

MEMORANDUM

To: Section Course Administrators

From: Josée Landriault – Recreational Coaching Programs Manager

Date: November 3, 2005

Subject: New Video Submission Procedure for Primary STARSkate Coach Videos
(formerly known as Level 1)

Effective July 1, 2006 – the following new video submission procedures will be implemented:

- ü **Step 1** - Once the candidate is ready to submit the video, he/she will contact the Skate Canada Coaching Department at 1-888-747-2372 ext. 2526 or e-mail Shirley Trottier at strottie@skatecanada.ca to find out which National Video Evaluator (NVE) will mark the video.
- ü **Step 2** - Participants will mail their package to the selected NVE as recommended by Skate Canada. The package shall include: one standard size VHS tape or one standard size DVD, one evaluation form, three lesson plans on paper, one pre-paid envelop for the NVE use to return the marked video and one money order or certified cheque payable to the NVE in the amount of \$60.00.
- ü **Step 3** – Skate Canada will notify the appropriate Section Course Administrator (SCA) by e-mail of the request received from the coach in their Section and advise the SCA to confirm the following administrative details with the selected NVE:

“Skate Canada has notified us that (*candidate*) from our Section will be sending you their phase 4 video for marking. (*Candidate*) is currently registered as a Skate Canada Coach, has a valid first aid, completed their Phase 3 course on September 1, 2004 and has until September 1, 2006 to achieve a full Primary STARSkate Coach certification. You may proceed with the evaluation upon receiving (*candidate's*) package.”

OR

“Skate Canada has notified us that (*candidate*) from our Section will be sending you his/her phase 4 video for marking. Note that (*candidate*) is not currently registered and does not hold a valid first aid certificate. Please do not begin (*candidate's*) video evaluation until further notice.”

- ü **Step 4** - Depending on the outcome in step 3, the NVE will mark three (3) 15-minute video lessons to an established national standard and provide constructive feedback on the evaluation form within a two-week time frame from the date of the video received. In addition to the evaluation form, the NVE will also provide a detailed letter to candidates that did not meet the minimum standard. This letter shall outline the areas of concern and the necessary steps to help them reproduce a quality video to standard.
- ü **Step 5** – Using the pre-paid envelop, the NVE will mail the marked video and corresponding evaluation form and letter if necessary to the candidate. The NVE will e-mail the candidates' video status (pass/retry) to the proper SCA.
- ü **Step 6** – If successful, the candidate will send their Practical Coach Record Form and a copy of their marked video evaluation form to their SCA for certification purposes.

RESUBMISSION PROCEDURE:

- ü **Step 1** - Once the revised video lesson(s) are completed, candidates will enclose in their package:

One revised standard size VHS video tape or one standard size DVD and corresponding lesson plans

A pre-paid envelop

A money order in the amount \$_____ as specified by the NVE

All previous **marked evaluation forms**

- ü **Step 2** – Candidates will mail their resubmission package directly to the NVE who marked the original video.
- ü **Step 3** – In the case of a third resubmission, candidates may request to have a different NVE mark their video or DVD by contacting the Skate Canada Coaching Department.

RESUBMISSION POLICIES AND ASSOCIATED REMARKING FEES:

1. Any video or DVD that is not audible or visible will be returned to the candidate unmarked. In this event, candidates would be required to resubmit a new video or DVD and the full \$60.00 marking fee to the same NVE who received the first submission.
2. If all 3 lessons did not meet the minimum standard, a remarking fee of \$60.00 will apply.
3. If 2 of the 3 lessons did not meet the minimum standard, a remarking fee of \$45.00 will apply.

4. If 1 of the 3 lessons did not meet the minimum standard, a remarking fee of \$30.00 will apply.

Administrative Procedure:

In addition to keeping a close communication with the NVE, we recommend that each SCA maintain current records of written correspondence between all parties involved until a full Primary STARSkate Coach certification is achieved.

Course Registry Forms (CRF) may be completed and mailed to Skate Canada once the SCA has received the following:

- ü Notification from the NVE of a successful video completion
- ü Primary STARSkate Coach (PSC) Record Form – completed in full with the appropriate signatures
- ü Copy of the successful PSC Video Evaluation Form – provided by the candidate

Communication Strategy:

Revised information detailing the new submission procedures is outlined in the Primary STARSkate Coach – Participant Evaluation Guide that will be available to purchase from Skate Canada on Friday November 2, 2005. In addition to communicating this information to all applicable coaches and learning facilitators in your Section, we also recommend that you post this information on your Section Website and direct any questions you may receive on these changes to Shirley Trottier at strottie@skatecanada.ca

Thank you for your assistance and prompt attention to this matter.

Copy: National Coaching Committees
National Video Evaluators
Section Coaching Representatives