



Category:	All Silver Blades Skating Club Members
Title:	Program Assistant Reimbursement
Approved By:	Silver Blades Executive
Effective Date:	November 2, 2015

PURPOSE:

To provide reimbursement to qualified Program Assistants (PA's) who assist coaches in the Canskate Program of the Silver Blades Skating Club.

POLICY:

All qualified PA's (12 years of age and above) be awarded a \$5 per hour credit for each Canskate session they are designated to work. For non-graduating skaters, credit may be applied to next season's registration cost or the skater may choose to record his/her hours as volunteer hours. For graduating skaters, they will receive gift cards at the end of the year in the amount they have accumulated or the skater may choose to record his/her hours as volunteer hours. The club coach of Canskate will determine the number and schedule the PA's for each session.

PROCEDURE:

1. Club coach will be responsible for scheduling the appropriate number of PA's for each session; therefore, identifying to each skater his/her designated session. The skater can still choose to volunteer on any session that is not considered his/her designated session.
2. Club coach will have attendance taken of the PA's participating in the Canskate session and must keep record of number of hours worked by the PA's throughout the skating season. If Club Coach is not available for a particular session, he/she must assign a lead coach for that session, who also will be responsible for recording PA attendance.
3. PA's who have received their PA jacket are expected to wear their jacket at all times when PA'ing on a Canskate Session. This jacket is earned after a PA in first year has attended at least 20 sessions in total. In addition, an APA (assisting the season prior to moving in to a PA role) who attends at least 20 sessions and is going to PA age in upcoming season is also eligible for a jacket. These jackets are awarded at the year-end banquet.

4. Prior to the year-end banquet, the total number of hours worked will be provided by the Club Coach of Canskate to the treasurer.

5. The treasurer will either issue a credit for non-graduating skaters to the Registration chair or record and sign volunteer hours. Gift cards or volunteers hours will be given to the graduating skaters.

KEYWORDS:

Program Assistant
Canskate