



## MEMORANDUM

**To:** Section Course Administrators

**From:** Josée Landriault – Recreational Coaching Programs  
Manager

**Date:** June 26, 2008

**Subject:** Primary STARSkate Coach Video Submission Update

**Effective September 1, 2007** – All Primary STARSkate Coach (Level 1) videos will be administrated within the revised submission procedure Skate Canada implemented on July 1, 2006.

As a reminder, please ensure that all participants adhere to the following video submission procedure:

- 🕒 **Step 1** - Once the candidate is ready to submit the video, he/she will contact Heather McMahon [hmcMahon@skatecanada.ca](mailto:hmcMahon@skatecanada.ca) to find out which National Video Evaluator (NVE) will mark the video.
- 🕒 **Step 2** - Participants will mail their package to the selected NVE as recommended by Shannon. The package shall include: one standard size VHS tape or one standard size DVD, one evaluation form, three lesson plans on paper, one pre-paid envelop for the NVE use to return the marked video and one money order or certified cheque payable to the NVE in the amount of \$60.00.
- 🕒 **Step 3** – Shannon will notify the appropriate Section Course Administrator (SCA) by e-mail of the request received from the coach in their Section.
- 🕒 **Step 4** - Depending on the outcome in step 3, the NVE will mark three (3) 15-minute video lessons to an established national standard and provide constructive feedback on the evaluation form within a two-week time frame from the date of the video received. In addition to the evaluation form, the NVE will also provide a detailed letter to candidates that did not meet the minimum standard. This letter shall outline the areas of concern and the necessary steps to help them reproduce a quality video to standard.
- 🕒 **Step 5** – Using the pre-paid envelop, the NVE will mail the marked video and corresponding evaluation form and letter if necessary to the candidate. The NVE will e-mail the candidates' video status (pass/retry) to the proper SCA.

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- ⌚ **Step 6** – If successful, the candidate will send their Practical Coach Record Form and a copy of their marked video evaluation form to their SCA for certification purposes.

#### **Administrative Procedure:**

In addition to keeping a close communication with the NVE we recommend that each SCA maintain current records of written correspondence between all parties involved until a full Primary STARSkate Coach certification is achieved.

Course Registry Forms (CRF) may be completed and mailed to Skate Canada once the SCA has received the following:

- ⌚ Notification from the NVE of a successful video completion
- ⌚ Primary STARSkate Coach (PSC) Record Form – completed in full with the appropriate signatures
- ⌚ Copy of the successful PSC Video Evaluation Form – provided by the candidate

#### **Post - September 1, 2007:**

If you receive a video at the Section office following September 1, 2007 we suggest that you contact Shannon Youmelle to find out where to send the video and include a pre-paid envelop if not already included in the package by the coach. Invoice the coach for any extra fees (i.e. postage for mailing to/from the evaluator) associated with the submission. If this is not feasible for the Section, we suggest that you either contact the coach to have them send you the missing items or mail the package back to the coach with specific instructions as to what to do next.

#### **Communication Strategy:**

The video submission procedure is outlined in the Primary STARSkate Coach Participant Evaluation Guide – a copy of the guide is attached. In addition to communicating this information to all applicable coaches and learning facilitators in your Section (via email blast), we also recommend that you post this information on your Section Website.

Thank you for your time and cooperation!

Copy: National Video Evaluators Section Coaching Representatives