

CABIN JOHN ICE RINK AND WHEATON ICE ARENA

Montgomery County Department of Parks
The Maryland-National Capital Park and Planning Commission (M-NCPPC)

VISITING COACH/CHOREOGRAPHER AGREEMENT

This agreement is intended to offer short term, limited teaching privileges to Coaches/Choreographers visiting our rink under special circumstances such as out of town competitions/testing or when their home rinks are closed due to ice maintenance or emergency conditions.

REQUESTED FACILITY: CABIN JOHN _____ WHEATON _____

This Agreement is made between the Maryland-National Capital Park and Planning Commission (Commission) and _____ (Coach/Choreographer - hereafter referred to as Coach).
(printed name)

This agreement covers the period from _____ to _____.

- The Coach must receive permission from the Skating Director or Facility Manager at the requested facility a minimum of 24 hours in advance in order to receive approval to teach their facility.
- The Coach must have a Commission ParkPASS account to teach at a Commission facility. A ParkPASS account will be created using the following information:

Coach Name: _____

Address: _____

Home Phone #: _____ E-mail Address: _____

Home Rink/City/State: _____

- The Coach must be at least 18 years old.
- The Coach must sign and comply with the terms of this Agreement.
- The Coach must furnish a certificate of insurance showing the existence of liability insurance coverage.
- The Coach must indemnify and save harmless the Commission, its officers, employees, agents and representative from and against all actions, liability, claims, legal actions, damages, costs or expenses of any kind which are made against or incurred by the Commission arising from the coach's negligence, negligent performance of or failure to perform any of the coach's obligations under the terms of this Agreement.
- The Coach may work with his/her student during a Freestyle, Dance, or Hockey session only.
- The student will pay the standard session fee for skating during the Freestyle, Dance, or Hockey Skating session.
- The Coach is required to pay to M-NCPPC a commission of \$8 for every 30 minute lesson and \$4 for every 15 minute lesson. A private lesson is limited to a maximum of 2 students for each lesson. This includes standing in on a lesson with another Coach (on or off the ice). This commission must be paid PRIOR to teaching.
- The Commission does not guarantee that the Coach may teach at Cabin John Ice Rink or Wheaton Ice Arena.
- The Coach shall comply with the standards of conduct set forth in the Instructor Code of Conduct (Attachment One). Compliance with the Code is a material term of this Agreement.

Signed _____
Visiting Coach/Choreographer

Signed: _____
Ice Rink Facility Manager

Date: _____

Date: _____

CABIN JOHN ICE RINK
Telephone: 301/765-8620
Fax: 301/469-6196
10610 Westlake Drive
Rockville, MD 20852



WHEATON ICE ARENA
Telephone: 301/905-3000
Fax: 301/649-2424
11717 Orebaugh Avenue
Wheaton, MD 20902

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Visiting Coach/Choreographer Code of Conduct (Attachment One)

The Visiting Coach/Choreographer must comply with the following standards of conduct.

The Coach/Choreographer must:

- Maintain a professional appearance and behavior while providing services under the terms and conditions of the agreement.
- Perform services with due regard for the safety and well-being of self, co-workers, and the public.
- Protect and/or make proper use of Commission property, equipment, and materials in accordance with appropriate Commission or Facility policies and procedures, and/or extend influence in ensuring same.
- Recognize and respect the professional competence of his/her colleagues and acknowledge that different techniques and philosophies may accomplish identical objectives.

The Coach/Choreographer must not:

- Speak or act in any manner which negates mutual respect, cooperation and teamwork among the public, Facility staff or colleagues.
- Dispense special favors or privileges to, or accept favors or compensation of any type from the clientele which are not in accordance with Commission or Facility policies and procedures.
- Make any promises/commitments of any kind which purport to be binding on the Commission or Commission staff.
- use or divulge any information received confidentially in the performance of contractual services as a means for making profit for self or any other individual or entity.
- Threaten, assault, or use abusive or indecent language to the public, Commission staff, or his/her colleagues.
- Knowingly or negligently falsify any records or reports in the performance of services.
- Use Commission property, equipment, materials, and/or manpower for other than officially authorized purposes.
- Possess, use, dispense, or be under the influence of alcohol or illegal drugs while on property owned by the Commission.
- Solicit any students who are currently taking lessons from another Instructor/Contractor.
- Carry on, conduct, or solicit any business, trade, or occupation or profession upon Facility premises and general vicinity unless expressly provided in the Visiting Coach/Choreographer's Agreement.
- Alter or tamper with Commission equipment (for example, thermostat/dehumidifier controls, ice temperature controls, and all communication and computer systems) and any other equipment, machinery or systems located on facility premises.

The Facility Manager is responsible for enforcing this Code of Conduct.

I understand and agree that adherence to the Visiting Coach/Choreographer Code of Conduct is a condition of the Agreement and that failure to comply with any of the above listed standards of conduct, in the judgment of the Facility Manager, is sufficient grounds for the Commission to terminate the Agreement and to declare the Coach/Choreographer ineligible for future Commission agreements/contracts.

Coach/Choreographer's Signature

Date

Name: _____
(printed)

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