



CanSkate Program Assistant Information

What is a Program Assistant?

PA stands for program assistant. PAs are volunteers who assist and support our CanSkate programs.

What are the responsibilities of a Program Assistant?

Program assistants are responsible for setting up, assisting with warmup/cool down, and supporting coaches with their groups by helping skaters through the circuit.

For example, you may be expected to,

- Put out pylons for the fast track
- Put out the coloured signs in the correct spots
- Support coaches leading warm up or cool down

What are the benefits of being a PA?

Credits and volunteer hours

High school volunteer hours

You may use your PA hours to count toward your high school volunteer hours. Please connect with your high school regarding how they track these hours. Most schools have a form we must fill out and sign. Please email this form to office@skateoakville.ca OR drop it off in person at our office. Our program manager will record your hours and sign. Some schools use an automated system, if this is the case, please provide us with the information required to sign off on your hours.

Credits

You may use your hours to receive a \$5 credit per session. This will be put on your Skate Oakville account and can be used for future Skate Oakville purchases.

IMPORTANT REMINDER

Hours can be used for school OR as credits. Hours cannot be used for both. You may split your hours if you'd like. For example, if you have 20 hours, you can use 10 for school and 10 for credit. You may not use 20 as school and credit.

PLEASE BE ADVISED you must sign in for every session you PA, otherwise your hours will not count toward school or as credits. **It is very important you sign in.**

Mandatory PA Training

PA training happens in September and January annually. You must attend one of these sessions. PA training is mandatory for new and returning PA's. No exceptions.

You must register for training online. The cost of the training will be \$75. This fee covers the cost of your PA jacket. At the end of the season, please return this jacket to the office and you will receive a refund for the \$75.

Why is PA training mandatory even for experienced PAs?

The CanSkate program is updated and changed as seasons pass. It is important your skater is up to date on the new ways of running the session.

The training also teaches safety on the ice for your skater and others. It is important this training is refreshed every year.

Are there requirements to become a program assistant?

Yes.

1. Skater must be in STAR B or higher
2. Skater must be at least 10 years old

Need to Miss a Session?

PAs are important for the proper execution of a CanSkate session. If you sign up for a session, please commit to attending this session. If you are planning on missing a session, please email tara@skateoakville.ca so we can let your convenor know. Try your best to find

a substitute for the session if possible. The PA coordinator will send out a contact list so you can find a sub. Thank you.

How many Canskate sessions can I sign up for?

You may sign up for as many sessions as you'd like. You must commit to attending all sessions you sign up for.

Once registration opens, spots are on a first come first serve basis. There is a limited amount of program assistants per session.

Skate Oakville reserves the right to make changes so everyone has a spot on a session.

Have questions? Email office@skateoakville.ca.

Skate Oakville relies on volunteers to ensure our programs and events run successfully. Thank you to all who participate in our Learn to Skate programs as PAs!