

Head Instructor Agreement

Position: Head Skating Instructor

Silver Blades Figuring Skating Club, Inc. (Silver Blades FSC), an Ohio non-profit Corporation and _____ Head Club Instructor, of Group Skating Lessons, both intending to be legally bound, agrees as follows:

Head Instructor

1. During the term of this agreement, _____, (hereafter referred to as the Head Instructor) acting as an independent contractor, agrees to render skating instruction to Silver Blades members as requested by Silver Blades Board of Directors. In rendering the services specified in the Agreement, the Head Instructor shall control his/her own work during club hours so long as all instruction is in accordance with the Ice Skating Institute (ISI) standards.
2. Instructor agrees not to represent himself/herself as being an employee of Silver Blades FSC or attempt to execute any documents on behalf of Silver Blades FSC.

Head Instructor Responsibility

1. The Head Instructor responsibilities include but are not limited to:
 - **Head Pro is required to supervise all sessions. If Head Pro is unavailable, he/she is required to assign supervising duty to another skating Instructor/Professional.**
 - **Expenses incurred during the year up to a maximum of \$100 will be covered by Silver Blades FSC once receipts are turned into the treasurer.**
 - Scheduling and Assigning Club Instructors to proper groups.
 - Accounting of all Instructors payroll requests and submission of same to Treasurer for timely payment.
 - Assignment of all volunteer student assistants to proper groups for the best use of their time and skills.
 - Securing a substitute instructor (s), or personally covering, in the event of any illness or unannounced absence by the instructor previously scheduled for a given group lesson.
 - Scheduling periodic meetings with the Silver Blades Group Instructors to address any questions, problems of concerns the staff may be experiencing, and to also make sure that any ISI rule changes are conveyed to all instructors.
 - Make sure that ISI teaching standards are communicated and followed in Group Lessons by instructors and volunteer student assistants.
 - Reporting to the Silver Blades Board of directors any questions or problems of concern being experienced by the staff.
 - Submitting to the Instructor Committee, established by the Silver Blades Board of Directors, evaluation forms of the Group Instructors by December 1st of each skating season.
 - Coordinating any and all testing sessions with the Chairperson of the Testing Committee as established by the Silver Blades Board of Directors **and report testing results directly to ISI.**
 - Supervising, evaluating, scheduling, arranging, or coordinating any other club activities, events or functions as so instructed by the Silver Blades Board of Directors.
 - Assist with the Flag City Open competition as needed.

Head Instructor Agreement

Head Instructor Payment

- 1. The Head Instructor is to be paid at a rate of \$150 per week. This flat salary rate will apply to any and all hours worked without regard to time of day, holidays, or weekends.**
- 2. The Head Instructor agrees to accurately account to Silver Blades in such manner as it may request for all hours worked and all expenses incurred in connection with the services stated hereupon. The Head Instructor will be paid in equal monthly payments as determined by the Club Treasurer.**
- 3. The Head Instructor agrees to submit, to the Club Treasurer, an account statement for payment on a Bi- Weekly basis during which services were performed. Silver Blades agrees to process and provide payment at the weekly rate agreed to above for the hours worked within five (5) days of reporting by the Instructor.**

Term

- 1. This agreement shall be in effect from _____ to _____ unless terminated in writing by Silver Blades or terminated in writing by the Head Instructor.**

Liability

- 1. During the term of the Agreement, Instructor shall maintain a comprehensive general liability insurance policy (minimum \$500,000 for each occurrence) to cover claims arising out of Instructor's actions as a skating instructor. A copy of certificate of insurance or other such evidence of the liability insurance is to be provided to Silver Blades before beginning such instruction and should be updated if it expires before the end of the Term of this contract. Instructor shall remain a registered Member of ISI and have passed or be willing to pass the Gold Level Judging Certification.**

Independent Contractor

- 1. As an independent contractor, the Head Instructor is responsible for the details of his/her work; however, his/her work must meet the approval of Silver Blades Board.**
- 2. The Head Instructor agrees not to accept full and exclusive liability for, and will indemnify Silver Blades against, the payment of any and all contributions, assessment, rates, and taxes of whatever kind and nature, which might be imposed, or attempted to be imposed, upon Silver Blades pertaining to the compensation paid, or to be paid to, under and in connection with, the services to be paid hereupon, including, but not limited to, federal, state, county, city, or otherwise, income and other taxes, and social security (FICA taxes), Workers Compensation premiums, and unemployment compensation rates.**

Head Instructor Agreement

State of Ohio

1. Both parties to this Agreement concur that the content of this Agreement shall be governed by the laws of the State of Ohio.

IN WITNESS THEREOF, the parties hereto have executed this Agreement as of the _____ day of _____, 2011

HEAD INSTRUCTOR

SILVER BLADES FSC, INC.

Maria Sellers, President
Silver Blades Figuring Skating Club

Address:

Phone: _____

Email: _____

ISI Instructor Number: _____ Exp. _____

Date signed