



## NEW COACH REGISTRATION Information

The 2010-2011 Skate Canada registration year runs from September 1, 2010 until August 31, 2011. All professional Skate Canada coaches must be registered for 2010-2011 in order to begin coaching. You must produce a copy of your current coaching member card to the club's or school's board prior to going on the ice. All individuals who are teaching skaters full or part-time in any Skate Canada organization, must register with Skate Canada as a professional coach and pay fees to the Association.

### **TO REGISTER AS A COACH YOU MUST COMPLETE THE FOLLOWING:**

- All Skate Canada professional coaches are required to complete a police clearance check through BackCheck which is valid for three years. Complete your check now at: [www.backcheck.net/skatecanada](http://www.backcheck.net/skatecanada). Once completed BackCheck will notify Skate Canada directly.

- **The Making Ethical Decisions** online evaluation (Official, Scored Test) must be completed prior to registering.

**Reference Material:** Members Only at [www.skatecanada.ca](http://www.skatecanada.ca)  
Coaching/NCCP/ NCCP Make Ethical Decisions – Reference Material

Here is where you will need to go to complete the online evaluation module titled (Official, Scored Test): **MED Online Module titled (Official, Scored Test): from CAC Website:**

English: <http://nccpeval.coach.ca/production/med/e/index.asp?Language=English>

Once you have successfully completed the online evaluation, you must include a copy of your MED evaluation results with your registration.

- First aid certification is required; please refer to the Skate Canada First Aid Certification Policy. You must include a copy of your valid first aid certificate with your registration.

### **SKATE CANADA FEES:**

Professional Coach Fee	\$100.00	Foreign Coach Fee	\$120.00
Liability Insurance Fee	65.00	Liability Insurance Fee	65.00
Accident Insurance Fee	0.65	Accident Insurance Fee	0.65

*A person who does not reside in Canada but who coaches at a Skate Canada club or skating school must register with Skate Canada as a foreign coach.*

Note: Refer to the Professional Coach Registration Form - New Coaches for the total applicable fees.

***New professional coach – For registration purposes, a new professional coach is one who was not a registered Skate Canada professional coaching member during the previous membership year.***



### **STEP 1 – COMPLETING AND SIGNING THE FORM**

Complete the registration form and ensure all of the information asked for is provided. An e-mail address must be provided as Skate Canada will be using e-mail as the primary form of communication.

When signing and dating the Professional Coach Declaration you are agreeing to comply with Skate Canada's Professional Coaches' Code of Ethics. A copy can be found in Members Only or in the Skate Canada Rule Book. Be sure to include the expiry date of your first aid certification on the form.

### **STEP 2 – WHAT TO INCLUDE WITH YOUR FORM**

- I have attached a legible photocopy of my first aid certificate (see First Aid Certification Policy).
- I have attached proof of NCCP Instruction-Beginner CanSkate trained or CanSkate certified or Primary STARSkate technical workshop or higher by way of letter from my Section Course Administrator or a copy of my Coaching Association of Canada transcript
- I have attached proof of MED (Official, Scored Test) completion
- I have included my payment; cheque made payable to Skate Canada, money order, Visa or MasterCard with number expiry date and verification number.

Any incomplete forms will be mailed back unprocessed

### **STEP 3 - WHERE TO SEND THE FORM**

Send payment and all required documents to:

Skate Canada  
865 Shefford Rd.,  
Ottawa, ON  
K1J 1H9

*Due to the volume of registration, confirmation of receipt will not be supplied in any circumstances.  
Registration will be processed based on date received*

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](mailto:memberservices@skatecanada.ca).



#### STEP 4 – ONCE REGISTRATION HAS BEEN PROCESSED

Log into the **Members Only** section of the Skate Canada website at [www.skatecanada.ca](http://www.skatecanada.ca)!

**You may print your coaching member card by clicking on Personal Profile and on the right hand side clicking on Coach Card. Your invoice and registration sticker will be mailed to you.**

**Upload your photo** for future coaching member cards and/or accreditation cards/tags. This can be done at any time during the season. To upload your photo simply click on **UPLOAD NEW PICTURE** and **BROWSE** your files for your photo. **Specifications for photos** are: Colour photos preferred. Photo size must be approximately 37 mm (1 1/2 in.) wide and 50 mm (2 in.) long. The photos must be a close-up of the head and shoulders so that the face covers approximately 65 to 75% of the photo. Photos must be clear, sharp and in focus.

Keep a close eye on first aid and screening expiry dates. You must ensure that these items are renewed before they expire so that your coaching membership stays active!

#### ***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 registered Skate Canada Professional Coach, you are still eligible to try Skate Canada tests without having to register as an Associate member.**