

Policy Regarding Program Assistants

1. Purpose

- To develop leadership skills in senior skaters
- To develop volunteerism and community service within the Club membership
- To encourage skaters to contribute their time and effort back into the sport
- To enhance the delivery of the Preliminary Freeskate/Star 3 Freeskate, Advanced PreStar, Adaptive and Synchronized Skating Programs

1.1 Policy Statement:

- The Program Assistant (PA) program is a leadership development program for responsible senior skaters. Skaters must be 11 years of age or older as of September 1st of the current skating year AND have passed the preliminary free skate test. If the skater does not meet the age criteria or has not passed the preliminary free skate test, approval to enter the PA program will be at the discretion of the Preliminary Freeskate/Star 3 Freeskate Coordinator, Advanced PreStar Coordinator or Synchronized Skating Coach.
- The PA program must follow Skate Canada Program Assistant Guidelines (attached).
- The PA must participate in training sessions held at the discretion of the Freeskate/Star 3 Freeskate Coordinator, Advanced PreStar Coordinator or Synchronized Skating Coach.
- Recurring absenteeism will result in the individual no longer being offered the opportunity to participate in the PA program.
- For planned and unexpected absences, the PA is responsible to notify the Freeskate/Star 3 Freeskate Coordinator, Advanced PreStar Coordinator or Synchronized Skating Coach as soon as possible to allow time to find a substitute.
- Credit will be applied to each PA's personal account for assisting as scheduled on Freeskate/Star 3 Freeskate, Advanced PreStar or Synchronized Skating sessions. The PA is responsible to “**sign in**” for sessions. Failure to sign in will result in forfeiting the PA credit for that session.
- The PA program offers a credit value of five dollars per session for PAs under the age of 16 at the beginning of the current Skate Canada year (September 1). PAs that are 16 years of age or older (and members in good standing) at the beginning of the current Skate Canada year, will receive a credit value of 10 dollars per session.
- All personal club credits will be applied in the form of a family account Gift Credit upon completion of month end and will remain valid until the end of the following fiscal year.
- Credits may be used towards any on-line Skate Saskatoon programs or product purchase.
- 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 by the skater.

1.1.2 Responsibility:

Program Assistant (PA)

Skate Saskatoon Club Coaches are the primary teaching resource in our Club and **Program Assistants (PAs)** assist in the delivery of the program. PAs receive annual and ongoing training. The PA's duties include:

- Assist the Skate Canada Coach to deliver the program on ice and off ice if necessary
- Demonstrate skills and teaching progressions
- Supervise practice time
- Assist in leading warm-ups and cool-downs under the direction of the Skate Canada Coach
- Take attendance
- Set up prior to session and take down after session all props
- Assist with on-ice circuit activities
- Provide individual and group assistance as directed by the Coaches
- Be a role model for young skaters
- Arrive on time

Freeskate/Star 3 Freeskate Coordinator. Advanced PreStar Coordinator or Synchronized Skating Coach:

- Select PAs that will be responsible and reliable contributors to the programs and provide them with the Program Assistant Policy document
- Provide regular and ongoing training and instruction of duties for all PAs
- Monitor the performance of all PAs and provide feedback to the skaters as necessary
- Provide a work rotation schedule for all PAs with contact information

Club Coaches

- Provide additional and ongoing support and training to the PAs
- Guide the PAs to follow delivery of the planned program
- Mentor the PAs by providing positive leadership

Executive

- Exception to the policy will be reviewed by the Executive
- Individual requests for credit transfer over \$200 or an annual total in excess of \$1,000 will be presented to the Board for review.