



TITLE/NAME OF POLICY: Program Assistant Policy

Policy # 2022-06

Document Classification: Policy

Related By-Law(s):

Related Legislation (if applicable):

Related Procedure:

Document control:

Implementation	Date: September 1, 2023
Next Review By Board	Date: September 2024

POLICY purpose: To ensure Program Assistants contribute in a positive manner to Canskate Programs while developing leadership skills and being recognized for their contribution to WTSC

POLICY scope: Coaches and Program Assistants in the club

POLICY statement:

- Minimum skill level for entry into PA program is completion of one Star 1 Test and recommendation of the Canskate Coordinator and Canskate Coaching Staff. Exception may be made by the Canskate Coordinator and Canskate Coaching Staff based on professional judgement.
- PA's must attend training sessions in both Fall and Winter sessions before program begins.
- WTSC would like to refund parents for PA's Skate Canada Fees. Once a PA has completed 20 hours in each season of on ice class time, the club will refund the skater's family for the Skate Canada fee.
- If a skater is a volunteer from outside the club, they are responsible for their Skate Canada fee which will be refunded once they reach 20 hours in each season of on ice class time.
- The refunds will be processed by the Club Treasurer and Canskate Coordinator at the end of the Winter and Summer sessions.
- The Canskate Coordinator is responsible for keeping attendance of PA's or designating an alternate at each Canskate session.
- PA's or their parent are responsible for contacting the Canskate Coordinator if the PA is unavailable for attending the session. This should be done through the method indicated by the Canskate Coordinator.
- PA's are asked to wear identifying shirts at each session and leave them at the arena for the next class.