



MANUAL COACH REGISTRATION

WHO CAN REGISTER AS A SKATE CANADA PROFESSIONAL COACH?

In accordance with section 2400 of Skate Canada's rulebook Skate Canada Professional Coaches including freelance, CanSkate, CanPowerSkate, on-ice choreographers, and foreign coaches who are teaching full or part-time in any Skate Canada Organization must register and pay fees with the Association.

NEW

Approved by the delegates of the 2005 AGM, any individual wishing to become a Skate Canada Professional Coaching Member is required to submit to a police clearance check and positions of trust check through *Backcheck* (the company specified by Skate Canada) as a requirement of obtaining a professional coaching membership within Skate Canada. The procedure and forms are included in this package.

CAN A SKATE CANADA PROFESSIONAL COACH COMPETE IN COMPETITIONS?

A Skate Canada Professional Coach may be eligible to compete in competitions according to rule 2208. If a Professional Coach is not otherwise disqualified under ISU Regulations, he/she may compete in any discipline. A Skate Canada Professional Coach wishing to compete must also register as an Associate member of the Association through a Skate Canada Club. Contact a club in your area to inquire about their programs and to request registration as an Associate member. **As a Skate Canada Professional Coach, you are still eligible to try Skate Canada tests without having to register as an Associate member.**

Communication: So that Skate Canada can focus resources on programming and skaters, Skate Canada will now use the Intranet and e-mail as our primary delivery method of communication to Clubs, Schools and Coaches. Be sure to log onto www.skatecanada.ca - Members Login regularly in order to keep yourself updated! Also ensure Skate Canada has your current e-mail address. You can maintain your e-mail address on-line by selecting Personal Profile on the Main Menu in Members Login area.

Rulebook On-line: The Skate Canada rulebook will be available on-line to all coaches. You will be able to access the rulebook in the Members Login area in the main menu under Rules once your registration has been processed.

Coaches' Membership Cards: Your membership cards will be available for printing on-line. Your invoice and registration sticker will be mailed to you. To print your membership card simply access the Members Login area and from the Main Menu select Personal Profile. You will see your updated registration information as well as a button "Print Member Card". Click on the button and your membership card will be displayed for printed.

STEP 1 - COMPLETING THE FORM

Complete the registration form and ensure all of the information asked for is provided. Skate Canada will be using e-mail as a means of communication with coaches. Please ensure your e-mail is included. This information is essential to ensure you receive updated information from Skate Canada. If you are renewing your membership, please be sure to verify the information on the preprinted form and make changes where necessary.

STEP 2 – SIGNING THE FORM

The Skate Canada Coaches' Code of Ethics which defines the guidelines for professional coaches is included in this package. It is important for coaches to read this document as it pertains to all Skate Canada Professional Coaches.

The Professional Coaches' declaration must be signed and dated. Be sure to include the expiry date of your first aid as well. A copy of your valid First Aid Certificate **must** be included with your registration form when submitted to Skate Canada. **NOTE:** In some cases incomplete forms will be processed and held pending receipt of the appropriate information.

STEP 3 - WHAT TO INCLUDE WITH YOUR FORM

Copy of your Valid First Aid Certificate

IMPORTANT

Proof of NCCP Level 1 Technical (CanSkate certificate) **and** completion of Level 1 Theory (new coaches only)

A cheque for the appropriate amount must also accompany your completed registration form. Should you choose to use your credit card for payment, ensure the credit card number and expiry date are clearly indicated on an attached sheet of paper or on your registration form. Registration received with insufficient payment will be returned unprocessed.

	<u>New Coach*</u>	<u>Renewal</u>
Professional Coach Fee	\$ 100.00	\$ 66.00
Liability Insurance Fee	34.00	34.00
Accident Insurance Fee	0.80	0.80
Total amount due from Ontario Coaches (includes \$2.78 Ontario Insurance Sales Tax)	\$ 137.58	\$ 103.58
Total amount due from Quebec Coaches (includes \$3.13 Quebec Insurance Sales Tax)	\$ 137.93	\$ 103.93
Total amount due from Newfoundland Coaches (includes \$4.87 Harmonized Sales Tax)	\$ 139.67	\$ 105.67
Total Amount due from Coaches outside Ontario, Quebec and Newfoundland	\$ 134.80	\$ 100.80

A person who does not reside in Canada may register with Skate Canada as a Foreign Coach. The premiums are the same for a new or renewing coach. The premiums are as follows:

Foreign Coach Fee	\$ 120.00
Liability Insurance Fee	34.00
Accident Insurance Fee	0.80

* ***New Professional Coach*** – For registration purposes, a new Professional Coach is one who was not a Skate Canada Professional Coaching member during the previous membership year.

STEP 4 - WHERE TO SEND THE FORM

Send all of the documentation to Skate Canada at 865 Shefford Rd., Ottawa, ON K1J 1H9 or if you are using a credit card you may fax the information to the Member Services Department at 1-877-211-2372. If you have any questions about the registration process, please do not hesitate to contact the Member Services Department at 1-888-747-2372 extension 2519 or via e-mail at memberservices@skatecanada.ca

Any incomplete forms will be mailed back unprocessed. **Due to the volume of registration, confirmation of receipt will not be supplied in any circumstances.**

Membership will be deactivated if paid by a cheque with insufficient funds (NSF). In addition an administration fee of \$25.00 will be charged on top of the member registration fee.