

Rink Management Services Corporation

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To: Private Lesson Instructors

From: Rink Management Services Corporation (RMS)

Date: January 1, 2008

Re: Pros Fee at Reisterstown Sportsplex

Please follow the guideline for teaching private lessons at Reisterstown Sportsplex

FEE:

- Any instructor teaching 4hrs or less a month in private lessons will pay for the sessions that they teach students on. Public sessions, Freestyles and Dead ice
- Instructor teaching 4.25 hrs to 5.0 hours a month will pay the following:
Instructors with pay \$20
- Instructor teaching 5.25 or more hours a month will pay the following:
Instructors with pay \$80

Payments are to be paid at the beginning of each month based on expected lessons to be taught that month. If Reisterstown Sportsplex does not receive payment by the 15th of the month RMS reserves the right to revoke private lesson teaching privileges. These payments are based on \$40.00 an hour for privates with a 10% commission.

INSURANCE:

All instructors **MUST** obtain and produce insurance through any of the following organizations, USFSA (United States Figure Skating Association), PSA (Professional Skaters Association), ISI (Ice Skating Institute) or a Independent insurance agent.

Responsibility of Instructor:

- 1) Instructors will schedule their own lessons.
- 2) All instructors will have to notify the facility of their fees and any changes in those fees.
- 3) All instructors must log the number of lessons in a private lesson log book to track privates taught.
- 4) Make sure students have wristbands for the ice sessions that their private lesson takes place.
- 5) Pros fees are due at the beginning of the month. If Reisterstown Sportsplex does not receive payment by the 15th of the month RMS reserves the right to revoke private lesson teaching privileges.

These fees DO NOT apply to club ice, only ice sessions operated by Reisterstown Sportsplex