

Applies to: All current and potential Program Assistants and their Guardians

Implementation Date: August 5, 2025

Revision Date: n/a

### **Policy Statement**

Orillia Figure Skating Club (OFSC) is a membership-based organization recognized by Skate Ontario, the governing body for the Orillia Figure Skating Club and by Skate Canada, which is the governing body of Skate Ontario.

The purpose of this policy is to contribute to the growth and development of skating for our community in a safe sporting environment by providing our OFSC members with clear expectations regarding the Program Assistant (PA) Program.

This Policy strives to provide increased accountability to both parties and provide a mechanism for transparency, identification of governance issues and an enhanced commitment to safe sport.

### **Scope**

This Policy applies to all current and potential PAs as well as guardians.

### **General**

Program Assistants (PAs) are members of the Orillia FSC/Skate Canada who have received training by our CanSkate Coordinator and Coaches to assist in the delivery of the PreCanskate and CanSkate programs. They must be 9 years of age to assist with PreCanSkate and 10 years of age to assist with CanSkate as of December 31st of the skating season. PAs mentor the younger skaters under the direction of the Orillia FSC Coaches.

### **Skillset Required**

Program Assistants must be:

- Good communicators and demonstrators
- Enthusiastic and responsible
- Excellent role models
- Punctual and patient
- Leaders who encourage and praise developing skaters

Roles of a Program Assistant:

- Assist or lead warm-ups, group activities and cool-downs
- Able to keep skaters moving while having fun
- Assist with the setup of circuits and stations
- Assist with cleanup at the end of sessions
- Lead circuits and rotations
- Demonstrate proper execution of skating skills
- Aid skaters who may have additional needs
- Provide general assistance to the coaches on the sessions
- Provide encouragement and general feedback to skaters

Each PA **MUST** attend a mandatory training session at the beginning of the season. The club recommends that PAs commit to a **minimum of one session weekly for the entire season** (September to end of Spring session) and are encouraged to assist with more.

Attendance and punctuality are of paramount importance as Coaches depend upon the PA's assistance. The PA schedule will be emailed and handed out biweekly. If you expect to be absent, please let the PA Coordinator know ahead of time. It will be the PA's responsibility to find a replacement if unable to attend a scheduled session. The PA Coordinator will send out a contact list so each PA can find a substitute.

PAs are to wear club vests when assisting on the ice.

### Program Assistant Credits and Incentives

#### Credits

- Credits will be applied to the member account
- PAs need to volunteer for a **ONE TIME** minimum of 10 hours prior to receiving credits (past years' experience will be accounted for)
- The credits will be calculated based on tracking sheet done by the PA Coordinator

The following chart outlines the value of credits accumulated per session

Volunteer Year	Credit/Hour
1 <sup>st</sup> Year	\$4.00/hour
2 <sup>nd</sup> Year	\$5.00/hour
3 <sup>rd</sup> Year	\$6.00/hour
4 <sup>th</sup> Year	\$7.00/hour

#### Other PA Incentives

1. At the end of the season, each skater who volunteered will have their name entered into a draw for Stars on Ice tickets. To qualify for the draw, PAs **MUST** attend PA training and PA at least once per week (with the exception of illness, injury or scheduled time off) for the entire season (September to end of Spring session). Every PA who commits to the required training and once a week commitment will receive one entry ticket. After every 10 hours of volunteering, each PA will receive an additional ticket, adding one additional entry per 10 hours completed.
2. There will be a monthly draw for a ten-dollar gift-card. Each PA will receive one entry per day they volunteer in a month. Once won, the PA's name will be removed from the draw to ensure equitable distribution of prizes.

### Policy Administration

This Policy will be maintained by the Orillia Figure Skating Club and will be reviewed on an annual basis.