

PSA APPRENTICE PROGRAM

Guidelines for the Apprentice

TO JOIN THE APPRENTICE PROGRAM

Fill out the Apprentice Application and Agreement. Mail the application, agreement and check for \$30.00 (payable to PSA) to the Professional Skaters Association, 3006 Allegro Park SW, Rochester, MN 55902. If doing more than one apprenticeship, each discipline and level of study requires its own application and fee.

CHOOSE YOUR MENTOR

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

- Why are you taking this training?
- What do you want to learn?
- What level do you hope to achieve during this apprenticeship?
- What discipline are you going to concentrate on?
- Are you preparing for a rating exam?
- What is the level of your current students?

** Choose a mentor who is master-rated in the discipline you are going to apprentice in. You may work with one or several master-rated coaches as your mentor. It is important to find out if the mentor you have chosen is currently teaching at the level necessary for your training.*

Examples:

1. If you are preparing for a group rating, then your training should be with a coach who has a master group instructor (MG) rating and is actively teaching group lessons
2. If you are preparing to take a certified free skating exam, your training should be concentrated on the certified level i.e. Juvenile and Intermediate FS test level

There should also be some training on the next level in order to facilitate growth with your students. Do not skip too high in your training...work your way up so you learn solid techniques.

CONTACT A MENTOR

If you know a master-rated coach you would like to train with, you may approach him/her directly and ask to be accepted as an apprentice.

If you do not know a master-rated coach, look in the back of the PSA Directory (pink pages). There is a geographical index of master-rated coaches or you can look on the PSA website for the "Master Rated Search." You may contact the master-rated coach directly or call either the PSA or apprentice chair for assistance.

For further information, you may contact the Apprentice Program Chair, Jan Tremer, at jbtremer@yahoo.com (or the PSA office at office@skatepsa.com) for names and rink affiliations of master-rated coaches.

INTERVIEW WITH THE MENTOR COACH

- Discuss your objective and special categories of interest and your investment of time and money in this venture.
- Decide on the number of hours for training, including on-ice observation of lessons, off-ice discussions, private lessons, etc.
- Discuss the fee to be charged by the master-rated coach (your mentor) for your apprenticeship. It is important to discuss this before you begin so there can be no misunderstanding. Fees are set by each individual master-rated coach. Some may elect not to charge but it is up to each individual mentor.
- Fill out the Apprentice Agreement form and have your mentor sign it. Mail the Apprentice Agreement along with your Apprentice Application and fee to the PSA Office.

- You are now ready to begin.

**At the conclusion of your apprenticeship, your mentor(s) will evaluate you. You may then mail the completed evaluation worksheet and your written summary to the Apprentice Program Chair in order to receive your Certificate.*

SUGGESTED CURRICULUM

***All fees are to be pre-arranged with your mentor. Fees here are suggestions only.*

1. **Observation Of Private Lessons:** Set fee per week for unlimited observation.

Observe private lessons given by the master-rated coach on a regular basis. Stand with the master-rated coach or on the sidelines and listen and take notes. There should be no interruptions during these lessons. Any questions you have should be saved for the meeting time you set up with your mentor. (Exception: your mentor may take the initiative to explain things during the lesson)

2. **Private Lessons (On-ice):** Arrange fee in advance with master-rated coach.

Take private lessons on a regular basis with teaching technique as the specific object. The master-rated coach would demonstrate the method of teaching, what mistakes you would expect to see and how to make the corrections.

Private Lessons With Students: Arrange fee in advance with master-rated coach.

- A. You teach your student while the master-rated coach looks on and gives comments or corrections.
- B. The master-rated coach teaches your student while you observe and would discuss technique and methods as the lesson progressed.

3. **Group/Team Lessons:** Set fee per week for prearranged observation or assistance.

Assist your master-rated coach on the ice during group lessons or observe from the sidelines and take notes. If you assist with group teaching, you would not expect payment from the rink. Include all lessons specific to your particular goals such as Tots, Youths, Adults, Free Skating, Dance, Moves in the Field, Power Skating, Hockey or Synchronized Skating.

**Be sure to clear this with the management before going on the ice during group classes. Some rinks have definite policies against this. If you are not allowed on the ice, observe from the sidelines. Take notes and write questions to be dealt with later.*

4. **Private Meetings (Off-ice):** Arrange fee in advance with master-rated coach.

Set up an off-ice meeting with your mentor to discuss technique, management of parents, student 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 or coach at tests and competitions. If you are new to coaching, include questions on boots and blades, fitting and recommendations.

5. **Keep A Journal:** Keep a journal of all lessons and skating-related activities for the duration of your apprenticeship.

Include in the journal:

- Date and length of each lesson, and comments.
- Skating-related articles of interest pertaining to teaching.
- Observations of tests or competitions that you have attended.
- Enter reports on material you have obtained from outside sources such as lawyers, the skate shop proprietor, judges, etc.
- List the books you have read and the videos you have studied.



6. Coaches Manual

Read the appropriate sections of the Coaches Manual. This can be obtained by contacting the PSA office. The Coaches Manual is in notebook form (3-ring binder) and would, with additional notebook paper, serve well as your journal.

NOTE: Your journal should be reviewed and signed by your mentor during your off-ice meetings on a regular basis.

7. Special Research

- Get first aid certification.
- Learn about legal matters and liabilities that relate to teaching skating.
- Learn about the selection of boots and blades for your students.
- Learn how to write a resume.
- Learn how to write an invoice.
- Attend competitions and test sessions as an assistant.
- Read *PS Magazine*, *In The Loop* and specifically recommended books selected by your mentor, such as the U.S. Figure Skating Rulebook, U.S. Figure Skating Basic Skills Program, *SKATING* magazine, ISI Recreational Ice Skating Standards, and other skating related articles or publications.
- Listen to audiotapes of conference speakers.
- Study video tapes to learn technique, moves in the field, choreography.
- Attend seminars, workshops and conferences offered by the PSA.

DURATION OF APPRENTICESHIP – FOR EACH DISCIPLINE AND LEVEL:

** Mandatory 30 hours of study for each discipline and level. Only 10 hours of observation from the sidelines with no discussion can be used toward your 30 hours of credit. At least 20 hours of on/off ice lessons with your mentor are required.*

The apprenticeship must be completed within two years of application or you will be required to re-apply in order to receive a certificate unless an extension for extenuating circumstances is granted.

MANDATORY REQUIREMENTS FOR CERTIFICATE:

- Complete at least 30 hours of study
- Have your mentor fill out and sign the COMPLETION FORM
- Include a written summary of your training and experience. Do not send your journal as the written summary.

Send your written summary and your Completion form to the Apprentice Chair:

Jan Tremer
1656 Beverly Hills Rd
Coopersburg, PA 18036

**Certificates will be issued designating the number of hours of study with master-rated coach at a level in a specific discipline of skating. The certificate can be used along with resumes to assure clubs, rinks, or students that you have pursued training in coaching.*

EDUCATIONAL CREDITS

Upon successful completion of the Apprentice Program, you may claim a maximum of eight educational credits by submitting an Affidavit to the office.

Ten hours of your apprenticeship can be used toward the requirement of professional coaching experience for taking an oral rating exam.



PSA APPRENTICE PROGRAM

Application

» APPRENTICE:

Name: _____ PSA No. _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Rinks/Clubs where you coach: _____

Type of PSA Member Full Associate

Do you have liability insurance? Yes No (*Insurance is a requirement*)

Have you received and reviewed the apprenticeship guidelines? Yes No

Present PSA Ratings, if any: _____

Discipline(s) of apprenticeship: _____

Level of apprenticeship: ____ 1 (registered) ____ 2 (certified) ____ 3 (senior) ____ 4 (master)

A minimum of 30 hours is required for each discipline.

» MASTER-RATED COACH you will apprentice with:

(Must hold an active master rating in the discipline you are going to apprentice in)

Name: _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Current ratings of mentor: _____

Mail a \$30 application fee (check payable to PSA) for each level/discipline (i.e. L1 FS) with the application and agreement to:

PSA
3006 Allegro Park SW
Rochester, MN 55902



PSA APPRENTICE PROGRAM Agreement

Please complete an Agreement for each discipline or Mentor that you are apprenticing with.

It is agreed that _____ will Apprentice with
Apprentice's name

_____ in _____ at the _____ level.
Mentor's name Specified discipline 1, 2, 3, or 4

Proposed lesson schedule:

_____ Hours per week observing and assisting group lessons

_____ Hours per week observing private lessons

_____ Hours per week in off-ice instruction

_____ Hours per week of private instruction (on-ice)

Other _____

NOTE: The apprenticeship must be completed within two years of application or you will be required to re-apply in order to receive a certificate.

SIGNATURES

_____/_____/_____
Apprentice Date

_____/_____/_____
Master coach Date Rating(s)

_____/_____/_____
Master coach Date Rating(s)

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