



Category:	All Silver Blades Skating Club Members
Title:	Program Assistant Reimbursement
Approved By:	Silver Blades Executive
Effective Date:	September 2020

PURPOSE:

To provide reimbursement to qualified Program Assistants (PAs) who volunteer with the Canskate Program of Silver Blades Skating Club.

POLICY:

All qualified PAs (12 years of age or older) will be awarded a \$5 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 needed and the PA schedule. PAs who volunteer beyond their designated sessions will be credited \$2.50 for each extra session, to a maximum of 10 sessions or they may have their time recorded as volunteer hours.

PROCEDURE:

1. Club coach will be responsible for scheduling PAs for each session and for communicating the schedule to them. Skaters may choose to volunteer on as many sessions as they like that are not scheduled to them.
2. Club coach will ensure attendance is taken of PAs attending the Canskate sessions and will record the number of hours worked throughout the season. The Club Coach will assign a lead coach to be responsible for recording PA attendance, if they are unable to attend.
3. PAs who have received their PA jacket are expected to wear them at all times when volunteering as a PA on a Canskate Session. This jacket is earned after a PA in their first year has attended at least 20 sessions in total or when an APA (assisting the season prior to moving in to a PA role) attends at least 20 sessions and will be volunteering as a PA in the upcoming season. These jackets are typically awarded at the year-end banquet.
4. Prior to the year-end banquet, the total number of hours worked will be provided to the treasurer.
5. The treasurer will ensure a credit is issued for non-graduating skaters or sign off on volunteer hours. Gift cards or volunteers hours will be given to graduating skaters.

KEYWORDS:

Program Assistant

Canskate