



Program Assistant Guidelines

Skate Canada: Alberta-NWT/Nunavut (Section) considers the role of Program Assistant (PA) to be that of a volunteer. The PA position was developed to provide a volunteer experience for skaters to assist with the CanSkate program, and where required with Group STARSkate. PA volunteer contributions may be recognized in many different ways, and the following information can be used as a guideline.

Program Assistant Training

All PA's must be registered Skate Canada members and should receive training from the club/skating school on an annual basis. Appropriate training prior to assisting with the CanSkate or Group STARSkate programs should provide an overview of what is expected of the PA, and provide them with the skills and support needed to be able to work with the skaters.

Types of Recognition

Program Assistants are encouraged to volunteer a minimum number of hours prior to receiving recognition. The club/skating school is free to set this minimum number, and as a point of reference, some use 20 hours as the minimum.

Recognition given for Program Assistants may vary and might include any of the following:

- **Non-monetary recognition**
Recognizing the Program Assistant at the club/skating school year end banquet, recognizing a Program Assistant of the Month, etc.
- **Honorarium**
When the amount is \$500 and over per calendar year, clubs/skating schools must refer to the Canada Revenue Agency policies.
- **Gift Certificates**
- **Acknowledgement letter from the club/skating school for a PA's resume or portfolio**
- **Credit towards high school volunteer work requirement**
- **Gifts of appreciation**
This type of gift is at the discretion of the club/skating school. Examples are: ice fees, membership dues, club clothing, and competition entry fees.

Clubs/skating schools are encouraged to be creative and to provide their Program Assistants something that is of value to them.

The following chart is a **guideline** that **may** be followed when recognizing Program Assistants. The dollar value may be converted in the form of gifts of appreciation or gift certificates.

Number of Years as a Program Assistant

Category	0-3	4-6	+6
1	\$6.00 - 7.00	\$7.00 - 8.00	\$8.00 - 9.00
2	\$7.00 - 8.00	\$8.00 - 9.00	\$9.00 - 10.00
3	\$8.00 - 9.00	\$9.00 - 10.00	\$10.00 - 11.00
4	\$9.00 - 10.00	\$10.00 - 11.00	\$11.00 - 12.00

Category Descriptions:

1. Preliminary qualifications or other skating background, ability to follow instructions
2. Junior Bronze qualifications, follows instructions, provides guidance to the CanSkate group
3. Senior Bronze/Junior Silver qualifications, demonstrates leadership, guidance or organization skills
4. Senior Silver qualifications and above, self starter, strong leader, has the ability to organize and lead a CanSkate group of any age

**The category descriptions are a suggested guideline only. The maturity of the skater and the ability to provide direction and assistance to all ages of CanSkate participants should be considered as well.

***Please note that Skate Canada: Alberta – NWT/Nunavut has published guidelines for compensating professional coaches. As professional coaches are required to be certified, the guidelines for them are significantly different from those of PA's.

Legislative Requirements

When a club/skating school provides a value of \$500 and above, they are to abide by the Canada Revenue Agency regulations relating to income, taxable benefits, honorariums and gifts. It is the clubs/skating school's responsibility to ensure they follow the current Employment Standards Act and Canada Revenue Agency requirements, if applicable.

Clubs/skating schools are not to track exact hours or calculate recognition on a recorded number of hours as this is not intended to be an employment relationship or contract. It is okay to differentiate the recognition if one PA is only able to participate in one CanSkate session but another PA participates in two sessions. The approach is similar to recognizing Evaluators for a test session that runs over two days. One day is 4 hours of tests and the other day is 6 hours of tests. If one Evaluator does both days or two Evaluators cover the days, the gifts may be exactly the same or the person who does more (or all) hours may receive something slightly more.

If a club/skating school is uncertain as to what legislation may or may not apply to their particular situation, they should inquire with the Section Office who can direct them to the appropriate resources.