

# JUNIOR INSTRUCTOR MENTORING GUIDELINES

The purpose of this program is to offer young skaters hands-on training and to experience the guidance of a professional figure skating instructor of their choice.

## ELIGIBILITY REQUIREMENTS:

1. Junior in high school
2. Novice test level for Free Skate or Silver test level for Dance (lower test levels may be considered at the discretion of the Pro Committee with the understanding that at no time can a junior instructor work with a skater above his or her own test level).
3. PSA member
4. Liability insurance
5. MFSC home club member – associate members eligible if space available

## SKATER RESPONSIBILITIES:

1. Approach the Pro Committee to obtain application
2. Contact and discuss program with an experienced (at least 5 years teaching) MFSC professional to determine if he or she is able to serve as a Junior Instructor Mentor. The Mentor must then sign the application form.
3. Submit completed application to the Pro Committee Chairperson for approval and recommendation to the MFSC Board. Once Board approval is obtained the skater will be notified.

## PROGRAM FORMAT:

40 hours of activities completed in not less than 2 months and not more than 12 hours.

Included in the 40 hours:

10 hours of Group Lesson Dynamics - under the supervision and direction of a skating professional in the LTS program, bus program or special skating program – 5 hours of which must be in the LTS program either as a volunteer or paid instructor. Documentation of hours previously accumulated in a LTS program or the special skate program at MFSC or any other rink may be submitted and considered for acceptance if completed within 1 year prior to beginning this program.

5 hours of On Ice Observation of Private Lessons – may be at MFSC or any other rink.

20 hours of Teaching Private Lessons

10 –15 hours under the direct supervision of the Mentor who is on the ice and involved in this lesson time. This part of the program may be completed on MFSC ice or at another rink after the junior instructor has been accepted into the program. No previous teaching experience will be considered. Junior instructors will not be paid during this lesson time or be allowed to teach their own students on MFSC ice while participating in this program.

5-10 hours of teaching independently after the supervised portion of the teaching program. Junior instructors may be paid at this time. This part of the program must be completed on MFSC club ice. No previous experience teaching independently will be accepted.

5 hours observation/assistance in off ice activities such as testing, competitions, ballet, conditioning or jump clinics. No previous experience in this category will be accepted.

Junior instructors must also read the PSA Coaches Manual. The PSA Magazine is also an excellent source of valuable articles that a Junior instructor should read. Some pros have videotapes that are also a valuable

resource. All reading and / or videotape viewing must be discussed with the mentor.

Certification in CPR is also a requirement.

## COMPLETION OF THE PROGRAM

A journal, including a summary of all of the above requirements must be presented for review by the Pro Committee. The Pro Committee will schedule a meeting with the Junior Instructor and the mentor at which time the journal will be reviewed and discussed. After approval of successful completion of the program, a certificate and summary of the program will be presented.

## PRO GUIDELINES

Pros who agree to participate in the program are expected to comply with the following guidelines and expectations:

1. Agree to mentor the student and sign the application
2. Accept responsibility for the junior instructor in all aspects of the program.
3. Complete a checklist on the junior instructor and submit it to the Pro Committee for review.
4. Using the form provided by the Pro Committee secure parent permission in writing for the student skater to work with the junior instructor in private lessons. The junior instructor will not be allowed to work with any children without parental permission. Parents must understand and agree to the terms of this program and understand that the junior instructor is not a pro and that the teaching privileges on MFSC ice is only temporary.
5. Oversee rates, bookkeeping and billing involving the junior instructor. It will be understood that the rate for junior instructors who are 18 years of age or older will be negotiated on an individual basis. Rates for those under 18 years of age will be based upon the current LTS rate of pay. Parents involved in this part of the program must agree to the rates.
6. Be willing to participate in seminar activities if requested.
7. Participate in this program voluntarily.
8. Meet with the Pro Committee to participate in a final evaluation process.

9. Pros may work with more than one junior instructor at a time in the program but with no more than one junior instructor at a time on the ice either observing or teaching.
- Applicants may petition the Pro Committee for consideration to request variances from the requirements and guidelines listed above.

**Junior Instructor Application Form**  
**Mentor Figure Skating Club**

Date of Application\_\_\_\_\_

Name\_\_\_\_\_

Name of  
Parent/Guardian\_\_\_\_\_

Address\_\_\_\_\_

Phone \_\_\_\_\_ USFSA Number\_\_\_\_\_

Age\_\_\_\_\_ Year in School\_\_\_\_\_

Number of Years in MFSC\_\_\_\_\_ Name of Pro Sponsor\_\_\_\_\_

Current Freestyle Level\_\_\_\_\_ Current Dance Level\_\_\_\_\_

Prior experience (if any) in teaching:

- \_\_\_\_\_ Learn to Skate
- \_\_\_\_\_ Bus Program
- \_\_\_\_\_ Special Skate
- \_\_\_\_\_ Programs at other rinks (describe\_\_\_\_\_)

Why are you applying for this program? \_\_\_\_\_

\_\_\_\_\_

What do you hope to learn from this program? \_\_\_\_\_

\_\_\_\_\_

What discipline will you concentrate on? \_\_\_\_\_

\_\_\_\_\_

I, \_\_\_\_\_, agree to, if application is accepted, abide by any guidelines in place by the Mentor Figure Skating Club for instructors, including the guidelines for the Junior Instructors. Acceptance of this application is for Junior Instructor status only. Upon acceptance of this application, the Junior Instructor must provide the MFSC Board with proof of liability insurance and membership in the PSA before beginning the Junior Instructor program.

Signature of Applicant \_\_\_\_\_

Signature of Pro Sponsor \_\_\_\_\_

Accepted/Declined – Signature of Pro Committee Member \_\_\_\_\_