

PA Motivational Clinics

1. What is a PA Motivational Clinic?

The PA Motivational Clinics are for any individual who assists or wishes to assist with the delivery of the CanSkate Program in their club. These clinics provide an opportunity to develop teaching methods and leadership skills for Coaches and Program Assistants, to share motivational and teaching ideas that will enhance the delivery of the CanSkate program and at the same time ensure that the program is being delivered according to the National Standards.

2. Who can attend?

All Program Assistants and CanSkate Coaches are encouraged to attend. The recommended numbers are 5 - 30 Program Assistants. This is at the discretion of the club.

➤ PA's of all ages

Starting in the 2009-2010 skating season there will be two clinics offered within the PA Motivational Clinics:

1. "P1" (old clinic) is for the new Program Assistants or other PAs that want a basic introduction to CanSkate, what it means to be a PA and ideas to help make their role more fun.
2. "P2" (new clinic) is for returning Program Assistants that are interesting in possibly becoming a CanSkate coach or currently take on more responsibilities in their club.

➤ What about the coaches in your region?

The host committee and clubs should encourage the coaches in their region to attend these clinics even if they have attended the clinic the previous year. Remember the clinics are NOT training session for your Program Assistants. It is the Professional Coaches responsibility to train the clubs Program Assistants.

By returning to a clinic, the Clinician, Professional Coaches and Program Assistants have the opportunity to share ideas with the entire group thereby helping to make the CanSkate Session more interesting. It is the CanSkate Team consisting of the Skate Canada Professional Coach and Program Assistants that are the heart of the CanSkate Program. By the coach showing their support and interest in learning more to improve their existing program it can only inspire and motivate their Program Assistants.

3. Where are the PA Motivational Clinics held?

Each Region in the Manitoba Section is encouraged to host a PA Motivational Clinic in their Region. Each Region is responsible for choosing a location within their Region.

4. When are PA Motivational Clinics held?

PA Motivational Clinics are usually held in October through mid December. The PA Motivational Coordinator (host club representative) should contact the Skate Canada - Manitoba, Program Coordinator **no later than September 1st** with the date and location of the Seminar. This will help to ensure that there are no scheduling conflicts with other events.

5. What are the fees for the Clinics?

Program Assistants register for a minimal fee ranging from \$10 - \$35 depending on the clinic expenses such as mileage, etc. This fee includes lunch, snacks and handouts they will receive. All Professional Coaches attend for free!

Each region is encouraged to try to access additional funding through Sport Manitoba or outside sources to keep costs as low as possible for all participants. As well, each region has a budget, which should allocate funds towards this clinic.

6. Who leads the PA Motivational Clinics?

Skate Canada – Manitoba will provide a list of qualified Skate Canada - Manitoba Clinicians for the Region to choose their Clinician from. **This list will be distributed by June 1st preceding the event.**

7. Who pays for the PA Motivational Clinics?

Costs covered by both Skate Canada – Manitoba and the host region.

➤ **Skate Canada – Manitoba**

- ❑ Clinician fees (\$275)
- ❑ Clinician Contracts

➤ **Host Region**

- ❑ Cost of the facility
- ❑ Clinician travel expenses (as set by Skate-Canada Manitoba mileage policy)
- ❑ Handouts
- ❑ Advertisement of Clinic
- ❑ Healthy lunch, snacks and beverages
- ❑ Clinician hotel accommodations (if necessary)
- ❑ Clinician meals and snacks (same as skaters unless stated)
- ❑ Any other expenses incurred while hosting the clinic will be the responsibility of the Host.

8. What criterion must be met to host a clinic?

Regional Supervisors are responsible for finding a club in their region willing to host the PA Motivational seminar. This host club must be able to provide ice time, an off ice facility and a date that works for a PA Motivational Seminar Clinician.

The Regional Supervisor needs to contact the Skate Canada - Manitoba, Program Coordinator **no later than September 1, 2006** with the following information to officially book the clinic:

- Contact information for the PA Motivational Clinic Coordinator (club member of host club that will be in charge)
- The clinician selected for the clinic
- Location of the Clinic
- Date of the Clinic

Following the receipt of the above information Skate Canada-Manitoba will be responsible for developing contract and payment of selected Clinician to secure the date.

Additional responsibilities of the host:

➤ **SCHEDULING**

The club representative and the Clinician will develop a schedule. Approximate number of hours of ice required is 1 hour in morning starting at approximately 11:00 or 11:30 am. As well, an additional hour may be needed in the afternoon depending on the off-ice facility size. Please refer to template schedule attached to back of booklet.

➤ **FACILITY**

The off-ice portion requires a large classroom setting, which will allow skaters to move around freely. This also needs to be in an area that will allow the clinician and skaters not to be interrupted during discussions and activities.

Items listed will need to be provided at the facility the day of the clinic:

- Extension cords
- Chairs/tables (appropriate for number of participants)
- Flip char (and corresponding paper)
- Overhead projector
- TV/VCR
- Tape and CD player

➤ **DAY OF CLINIC**

- Providing a clean and safe facility for on and off – ice classes
- Three or four on – site volunteers will be required for the day.
- Conducting registration
- Provide lunch and snacks for the skaters and clinician

CHECKLIST FOR HOSTING A PA MOTIVATIONAL CLINIC

To Be Done	Who is responsible	Completed
June 1		
Receive approved Clinician Bio list from Skate Canada - MB	Regional Supervisor	<input type="checkbox"/>
August 15		
Establish a host club and a contact person at the host club.	Regional Supervisor	<input type="checkbox"/>
Provide host club with information of duties and clinician names	Regional Supervisor	<input type="checkbox"/>
Choose a date (assure it works for a clinician)	Regional Supervisor, Host along with Clinician	<input type="checkbox"/>
September 1		
Notify Skate Canada - Manitoba of the date, location, and clinician selected	Regional Supervisor	<input type="checkbox"/>
<ul style="list-style-type: none"> • Submit a complete budget form with anticipated expenses and revenue to Skate Canada – Manitoba (see attached) • Talk to Regional Supervisor to see what budget is allocated towards PA Motivational Seminars • Contact Sport Manitoba Regional Office for Funding Grant Information/Application 	Regional Supervisor and Host	<input type="checkbox"/>
Book the required ice time, a suitable off – ice facility and any necessary equipment.	Host	<input type="checkbox"/>
September 30		
Skate Canada-Manitoba to provide On-Ice Clinician with contract	September 30	<input type="checkbox"/>
6- 8 weeks prior to clinic		
Prepare a schedule (work with clinician) using template	Host and Clinician	<input type="checkbox"/>
Prepare the registration package for distribution to the clubs in your Region.	Host	<input type="checkbox"/>
4 weeks prior		
Arrange for on site volunteers (registration, supervision, music, foot, etc) Note: At least one volunteer must be present at all times during clinic.	Host	<input type="checkbox"/>
1- 2 weeks prior		
Arrange for healthy lunches and snacks.	Host	<input type="checkbox"/>
Discuss Clinic details with the arena staff. i.e. ice resurfacing	Host	<input type="checkbox"/>
<ul style="list-style-type: none"> • Tally up the number of skaters registered and make any necessary adjustments. • Provide final numbers to Clinician. 	Host	<input type="checkbox"/>
1 week prior		
Arrange for First Aid Supplies to be on hand.	1 week prior to clinic	<input type="checkbox"/>
Make up nametags for the skaters and coaches.	1 week prior to clinic	<input type="checkbox"/>

Day of the clinic		
<ul style="list-style-type: none"> • Set up a registration table. • Post schedules at registration table and in kitchen 	Host	<input type="checkbox"/>
Provide volunteer to help set up tables and chairs	Host and Clinician	<input type="checkbox"/>
Set up overhead projector, TV/VCR, flip char	Host and Clinician	
Hand out receipts (if requested).	Host	<input type="checkbox"/>
A member of club provides a welcome and introduction of clinician to commence clinic	Host	<input type="checkbox"/>
Assist the Clinician and skaters whenever needed.	Host	<input type="checkbox"/>
Take a group photo of skaters and coaches involved in the day as well as action photos during seminar.	Host	<input type="checkbox"/>
Be in attendance at the clinic to work with the on site volunteers.	Host	<input type="checkbox"/>
HAVE A GREAT TIME!!!	Everyone	<input type="checkbox"/>
Host club presents attendance certificates and crossing remarks	Host	<input type="checkbox"/>
Payment of Clinician Expenses (mileage, photocopying)	Host	<input type="checkbox"/>
At clinic/Within 30 days of clinic		
<ul style="list-style-type: none"> • Pay all expenses promptly • Complete post event report (attached) • Clinician fees will be paid by Skate Canada-Manitoba 	Host	<input type="checkbox"/>
<ul style="list-style-type: none"> • Return to Skate Canada – MB: <ol style="list-style-type: none"> 1. Post event report and 2. Clinician evaluation form 	Host	<input type="checkbox"/>

**Don't forget to contact Skate Canada –
Manitoba before September 1st with the date of
your PA Motivational Clinic!**

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Seminar	
Location	Date

Budget Form

INCOME	Proposed	Actual
Registration Fees		
Donations (cash)		
Other Donations (value)		
Miscellaneous		
Miscellaneous		
Miscellaneous		
Total Income		

Proposed
 Profit (Loss) _____

Actual
 Profit (Loss) _____

 Host signature Date

EXPENSES	Proposed	Actual
Ice Rental		
Team Manitoba Member Fees		
Accommodations		
Transportation		
Food		
Advertising		
Postage / Stationary		
Telephone		
Miscellaneous		
Miscellaneous		
Total Expenses		



Post Event Report

Seminar	
Location	Date

INCOME	Proposed	Actual
Registration Fees		
Admission		
Other Donations (value)		
Fundraiser		
Miscellaneous		
Miscellaneous		
Miscellaneous		
Total Income		

Profit (Loss) _____

Actual

Profit (Loss) _____

Host signature

Date

EXPENSES	Proposed	Actual
Ice Rental		
Team Manitoba Member Fees		
Accommodations		
Transportation		
Food		
Advertising		
Postage / Stationary		
Telephone		
Miscellaneous		
Miscellaneous		
Total Expenses		



Post Event Report

To be completed and submitted to the Skate Canada – Manitoba office within 30 days of the completion of the event.

Date: _____

Location: _____

On-Ice Clinician: _____

Number of Coaches: _____

Number of Participants: _____
Male Female

Levels of Participants: _____

Number of Volunteers Participating: _____

Please attach the following:

- Advertisement / Registration Package sent to clubs
- Schedule of Seminar
- List of Participants

Notes about the event:

GUIDELINES FOR TIME FRAME FOR PA MOTIVATIONAL CLINICS - P1

(30 minutes) - Registration / Introduction of Clinician

(15 minutes) - Icebreaker / Introductions / Outline of day

(30 minutes) - Overview of CanSkate Program

(25 minutes) - Role of PA

(10 minutes) - Treasure Hunt / (Bathroom)

(35 minutes) - Circuits

(20 minutes) - Snack and Skates On

(60 minutes) - ON ICE

(30 - 45 minutes) - LUNCH / VIDEO (discuss during video)

(60 - 75 minutes)- Props, Theme Days & Make N' Take

(10 - 15 minutes) - Snack and Skates On

(60 minutes) - OFF ICE optional - ON ICE if limited off ice space available

(30 minutes) Favorites, Evaluations, Certificates & Wrap-up