

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

Implementation Date: August 5, 2025

Revision Date: August 18, 2026

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

Attendance and Commitment

Each PA MUST attend a mandatory PA training session at the beginning of the season.

PAs are expected to commit to a minimum of **one PA session per week for the entire skating season**, including the Fall, Winter and Spring sessions (September to end of Spring Session). Attendance and punctuality are of paramount importance, as Coaches depend upon the PA's assistance.

The PA schedule will be emailed out biweekly. If a PA is unable to attend a scheduled session, the PA must notify the PA Coordinator in advance whenever possible. It is the PA's responsibility to find a suitable replacement if they are unable to attend a scheduled session. The PA Coordinator will provide a contact list to assist PAs in finding a substitute.

Exceptions to the weekly attendance commitment may be made for illness, injury or pre-approved/scheduled time off.

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 must 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 st Year	\$4.00/hour
2 nd Year	\$5.00/hour
3 rd Year	\$6.00/hour
4 th Year	\$7.00/hour

PA Credit Periods

For clarity, PA volunteer hours and the corresponding PA credits will be tracked according to the following session periods:

- **Fall/Winter Sessions:**
 - Volunteer hours completed during October to December will be credited in January (if commitment is fulfilled).
 - Volunteer hours completed from January to March (end of winter skating) will be credited in April.
Program Assistants are required to PA during the Spring Session to receive their credits for January to March.
- **Spring Session:**
 - Volunteer hours completed during the Spring session (end of March through May) will be credited in June (if commitment is fulfilled).

The PA Coordinator will maintain the official record of PA volunteer hours. PAs and guardians are responsible for ensuring that any attendance concerns or discrepancies are brought to the attention of the PA Coordinator in a timely manner.

Other PA Incentives

Stars on Ice Ticket (or equivalent) Draw

At the end of the skating season, eligible PAs will have their names entered into a draw for Stars on Ice tickets (or other similar incentive). To be eligible for the Stars on Ice draw, a PA MUST:

1. Attend the mandatory PA training session at the beginning of the season; and
2. Volunteer as a PA for a minimum of one session per week **throughout the entire skating season**, including the Fall, Winter and Spring sessions.

The PA must meet these requirements for the entire season to qualify for the Stars on Ice draw. A PA who volunteers only during the Fall/Winter sessions or only during the Spring session will not qualify for the Stars on Ice draw.

Exceptions to the weekly attendance requirement may be made for illness, injury or pre-approved/scheduled time off.

Each PA who meets the above requirements will receive one entry into the Stars on Ice draw. In addition, each PA will receive one additional entry for every 10 hours of PA volunteering completed during the season. The PA Coordinator will use the official PA attendance tracking sheet to determine eligibility and the number of entries earned by each PA.

Monthly Gift Card Draw

There will be a monthly draw for a \$10 gift card.

Each PA will receive **one entry for each day they volunteer** during that month. Once a PA wins a monthly gift card, their name will be removed from the draw for the remainder of the season 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.