes may be found online and each of our arenas offers classes periodically at no charge for our staff and coaches. Check with the arena managers for more information. Forward any certification and renewals to the Director of Coaching (Jamie@snokingice.com) to be placed in your file. Most courses are good for a two-year term.

Additional Training Suggestions:

- Red Cross
- American CPR Care
- American Health Training

APPEARANCE

In order to provide identification of USA Hockey coaching accreditation and good standing within the facility, coaches must wear Sno-King or SKAHA branded tracksuits while teaching lessons on Stick N Puck sessions. The coach's helmet MUST be latched properly per Sno-King's safety rules. One tracksuit will be provided to the coach after the Handbook agreement is signed.

You are an independent contractor conducting business in our building. First impressions make a difference to your clients.

POLICY SHEETS

Sno-King Ice Arenas recommends utilizing a Private Lesson Policy sheet to provide clear communication with clients about pricing, scheduling, and cancelations to your clients. To view a Policy sheet example, visit page 4. There is no requirement for policy sheets from Sno-King, the same is only for reference.

REPORTING CONCERNS

Any concerns regarding coach conduct, behavior, or unethical practices, should be directed to Jamie Huscroft, Director of Coaching (Jamie@snokingice.com) or the US Center For SafeSport. Concerns may be made anonymously but shall include the basis for the concern. All concerns will be investigated.

RULES OF THE RINK

As noted above, in order to maintain a safe and cohesive environment among all independent contract coaches, you are not only expected to abide by the Sno-King Private Hockey Coaches Handbook and rules of the facility, but you are also expected to assist in their enforcement. This is particularly important when dealing with your own students and their parents. General facility rules are posted throughout the facilities and online. Sno-King Ice Arenas is not responsible for coaches' behavior in any of our facilities and we reserve the right to suspend coaching privileges if the rules and policies are not followed.

SAMPLE Private Lesson Policy sheet:



COACH NAME - Coaching Policies

Please read the following subsections as they relate to coach, skater, and parent policies for skating.

COACH BIO

Potential clients want to know who you are, why you have expertise, and your coaching style. Give them a blurb as insight to who you are, how you teach and any specialties you hold.

Coach Contact Information

Phone: xxx-xxx-xxxx (available by phone call or text message)

Email: coach@hockey.com

Phone calls, text or email will not be viewed or replied to after 6pm

Lesson Planning

Lessons can either be set up in person, via email, or by phone

A meeting with the skater/parents may be requested to review goals, training plans, and/or talk about upcoming events.

Private Lesson Rates as of January 1, 2024

- 30 minute: \$
- 45 minute: \$
- 60 minute: \$
- Multi-Student 1 hour: \$

Lessons are done in _____ intervals, longer or shorter lessons will be provided as needed and will be given at the discretion of coach

24-Hour Cancellation Policy

If there is a scheduling conflict that will not allow the student to attend the previously planned lesson time, 24-hour notice must be given in order to avoid being charged for the missed lesson time. If you are unable to notify your coach within 24 hours, as a courtesy to your coach and to other skaters, please send notice as soon as possible prior to lesson

Billing

Professional lesson fees are paid directly to the coach as described in the lesson rates section, fees for ice time are paid to the rink through their website (snokingicearenas.com). Payments for ice time are due before the skater takes the ice while payments to the coach are due as client has selected below.

Payment methods Please select one to indicate your preference-

- ☐ Cash
- ☐ Check
- ☐ Zelle

Please select a payment plan-

- ☐ Monthly (1st of the month, prepay)
- ☐ Monthly (1st of the month, backpay)
- ☐ Pay per lesson

*If paying per lesson, please send the skater to the ice with your payment as communication between lessons is limited

Sno-King Renton Ice Arena Rink Policies

Sno-King facility does not allow any type of recording of skaters on the ice by spectators or parents in the lobby or at rink side without coach's permission and only if recording their own child.

Coaches are allowed to video skaters in lessons if the material is being utilized for coaching purposes, however videos must be deleted after material is used.

Skaters practicing on Stick N Puck sessions must sign in prior to taking the ice.

The bleachers and lobby are the designated viewing area for parents to observe practice. There should be no verbal communication between parent and skater at the rink side. If a skater must consult with a parent, they must exit the ice and speak to them.

Hockey boxes are only to be occupied by coaches, rink staff, and/or other skaters during Stick N Puck sessions.

Any skaters practicing on Stick N Puck sessions must have their own skates and gear, no rentals. Skating aids such as walkers, chairs or buckets are not permitted on Stick N Puck sessions.



SAMPLE COACH NAME – Services Acknowledge & Agreement to Terms

This Agreement between _____ (client name) [hereinafter referred to as “Client”] and COACH NAME [hereinafter referred to as “Coach”] is in regards to private hockey lessons for _____ (student name) [hereinafter referred to as “Student”] beginning _____ (date).

For good and valuable consideration, the parties agree as follows:

Coaching Fees Client agrees to pay Coach a nonrefundable fee in the amount of \$____/hour for each lesson at the time indicated in the billing section of this agreement.

Services

Coach agrees to provide private lessons for Client on a lesson-by-lesson basis, the goal being to teach Student _____ (agreed upon outcomes). These lessons will take place at Sno-King Renton Ice Arena. Coach will make every reasonable effort to help Student achieve training and personal goals. However, it is up to the Student to follow through on all assignments and attend all lessons. Coach is not able to make a guarantee of the Student’s performance as result of the services but does provide a satisfaction guarantee that Student will have a clear understanding of the exact techniques needed to fulfill on goals and will be satisfied with the educational training they have received.

Client understands that he/she and Student must follow Coach’s instructions without modification, practice as recommended, and any additional requirements in order to achieve desired goals. Client understands that any alteration of instructions/methods or inconsistency will negatively impact your results.

Cancellation Policy

If Client fails to give at least 24 hours cancellation notice, or is not present at time of scheduled appointment, lesson fees are still due.

Client Signature: _____ Date Signed: _____

Coach Signature: _____ Date Signed: _____

