



Policy Regarding Program Assistants (PA) – December 22 2023

1. Purpose

- To develop leadership skills in senior skaters.
- To encourage skaters to contribute their time and effort back into the sport.
- To enhance the delivery of the Club's programs.

2. Policy Statement:

2.1 Skater Eligibility

Skaters must meet the following criteria in order to be eligible to program assist:

- Must be a currently registered Skate Canada member.
- Must have the ability to demonstrate basic skating skills.
- Must have participated in training sessions held by the Program Coordinator, if training sessions are available.
- The suggested minimum is 11 years of age with Program Coordinator discretion.

2.2 PA Responsibilities

The responsibilities of the program assistant may include but are not limited to:

- Assistance with program delivery.
- Demonstration of skills and teaching progressions.
- Supervision of practice time.
- Assistance in leading warm-ups and cool-downs.
- Attendance.
- Set up prior to the session and take down after the session.
- Assistance with on-ice circuit activities.
- Punctuality.
- Enthusiasm.
- Good communication and demonstration.
- Being a team player and role model.

A program assistant's role is to assist the coaching personnel. The program assistant does not coach or instruct.



2.3 Club Responsibilities

The responsibilities of the club include but are not limited to:

- Adherence to Skate Canada Program Assistant Guidelines.
- Provision of Program Coordinators contact information.
- Provision of the work rotation schedule if a schedule is available.
- Guidance to follow delivery of the planned program.
- Ongoing support.
- Evaluation and feedback.
- Positive leadership.

2.4 Program Assistant Credits

- Credits will be applied to the member account the program assistant is a participant under.
- The credits will be calculated based on the sign in sheet sign ins or current tracking system.
- The following chart outlines the value of credits accumulated per session.

Volunteer Year	Credit
1st Year	\$5.00 per 45-minute session
2nd Year	\$7.50 per 45-minute session
3rd and subsequent Years	\$10.00 per 45-minute session

- The evaluation of experience will be done at the beginning of the current Skate Canada year, which is September 1 and will remain in place for the year.
- Credits will be set up on the applicable member account in the following month.
- Credits may be used toward invoice payment for any invoice generated under the applicable member account.
- Credits have no CASH value.
- Any club credit not used prior to the deadline of the end of the following fiscal year will be forfeited.



2.5 Exceptions

- Exceptions to the Policy will be reviewed on a case-by-case basis and will require special circumstance board approval.