

## Appendix B:

### APPRENTICE COACH PROGRAMME GUIDELINES

#### To join the Apprentice Programme:

Complete the full sports specific seminar. Fill out the Apprentice Coach Application and Agreement. Return the application and agreement to the NZIFSA Coaching Director, [coaches.director@nzifsa.org.nz](mailto:coaches.director@nzifsa.org.nz)

#### Choose your Mentor:

Before choosing your Mentor, there will be several factors to consider. The following questions will aid you in making your decision:

- Why are you taking this training?
- What do you want to learn?
- What do you hope to achieve during this apprenticeship?
- What discipline are you going to concentrate on?

Choose a Mentor who is on the approved list provided by the Coaching Director. You may work with one Mentor Coach or several (if you are doing more than one discipline). It will also be important to find out if the Mentor you have chosen is currently teaching at the level you have chosen for your training. If you are currently still skating, either competitively or recreationally, you may not have your coach as your Mentor, except under exceptional circumstances with the approval of the NZIFSA Board.

#### Contact a Mentor and NZIFSA Approval for Mentoring Agreement:

If you know a Mentor Coach you would like to train with, you may approach them directly and ask if they will act as your Mentor Coach. Your apprenticeship will be confirmed once your application has been approved by the NZIFSA Coaching Director. Only Mentor/Apprentice hours conducted following approval will be counted towards accreditation.

If you need further information you may contact the Coaching Director, on [coaches.director@nzifsa.org.nz](mailto:coaches.director@nzifsa.org.nz)

- Discuss your objective and special categories with your Mentor Coach.
- Decide on the number of hours for training, including on-ice observation of lessons, off-ice discussion, private lessons etc.
- Fill out the Apprentice Coach Agreement Form and have your Mentor sign it. Mail the Apprentice Coach Agreement and Application to the NZIFSA Coaching Director as soon as it is completed.
- Once the NZIFSA Coaching Director has approved your application, you are now ready to begin your apprenticeship.
- At the conclusion of your apprenticeship, your Mentor will evaluate you. Your Mentor will send in the completed evaluation, with their recommendation, to the NZIFSA Coaching Director as a step towards full accreditation.

## **Duration of Apprenticeship:**

You will need a minimum of 40 hours and you are required to break this 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. You may need or want additional time. However, the Apprentice Coach must undertake a minimum of 40 hours of training in order to be eligible to receive their accreditation.

## **Apprentice Programme Curriculum:**

### **1. Keep a Log Book:**

The Apprentice must keep a log book of all observation lessons, mentoring meetings and other skating related activities for the duration of their apprenticeship. The log book 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 had 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.

Set up an off-ice meeting with your Mentor Coach to discuss technique, communication with parents, student's problems, etc. Learn how to direct your 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 you are new to coaching, include 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.

#### **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 you have as a result of your observation should be saved for the meeting time you have previously arranged with your Mentor. The focus of observations is for the Apprentice to note the teaching methodology of the Mentor Coach but will focus primarily on the technical aspects of the discipline.

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

The Apprentice is required to assist and/or observe (subject to rink permissions) the Mentor Coach and take notes during the group lessons. If the Apprentice 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 is not allowed 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.

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

The Apprentice 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 log book.

#### **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 must, at their cost, complete an NZQA accredited comprehensive workplace first aid certification.
- The Apprentice 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 to communicate with the facility management to ensure that they have the correct information.
- Learn about the selection of boots and blades for your student.

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