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| Policy Title: | MPPSC Hiring Policy |
| Effective Date: | June 4, 2025 |
| Revised Date: | N/A |
| Policy Owner: | Coaching Director, Synchro Program Director and Vice President |

Purpose:

The purpose of the skating club hiring procedure is to establish a clear, consistent, and fair process for selecting qualified individuals who align with Skate Canada's mission, values, and standards to coach at the Mount Pearl Paradise Skating Club (MPPSC). This policy ensures that all coaches possess the necessary certifications, experience, and character to create a safe, inclusive, and high-quality environment for all members. By maintaining professionalism, promoting transparency, and upholding safety standards, the hiring process supports the long-term success, integrity, and growth of the skating club.

Criteria Statement:

Candidates will be selected based on the following criteria:

- Be in good standing* with relevant certifications and qualifications (e.g., NCCP coaching levels, first aid, SafeSport)
- Experience appropriate to the role (coaching, administration, program assistance, etc.)
- Reference Check when needed
- Strong communication, leadership, and interpersonal skills
- Alignment with the Skate Canada's mission, values, and commitment to a safe, inclusive environment
- Availability and reliability to meet program and scheduling needs

Definitions:

Athlete/skater: A person who participates in sports or other physical activities organized by our organization.

Club: A not-for-profit organization that is operating for the general purpose of providing Skate Canada skating programs and is managed by a volunteer board of directors ([see MPPSC Constitution](#)).

Coach: An individual responsible for training and instructing athletes within the club registered in good standing with Skate Canada.

Hiring Committee: A hiring committee is a group of individuals responsible for managing the recruitment process, including reviewing applications, interviewing candidates, and making hiring recommendations based on set criteria. This may include board members, coaches, or program coordinators.

Member: Each person that meets the requirements of any of the three Member classes as defined in Article 3 hereof [of the Skate Canada bylaws] and that has been duly admitted as a member of Skate Canada.

MPPSC: Mount Pearl-Paradise Skating Club

Policy and Procedures:

Policy:

The skating club is committed to a fair, transparent, and consistent hiring process to ensure all staff and volunteers are suitably qualified and aligned with Skate Canada's mission and values. All hiring decisions will be based on clearly defined criteria, including relevant certifications, experience, background checks, and a demonstrated commitment to creating a safe and inclusive environment for all members.

Procedures:

1. Pre Canskate & Canskate Coaching Jobs:

1. Resume Submission

- Coaches submit their resume to the Canskate Coordinator.

- Interested applicants must submit a skating resume, updated with:
 - NCCP Certification Level
 - Coaching experience
 - Commitment to furthering education

2. Hiring Prioritization Criteria

Hiring is based on a combination of seniority, experience, commitment, and best fit with the programs. Coaches are grouped with that in consideration. These specifications are shared with coaches prior to hiring.

Special Consideration:

- Coaches who miss a season due to maternity leave, education, health, etc. are not penalized.
- If absent for 3 consecutive years, they are removed from the priority list.
- Mount Pearl Paradise Skating Club registered members are given priority.
- Newer coaches working toward certification may move up the list as progress is shown.
- Returning coaches are not guaranteed their spot year to year.

3. Selection Committee:

Hiring decisions are made by a committee consisting of: Program Director, Coaching Director and Additional Board Member (if required).

4. Job Description

Job offers will include:

- Required NCCP Certification Level
- If administrative are required duties (e.g. Group Manager, coach)
- Sessions available
- General Coaching Contract terms with Payscale

5. Interviews & References

- Interviews may be required for applicants or coaches applying for new roles.
- Reference checks may be completed as part of the evaluation process.

6. Contract & Assignment

- Coaches will be offered a General Club Contract.
- Contracts outline expectations, role duties, and session assignments.
- Session placements are not guaranteed and can change yearly based on program needs and performance.

7. Development Opportunities

- Entry-level coaches may be offered fill-in or assistant coaching roles as an introduction.
- Coaches are encouraged to further education through NCCP and in-house mentorship.
- The club supports development and retention of new coaches.

8. Performance Review

- Coaches are subject to informal performance reviews.
- Feedback may be requested by the coach or offered by leadership.
- Debrief sessions or coaching discussions are available upon request.

2. IntroSTAR:

1. Job Posting & Resume Submission

- All interested coaches must submit an **Expression of Interest** indicating:
 - Availability
 - Certification level (NCCP)
 - Commitment to sessions
 - Resume can be added to EOI

2. Hiring Prioritization Criteria

Seniority – Coaches with long-term history and service with the club are prioritized.

Experience & Consistency – Consideration is given to:

- Coaches who apply to both sessions for consistency
- Coaches with base students (for continuity from INTROstar to Junior)
- Coaches with previous experience of the INTRO STAR program.

Best Fit – Assessed based on coaching style, certification, and ability to work within team structure.

Certification Requirement – Must have at minimum of **Regional “In Training” status** or higher to be eligible to teach **STAR** level programming

Session Numbers – Hires are made according to registration **numbers and demand**. The ratio is 1 coach per 6 registered skaters

3. Selection Committee:

Hiring decisions are made by a committee consisting of: Program Director, Coaching Director and Additional Board Member (if required).

4. Job Description & Offers

Offered positions will clearly state:

- Required NCCP Certification Level
- Hours available for coaching
- General expectations and responsibilities

5. Interviews & References

- Interviews may be required for applicants or coaches applying for new roles.
- Reference checks may be completed as part of the evaluation process.

6. Contract & Assignment

- Coaches will be offered a General Club Contract.
- Contracts outline expectations, role duties, and session assignments.
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- Coaches are encouraged to further education through NCCP and in-house mentorship.
- The club supports development and retention of coaches.

8. Performance Review

- Coaches are subject to informal performance reviews.
- Feedback may be requested by the coach or offered by leadership.
- Debrief sessions or coaching discussions are available upon request.

9. Mentorship & Development

- Mentoring opportunities can be arranged for developing coaches

- Shadowing on sessions may be available to support skill development and consistency in delivery

3. On-ice and Off-ice Group Classes:

1. Job Posting & Resume Submission

- All interested coaches must submit an Expression of Interest indicating:
 - Availability
 - Certification level (NCCP)
 - Commitment to sessions

2. Hiring Prioritization Criteria

Seniority – Coaches with long-term history and service with the club are prioritized.

Experience & Consistency – Consideration is given to:

- Coaches who express interest for multiple sessions for consistency
- Coaches with base students

Best Fit – Assessed based on coaching style, certification, and ability to work within team structure.

Certification Requirement – Must have at minimum of Regional “In Training” status or higher to be eligible to teach STAR level programming

3. Selection Committee:

Hiring decisions are made by a committee consisting of: Coaching Director and Additional Board Member (if required).

4. Job Description & Offers

Offered positions will clearly state:

- Required NCCP Certification Level
- Hours available for coaching
- General expectations and responsibilities

5. Interviews & References

- Interviews may be required for applicants or coaches applying for new roles.
- Reference checks may be completed as part of the evaluation process.

4. Synchronized Skating:

Hiring for synchronized skating coaches is based on a combination of experience, commitment, and best fit with the synchronized skating program and club. Youth and adult synchronized skating programs are separate entities, and staffing is determined independently for each.

1. Job Posting & Resume Submission

- All interested coaches must submit an Expression of Interest indicating:
 - Availability
 - Certification level (NCCP)
 - Commitment to sessions
 - Previous Synchro experience with the club is an asset and will be considered in the hiring process.
 - Resumes required
 - Coaching philosophy

2. Selection Committee

- Hiring decisions are made by a committee including:
 - Program Director
 - Coaching Director
 - Additional Board Member, if required
- Note: Fill-in coaches (substitutes) may be arranged directly by the Team Coach. The fill-in coach must be in [good standing](#) at the appropriate NCCP certification level.

3. Job Description

Job offers will clearly outline the following details:

- Required NCCP Certification Level. See [Skate Canada Accreditation Matrix](#)*.
- Available sessions or team assignments
- Administrative responsibilities, if applicable (e.g., Session planning, Travel Coordination, monitoring etc)

- Terms of the Synchro Coach Contract, including payscale and expectations

Note: MPPSC youth synchronized skating teams are team-taught. Within this collaborative model, it is the responsibility of the coaching team to work together effectively, sharing leadership roles and responsibilities as needed. This structure ensures that coaching duties are balanced and aligned with the program's goals, while also fostering a supportive team environment among coaches. Adult synchronized skating teams are team-taught at the request of the coaches.

4. Interviews & References

- An interview may be required for new applicants or those applying for new roles
- Reference checks may be completed as part of the evaluation process for new applicants or those applying for new roles

5. Contract & Assignment

- Coaches will be offered a Synchro Coach Contract outlining:
 - Duties and responsibilities
 - Session or team assignment(s)
- Assignments are not guaranteed year to year and are based on program needs and coach performance
- Once hired, attendance of skaters and coaching staff will be taken by the team manager.

6. Development Opportunities

- Entry-level or developing coaches may be assigned as assistant coaches or fill-ins
- The club encourages NCCP advancement and offers mentorship for coaches working toward certification
- The club is committed to supporting the growth and retention of new synchronized skating coaches
- The Mount Pearl-Paradise Skating Club (MPPSC) supports the involvement of Program Assistants (PAs)* during synchronized skating sessions, provided that

prior notice is given to the club and that their participation aligns with the team's needs.

7. Performance Review

- All coaches are subject to informal performance reviews at the end of the season
- Debrief sessions and coaching discussions are available upon request or as needed.
- Constructive feedback throughout the season is intended to support coach development and team success

5. Fill - in for club programming

Coaches are responsible for arranging their own qualified substitutes, preferably from within the club, to cover any sessions they are unable to attend. The substitute coach will be compensated according to the club's pay scale, corresponding to their certification level.

Snow days: Coaches will be club paid for club programs (being pre-can, canskate and introstar programs) in the event of a weather cancellation. Synchro teams are expected to make up their sessions should there be a cancellation. If a make up is not possible, coaches would be compensated at the end of the synchro season.

6. Administrative Positions:

This procedure applies to all administrative positions supporting club operations: ice show, club administrator, program administrator.

1. Expression of Interest, RFP or Job Application

- The Club will require an EOI, RFP, or job application, depending on the position it seeks to fill.
- Candidates may apply in response to a posted role via:
 - A formal Expression of Interest (EOI)
 - A Job Application
 - Record for Performance
 - A resume must be submitted with the application, EOI or RFP

2. Hiring Committee

The hiring process will be overseen by the following committee:

- Core Executive Member
- Coaching Director
- Additional Member of the Board

3. Job Description

Each position will include a clear job description outlining:

- Required experience or qualification level
- Expected hours or time commitment
- Specific administrative duties and responsibilities

4. Interview & Reference Checks

- An interview may be required for selected candidates
- Reference checks may be conducted as part of the final assessment process

5. Contract

- Successful candidates will be offered a Club Administrative Contract
- Contract includes:
 - Role description
 - Expectations
 - Duration and terms

6. Performance Review

- Administrative roles may be subject to informal performance reviews
- Check-ins or debrief discussions can be requested by the staff member or leadership as needed

6. Freelance coaches:

While freelance coaches are not employed directly by the club, they must follow the procedures below when accessing club programming ice:

1. Coaching Declaration :

All freelance coaches must submit Coach declaration information to the Coaching Director prior to coaching on club ice.

Coach Declaration Information:

Please provide the following details about your skating coach:

- Coach's Full Name
- Coach's Contact Email
- Coach's Contact Phone Number
- Proof of Good Standing with Skate Canada
- Reference checks may be completed as part of the evaluation process.

2. Scope:

This applies to all new freelance coaches providing:

- Coach support
- Introductory or ongoing work with skaters on club sessions
- Support for associate skaters participating in club programming

3. Advance Notice:

Coaches must notify the Coaching Director in advance by submitting the information before attending or working on a session 24 hours or more before attending their first session. Not submitting a coaching declaration form could result in not being permitted to coach on the session.

4. Freelance coach expectations:

Freelance coaches are expected to maintain good standing, adhere to the Skate Canada Code of Ethics, and uphold a safe and respectful environment in line with the Responsible Coaching Movement and Safe Sport principles.

7. New Coaches interested in joining our organization:

Coaches considering coaching with us from outside our organization are to forward the following information to the coaching director and executive..

1. **Proof of Good Standing with Skate Canada:** Please attach an image or screen capture of your proof of good standing with Skate Canada (i.e., background check, code of ethics, first aid, respect in sport all completed along your Skate Canada Membership Registration fee paid for the current season).
2. **Resume:** Please attach your up-to-date resume, Skate Canada number, National Coaching Certification Program number, highlight your coaching experience, qualifications, and any relevant certifications.
3. **References:** Provide contact information for at least two professional references who can speak to your coaching abilities and character.
4. **Contact Information:** Please include your full name, phone number, and the best time to reach you for a potential interview or discussion.

Optional items you can forward to our coaching director and executive are:

1. **Cover Letter:** If you'd like, you can include a cover letter introducing yourself and explaining why you're interested in joining our club.
2. **Portfolio:** If you have a portfolio or work samples that showcase your coaching achievements, feel free to share them.

APPENDICES

*Good standing: A skating expert with the required National Coaching Certification Program qualifications to provide a remunerated service at Skate Canada sanctioned clubs and skating schools, both on- and off-ice. These individuals have registered, provided full payment and have met all professional coach registration requirements as set annually by Skate Canada.

*Program Assistants:

A **Program Assistant (PA)** in Skate Canada's CanSkate and Group STARSkate programs is a trained volunteer who supports certified coaches in delivering high-quality, engaging, and safe sessions. They exhibit qualities such as responsibility, enthusiasm, patience, and effective communication skills. PAs are typically current or former skaters who meet specific age and skill requirements.

Key Responsibilities

Under the guidance of a certified Skate Canada coach, a PA may:

- Assist or lead warm-ups, cool-downs, and group activities
- Set Up
- Demonstrate skating skills and teaching progressions
- Support skaters who may need extra help
- Take attendance and help with tracking skill acquisition
- Distribute material needed for practice (ex: resistance bands)
- Encourage and provide feedback to skaters

It's important to note that PAs **do not** deliver formal lessons, instruct at designated teaching stations, or assess skaters. Their role is to assist and enhance the coaching process, not to replace certified coaches.

Hiring Procedure Matrix

[illegible]

Skate Canada:

ACCREDITATION MATRIX:

Coach accreditation privileges are dependent on the following matrix. All requirements must be valid prior to and on-site during the event.

| Competition Categories ↓ | Domestic Events | | | | | NCCP Certification ↓ |
|-----------------------------|------------------------------------|------------------------|---|---------------------|------------------|-------------------------|
| | Sectional & Regional Championships | Skate Canada Challenge | Canadian National Skating Championships | Skate Canada Trophy | Skate Canada Cup | |
| Pre-Juvenile & Juvenile | ✓ | | | | | Regional Coach |
| Pre-Novice | ✓ | | | ✓ | | Provincial Coach |
| Novice | ✓ | | | ✓ | ✓ | Provincial Coach |
| Junior | ✓ | ✓ | ✓ | | | National Coach |
| Senior | ✓ | ✓ | ✓ | | | National Coach |
| Gold | ✓ | | | | ✓ | Provincial Coach |
| Open | ✓ | | | | ✓ | Provincial Coach |
| Elite 12 | ✓ | | | | ✓ | National Coach |

CANADA GAMES AND INTERNATIONAL EVENTS:

As assigned by Skate Canada or Sections, coaches must satisfy the following requirements at time of competition entry and on-site during the events:

| Assigned Events | Member In Good Standing | NCCP Certification (*) | Registered or ChPC Designation (**) |
|---|-------------------------|------------------------|-------------------------------------|
| Canada Games | ✓ | Provincial Coach | Optional |
| ISU International | ✓ | National Coach | Optional |
| ISU Junior & Grand-Prix | ✓ | National Coach | Optional |
| ISU Championships <ul style="list-style-type: none"> - World Junior Figure Skating Championships - World Figure Skating Championships - Four Continents - World Junior Synchronized Skating Championships - World Synchronized Skating Championships | ✓ | National Coach | Optional |
| Youth Olympics | ✓ | National Coach | ✓ |
| Olympic Winter Games | ✓ | National Coach | ✓ |

