

# Program Assistant Recognition Guidelines

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Program assistants are an important component to every successful CanSkate program. The role of the Program Assistant (PA) will vary depending on the unique needs and dynamics of a club but all duties involve assisting the Skate Canada coach in the delivery of the program.

As per Skate Canada policy 2.4 the BC/YK Section has put together a guideline document for clubs in our Section to follow.

**All PA's must be registered Skate Canada members and must receive training from the club/skating school (or their designate) on an annual basis.**

In no circumstances should the PA be considered an employee, contractor, professional coach or be compensated in a manner so as to create this type of relationship. The responsibilities of a PA may include the following:

- Assist the Skate Canada coach in delivering the program on-ice and off-ice
- Demonstrate skills and teaching progressions
- Supervise practice sessions
- Lead warm-ups and cool-downs under the direction of the Skate Canada coach
- Reinforce learned skills (follow-up on coach instruction)
- Lead circuits, drills, group activities
- Distribute awards (stickers, badges, etc.)
- Take attendance
- Be a role model for young skaters

## Types of Recognition

The types of recognition for Program Assistants may vary. It is important to remember to build a budget and/or plan how you would like to recognize your PAs throughout the year at the beginning of each skating season. The list below provides you with some examples of recognition:

- Recognizing the Program Assistant at the club/skating school year end banquet, recognizing a club/skating school Program Assistant of the Month, etc.
- Acknowledgement Letter from the Club/skating school for their resume/portfolio used to fulfill requirement of volunteer work for high school credit or graduation

- Recognize a PA of the month. Post his/her picture on the bulletin board or print it in the club newsletter accompanied by a brief outline of his/her hobbies and achievements.
- Recognize and present a trophy to the Program Assistant of the Year.
- Assign special duties or tasks which have “status” as a means of recognition.
- Provide PAs with the opportunity to be featured in the carnival, ice show or demonstration day.
- Hold a Holiday and/or end of season pizza party.
- Non-skating related gift certificates
- Gifts of appreciation: This gift is at the discretion of the club/skating school executive and can only be used for expenses incurred within the club/skating school; such as ice time, membership dues, clothing, and competition entry fees. **To comply with BC Labour Laws, the gift cannot be exchanged for cash value at any time.** The total value of such gift shall not be greater than \$10 per hour. Each club may interpret what “expenses incurred within the club” means for them because many clubs/skating schools operate uniquely in terms of finances (some clubs/skating schools include lesson fees by a Skate Canada Coach in their club dues, some clubs charge members strictly for ice costs plus Skate Canada membership fee, some clubs operate a skating boutique, etc.). Many Clubs chose to recognize their PA’s by giving them a credit of \$5.00 per session volunteered to be used for skating related expenses, such as ice credits, club clothing and equipment etc...