



Skate Canada Program Delivery Standards for Clubs

The following criteria, grouped in 7 categories, have been determined as minimum standards for a Skate Canada club to operate efficient, well-organized, quality skating programs. Although only CanSkate and STARSkate (formerly the Test Program) are cited here, the information is generally applicable to other club programs.

1. CanSkate On-Ice Delivery

- minimum 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

2. 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
- (see item #7 for other standards relating to off-ice delivery)

3. STARSkate Program On-Ice Delivery

- minimum one 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 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.

4. STARSkate Program Off-Ice Delivery

- register participants as STARSkate skaters with Skate Canada
- 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.
(see Item #7 for other standards relating to off-ice delivery)

5. 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

6. 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

- know that coaches are expected to 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

7. Club Management / Operations

- 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 and STARSkate 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
- keep updated via Skate Canada's *Keeping in Touch* newsletter