

## **CFSC Professional Interview Committee**

### **Policies and Procedures for the CFSC Professional Member Application Process.**

**To All Professional Applicants: Please Read Carefully. This is a guide to explain our application process at Colonial Figure Skating Club**

- Please send your application to the CFSC office. This allows the office to record the application and copy it for review by the Professional Interview Committee Chair.
- The application shall be reviewed for its content by the Professional Interview Committee Chair.
- The Professional Applicant will be contacted by the Professional Interview Committee Chair if any of the items stipulated within the CFSC Professional Membership Application have not been included
- The Professional Interview Committee Chair will determine if the Full Professional Membership Package is complete.
- An Applicant may at any time submit an application for Guest Professional Status. Current Guest Pro Policy allows for fourteen (14) days per year. The Guest Pro Policy will not be extended past the fourteen (14) days board approved policy. The fourteen (14) day Guest Pro Policy may be used by the Professional Applicant at any time once your application has been received by the CFSC office and a CORI application is completed and results received by the Colonial Figure Skating Club. (Complete Guest professional application and requirements available in the Professional package or in the Colonial FSC office). Guest professional are not permitted to instruct on CFSC ice until CORI results are received by CFSC.
- Upon completion of the Professional Membership Application, an interview date shall be agreed upon and granted. This interview shall be conducted by the Professional Interview Committee Members and Chair.
- After the interview is completed, the Professional Interview Committee votes to recommend or not recommend the Professional Applicant to the CFSC Board of Directors. CORI form must be completed and returned to CFSC prior to referral to CFSC Board of Directors. ( The Board meets typically on the first Monday of every month)
- The CFSC Board of Directors votes on the Professional Candidate.
- The Candidate is notified of the Board of Director's Decision