



New 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.

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

Foreign coach – For registration purposes, a foreign coach is one who does not reside in Canada but who coaches at a Skate Canada club or skating school.

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 www.skatecanada.ca and click on Members Only. Enter your 10-digit USERNAME (MEMBERSHIP NUMBER). The first time you access Members Only, you must enter your last name as your password and you will then be prompted to change it.

TO REGISTER AS A COACH YOU MUST HAVE COMPLETED THE FOLLOWING:

1) NCCP Qualifications

Your National Coaching Certification Program (NCCP) Trained and/or Certified status must be valid and a copy of your transcript, certificate or a letter from your Section Course Administrator must be included with your registration.

2) First Aid Certification

A copy of your valid first aid certificate must be included with your registration. CPR is not acceptable. Refer to the attached Skate Canada First Aid Certification Policy for more information.

3) Screening

All Skate Canada professional coaches 18 years of age or older must complete screening through **BackCheck**. No other criminal background checks will be accepted. BackCheck’s screening is valid for three years. Coaches who have not reached the age of 18 years at the time of registration will have one month from their 18th birthday to complete the

screening. Once completed, BackCheck will notify Skate Canada directly. Complete this screening now at: www.backcheck.net/skatecanada.

4) Make Ethical Decisions (MED) Online Evaluation

This online evaluation is mandated by the Coaching Association of Canada (CAC) and is administered through their website at www.coach.ca. Any questions regarding this online evaluation should be directed to the CAC at coach@coach.ca. Reference material for the Make Ethical Decisions online evaluation is available in Members Only under Coaching/NCCP/NCCP Make Ethical Decisions. Once you have successfully completed this online evaluation, you must include a copy of your MED evaluation results with your registration form. **Note that *only* the Comp-Int MED evaluation will be accepted.**

SUBMITTING YOUR REGISTRATION:

Once the items listed above have been completed, fill out the attached registration form and submit it along with payment and the required documentation to Skate Canada by mail, fax or email.

Note: 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.

Upload a photo for your professional coach membership card by logging into Members Only and clicking on Personal Profile/General Information. Click on the UPLOAD NEW PICTURE button at the bottom of this screen. BROWSE your files for your photo and then click on UPLOAD. **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.

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 logging into Members Only and clicking on Personal Profile/Proof of Coaching Registration to access it. 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: memberservices@skatecanada.ca
Tel: 1.888.747.2372 | 865 Shefford Road, Ottawa, ON K1J 1H9 | Fax: 1.877.211.2372



FIRST AID CERTIFICATION POLICY

The St. John's Ambulance and Red Cross courses continue to be the preferred first aid courses. However, in extenuating circumstances (most commonly geographical limitations or job-related courses) other first aid courses may be considered for approval by the Skate Canada Coaching and Skating Programs Department and consequently be submitted for the purposes of certification and accreditation.

Courses other than St. John's Ambulance or Red Cross must satisfy the following five criteria in order to be approved:

- The course must be a minimum of seven hours in length;
- The course must have an expiry of three years or less;
- The course must include a written test;
- The course must incorporate a practical component (e.g. slings, splints, etc.)
- The course must be emergency related.

First Aid for Health Care Professionals

Coaches who are an active member of a group of licensed health care professionals (e.g. fire fighters, nurses, chiropractors, physiotherapists, police, athletic therapists, etc.) are not required to complete an additional first aid course for the purposes of certification and accreditation. The Coaching and Skating Programs Department will investigate these requests as they arise in order to determine if the coach's previous first aid training does in fact meet the minimum criteria. These individuals must provide proof of their current employment license and/or certificate outlining the expiry date when submitting their Skate Canada Professional Coaching Membership form.

Approved First Aid Courses:

St. John's Ambulance	Red Cross	CSST (Québec)
Réjean Canuel (Saguenay/Lac St-Jean)	Level A – Heart Beat Inc Emergency First with CPR Winnipeg, MB	Critical Care – First Minutes Emergency Care
Vital Signs	Consultant CAMI	National Lifeguard
EMP Canada Medic FA	Sports Medicine Council AB's Athletic FA	SK Sports Medicine & Science Council Sport FA
Sport Med BC	Lifesaving Society	HeartSafe Emergency First Aid & CPR (A)
First Aid in the workplace	Lifesaver 101	Active Canadian Emergency Training
ProFirstAid	ProFirstAid Basic	Action First Aid
Perri-Med		

Coaches must include a copy of their First Aid Certificate when submitting their Skate Canada Coaching Registration.

DEAR COACH,

As a prerequisite to registering with Skate Canada, you are required to complete a Criminal Record Check online via myBackCheck.com. This check can be completed in three simple steps!

www.backcheck.net/skatecanada



STEP 1

REGISTER:

Create your own personal account.

STEP 2

ORDER & CONSENT:
Provide your information and consent to the check online.

myBackCheck.com
Order • Store • Manage & Share your background check

Canada Post Physical Identification Form

Section 1 - Instructions for the Canada Post Retail Clerk

1. Obtain two (2) pieces of identification from the applicant and a photo ID to applicant via their website.
2. Compare the information in the signature block section below with the identification provided by the applicant and the likeness of the person appearing before you.
3. Ensure the applicant's identity information is present in the signature block and obtain their signature.
4. Complete the identity questions in the signature block and affix your Canada Post date stamp.
5. Scan two pieces of identification and the signature block section.
6. Complete the BackCheck transaction in RPS to transmit the 3 images.

STEP 3

VERIFY ID:
Print the ID Verification form and take it, along with 2 pieces of ID to a Canada Post location near you.

Section 2 - To be completed by applicant and Canada Post Retail Clerk

I acknowledge that information contained on this form is accurate. I acknowledge that I have provided consent and agreed to the terms and conditions presented to me when I completed my submission online at myBackCheck.com to obtain my Canadian Criminal Record Check.

Signature of Carolyn Betty Lewis: ▼	Date: ▼ 2010/7/12
Canada Post Date Stamp (Witness)* ▼	Maiden Name(s) & Other names: ▼ Betty
	Place of Birth (City/Country): ▼ Vancouver Canada
	Gender: ▼ Male
	Birth Date: ▼ 1982/03/24
The ID provided is consistent with the information provided in Section 2. <input type="checkbox"/> Yes <input type="checkbox"/> No	Position Applied For: ▼ Member
The likeness of the person appearing before me is consistent with the photo ID provided. <input type="checkbox"/> Yes <input type="checkbox"/> No	Requesting Organization: ▼ Skate Canada / Patinage Canada

Questions? Phone 1.877.455.6699 or Email support@mybackcheck.com

That's it! We will receive the forms from Canada Post and within one business day your check will be completed and automatically shared with Skate Canada. You can also log in to your myBackCheck.com account to view results online.



Professional Coaches'

Code of Ethics

PROFESSIONAL COACHES' CODE OF ETHICS

1.0 SKATE CANADA MISSION STATEMENT

Skate Canada is an Association dedicated to the principles of enabling every Canadian to participate in skating throughout their lifetime for fun, fitness and/or achievement.

2.0 PURPOSE OF CODE

The Professional Coaches' Code of Ethics has been developed to aid coaches in achieving a level of behaviour that will allow them to assist their athletes in becoming well-rounded, self-confident and productive human beings. The athlete/coach relationship is a privileged one and professional coaches play a critical role in the personal as well as athletic development of their athletes.

To create and maintain a positive and successful learning environment, all stakeholders involved in our sport (athletes, parents, coaches, officials and volunteers) must share a common vision and understanding of their role as their actions ultimately contribute to, or undermine, the existence of a positive skating environment. All Skate Canada Professional Coaches are responsible for establishing and maintaining ethical coaching behaviour.

3.0 ETHICAL OBLIGATIONS TO THE SPORT AND THE PROFESSION

- 3.1) At all times conduct oneself in a manner which does not have a material adverse effect on the sport of skating, or on the goodwill and reputation of Skate Canada. Support and promote Skate Canada, its programs and the sport of skating.
- 3.2) Be familiar with and adhere to the standards of coaching as defined under Section 2400 of the Skate Canada Rulebook.
- 3.3) Be familiar with and conduct oneself in accordance with ISU, Skate Canada, Section and club/school rules, policies, regulations and programs so as to be able to produce a positive skating environment in a professional manner.
- 3.4) Actively participate in the development and/or maintenance of desirable coaching standards in our sport (practice, education, certification and working conditions) and maintain professional competence by continually upgrading one's education in the sport and in related fields beneficial to skating (e.g. the performing arts, sport science, sport psychology, officiating, etc.).
- 3.5) Initiate and support actions that are required to meet the needs of the athletes, the club/school and skating in general with coaching colleagues, judges/evaluators and club/school officials.
- 3.6) Accept personal responsibility for providing and delivering coaching services in a safe and professional manner.

- 3.7) Negotiate coaching contracts in good faith and adhere to their terms.
- 3.8) Accurately represent one's technical, educational and professional credentials and resume.
- 3.9) Dress in a neat, clean and appropriate manner that is becoming of a member of this profession.
- 3.10) Give back a certain portion of time, effort and knowledge to our sport as a volunteer.
- 3.11) Coaches may produce resumes, flyers, pamphlets, web pages or other promotional material to advertise and promote their services, qualifications and experience and may distribute this information to individuals when requested by those individuals.
- 3.12) Coaches may advertise their services, qualifications and experience on-line, and through advertisements in print media (e.g. newspapers or Yellow Pages).
- 3.13) Provided the club or skating school has granted the same permission for all coaches, coaches may display a resume, flyer, brochure, or advertisement for their coaching services or lesson availability on a club bulletin board, club web site or club newsletter.
- 3.14) Coaches may participate in self-promotional activities that do not violate other clauses in this code.

4.0 ETHICAL OBLIGATIONS TO ALL INDIVIDUALS

- 4.1) Exhibit the important character traits of honesty, integrity, fairness, reliability/ dependability and cooperation when dealing with all participants in the sport so as to bring credit to the profession.
- 4.2) Treat everyone fairly within the context of their activity regardless of skating ability and participation goals.
- 4.3) Be a positive role model and encourage sportsmanship by demonstrating respect, courtesy, and positive support for all athletes, coaches, officials and volunteers at all times. Do not engage in actions (verbal or physical) that unfairly disadvantage a given athlete (or athletes) over another. Actively encourage athletes to learn and uphold the rules of their sport and the spirit of such rules.
- 4.4) Refrain from engaging in conduct which constitutes personal harassment or abuse of power in relation to another Skate Canada member. For these purposes:
 - a) "Personal harassment" is defined as improper conduct (comment, conduct, or gestures), which is directed toward an individual, and which is offensive or harmful to that individual, and which the person making the comment, conduct, or gestures knows or ought to know is unwelcome or unwanted.
 - b) "Abuse of power" is defined as conduct which involves the improper use of power, trust or authority inherent in a position held, which is directed toward an individual, and which

- endangers the job or performance of the individual, or undermines his or her job or performance, or in any way interferes with or influences the performance or career of that individual.
- c) This conduct includes verbal, psychological and physical forms of behaviour, is demeaning, belittling, or causes personal humiliation or embarrassment, and may be on a one-time or continuous basis.
 - d) This conduct does not have to be made with the intent to harass or to abuse power, as the case may be, to constitute harassment or abuse of power;
 - e) The conduct takes place at or during the course of any Skate Canada business or skating activity or event (including business or skating activities or events of member organizations); or, outside of those situations, when the conduct occurs between members of Skate Canada, and the conduct adversely affects Skate Canada skating environment.
- 4.5) Refrain from engaging in conduct which constitutes discriminatory or sexual harassment. Discriminatory and sexual harassment, whether verbal, physical, or institutional, is unacceptable and will not be tolerated by Skate Canada.
- a) Discriminatory harassment is defined as improper behaviour (comment, conduct, or gestures), which is directed toward an individual or group of individuals, and which is related to or motivated by the race, national or ethnic origin, colour, religion, age, marital status, family status, disability, or pardoned conviction of that individual or group of individuals, and which is offensive to that individual or group of individuals, and which the person making the comment, conduct, or gestures knows or ought to know is unwelcome or unwanted. This improper behaviour, which may be on a one-time or continuous basis, is insulting, intimidating, humiliating, malicious, degrading, or embarrassing. The improper behaviour does not have to be made with the intent to harass or discriminate, to be in violation of this policy.
 - b) Sexual harassment is defined as improper behaviour (comment, conduct, or gestures), which is directed toward an individual or group of individuals, and which is related to the sex or sexual orientation of that individual or group of individuals, and which might reasonably be expected to cause offense or humiliation to that individual or group of individuals, or which might reasonably be perceived by the individual or group of individuals as placing a condition of a sexual nature on employment, or on any opportunity for training or advancement. Sexual harassment may be directed at members of the same sex or the opposite sex. This improper behaviour, which may be on a one-time or continuous basis, is insulting, intimidating, humiliating, malicious, degrading, or embarrassing. The improper behaviour does not have to be made with the intent to harass or discriminate, to be in violation of this policy.
- 4.6) Never advocate or condone the use of illegal drugs, banned or performance enhancing substances.

5.0 ETHICAL OBLIGATIONS TO ATHLETES/PARENTS

- 5.1) Provide the athlete and parent/s with a current copy of the Skate Canada Coaches' Code of Ethics and review the code with the athlete and parent(s).
- 5.2) Assist the athlete in determining realistic goals and objectives in the sport.
- 5.3) Provide the athlete and parent/s with the information necessary to enable them to choose a realistic and affordable course of action to achieve their goals and objectives. Involve parents in management decisions pertaining to their children's development.
- 5.4) Maintain the best interests of the athlete at heart at all times and communicate regularly and effectively with the athlete and parent(s) as to the athlete's progress, changes in Skate Canada rules or club regulations, or other important or relevant information affecting the athlete's participation in the sport.
- 5.5) Place the emotional and physical well-being of the athlete ahead of a personal desire to win.
- 5.6) Be aware of the influence one can exercise over one's athletes and never abuse this trust or position of power.
- 5.7) Avoid making promises or giving guarantees to the athlete and/or parent(s) of test or competitive achievement but rather endeavour to restrict dialogue to the athlete's personal skating development.
- 5.8) Clearly outline your available coaching services including cost and method of payment prior to providing any services as agreed or contracted by your athlete/parent.
- 5.9) Invoice the athlete/parent for services performed and only for the appropriate value. Invoicing athletes/parents for lessons or professional time not provided or to be provided in the future is not acceptable.
- 5.10) Respect the fact that an athlete and/or parent/s have the right to contract the services of another coach to either replace or supplement the athlete's instruction.
- 5.11) Abstain from the consumption of alcoholic beverages or use of tobacco in the presence of athletes in the training environment. Coaches should be role models for athletes and encourage healthy habits.

6.0 ETHICAL OBLIGATIONS TO PROFESSIONAL COLLEAGUES

- 6.1) Strive to create and maintain cooperative relationships with coaching colleagues for the purpose of ensuring a positive skating environment.
- 6.2) Refrain from criticizing another coach's teaching methods, techniques and/or opinions unless done so with the coach's knowledge or permission.

- 6.3) Respect the fact that a coach becomes the base coach of an athlete from the moment that an athlete contracts the services of that coach, whether individually or in a group situation, and that other coaches must initiate discussion about an athlete's training only through the base coach.
- 6.4) Respect a coach/athlete and/or parent/s' relationship and not solicit or cause to be solicited, directly or indirectly, or through a third party the athlete/s of another coach.
- 6.5) Coaches may respond to athletes or parents who approach them and ask questions regarding their services, experience, qualifications, teaching methodology and coaching philosophy.
- 6.6) Pursue the following course of conduct in the event that any of the following or similar situations occur:
 - (a) To communicate clear, precise guidelines or parameters to a coaching colleague whose services one wishes to retain on a temporary or permanent basis to assist, supplement or replace one's services currently being rendered and to communicate these parameters to the athlete and/or parent/s.
 - (b) To obtain authorization and clear, precise instructions from a coaching colleague as to what the coach wishes to be done with the athlete in the absence of the coach or agreed upon team coaching situation and do nothing to undermine the base coach/athlete and/or parent/s' relationship.
 - (c) To immediately advise a coaching colleague and seek confirmation from that coach that all undisputed coaching and/or related skating bills are paid or arranged to be paid to the reasonable satisfaction of the coach and/or club upon being approached by an athlete and/or parent/s who request to contract your services. This is to ensure that the proper procedure occurs when taking on a new athlete as a student. The parent should have discussed the situation with the previous coach and informed him/her of the change to the new coach. All bills should have been paid to the former coach prior to coaching a new student.

7.0 VIOLATION OF THE PROFESSIONAL COACHES' CODE OF ETHICS

- 7.1) All violations are to be dealt with according to the Club Dispute Resolution Procedures Policy or Section Dispute Resolution Procedures. Contact your Club or Section Office for a copy of the dispute resolution process to be followed. An individual may apply to Skate Canada to have a violation dealt with under the Membership Complaints Policy or Membership Harassment Policy if applicable.
- 7.2) Skate Canada reserves the right to publish the name, penalty, reasons for penalty, and expiry of penalty (if applicable) for any professional coaching member who has violated this code, the Membership Complaints Policy, Membership Harassment Policy or any other Skate Canada rule or policy.



Professional Coach Registration Form September 1, 2011 through August 31, 2012

New coach membership fees for the 2011-2012 membership year are:

Total amount due from Ontario coaches (includes \$5.25 Ontario Insurance Sales Tax)	<input type="checkbox"/> \$ 170.90
Total amount due from Quebec coaches (includes \$5.91 Quebec Insurance Sales Tax)	<input type="checkbox"/> \$ 171.56
Total amount due from coaches outside Ontario and Quebec	<input type="checkbox"/> \$ 165.65
Total amount due from foreign coaches	<input type="checkbox"/> \$ 185.65

First Name: _____ Last Name: _____

Maiden Name: _____ Birth Date (mm/dd/yyyy): _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone (daytime): _____ (evening): _____ Fax: _____

Email Address: _____

Skate Canada Registration Number: _____ CC number: _____ Gender: F M

Please indicate the Skate Canada organizations where coaching (attach a separate sheet if more space is required):

Organization _____ Organization Number _____

Organization _____ Organization Number _____

Organization _____ Organization Number _____

This registration form MUST be accompanied by:

Screening must already have been completed through **BackCheck** in order to register as a Skate Canada professional coach. Applies to all coaches over 18 years of age.

A copy of your NCCP coaching qualifications

A copy of your valid **first aid** certificate (CPR is not acceptable)

Proof of completion of the Make Ethical Decisions (MED) online evaluation (**Comp-Int MED**)

Payment (cheques and money orders made payable to Skate Canada). Please provide the following information:

Cheque or Money Order Visa MasterCard Credit Card Number: _____

Verification number (3-digit number printed on the back of the card): _____ Expiry date (mm/yy): _____

*****FORMS SUBMITTED WITH INCOMPLETE DOCUMENTATION WILL BE RETURNED UNPROCESSED*****

Coach Declaration:

I hereby apply for membership with Skate Canada. I attest that I meet all qualifications required as per Skate Canada Rule 2400. I also attest that I hold a valid first aid certificate with an expiry date of _____ (copy attached). If accepted, I further hereby confirm that I have fully read the terms of the Code of Ethics and agree to accept the terms and be bound by this Coaches' Code of Ethics.

Signature: _____ Date: _____

Mail form to: Skate Canada
865 Shefford Road
Ottawa, ON K1J 1H9

Fax form to: 1.877.211.2372

Email form to: memberservices@skatecanada.ca