

## Guidelines for hiring a Partner

These guidelines are only meant to assist clubs in providing information on what they may want to ask prior to hiring a Partner. (This is not an inclusive list)

- Ask to confirm Partner is a currently registered Skate Canada member. Ask that partner provide confirmation
- Ask what dances they are qualified to Partner
- **Partner test fees are set by the Skate Canada Board of Directors for those partners who want to remain eligible skaters and the prescribed rates are as follows;**
  - **Primary (Preliminary and Junior Bronze)           \$5.00 per dance**
  - **Intermediate (Senior Bronze and Junior Silver)   \$10.00 per dance**
  - **Senior (Senior Silver and Gold)                   \$15.00 per dance**
  - **Diamond   \$20.00 per dance**
- **For all other Partners test fee rates need to be negotiated with the partner prior to hiring**
- Confirm if mileage is to be paid – negotiate a rate
- Confirm if meal allowance is to be provided or if a meal will be provided (depending on how long and when the test day is taking place)
- Provide in writing what happens if test day is cancelled or postponed (what compensation if any will be paid – will need to negotiate), how much notice needs to be given
- Discuss what dances are to be partnered; how many dances will be taken
- Coaches, skaters and partners should discuss skating style and technique that they use (within the variations allowed for each dance); to ensure that the partner can adapt accordingly
- Prior to the test day some coaches, skaters may want to work with the partner to allow the skater and partner to work on the dances together. Coaches and skaters would have to make arrangements with the partner and negotiate the cost for such.
- Finalize the terms and conditions prior to the test day and work out how payment will be dealt with.
- Have one person in the club as the main contact with the partner, ensure that you have contact and mailing information for the partner
- Establish what time that the partner should arrive, how many tests that they will be doing, approximate completion time
- Establish when payment will be made and by whom
- All details should be put in writing and signed by both parties (this protects both parties in case of a disagreement)
- Establish with the Partner how much notice they are required to provide to club/coach to cancel and what reimbursement will be made or rescheduling will be allowed or offered

## Guidelines for Partners

These guidelines are only meant to assist Partners in providing information on what they may want to discuss with a club/coach. (This is not an inclusive list)

- To ensure that they are currently registered members of Skate Canada (print off and carry a copy with you to test days)
- Have information on the tests that you are eligible and willing to partner
- **Partner test fees are set by the Skate Canada Board of Directors for those partners who want to remain eligible skaters and the prescribed rates are as follows;**
  - **Primary (Preliminary and Junior Bronze)           \$5.00 per dance**
  - **Intermediate (Senior Bronze and Junior Silver)   \$10.00 per dance**
  - **Senior (Senior Silver and Gold)                   \$15.00 per dance**
  - **Diamond   \$20.00 per dance**
- **For all other Partners test fee rates need to be negotiated with the club/coach prior to hiring**
- Negotiate mileage rate; meal rate or meal provided (depending on location and length of test day)
- Request the list and timing of the tests that you will be partnering
- Determine with club/coach when you should arrive at the rink and to whom you should contact once you are there
- Negotiate with club/coach when payment will be made and by whom (including tests. Mileage, meals etc)
- Prior to test/practice Partner should discuss skating style and technique that the skater uses (within the variations allowed for each dance); to ensure that you can adapt accordingly
- Discuss and have in writing what happens if the test day is cancelled due to weather, ice cancellation – determine what if any compensation you will receive or how much notice you require for cancellation
- All details should be put in writing and signed by both parties (this protects both parties in case of a disagreement)
- Establish with the Club/Coach how much notice you are required to provide as the partner if you have cancel and what reimbursement will be made or rescheduling will be allowed or offered