

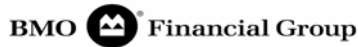


PROGRAM DELIVERY STANDARDS FOR SKATE CANADA CLUBS

The following are the delivery standards for Skate Canada clubs to operate high quality CanSkate, STARSkate and CanPowerSkate programs:



Presented by



CanSkate On-Ice Delivery

- Minimum of 1 certified Skate Canada Coach teaching on the ice; Program Assistants assist as required
- 1:10 coach/Program Assistant to skater ratio
- Minimum 10 minute lesson to each group by Skate Canada Coach per session
- 90% continuous movement - little standing around, no waiting to take turns to practice skills
- Use entire ice surface at least once during session to promote speed
- Evidence of sufficient progress of skaters from one level to the next (skaters should not be held back)
- Use circuits and stations to teach and practice skills
- Use variety of age-appropriate activities, teaching methods (target groups: preschool, mainstream, adult)
- Use music, teaching aids, props
- Use Skate Canada CanSkate awards and incentives (e.g. CanSkate badges, badge chart, CanSkate stickers, coloring sheets, etc.); may use additional incentives such as stickers, stamps, etc.
- Award Skate Canada CanSkate badges the same day the skills were mastered

CanSkate Off-Ice Delivery

- Ensure CanSkate is the only learn-to-skate program offered by the club for all age groups
- Register participants as CanSkate skaters with Skate Canada
- Maintain records of skaters' progress using CanSkate tools -- group or individual progress sheets, report card
- Keep small supplies inventory, including props, teaching aids and incentives (see Skate Canada catalogue)
- Have CanSkate badges readily available; track distribution



- Use CanSkate resource materials - Program Delivery Guide, CanSkate Technical manual and video



STARSkate Program On-Ice Delivery

- Minimum 1 Skate Canada professional coach teaching on the ice (may be assisted by experienced/trained Program Assistants)
- Provide stroking, free skating, skating skills and dance instruction (synchronized skating is optional) on a regular basis
- Skaters are encouraged to choose group lessons, private lessons or both formats to enhance their skill development
- 90% continuous movement - limited waiting to take turns to practice skills
- Use entire ice surface throughout session to promote speed
- Evidence of sufficient progress of skaters from one level to the next (skaters should not be held back)
- Use circuits and stations to teach and practice skills
- Use variety of age-appropriate activities and teaching methods
- Use age-appropriate music and teaching aids
- Use Skate Canada STARSkate Program awards and incentives (e.g. STARSkate badges, badge chart, STARSkate stickers, tattoos, incentive certificates, My Skating Progress Journal, etc.) or other incentives such as stickers, stamps, etc.
- Award STARSkate badges the same day the skills are mastered
- Issue standard on-ice safety rules to skaters

a) Group Lesson Format

- Skaters receive lessons in small group format from a professional coach who may be assisted by qualified Program Assistants
- Group lesson format for Primary, Intermediate and Senior levels, based on a 60-minute session, consists of:
 - 30-minute lesson with professional coach (10 min. free skate, 10 min. of skating skills alternated with or in addition to stroking, 10 min. dance)
 - 30-minute individual practice time
- Recommended frequency of program:
 - Primary, Intermediate level = minimum 2 times/week
 - Senior level = minimum 3-4 times/week
- Maximum 1:10 coach/Program Assistant to skater ratio (1:6 is better)



- Maximum of 20-30 skaters on the ice, depending on number of Skate Canada coaches available (i.e. maximum 10 skaters in a group, each receiving 30 minutes instruction)

b) Private Lesson Format

Skaters receive individual private lessons from a professional coach, during sessions based on the following test levels*:

TEST LEVEL	SESSION LENGTH (minutes)				TOTAL TIME	FREQUENCY
	Strok.	FS	Dance	Skills.		
Primary	15	45	15	15	1.5 hours	2-3 times/week
Intermediate	15	45	30	30	2 hours	3-4 times/week
Senior	15	45	30	30	2 ¾ hours	3-4 times/week
		x2				

Note: Competitive skaters may increase frequency 1-2 times more per week. Competitive skaters opting to specialize in dance may switch the time allotted for free skating with more dance session time.

Recommended number of skaters on the ice:

PROGRAM	RECOMMENDED MAXIMUM	LESSON FORMAT
Primary	25	Private and/or group
Intermediate	25	Private and/or group
Senior	20	Private and/or group

Note: these amounts may be slightly increased on a large ice surface (eg 100 x 200 feet)

* Test Level Definitions:

Primary Test Level	=	Preliminary, Junior Bronze
Intermediate Test Level	=	Senior Bronze, Junior Silver
Senior Test Level	=	Senior Silver, Gold, Diamond

Competitive skaters should be considered differently in terms of lesson and practice time. Specific information for competitive program scheduling is currently in development.

STARSkate Program Off-Ice Delivery

- Register participants as STARSkate skaters with Skate Canada
- Use STARSkate name in all recreational and test-level figure skating program titles
- Use STARSkate logo on all related written materials, web site, etc.
- Be flexible - no age/rigid pre-requisites to register for this program



- Maintain records of skaters' progress using STARSkate Program tools -- test summary sheets, individual skater's record
- Keep small supplies inventory, including STARSkate program incentives (see Skate Canada catalogue), teaching aids
- Have STARSkate badges readily available; track distribution
- Use STARSkate Program resource materials – STARSkate (Test Program) Delivery Guide, Test Chair Handbook, Skating Skills Standards Manual/video set, NCCP Technical manuals, videos etc.



On-ice Delivery

- CanPowerSkate Levels 1 to 6 - a minimum of one CanPowerSkate certified Skate Canada member coach teaching on the ice is required; use trained program assistants/demonstrators to assist coach(es) as required.
- Pre-Power A, B and C – CanPowerSkate coach certification is highly recommended but not mandatory. Skate Canada member coaches teaching Pre-Power in this case must be completely familiar with the program (must study the CanPowerSkate manual and view the video) prior to teaching the Pre-Power program.
- 1:10 Coach/Assistant to skater ratio
- A maximum of 32 skaters is recommended on standard North American size ice surface (85' x 200').
- Use CanPowerSkate program curriculum as designed, including lesson plans, activities and drills contained in the CanPowerSkate Manual. Additional drills may be used if desired.
- Conduct skill assessments as outlined in the CanPowerSkate Manual at the end of each session of classes or when skaters are ready and/or have been adequately prepared.
- Reward skaters with CanPowerSkate incentives – award bars, participant badges, Pre-Power ribbons.
- Skaters on the ice must wear CSA-approved hockey or ringette equipment.
- Hockey/ringette sticks are to be used on the ice as per the program curriculum.
- Pucks/rings may be used only at Levels 4, 5 & 6 as per the Coach's direction. Shooting, scrimmaging or intentional body contact is prohibited when pucks/rings are in use.
- Circulate on-ice safety rules specific to CanPowerSkate to skaters and parents before the program commencement.

Off-ice Delivery

- Ensure CanPowerSkate is the only power skating instruction offered by the club on club ice for all age groups.
- Register all CanPowerSkate participants with Skate Canada.



- Use the CanPowerSkate logo on all CanPowerSkate related materials.
- Maintain records of skaters' progress using CanPowerSkate Progress Summary Card, Individual Assessment sheets.
- Keep supplies inventory - awards, incentives, record-keeping tools, plus teaching aids (pylons, markers, balls, etc).
- Have the CanPowerSkate Manual on hand in club office.
- Establish a relationship with the local hockey and/or ringette association if possible to share information, resources, ice time and/or provide power skating training as a joint venture or on a cost-share basis.

CanPowerSkate Delivery Principles in Detail

- CanPowerSkate may be delivered in either a group lesson or private lesson environment. The group lesson program is based on a recommended 10-session format (50 minutes per session) but this can be flexible based on skaters' needs, available ice time and coaches' schedules.
- Pre-Power Levels A, B and C skills are to be assessed on an ongoing basis – there is no separate test day at this level.
- Pre-Power may be offered in conjunction with a regular CanSkate session.
- Coaches teaching CanPowerSkate in a group lesson format are expected to use the curriculum and suggested lesson plans contained in the CanPowerSkate Manual. They may also expand on the lesson plans, as per the needs of the group, and use additional drills if desired.
- Coaches teaching CanPowerSkate in a private lesson format may be more flexible in their lessons due to the nature of one-to-one teaching (i.e. length of lesson, timing, skaters' individual needs and rate of progress)
- Hockey skates - It is important with regard to the program's image and credibility that hockey skates be worn by both coaches and program assistants involved in CanPowerSkate. Should coaches not be able to wear hockey skates, they are expected to have a demonstrator or assistant in hockey skates present on the ice to demonstrate skills for participants.
- The CanPowerSkate program is under copyright and may only be offered through a Skate Canada member skating club.
- All coaches teaching the CanPowerSkate program (Levels 1–6) must be current Skate Canada member coaches and be certified at a CanPowerSkate Coaches Course.

GENERAL / CLUB OPERATIONS STANDARDS

Talent Identification

- Have and abide by a club policy statement that says the club is committed to ensuring the progress of skaters at all levels through various talent ID opportunities
- Empower Skate Canada coach(es) to identify talented skaters and decide how best to develop them – use method described in CanSkate Technical Manual
- Carry out talent ID activities such as:
 - practice CanSkate challenge skills regularly



- group talented skaters in a sub-group of their CanSkate group
- provide opportunity for additional instruction/ice time i.e. private lessons, off-ice seminars
- hold performance days
- remove all barriers to participation e.g. age limits or rigid test prerequisites for sessions
- stay informed about and promote Section and Skate Canada talent development opportunities

Staff Management

(a) coaches are expected to:

- Know their role -- as the technical program experts and teachers of skating, as well as educator to parents and club executive and role model to skaters
- Know and follow Coaches' Code of Ethics
- Provide ongoing Program Assistant training
- Have a positive and productive working relationship with club e.g. communicate regularly, have a contract, work as a team
- Adhere to the duties and responsibilities as outlined in their contract

(b) Club executive are expected to:

- Know their role as an elected member; have job description
- Know the role of the coach - as program expert, teacher of skills
- Deal with coach representative concerning coaching issues
- Ensure coaching representative attends club board meetings
- Inform PA's of their role -- as an assistant , not a teacher of skills
- Recruit and keep good PA's
- Recognize and motivate PA's regularly
- Know and abide by club by-laws

Club Management / Operations

- Keep updated via Skate Canada's website / Members Only section
- Utilize barrier-free registration procedures that are accessible, flexible and ongoing
- Plan out each season - set attainable goals for each program, budget, etc.
- Strategize/carry out steps to decrease turnover rate by 2% or more
- Set a reasonable program schedule and ice usage plan that accommodates the majority of customers
- Hold parent information sessions for CanSkate, STARSkate and/or CanPowerSkate at least once per season
- Promote program using Skate Canada promotion and marketing tools – e.g. use Skate Canada logos on all club documents, ad materials, videos, posters



- Communicate regularly with customers - distribute program information, club procedures and updates via newsletter and bulletin board
- Conduct customer satisfaction surveys
- Update the club constitution and by-laws regularly
- Run regularly-scheduled club meetings
- Work as a team -- delegate responsibilities to each member of the club team; consider hiring a coach administrator.
- Use standard business practices/technology for budgeting, bookkeeping, planning, membership administration