



Program Assistant Recognition Policy Skate Canada: Alberta-NWT/Nunavut January 2010

Skate Canada: Alberta-NWT/Nunavut Program Assistant Recognition Policy

Skate Canada: Alberta-NWT/Nunavut considers the role of Program Assistant (PA) to be that of a volunteer. The clubs/skating schools within the Section should recognize the volunteer contributions within their club/skating school in a manner that is appropriate for each particular club/skating school and in compliance with the implementation guidelines as set forth by Skate Canada: Alberta – NWT/Nunavut below. This includes consideration for the club/skating schools position on volunteer recognition in their club in general, the local job market, the number of CanSkate hours offered, the contribution made by the PA, etc. Each club/skating school should determine on an annual basis how PA's will be recognized.

In no circumstances should the PA be considered an employee, contractor, professional coach or be compensated in a manner so as to create this type of relationship. Each club/school is responsible to monitor their particular situations so as to ensure they do not end up either out of compliance with any legislative or taxation requirements or with Skate Canada National or Section rules, policies or guidelines.

All PA's must be registered Skate Canada members and must receive training from the club/skating school (or their designate) on an annual basis.

Implementation Guideline

Skate Canada National Policy Background and Overview

In October 2009, Skate Canada implemented the following policy:

Skate Canada permits clubs/skating schools to remunerate program assistants in accordance with guidelines established by their sections from time to time. Clubs and skating schools are responsible for complying with all applicable legislation (including without limitations, all applicable employment standards and taxing legislation) in connection with such remuneration of program assistants. Clubs and skating schools are reminded that failure to comply with this policy and the relevant section guidelines could result in a program assistant losing their eligible status.

This policy replaced the Skate Canada Program Assistant Recognition Policy of September 1998.

Implementation Process

In January 2010, Skate Canada: Alberta-NWT/Nunavut developed a Program Assistant Recognition Policy. Skate Canada: Alberta-NWT/Nunavut member clubs/skating schools have the option to continue following the Skate Canada Program Assistant Recognition Policy of September 1998 until the start of the new skating season commences on September 1, 2010. If Section member club/skating school wish to implement the new policy prior to September 1, 2010 they may do so as long as they are clear with their membership as to what the changes are and that the changes will be perceived as an improvement rather than a “take-away”

Purpose of the Program Assistant Position

The Program Assistant position was developed to provide a volunteer experience for skaters to assist the clubs/skating schools with their CanSkate program. Program Assistants are to be registered members of Skate Canada.

Legislative Requirements

When a club/skating school provides a value of \$500 and above, the club/skating school is 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.

Program Assistant Training

Skate Canada: Alberta-NWT/Nunavut requires the clubs/skating schools to provide the Program Assistants with appropriate training prior to assisting with the CanSkate program. The training will provide an overview of what is expected of the Program Assistants; provide them with the skills and support to work with the skaters in the CanSkate program.

Types of Recognition

Program Assistants are encouraged to volunteer a minimum number of hours for the Club prior to receiving additional recognition. The club is free to set this minimum number. As a point of reference, some clubs/skating schools use 20 hours.

The recognition given by a club/skating school will vary based on the capacity of the club/skating school. The types of recognition for Program Assistants may vary and they could be recognized in the following way:

- **Non monetary recognition**
Recognizing the Program Assistant at the club/skating school year end banquet, recognizing a club/skating school Program Assistant of the Month, etc.
- **Honorarium**
This is not to exceed \$10 per hour; when the amount is \$500 and over per calendar year, clubs/skating schools must refer to the Canada Revenue Agency policies.
- **Non-skating related gift certificates**
- **Acknowledgement Letter from the Club/skating school for their resume/portfolio**
- **Used to fulfill requirement of volunteer work for high school credit or graduation**
- **Gifts of appreciation**
This gift is at the discretion of the club/skating school executive and can only be used for expenses incurred within the club/skating school; such as ice time, membership dues, clothing, and competition entry fees. The gift cannot be exchanged for cash value at any time. The total value of such gift shall not be greater than \$10 per hour. Each club may interpret what “expenses incurred within the club” means for them because many clubs/skating schools operate uniquely in terms of finances (some clubs/skating schools include lesson fees by a Skate Canada Coach in their club dues, some clubs charge members strictly for ice costs plus Skate Canada membership fee, some clubs operate a skating boutique, etc.). The most important underlying condition is that a club never gives a Program Assistant anything that cannot be considered an investment back into the business of the

club/skating school, and the club/skating school is never in a position of “owing” anything to a skater who may no longer be participating in the club/skating school.

Clubs/skating schools are encouraged to be creative and to provide their Program Assistant’s something that is of value to them as long as the underlying conditions are maintained.

The below 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, gift certificates and skating/club related fees and other forms of recognition.

Number of Years as a Program Assistant			
Category	0-3	4-6	6+
1	\$4.00-\$5.00	\$5.00-\$6.00	\$6.00-\$7.00
2	\$5.00-\$6.00	\$6.00-\$7.00	\$7.00-\$8.00
3	\$6.00-\$7.00	\$7.00-\$8.00	\$8.00-\$9.00
4	\$7.00-\$8.00	\$8.00-\$9.00	\$9.00-\$10.00

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. Clubs would also consider the maturity of the skater and the ability to provide direction and assistance to all ages of CanSkate participants.

***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.