



## **COMPETITIVE PRIVATE LESSONS POLICY**

(Adopted on 09.01.2023)

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***This policy pertains ONLY to competitive private/semi-private lessons.***

### **Coach and Athlete Eligibility Criteria**

1. Only current FCST lead coaches who hold a valid USA Swimming non-athlete membership and all USA Swimming required coaching certifications are up to date may provide competitive private and semi-private lessons.
2. Only current FCST club members who hold a current USA Swimming membership may participate in private and semi-private competitive lessons.
3. If you are not USA Swimming registered athlete, your lesson must be scheduled through the FCST Learn to Swim program by contacting our lessons coordinator at [lessons@swimfcst.com](mailto:lessons@swimfcst.com)

### **Scheduling Guidelines:**

1. As a professional courtesy, the athlete's primary lead coach should always be given priority when a parent/athlete is seeking private instruction.
2. If the athlete's primary lead coach is not able to schedule an appointment time/date that is compatible for both him and the athlete, then the coach may opt to refer the athlete to an alternate, eligible, lead coach or to the Private Lesson Coordinator to make the referral.
3. Coaches and athletes may never have one on one contact with a minor athlete per MAAPP. Therefore, lessons must be open and transparent with at least one other adult present during the duration of the lesson.

### **Scheduling Procedure:**

1. Coaches must coordinate private lesson schedules with the Private Lesson Coordinator prior to confirming private lesson appointments with prospective clients. This is to ensure that the desired pool and lane space is available. This step

can be completed via email/text communication with the Private Lesson Coordinator.

2. Coaches must submit [Private Lesson Form](#) (powered by JotForm) no later than 24 hours prior to the scheduled lesson appointment. This step ensures the athlete's billing account gets charged.
3. Written confirmation via email from the client athlete or minor client athlete's parent/guardians must be received by the coach prior to the completion of the lesson.
4. After the lesson is completed and in order to be paid, coaches must submit their time via QuickBooks Workforce App to be approved by the lesson coordinator.
  - a. Time must be entered in half-hour or whole hour increments. (Example: One, 30-minute lesson should be entered as 0.5, Two, 30-minute lessons =1.0) lesson = .5.)
  - b. Any incorrect time submissions will be declined and will need to be resubmitted.
  - c. and serves as a completion to all parties involved that the lesson was, in fact, completed.

### **Lesson Cancellation:**

1. If the swimmer must cancel a lesson, they must send an email to the coach within 2 hours prior to the lesson or payment is to be made for the full lesson.
2. If a lesson is cancelled after 10 minutes from the start of the lesson, due to weather only, the remaining time may be added to a future lesson.
3. If the Coach must cancel a lesson for any reason, they must give notice to the student within 2 hours of the lesson. At that time the coach should reschedules the lesson for another day.

### **Payment:**

1. Private lesson - \$45.00 per 30 minutes
  - a. \$40.00 will go to the coach giving the lesson.
  - b. \$5.00 will go to FCST for overhead costs.
2. Semi-private lesson - \$35.00 per 30 minutes per athlete up to 2 athletes.
  - i. \$30.00 per athlete will go to the coach.
  - ii. \$5.00 per person will go to FCST for overhead costs.
3. Lessons will be billed through FCST monthly membership billing.