

POLICY FOR PROGRAM ASSISTANTS

Approved by the Board (Oct 15, 2008)

Definitions

Member	Members of the club shall be registered with Skate Canada and pay such registration fees to the Association as set by Skate Canada Board of Directors.
Non- Member	Any person who has not paid the Skate Canada registration fee, as part of a current skating program.
Program Assistants (PA's)	be enrolled in a STARskate program with more than 20 hours experience as a PH or PA, generally 12 years of age or older and assists the Pro-Coach teaching the Canskate or Kidskate Program.
Program Helpers (PH's)	be enrolled in a StarSkate program, with less than 1 year of experience and generally 10 years of age or older and helps the Program Assistant.
Highschool volunteers	highschool students that earn community volunteer hours by assisting the Pro-Coach teaching the Canskate or Kidskate Program.

All Program Helpers and Program Assistants must be members who are enrolled in a StarSkate level program, have been enrolled in a StarSkate level program within the previous 3 years, or are over the age of 18. Those skaters that wish to be considered as PH's or PA's must attend the training sessions organized and run by the CanSkate Pro Coach Coordinator.

Highschool volunteers will only be allowed to volunteer on the ice after their skating skills have been assessed by a pro-coach and deemed of an adequate level to assist in the program.

A maximum of 4 highschool volunteers will be allowed to volunteer per skating season. A maximum of 2 highschool volunteers will be permitted on the ice per session, and only if their presence does NOT replace Starskate PAs and PHs. Male highschool volunteers are very welcome.

Attendance at PA training sessions is mandatory.

The Fergus Skating Club will pay \$16 of the Skate Canada fee, and the highschool volunteer will pay the remaining \$15.

Beginning September 2008, the Skate Canada fees with respect to non-member volunteers must be paid as follows:

1. when accumulating high school volunteer hours, the skate Canada fee needs to be paid prior to being on the ice,
2. If the volunteer is receiving PA Bucks, the cost of the Skate Canada fee will be deducted from the PA Bucks issued in the respective year.
3. If using the time as PA to work off volunteer hours, the volunteer must pay the Skate Canada Fee to the club before being out on the ice.

To qualify for "gifts" each PH or PA must first complete 20 sessions of volunteer time helping in the Skate Canada Learn to Skate program under the guidance of the Skate Canada Pro Coach

1 Kidskate session =	½ hr
1 CanSkate session =	¾ hr

Beginning January 1, 2008, PH's or PA's that have completed the 20 sessions of volunteer time, in the Learn to Skate program, the "gift" calculation is as follows:

< 2 yrs experience (total - including the 20 sessions of volunteer time)	\$1.50 per session
2 to 5 yrs experience	\$2.50 per session
> 5 yrs experience	under the discretion of the program coach
qualified adults	\$5.00 per session

“Gifts” will be calculated and distributed twice per session - after 12 weeks and 24 weeks of the CanSkate program (or as required). They will be calculated based on the sign-in sheets available at each CanSkate and Kidskate session.

“Gifts” must be “cashed in” prior to December 31st of the following session. They can be used for the following:

- Registration fees for any Skate Canada program run by the Fergus SC.
- Payment for private skating coaching by Skate Canada Pro Coaches employed by the Fergus SC
- Purchase of skating equipment at cooperating local vendors, if available

“Gifts” are not to be used for the purchase of any equipment or service not directly related to the Fergus SC. (E.g. cannot be used to purchase sports equipment other than skating)

Obligations of Program Assistants and Program Helpers:

- To attend all PA training sessions as scheduled
- To treat all skaters, parents, Pro Coaches and other PA’s and PH’s with respect and to abide by the FSC Code of Conduct as outlined in the FSC handbook.
- To be prompt and on the ice at the beginning of each CanSkate and Pre-School session and to stay on the ice in “coaching mode”, i.e. devote all your time to the business of coaching the skaters for the entire session, including warm-up and cool-down periods.
- To wear the “hockey” jerseys or identifying garments and name buttons provided by the club that clearly identify you as a PA or PH of the Fergus Skating Club. This helps the parents identify who is coaching their children and assists you in giving the club a professional appearance.
- If you know you are unable to coach at a session for any reason, to give the CanSkate Pro Coach, at least one week’s notice (if possible) and to try to obtain a substitute PA or PH to replace you.
- If you are ill, please give the Pro Coach notice as soon as possible. *Your unexpected absence will adversely affect the coaching of your group!*
- To carry out the instructions of the Pro Coaches and, in the case of PH’s, the instructions of the PA that they are working with
- To promptly report any concerns or issues regarding a skater or their parents to the CanSkate Pro Coach, including any inquiries from parents directed at them rather than the Pro Coaches. Do not discuss your skater’s progress with their parents - this is the job of the Pro Coaches.
- To give at least 2 weeks notice to the CanSkate Pro Coach if you no longer wish to be a PA or PH.
- To remember that the job of helping to teach skating to our CanSkaters and Pre-Schoolers is one of the most important in the club. The Fergus SC is judged by the job you do and how you present yourself on the ice.

**The Fergus SC executive and Pro Coaches thank you for helping the club
in this important way.**