



## Program Assistant Policy

This policy outlines the scope and responsibilities of Program Assistants (PA) within the Cranbrook Skating Club.

Requirements to Become a Program Assistant:

Program Assistants must be at least 10 years old and registered in the STARSkate program. STARSkate skaters receive benefit by receiving a significant club subsidy on their ice fees. Therefore, they are expected to contribute to the Club as an active volunteer through the PA program, at minimum 1 session a week.

Responsibilities of a Program Assistant:

- Acting as an ambassador and positive role model for the Cranbrook Skating Club;
- Being ready and dressed at least 15 minutes before the assigned session start time;
- Follow directions from the professional coaches, including:
  - Helping them provide a fun, safe and effective environment for new skaters in the PreCANSkate program, to develop their love of skating;
  - Help the coaches deliver on and off ice explanations;
  - Demonstrate skills and techniques;
  - Lead warm ups, circuits, drills and activities and cool downs;
  - Prepare each station with the required equipment (balls, cones, props, markings on the ice etc.) and help put equipment away; and
  - Listen to coach feedback and adjust your teaching style as necessary.
- Take attendance and hand out stickers or rewards to each skater; and
- Be positive and encouraging to all the skaters and their parents.

Program Assistants must attend the Program Assistant clinic put on by the club prior to the start of the CANSkate season (typically in September each year).

Program Assistants will earn credits for every CANSkate session they complete. These credits will be tracked by the CANSkate Director and report to the Club Treasurer per program term (December, April and March). Credits will be recorded in the Skater's Uplifter account as a Gift Certificate. If the skater leaves the club the credits are not paid out in cash. If for any reason a Program Assistant is unable to attend their

assigned shift, they are responsible for finding a replacement and notifying the CANSkate Director in advance of the session.

The following chart outlines the value of credits accumulated per session.

<b>Volunteer</b>	<b>Payment</b>
Pre-CANSkate PA	\$5.00 / session
CANSkate PA	\$5.00 / session

Additional Information:

All questions regarding this policy can be directed to the Cranbrook Skating Club Executive Board: [cranbrookskating@gmail.com](mailto:cranbrookskating@gmail.com)