

## Renewing Coach Registration Information

The Skate Canada registration year runs from September 1 until August 31. Anyone who is instructing skating full-time or part-time in any Skate Canada organization must be registered as a Skate Canada professional coach for the registration year in which he/she is coaching. The coach must provide a copy of his/her current Skate Canada professional coach membership card to his/her Skate Canada organization prior to beginning instruction.

Competing coach – A Skate Canada professional coach wishing to compete must also register as an Associate member of Skate Canada through a Skate Canada club. A registered Skate Canada professional coach is eligible to try Skate Canada tests without having to register as an Associate member.

**Accessing Members Only** – Log into Skate Canada's website at <a href="www.skatecanada.ca">www.skatecanada.ca</a> and click on Members Only. Enter your 10-digit USERNAME (MEMBERSHIP NUMBER) and your password.

Skate Canada is pleased to provide you with an online registration option that allows for registration to be processed within two business days! Online registration will be available beginning Thursday, August 4, 2011 and is simple to use and ready whenever you are.

Screening and first aid certification must be up to date in order to register as a coach. **Screening must be completed through BackCheck only; no other criminal background checks will be accepted.** See Members Only for instructions on completing the screening process and for a list of qualifying first aid courses. Please refer to your enclosed registration form for expiry notifications.

## **TO REGISTER ONLINE:**

Log into Members Only and click on PERSONAL PROFILE/GENERAL INFORMATION.



Ensure all of the information listed is correct (name, address, date of birth, etc.). If any information has changed, click on the appropriate field and type in the correct information. Once you have completed editing, click on the **SAVE CHANGES** button at the bottom of the screen to update and save any changes to your personal information. Note that the **REGISTER** button will <u>not</u> update or save any changed information.



Click on **UPLOAD NEW PICTURE** to upload a photo for your professional coach membership card. Click on

Save Changes Upload New Picture

**BROWSE** to find your photo and then click on **UPLOAD** to add it to your file. **Specifications for photos are:** Colour

photo preferred. Photo size must be approximately 37 mm (1 1/2 in.) wide and 50 mm (2 in.) long. The photo must be a close-up of the head and shoulders so that the face covers approximately 65 to 75% of the photo. Photo must be clear, sharp and in focus. Click on **RETURN**.

Next, you must report the Skate Canada clubs/skating schools where you will be coaching. Click on **ORGS**WHERE COACHING. Enter the Skate Canada club or skating school ID number. If you are unsure of the number, click on the **FIND ORGANIZATION** button. Find the correct club or skating school and then click on **ADD** to include it on your file. Once you have added all of the organizations where you coach, click on **RETURN** at the bottom of the screen.

Click on the **REGISTER** button at the bottom of the screen.

Member Registration Year Registration Requested Section	09/10 N	Current Skate Canada Registration Year	10/11
	National Office	•	Register
Save Changes Upload New Picture			

NOTE: When submitting your registration you are agreeing with the Professional Coaches' Declaration and you confirm your compliance with Skate Canada's Professional Coaches' Code of Ethics and agree to abide by the Coaches' Code of Ethics and all Skate Canada rules and policies.

Click on **CONTINUE.** Enter the payment information and then click on **SUBMIT TO SKATE CANADA**.



The confirmation screen that appears may be printed for your records. Online registration is processed within two business days.

## TO REGISTER MANUALLY:

Review the enclosed Professional Coach Registration Form and update any incorrect information directly on it. Sign and submit the form along with payment and any required documentation to Member Services by mail, fax or email. Due to the volume of registration, confirmation of receipt will not be supplied under any circumstances. Registration is prioritized based on date received and may take up to three weeks to process.

## **ONCE REGISTRATION HAS BEEN PROCESSED:**

Your professional coach membership card will be mailed to you. You may also print your Proof of Coaching Registration by accessing your personal profile in Members Only. Remember to 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!

**Member Services Contact Information:** Email: <a href="memberservices@skatecanada.ca">memberservices@skatecanada.ca</a>
Tel: 1.888.747.2372 | 865 Shefford Road, Ottawa, ON K1J 1H9 | Fax: 1.877.211.2372