

## APPRENTICE COACH PROGRAMME GUIDELINES

### Duration of Apprenticeship:

The Apprentice Coach must undertake a minimum of 40 hours in order to be eligible to receive their accreditation. These 40 hours must be broken down into a number of areas to include on-ice (private and group lessons) and off-ice lessons to be observed and taught. Since each Apprentice has unique goals, strengths and needs, the curriculum is adapted to the individual.

### Apprentice Programme Curriculum:

#### 1. Keep a Logbook:

The Apprentice Coach must keep a logbook of all observation lessons, mentoring meetings and other skating related activities for the duration of their apprenticeship. The logbook must include:

- Date and length of each observation lesson, content covered and must include learning points from each session.
- Date and length of each mentoring meeting, content covered and learning points and goals for improvement.
- Observations of tests and/or competitions that the Apprentice has attended.

#### 2. The Mentoring Meetings:

A minimum of 3 - 5 hours must be carried out in off-ice instruction. More may be carried out if the Mentor thinks this would be valuable for the Apprentice Coach.

Communicate with the Mentor Coach to set up a semi-formal meeting to discuss technique, communication with parents, students' problems, etc. Learn how to direct students in their training schedule according to their particular needs and level, how to choose and cut music and coach at tests and competitions. If the Apprentice Coach is new to coaching, consider including questions on boots and blades, fitting and recommendations.

#### 3. Observations:

A minimum of 10 - 15 hours must be carried out in both private and group on-ice/off-ice observations. More may be carried out if the Mentor believes it would be valuable for the Apprentice Coach.

##### a. Private Lessons:

Observe private lessons given by the Mentor Coach on a regular basis; stand with the Mentor Coach; listen and take notes. There should be no interruptions during the lessons. Any questions developed as a result of your observation should be saved for after the practice session or at the meeting time previously arranged with your Mentor. The focus of observations is for the Apprentice Coach to note the teaching methods of the Mentor Coach but will focus primarily on the technical aspects of the discipline.

##### b. Group On-Ice/Off-Ice Sessions:

The Apprentice Coach is required to assist and/or observe (subject to rink permissions) the Mentor Coach and take notes during group lessons. If the Apprentice Coach assists in group teaching, they should not expect payment from the rink or the students. Lesson content should reflect the Apprentice's specific goals such as tots, adults, skaters with disabilities, singles, dance, pairs or synchronized. If the Apprentice Coach is not permitted on the ice, they should observe from the sidelines. It is the responsibility of the Apprentice to gain permission from the facility management prior to lessons commencing.

#### **4. Coaching by Apprentice:**

A minimum of 10 – 15 hours must be carried out in private instruction. More may be carried out if the Mentor believes it would be valuable for the Apprentice Coach.

##### **a. Private/Group and Off-Ice Training Sessions:**

The Apprentice Coach will instruct lessons in the specified discipline. The Mentor Coach will observe the method of teaching and give feedback to the Apprentice at their meeting. The student may be the Apprentice's own student or that of the Mentor Coach. If the student is that of the Mentor Coach, the lesson fee payable by the skater will be paid to the Mentor. If the student is that of the Apprentice, the recipient of the lesson fee should be negotiated prior to the lesson between the Apprentice and Mentor. The Mentor may request payment for the lesson at their discretion. The focus of the private lessons should be primarily on coaching/teaching methodology and secondarily on technical aspects. Please ensure the student has been granted permission to work within the Apprentice programme prior to the lesson beginning.

#### **5. Test and Competitions:**

- The Apprentice must attend competitions and test sessions as an assistant with either their Mentor Coach or an NZIFSA approved accredited coach. This should be documented in the logbook.

#### **6. Technical Knowledge:**

- The Apprentice must be familiar with the NZIFSA and ISU Rules and Regulations, ISU Communications, NZIFSA Policies and IJS Requirements specific to the specified discipline.
- Attend seminars and conferences offered by the NZIFSA or National Associations in other countries.

#### **7. Health and Safety:**

- The Apprentice Coach must, at their cost, complete an NZQA accredited comprehensive workplace first aid certification.
- The Apprentice Coach must, at all times, operate within the rules of the facility including full awareness of the emergency and evacuation procedures, hazard identification and accident reporting and management systems. It is the responsibility of the Apprentice Coach to communicate with the facility management to ensure that they have the correct information.
- Learn about the selection of boots and blades for a range of skaters.

The above Apprentice Programme is just one step toward gaining accreditation. Please refer to the current NZIFSA Coaches Policy for all requirements.