



Subject: Program Assistant Policy	Procedure No:
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PROGRAM ASSISTANT POLICY

Program Assistants (PAs) are Skate Windsor members who have received training by our CanSkate Coordinator to assist in the delivery of the PreCanskate, CanSkate, Adult and PreSTARSkate skating programs. They will mentor the younger skaters under the direction of the Skate Windsor Coaches and assist the coaches.

Skill set Required

PA's should be:

- Good communicators and demonstrators
- Enthusiastic and responsible
- Good role models
- Punctual and patient
- Prepared and organized
- Able to lead groups while encouraging and praising skaters

A PA's role may include:

- Assisting or leading warm-ups, group activities or cool-downs
- Able to keep skaters moving while having fun
- Assisting with the set-up of circuits and stations
- Leading circuits and rotations
- Demonstrating proper execution of skating skills
- Aiding skaters who may have additional needs
- Providing general assistance to the coaches on the session
- Providing encouragement and general feedback to skaters

The PA's must attend a mandatory Training Clinic in September before the season begins to receive training in their responsibilities. PA's may be trained throughout the season at the discretion of the CanSkate Coordinator. The Club has an expectation of PA's committing to a minimum of one session weekly for the entire season. PA's are to wear club jackets when assisting on the ice frame. Attendance and punctuality are of paramount importance as Coaches depend upon the PA's assistance.

The minimum age is 11 years as per Skate Ontario guidelines, however from time to time Skate Windsor may review this requirement based on the needs of the Club and the skater's ability with the recommendation of the CanSkate Coordinator. The PA's may use their accumulated time towards high school volunteer hours if applicable or receive a \$5.00 credit per 60 minutes which will be applied towards the following season's skating fees. The first 20 hours is donated time which goes toward the purchase of a club jacket. PA's must give a minimum of 8 hours of notice to the CanSkate Coordinator if they will not be able to attend their session. Failure to do so will result of removal of one session PA credit for a 'no show' on the expected session.

Policy Administration

Skate Windsor maintains and reviews this policy every three years.