

Skate Amherstburg

CanSkate Coordinator Responsibilities

As the CanSkate Coordinator you are responsible for the structure of the program, following the Skate Canada Guidelines. Responsibilities include but are not limited to:

- Prior to the start of the season, preparing books with the skater's attendance sheets, badge sheets, pencils etc. The coordinator assigns skaters to the groups based on their badge level.
- Maintain books throughout the season.
- The coordinator will assign groups to designated coaches (coaches assigned by the schedule committee) and plan/create any necessary circuits to allow for the completion of all skills within a group. The coordinator will rearrange skaters and groups as needed to allow for new skaters. If an additional group is required, the coordinator will contact the schedule committee to assign an additional coach to the session.
- The coordinator will provide an ice layout to the designated volunteer for circuits for CanSkate sign set up.
- The coordinator will begin the session music (or recruit a volunteer) to do so.
- The coordinator will fill in as a group coach or program assistant as needed.
- The coordinator will work individually with skaters as necessary to test remaining skills to pass a badge.
- The coordinator will distribute badges/ribbons when a skater completes a stage. The badges and ribbons will be distributed at the same session whenever possible.
- If a skater is moving to Advanced CanSkate, the coordinator will notify the president who will communicate with the family to make the change along with notify the Advanced-CanSkate Coordinator.
- The coordinator will provide the books to Skate Amherstburg as needed to allow Uplifter to be updated.
- Fun Days:
 - The coordinator will organize and plan Fun Days for the following occasions: Halloween, Christmas, Valentine's. This includes planning/organizing special circuits and ensuring game props are available if needed. A volunteer will assist with set up of circuit props.
- Ice Show:
 - The coordinator will divide skaters into groups for the annual ice show and rearrange group time to accommodate ice show practice.
 - The coordinator will provide the costume chair with a list of groups.
 - The coordinator will assist the coach in timing and playing their music during CanSkate practice sessions.
 - The coordinator will assist with playing music on dress rehearsal night.
 - The coordinator will prepare ice patterns (refers to the exit and entry points through the curtain and the route followed on the ice).

Rate of Pay:

- Per CanSkate session: Coach rate for CanSkate Coordinator on ice duties
- CanSkate Supervisor Monthly Rate (off ice duties): \$225.00

Skate Amherstburg

Advanced-CanSkate Coordinator Responsibilities

As the Advanced-CanSkate Coordinator, you are responsible for the structure of the program, following the Skate Canada Guidelines. Responsibilities include but are not limited to:

- Prior to the start of the season, preparing books with the skater's attendance sheets, badge sheets, pencils etc. The coordinator assigns skaters to the groups based on their badge level.
- Maintain books throughout the season.
- The coordinator will assign groups to designated coaches (coaches assigned by the schedule committee) and plan/create any necessary circuits to allow for the completion of all skills within a group. The coordinator will rearrange skaters and groups as needed to allow for new skaters. If an additional group is required, the coordinator will contact the schedule committee to assign an additional coach to the session.
- The coordinator will provide an ice layout to the designated volunteer for circuits for sign set up.
- The coordinator will begin the session music (or recruit a volunteer) to do so.
- The coordinator will fill in as a group coach or program assistant as needed.
- The coordinator will work individually with skaters as necessary to test remaining skills to pass a badge.
- The coordinator will distribute badges/ribbons when a skater completes a stage. The badges and ribbons will be distributed at the same session whenever possible.
- If a skater is moving to Star 1-2 Ice, the coordinator will notify the president who will communicate with the family to make the change.
- The coordinator will provide the books to Skate Amherstburg as needed to allow Uplifter to be updated.
- Fun Days:
 - The coordinator will organize and plan Fun Days for the following occasions: Halloween, Christmas, Valentine's. This includes planning/organizing special circuits and ensuring game props are available if needed. A volunteer will assist with set up of circuit props.
- Ice Show:
 - The coordinator will divide skaters into groups for the annual ice show and rearrange group time to accommodate ice show practice.
 - The coordinator will provide the costume chair with a list of groups.
 - The coordinator will assist the coach in timing and playing their music during CanSkate practice sessions.
 - The coordinator will assist with playing music on dress rehearsal night.
 - The coordinator will prepare ice patterns (refers to the exit and entry points through the curtain and the route followed on the ice).

Rate of Pay:

- Per CanSkate session: Coach rate for Advanced-CanSkate Supervisor on ice duties
- Advanced-CanSkate Supervisor Monthly Rate (off ice duties): \$225.00

Skate Amherstburg will be responsible for the following CanSkate Duties for both CanSkate and Advanced CanSkate

- Prepare skaters name tags.
- PA attendance records and sign off for credits or volunteer hours as necessary.
- Set up CanSkate signs on the boards each session
- Assist with fun day prop set up day of.
- Volunteer will enter achievements and evaluations into uplifter.
- badges/ribbons (maintain inventory only)
- make available awards/treats for skaters such as stickers, prizes and/or candy for special days.

Break down of Monthly Off-Ice Tasks:

- September: Set up books (late start)
- October: Halloween fun Day
- November
- December: Christmas Fun Day and 2 weeks off
- January: update books for new registration
- February: Valentine fun day. Prepping for ice show.
- March: Ice show