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: [ ]