

# **SASC- Program Assistant Policy**

Hello Skating Parents & Families,

The SASC Board has reviewed the needs of the Learn to Skate programs, and has created the following new Program Assistant (PA) policy, which will come into effect for our Fall 2023 Learn to Skate programs (September 1, 2023). Please review the policy below to learn more about being a PA at SASC.

## **Program Assistant Policy**

Our Learn to Skate programs account for 90% of our membership. They are the main entry points into our Academy programs, and the revenue supports and subsidizes 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 on these sessions, essential Learn to Skate programs are not able to run effectively. 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, either aged 10+, or currently competing at a Star 5 level or above (subject to LTS Manager approval), to volunteer as a PA. All eligible Academy members will be required to PA for one Learn to Skate day per week for ALL 4 seasons. This policy ensures the success of SASC programs at all levels. Fall, Winter, Spring, and Summer programs will require skaters to PA 1 day a week. Skaters will also be required to be on a weekend rotation, which will be up to the Program Manager. Spring & Summer program scheduling will be up to the Program Manager, to accommodate all academy skaters on a weekly rotation to allow for more skaters to have a break. This does not apply to skaters who are not skating in Spring & Summer with SASC.

The PA policy is comprised of the following components:

- Each skater who volunteers their personal time will have his or her name entered into the monthly draw. Skaters 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 season will receive a gift card from SASC at the end of each of the 4 seasons (i.e. at the end of the Fall, Winter, Spring, & Summer sessions). This gift card symbolizes the club's appreciation of each PA's time and commitment.
- Once each skater has PA'd an initial 20hrs on ice at SASC, they will then receive \$7.00 per volunteer hour towards their personal ice fees going forward. This will be given as a "gift certificate" on your account once your skater has done the initial hours.
- If a skater is unable to PA volunteer for 1 LTS day per week (per all 4 sessions) they must contact the LTS Program Manager, and schedule 12 hrs worth of alternative volunteer activities, approved by the manager & board of directors. If opting for alternative volunteer tasks, skaters will have to fulfill 12 hours of volunteering in Fall, 12 hours of volunteering in Winter, and 12 hours of volunteering in Spring/Summer. If the skater is 16+, they can complete 2 volunteer shifts in lieu of being a PA (Bingo or December competition). This is per session, which would be a total of 6 shifts.
- If a skater is unable to volunteer for 1 LTS session per week and is unable to volunteer at least 12 hours per session toward alternative volunteer activities as described by learn to skate manager, they will be subject to a \$125.00 per session buy out fee (i.e. 3 sessions: Fall, Winter, Spring/Summer). The \$125.00 fee will be due before the first day of learn to skate programming each session.
- If the skater has completed grade 12, is 18+, or a CanSkate coach with SASC, you are exempt from the PA responsibilities.

Should you have further questions about this policy, please feel free to contact the SASC Learn To Skate Manager, Alexa-Marie Arrotta, at [learntoskate.sasc@gmail.com](mailto:learntoskate.sasc@gmail.com).