



CANSKATE



MANUAL



teaching
CANADIANS
to skate since
1887



SKATECANADA

ACKNOWLEDGEMENTS

Contributing authors:

Monica Lockie	Lead consultant and developer of the revised CanSkate program; NCCP Master Learning Facilitator
Meredith Warner	Skating Programs Coordinator
Donna King	Senior Manager Skating Programs
Nicole Brady	Coaching Programs Specialist
Josée Bourdon	Manager Coaching Programs
Lynda Thompson	NCCP Learning Facilitator
Leona Boyle	NCCP Learning Facilitator
Heather McMahon	Coaching and Skating Programs Administrator

Layout/Graphics:

Dan Lamothe	Graphics & Publications Technician
Annie Bellemare	Manager Marketing & Sponsorship
Jenna Toms	Marketing & Branding Specialist
Zebra Studios	

Editors:

Sandee Elliot
Marianne Pushavetz
Donna King
Meredith Warner
Nicole Brady
Josée Bourdon
Denis Beaudoin

Our special thanks to:

- The CanSkate pilot coaches and clubs for their hard work, support and invaluable feedback during the CanSkate program piloting process
- The skaters and coaches who appeared in the video clips from the following skating clubs: Gloucester, Georgina, March-Kanata, Minto, Nepean, Glen Cairn, Markham, Unionville, Seneca, BC Centre of Excellence
- The coaches, skaters and executive of the Gloucester Skating Club for their ongoing assistance and support

We would also like to recognize the national LTAD Steering Committee and Learn to Skate stage working group for their vision and direction at the outset of the project.

And finally, we wish to extend our sincerest thanks to Monica Lockie for her vision, dedication and endless hours of hard work to bring the CanSkate revisions project to fruition.

HOW TO USE THIS MANUAL

The CanSkate manual contains information pertinent to a club's entire CanSkate team—coaches, club administrators, CanSkate coordinators and program assistants.

While all information is important, the guide below will help the team to determine which sections may be more relevant to them:

Section	Section Title	Information Required By
1	Introduction and Objectives	<ul style="list-style-type: none"> All
2	The CanSkate Team	<ul style="list-style-type: none"> All
3	Off-Ice Planning and Preparation	<ul style="list-style-type: none"> Coaches - for technical aspects Club administrators - for organizational aspects
4	On-Ice Technical and Teaching	<ul style="list-style-type: none"> Coaches - for on-ice teaching and assessment PAs - for viewing circuits, teaching aids
5	Program Assistant Training	<ul style="list-style-type: none"> Coaches - for technical training and planning Club administrator - for planning
6	CS Element Event	<ul style="list-style-type: none"> Coaches - for planning and on-ice execution Club administrators - for planning
7	Technical Resources <ul style="list-style-type: none"> CanSkate Skills Descriptions Pre-CanSkate Lesson Plans and Circuits CanSkate Report Card Pre-CanSkate Report Card Group Progress Sheets Sample Assessment Circuits 	<ul style="list-style-type: none"> Coaches - for technical on-ice teaching and assessment PAs - for viewing skills descriptions, circuits, teaching aids Club administrators - for viewing report cards
Appendix A	CanSkate Session – Suggested Songs	<ul style="list-style-type: none"> Coaches - for preparation of music for sessions
Appendix B	CanSkate Awards Chart	<ul style="list-style-type: none"> All
Appendix C	CanSkate Program Information and Overview (parent handout)	<ul style="list-style-type: none"> Coaches - for technical aspects of parent information session Club administrators - for off-ice planning/administration of parent information sessions
Appendix D	Equipment and Safety (parent handout)	<ul style="list-style-type: none"> All
Appendix E	Parent Meeting Agenda (template)	<ul style="list-style-type: none"> Coaches - for technical aspects of parent information sessions Club administrators - for off-ice planning/administration of parent information sessions
Appendix F	Customer Satisfaction Survey	<ul style="list-style-type: none"> Club administrators - for gathering feedback from customers on club programming
Appendix G	Glossary of Terms Please note that terms that appear in black bold type (lower case letters) throughout the manual are defined in the glossary.	<ul style="list-style-type: none"> Coaches - for clarification of technical terms



= refer to video/DVD

TABLE OF CONTENTS



1. Introduction and Objectives	1-1
2. CanSkate Team	2-1
3. Off-Ice Planning and Preparation	
• CanSkate Program Delivery Standards for Skate Canada Clubs	3-1
• The Program at a Glance	3-1
• Preparation – Parts of a Session	3-2
• Session Format	3-4
• Music	3-7
• Station Identification	3-10
• Grouping Skaters	3-10
• Group Identification	3-11
• Record-Keeping and Tracking Tools	3-12
• Awards and Incentives	3-13
• Teaching Aids & Props	3-15
• Parent Information Sessions	3-17
• Putting it All Together	3-18
• Sharing Ice/Private Lessons	3-19
• Readiness for CanSkate/Pre-CanSkate	3-19
• CanSkate Element Event	3-19
4. On-Ice Technical and Teaching	
• Philosophies	4-1
• Teaching Fundamentally	4-1
• Lesson Time	4-2
• Assessing Skills	4-3
• Group Rotation and Lesson Schedule	4-4
• Circuits	4-15
• CanSkate Lesson Plan Templates	4-19
• Teaching Variations for Different Age or Target Groups	4-114
5. Program Assistant Training	
• PA Training	5-1
• PA PowerPoint Slides	5-3
• Coach Guidelines – On-ice Session	5-24
• PA Workbook	5-27
• PA Evaluation Form	5-34
• PA certificate	5-36



6. CanSkate Element Event

• Technical Package.....	6-1
• On-site Personnel Specifications.....	6-8
• Distribution Schedule.....	6-9
• Performance Standards Charts	6-10
• Element Event Certificate.....	6-16
• Circuit Templates.....	6-17
• Pre-Event Meeting Agenda.....	6-23
• Parent Information and Entry Form	6-24

7. Technical Resources

• CanSkate Skills Descriptions and Performance Standards	7-1
• Pre-CanSkate Lesson Plans and Circuits	7-18
• CanSkate Report Card.....	7-29
• Pre-CanSkate Report Card.....	7-32
• Group Progress Sheets.....	7-34
• Sample Assessment Circuits	7-41
• Sample Name tag Template	7-51

Appendices

Appendix A: CanSkate Session – Suggested Songs

Appendix B: CanSkate Awards Chart

Appendix C: CanSkate Program Information and Overview (parent handout)

Appendix D: Equipment and Safety (handout)

Appendix E: Parent Meeting Agenda (template)

Appendix F: Customer Satisfaction Survey

Appendix G: Glossary