

CANSKATE: PROGRAM ASSISTANTS & PA BUDDIES

What is a Program Assistant? A dedicated volunteer who helps run the CanSkate Program, on and off the ice, by fulfilling their duties and responsibilities with a positive attitude. A PA is someone who wants the program to be the best it's ever been, by doing their best to be energetic and enthusiastic in their teaching. As a group, the program assistants are dedicated to teach good quality skating skills in a fun and creative way to young skaters.

Responsibilities:

- To show up 20 mins before the session to sign-in, get organized and prepare for your station.
- To plan to stay 15 mins after the session to help clean up and put away the CanSkate table.
- To find a replacement in advance, to take your place when you can't attend a session. *** It is not up to the coaches to do this for you.**
- To wear appropriate clothing: no jeans or hoodies, but when you dress up for the theme days you do not have to wear the PA jacket or vest 😊
- To have a positive attitude, smile, and ***to be present*** with enthusiasm. If you aren't having fun then how could the CanSkaters?

Duties:

1. **During the ice-clean:** you are ALL at the boards collecting and organizing your equipment for your station. *** Coaches should not have to call you over.**
2. **During warm-up:** Fast track, station flags and signs are first to be put on the ice. PAs drawing the circuits bring on what they need to start drawing. Other PAs and PA Buddies bring on the rest of the equipment and take them where they need to go quickly. *** Do not pile up the equipment in the fast track or in the stations across from the door.** Once circuits are drawn and equipment is taken to its proper place, ALL PAs and PA Buddies help skaters to do the warm-up song led by the coaches.
3. **During the lessons:** the PA leads the circuit and PA Buddies assist by helping the skaters do the skills of the circuit. PAs and PA Buddies are not to just follow along, stand around watching/chatting to each other, or doing their own skating skills. *** If you aren't sure how to help, perhaps place yourself in one section to provide hands-on assistance or ask the PA who is leading to direct you.**
4. **During the cool-down:** EVERYONE helps to bring ALL the equipment off the ice and put everything away into the cupboards and/or coaches room. *** Once everything is put away you are to rejoin the cool-down.**
5. **At the end of the session:** ALL PAs and PA Buddies are REQUIRED to help at the table to collect name tags, hand out treasure box, stickers and colouring sheets AND to clear and put away everything at the table. If each person takes a job at the table, clean up will go much quicker. *** Coaches should not have to call you over to the table to help. Also, your job at the table is not done until everything is put away in the coaches room, only then you may take off your skates and return your jacket or vest neatly to their boxes.**

Reminders:

PA of the Month → The 3rd week of every month we ask PAs/PA Buddies and CanSkaters to vote. Please do not just vote for your friend, but for the PA or Buddy who has done a really good job being an awesome PA or Buddy for that month. This person may be a really good role model, fulfills their responsibilities and duties, is enthusiastic with everything, dresses up for theme days, even helps without being asked to or just goes above and beyond.

The CanSkate Program relies on the assistance of the PAs and PA Buddies to make learning how to skate a fun and positive experience for all. Please keep this in mind moving forward.

~Thank You~