Note that there are some mandatory ethical requirements for APSA members

**When receiving a switching skater:**

* I will not accept a new skater until:
  + I first ask permission from the previous coach:
* I will not give the skater any lesson until the following is completed: 
  + I have contacted the skater’s former coach (mandatory):
  + I have verified the skater’s information with them:
  + The former coach confirmed no money is owed (mandatory):
  + All borrowed property has been returned (mandatory):
* I am comfortable that the skater wasn’t solicited (mandatory):
* I am comfortable it is ethical to proceed with this skater:
* I have explained my training expectations to the new skater:
* My discussion may include:
  + My payment requirements:
  + My behaviour expectations:
  + My commitment expectations:
  + My cancellation requirements:
  + What happens when skaters arrive late:
  + My contact requirements:
  + My view on parent interference/coaching:
  + My meeting/review system:
  + My homework/practice expectations:
  + What I provide (eg. training plan, non-lesson book or practice guide):
  + Other :
* I have verified the skater’s membership status:
* I have the skater’s contact details:
* I have the skater’s POA:
* I have the skater’s correct Test levels:
* I know their citizenship status:

**When a skater wants to work with another coach:**

* I will try to see the benefit of a change or move:
* I will verify an apparent planned move with the parent/guardian:
* I may recommend a few lessons with another coach: 
  + I will organize this:

**When the skater has decided to leave:**

* I will invoice the skater for outstanding moneys:
* I will require my borrowed property to be returned:
* I will wish the skater well:
* I will expect the new coach to contact me:
* I will have a professional conversation with them:
* I will provide them with requested information: