

## Program Assistant Policy

Our Learn-to-Skate programs account for 90% of our membership, are the main entry point into our Academy programs, and the revenues support and subsidize Academy programming. Program Assistants are essential to the delivery of successful and efficiently run Learn-to-Skate programming. If St. Albert Skating Centre (SASC) isn't able to provide enough PA's, essential Learn to Skate programs are not able to run.

SASC wants to ensure equitable and fair treatment across all Academy members/families who are eligible to PA and want PAs to feel valued for their contributions to the club. Implementing a fair policy is one way to achieve this.

Therefore, SASC requires every Academy skater aged 10 or over and currently competing at a Star 5 level or above to volunteer as a PA. All eligible Academy members will be required to PA for one Learn-to-skate class per week for the Fall and Winter sessions (i.e. one class per week in Fall and one class per week in Winter). This policy ensures the success of SASC programs at all levels.

The PA policy is comprised of the following five components:

- Each skater who volunteers their personal time will have his or her name entered into the monthly draw. The draw is held at the monthly board meeting. Four volunteers per month, whose names are drawn randomly, will receive a prize. Winners names will then be removed from the next draw until each PA has had a chance to win thereby giving everyone a fair opportunity to win a prize. Once each PA has had a chance to win all names will be put back into the draw for the next round.
- Each skater who volunteers during a learn-to-skate session will receive a gift card from SASC at the end of each session (i.e. at the end of the Fall session in December and at the the end of the Winter session in April). This gift card symbolizes the club's appreciation of each PA's time and commitment.
- Once each skater has PA'd on ice an initial 20 hrs at SASC they will then receive \$5.00 per volunteer hour towards their personal ice fees going forward.
- If a skater is unable to volunteer for one learn-to-skate class per week (per fall and winter session) they must contact the learn-to-skate program coordinators and schedule 12 hrs worth of alternative volunteer activities approved by the coordinators. If opting for alternative volunteer tasks, skaters will have to fulfill 12 hours of volunteering in Fall and 12 hours of volunteering in Winter.
- If a skater is unable to volunteer for one learn-to-skate class per week and is unable to volunteer at least 12 hours per session toward alternative volunteer activities as described by learn to skate coordinators, they will be subject to a \$125.00 per session buy out fee (i.e. The buy-out will be \$125.00 in the Fall session and \$125.00 in the Winter session). The \$125.00 fee will be due before the first day of learn to skate programming each session.

If your skater is not currently PAing but meets the criteria for required PAing - please contact the Learn to Skate Coordinators before January 3rd to discuss whether your skater will PA on the ice, engage in alternative activities, or will buy-out. Learn to Skate Coordinators can be reached at [learntoskate.sasc@gmail.com](mailto:learntoskate.sasc@gmail.com). Winter Learn to Skate classes begin on January 8th and Coach Hayley and Coach Lauren will be working hard to organize the upcoming session over the holiday break.

Thank-you,  
SASC Board

--

**Hayley Zabolotniuk & Lauren McCoy**  
Learn-to-Skate Coordinators  
St. Albert Skating Centre