

BC/YK Section

Program Assistant Recognition - Guidelines

June 2014

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...

Should you have any questions regarding the Program Assistant Guideline please contact the BC/YK Section office at Toll Free: 1-888-752-8322 or 1-888-SKATEBC
 FAX: (604) 205-6962 or 604-205-6960 or bcyksection@skatinginbc.com .