

BDRA LEARN-TO-SKATE COORDINATOR

November 5, 2018



OVERVIEW

1. Major Responsibilities

Coordinate all on-ice and off-ice activities for the Learn-to-Skate (LTS) program.

Work with ice-scheduler to ensure appropriate dates and times are selected for participants aged from 2-7.

Recruit volunteers to provide on-ice or off-ice assistance as required prior to and during the season. Ensure adequate numbers of volunteers are scheduled for each session.

Provide recommendation to the Board for the selection of the paid position On-Ice LTS Coordinator, who will develop practice plans and lead the on-ice portion of the program

Be the communication liaison between the parents, On-Ice LTS Coordinator and the Board.

Maintain a weekly record of attendance of all participants.

Submit expected number of participants to Board prior to and for picture night (verify with parents).

Should participant have the skills to move to U8, provide suggestion to parent(s) regarding option of practicing with U8 or moving to the U8 program.

Support Chair persons and sub-committees as required

2. Important Dates

Summer	Recruit LTS On-Ice Coordinator as per direction of Board
August 1	Submit suggestion(s) to Board for paid LTS On-Ice Coordinator position
August 15	Hire LTS On-Ice Coordinator
August 15	Contact previous season LTS Volunteers to verify if they can help for the new season
September 1	Request registration list to start developing required number of volunteers
October 1	Pre-season meeting with On-Ice LTS Coordinator to discuss numbers, volunteers and review practice plans/schedule.
September	Two weeks prior to first session, send email to registered parents welcoming them and providing them with information regarding program including picture night (ask for volunteers).
Oct + All season	Attend first ice session and meet with parents + hand out jerseys and keep record of who has what jersey number. Attend further ice sessions as required but a minimum of one per month.

December	Review progression of participants with On-Ice Coordinator and recommend movement of capable participants to U8 Program. Discuss with U8 house league convener.
All season	Communicate with On-Ice Coordinator, parents, volunteers and Board.
All season	Identify new coaches/volunteers (we all need to contribute here).
All season	Help promote the LTS program as required.

3. Supporting Committees and Positions

Player Development Chair	(Ongoing Communication)
U8 House League Coordinator	(Ongoing communication)
Secretary	(Ongoing communication)
Registrar	(Email blasts as required)
Equipment Chair	(Tim Horton's jerseys, equipment swaps, etc.)
Privacy Officer	(required screening documents)
Social Media/Publicity	(as required)

4. Important Resource Links

Important Links

<http://www.barrieringette.ca>

<https://www.coach.ca/>

<https://ontario-ringette.com/>

5. Comments

This program works extremely well in conjunction with the U8 program. Participants at the LTS level range in capability from unable to stand to skating well without assistance. Once it is felt that the participant is capable of moving to the U8 level the discussion should be had with the parents regarding movement from LTS to U8. We have typically given the parents the option of playing full U8 (pro-rated fee) or just practicing with the U8 (no change in fee) at the other end of the ice. The goal is to move the player beyond LTS and into the U8 program as soon as possible, provided their skating is adequate for what would be expected in that program.

It is typical to expect 50 to 75% of the participants to have very little skating experience (if any). The number of non-skaters will dictate how many volunteers you will need to ensure the participants are learning in a healthy and happy environment. For the non-skaters, the expected ratio should be 1:1 until they are capable of standing and shuffling on their own. It is recommended that the initial communication with the parents a minimum of two weeks prior to the start include a request for their child's skating experience so that proper numbers of volunteers can be scheduled. A reduction if volunteers will be needed as the season progresses. Note that excess volunteers can typically be reassigned to the U8 program should it occur at the same time.

6. Other

Coordination with the LTS On-Ice Coordinator, volunteers and parents is important. Practice plans should be developed and shared with the volunteers a minimum of 24 hours prior to the scheduled ice-time (preferably 48 hours) to ensure they know what to expect.

Props and other toys (stuffed animals, rubber chickens, balloons, bean bags, etc.) should be incorporated into the program to ensure the participants are having fun while learning. These items should be added at the discretion of the LTS On-Ice Coordinator and may need to be purchased by BDRA as requested. This information should be relayed to the LTS Coordinator for approval by the Board.

APPROVAL AND AUTHORITY TO PROCEED

This committee approves the details of this position as described above.

Name	Title	Date

Current BDRA
President
Approved By _____ Date _____

Current BDRA
Secretary
Approved By _____ Date _____