Milton Skating Club Terms and conditions

These policies are intended to outline and detail the manner under which the club operates on a day-to-day basis to ensure a uniform and fair approach to all Milton Skating Club members.

Note 1: For the purpose of this document, the name of the club, Milton Skating Club, will be hereinafter called the Club.

Note 2: For a member of the club to be considered in good standing with the Club, that member must pay all club fees as are stipulated by the Club Board of Directors in advance of the membership year in question.

# Figure Skating Policies

Policy #1-Membership Policy

## Home Club Member – is defined as those members whose Skate Canada fees are paid through the home club.

Registration Criteria-Receipt of membership applications will be accepted based on the following criteria with Home Club status taking precedence for membership:

HOME CLUB

PREVIOUS HOME CLUB MEMBER

TOWNSHIP OF MILTON RESIDENT -New Home Club Member

NON-TOWNSHIP OF MILTON RESIDENT-New Home Club Member

(Township of Milton refers to boundaries as set by the Town of Milton)

Non Home Club Member-Is defined as those whose Skate Canada fees are paid through another Skate Canada club. All other fees, rules and regulations will be the same as Home Club Members.

Associate Members- Must pay Skate Canada membership fee as set by Skate Canada. Associate Members receive no membership privileges.

Policy # 2 – Fee Policy

MEMBERSHIP FEES

Each STARskater and Competitive skater must pay a non-refundable membership fee as set by the Club Board of Directors and is due September 1 of the current year. This fee will include the Skate Canada Fee, Club membership fee and the mandatory fundraising fee (raffle ticket booklets). The Amount of the fee will be listed in the registration booklet.

The registration fees are to be formulated by the Club Board of Directors.

Each member must pay the Club Membership fee and purchase two full regular sessions each season with the exception of STARskaters 14 years of age or older, who have the option of purchasing one session per season. Skaters eligible to skate one day a week are subject to the same rules and regulations as other skaters, and do so accepting a lower priority of ice availability than skaters who skate more than one day a week.

SESSION PAYMENT OPTIONS: Session fee payments may be paid in full (receiving 5% discount) or split between seven equal payments (cheques dated Oct 1, Nov 1, Dec 1, Jan 1, Feb 1, March 1, and April 1) or as outlined in the current year registration booklet. Credit card (VISA and MASTERCARD) and debit payment is accepted but no discount applies.

The third child in the same immediate family may register at ½ the price of the least expensive membership (excluding the membership fee). The third child discount does not apply to any specialty programs such as Jump, Ballet, Fitness or Adult and Teen classes.

All NSF cheques will be subject to a $25.00 administration fee.

The Club Board of Directors will assess the fee’s on a yearly basis.

There will be a $35.00 administration fee for changes to your original registration after September 30 of the current skating year. The Club Board of Directors will asses the fee on a yearly basis.

The Club reserves the right to adjust qualifications and/or ice schedule in order to balance the number of participants in each session.

The Club reserves the right to change or cancel programs or portions there of if membership so warrants after registration.

REFUNDS

No refunds will be granted for the Membership Fee.

Requests for refunds in the case of medical issues must be supported by a report from an accredited medical practitioner and made in writing to the Club Board of Directors for review on a case by case basis. All monies owed to the club will be deducted from the refund and/or credit note.

Refunds, if approved by the Club Board of Directors will be in the form of a non-transferable credit only within the family account for future Club skating programs minus the current year membership fee. All credit notes will expire one year after the issue date.

No makeup time will be provided for any missed sessions.

INJURY POLICY

It is the parents’ responsibility to manage, and make decisions regarding, their child’s health. However, once a doctor’s report has been submitted to the club for refund purposes, a subsequent doctor’s report must be submitted stating the skater is healthy enough to return to skating activities.

PAST DUE ACCOUNTS

All members have the obligation to pay all club registration fees and other charges within the time frame indicated in this policy and/or as listed in the current registration booklet. Club membership may be cancelled if fees/charges of any Club member are in arrears over 60 days. This will also result in the membership being not in good standings.

The Club will not accept applications for membership from any other skater who is arrears for any fee from the previous year (including Professional Coaches fees). Until such arrears are paid in full.

The Club reserves the right to deny registration to any member(s) with outstanding invoices, or whose behavior is in direct violation of the Clubs, and/or Skate Ontario’s Code of Conducts, and /or club policy and procedures.

Only members in good standing will be allowed to register for competitions, take Skate Canada tests and participate in any Club activities.

PROFESSIONAL INSTRUCTION

The Club will supply all group power lessons for select levels (see schedule).

Any private lessons offered by a Professional Coach during power lessons will be restricted to a designated area of the ice surface as determined by the Club Board of Directors.

Private lessons will be arranged directly between the Professional Coach and the Club member. The Club assumes no responsibility whatsoever, either implied or stated, for any private lessons undertaken between the Professional Coach and the Club member. The fees charged for the private lessons are at the discretion of the Professional Coach and agreed upon between the Professional Coach and the Club member.

The Professional Coach hired by the skater’s parents for private lessons is known as the BASE coach. In accordance with Skate Canada guidelines, any other Professional Coach wishing to teach the skater in any discipline must first get approval from their BASE coach. Please be aware it is against Skate Canada guidelines for any Professional Coach to “solicit” a skater away from another Professional Coach. Such conduct from any Professional coach should be brought to the attention of the club. If after meeting and discussing with their BASE coach, a skater and parent determine that it is in the best interest and there are valid and beneficial reasons to make a Professional Coaching change, then etiquette dictates that the skater’s parents ask their new selected Professional Coach if they would be willing and have time to instruct the skater, if so, then the parents inform the former Professional Coach of the change and pay them in full BEFORE taking lessons from the new Professional Coach. Skate Canada and the Club require that the former BASE coach gracefully relinquish any skater that wishes to change Professional coaches once all outstanding invoices are paid in full.

Skaters MUST obtain a BASE coach from the Milton Skating Club in order to skate on any MSC ice.

Policy # 3 – Skater Conduct

All Skaters are expected to comply with the club, Skate Ontario, and Skate Canada Code of Conducts.

Dressing rooms, change rooms, locker rooms, and any other areas in and around the arena are to be left clean and all debris picked up.

Any Club member defacing Club, or the Town of Milton property, or other skater’s personal property will, at the discretion of the Club Board of Directors, be subject to suspension.

Anyone caught in the act of theft of any properties will be subject to disciplinary actions up to and including the cancellation of membership as well as prosecution to the full extent of the law.

Skaters representing the Club at any Club or Skate Canada function or competition are expected to conduct themselves in an acceptable and responsible manner.

The illegal use of alcohol or drugs by any Club member during Club activities will result in suspension or dismissal of the member at the discretion of the Board of Directors.

All home club members MUST represent Milton Skating Club at all competitions and/or events.

All members must agree to the Clubs Skater Code of Conduct upon registration. (see registration package).

ICE ETIQUETTE

The use of profane language is unacceptable.

All Club members must show respect to Professional Coaches, skaters, and volunteers at all times.

Each Skater must act with due regard and consideration for others, both on the ice and off the ice. Failure to do so, as judged by a coach, will result in immediate removal of the offending skater from the ice and/or arena for a period of time up to the end of that session.

The following order determines the right of way during Freeskate session:

#1- A skater whose music is being played

#2- A skater who is receiving a lesson

#3- Skaters who are practicing

No cell phones, recording devices, food, gum, candy, or drinks of any kind (other then water) are permitted on the ice.

Photography or video of any kind is not permitted in the dressing rooms.

Parents of skaters ARE responsible for the behavior of their children during all Club programs both on ice and off the ice. Professional Coaches are not responsible to supervise the skaters.

Ice Etiquette rules are in effect at all times. Failure to abide by the rules above may result in the offending skater being removed from the ice. Continuous or flagrant abuse of the Ice Etiquette rules may result in expulsion from the club.

SESSION PROTOCOL

Freeskating of any kind is not permitted during any power sessions except if a private lesson is being taught by a Professional coach.

Dance and Skills are not permitted during freeskate sessions except if a Professional Coach is teaching a private lesson.

Guest skating, if space is available, will be allowed, provided the skater is qualified for the session. The fee will be $10.00 per session for Starskater home club members and $15.00 for competitive home club members, and $20.00 for competitive non home club members. The fees must be paid to the coach or office before being permitted on the ice. The Club Board of Directors will assess the fee on a yearly basis.

Guest skating on STARskate session will be limited to 4 times per season. Skaters MUST meet the qualifications for that session.

Guest skating on Competitive session will be limited to 3 times per season. Skaters MUST meet the qualifications for that session and permission from the technical director prior to the session..

Guest skaters are not permitted to receive private lessons from Professional Coaches not registered with the MSC.

The Competitive sessions or any sessions blended is not available for guest skating except Saturday.

Appropriate athletic attire is required for ALL skaters on the ice. Jeans are NOT permitted. Skaters not complying with this rule will be asked to leave the ice.

SAFETY AND SECURITY

All skaters, Professional Coaches and others must leave the ice when the siren sounds and shall not return until the ice surfacing machine has left the ice surface.

Skaters are not permitted to be in the penalty box during a flood.

Parents are required to remain off the ice surface unless specifically requested to do so by a Professional Coach or the session convener.

Money and valuables should not be left unattended in the dressing rooms, coaches rooms, or club office. The Club bears no responsibility for the loss or theft of such.

LOCKER POLICY

All personal belongings stored in the club storage rooms, and/or rental lockers are left at your own risk. The Club bears no responsibility for the loss or theft of such.

The Club Board of Directors will assess the fee on a yearly basis and must be paid in full prior to use.

Lockers are for the use of Home Club Members at a fee of $60 per season.

Priority for lockers are as follows – competitive- high performance pre competitive- high starskate-low starskate.

Lockers must be vacated and cleaned out by the end of the season in June, unless skating in the summer program for competitive skaters.

All locks will be removed 30 days after the account is not renewed or is in arrears.

POLICY #4 – TEST POLICY

All Home Club members who are members in good standing are entitled to participate in the Skate Canada testing program.

Home Club members must try tests at their own club only (unless special permission is granted).

Non Home Club members are not eligible to test without permission from their home club test chair as per Skate Canada out of club testing policy.

The Club will assign up to a maximum of five test days each skating season (September to June) excluding summer.

Only registered/paying members of off-season Club programs are entitled to test at the test day during said off-season (unless sent by Skate Ontario).

The Club will rely solely on their Professional Coaching staff to determine which skater is ready for any test and will not use any undue influence with the Professional Coaching staff to encourage particular participation.

Professional Coaches are required to submit tests 3 weeks prior to the test day and pull any tests two week prior to the test date. Precise timing is left to the discretion of the test chairperson.

Failure to indicate participation by the requested date will result in the skaters not being eligible for the particular test day.

The Club test fee will be cumulative addition of the current standard Skate Canada fee and the Club charge for hospitality.

The Club will endeavor to post a finalized test schedule one week prior to the test session.

Star testing invoices must be paid within 14 days in order to remain in good standing. Failure to pay will result in no further testing or participation in club events. Skate Canada results will also not be submitted until invoice is paid in full.

POLICY #5 – PROGRAM ASSISTANT POLICY

All Home and Non Home Club members, 11 years of age or older as of December 31 of the current skating season are required to become a Program Assistant for Pre-Canskate and Canskate programs.

Program Assistants must be registered or competing at the STAR 2 level or higher.

All Program Assistants are required to attend mandatory training clinic at the beginning of the season, as well as any other clinics the director requires throughout the season.

Program Assistant sessions will be available at registration.

The Club will provide each new Program Assistant with one fleece jacket. All Program Assistants must wear this jacket when on any Pre-Canskate or Canskate program(s). Should a Program Assistant lose their jacket, it must be replaced at the skater’s own expense. Spare Program Assistant jackets are there for occasional use if forgotten, but are not to be used on a regular basis.

Program Assistants must complete a one-time requirement of 20 volunteer sessions, after which they will receive a bursary for time spent program assisting.

Canskate sessions will earn $6, Pre-Canskate will earn $5 per session.

Bursaries are awarded at the end of each skating season and may only be used for club merchandise or club fees such as test and registration fees. The bursary cannot be exchanged for cash value at any time as per Skate Canada rules and expires one year after the issue date.

Program Assistants are eligible to receive community hours to be credited to their Ontario high school volunteer requirement. A letter will be provided indicating the number of hours that the Program assistant has accumulated throughout the current skating season. If a Program Assistant chooses to use their sessions for high school volunteer hours, it must be determined at the beginning of the season.

Home Club Members may choose to pay a subsidy fee of $500 for Starskaters, $300 for Grade 12 students and Competitive skaters if unable to fulfill the Program Assistant commitment. Non Home Club members may choose to pay a subsidy fee of $500. The Club Board of Directors will assess the subsidy fee on a yearly basis. This fee must be paid before the start of fall registration.

Once a member makes the decision to become a Program Assistant for the season, that member may not decide at a later date to pay the subsidy fee. Program Assistant subsidy fees are not eligible for a refund. If a member is granted a refund for skating fees by the board no portion of the Program Assistant subsidy fee will be reimbursed.

All Program Assistants are expected to attend the sessions they are scheduled on. Should he/she be unable to attend, it is the responsibility of that Program Assistant to find a replacement. If a replacement is not found there will be a $20 fee per session charged to Program Assistant to offset the subsidy. If a replacement is found and does not attend, the replacement will be charged a $20.00 fee per session. The Club Board od Directors will assess the fee on a yearly basis.

POLICY #6 – PARENT VOLUNTEER POLICY

Any parent with a skater on the STARskate or competitive session is required to volunteer for the Pre-Canskate and Canskate program, and other Club activities. A detailed Parent Volunteer Program will be made available on the Club website and in the office, as well as in the registration package. Parents can choose activities or events to fulfill their requirements. If a parent chooses to opt out of the Parent Volunteer Program, a buy-out payment must be made, based on their child’s level of activity with the club. The buy-out fee is $250 for Star 1-5. $350 for Star 6-Gold, and $500 for Pre-Competitive and Competitive.

All Parent Volunteers are expected to attend the sessions they are scheduled for. Should he/she be unable to attend, it is the responsibility of that Parent Volunteer to find a replacement. If a replacement is not found there will be a $50.00 fee charged to the Parent Volunteer. If a replacement is found and does not attend the session, the replacement will be charged a $50.00 fee. The Club Board of Directors will assess the fee on a yearly basis.

POLICY #7 – SKATER RECOGNITION POLICY

The Club will honour its skaters at the year end banquet and/or Skate a Polooza.

Skaters who achieved the distinction of passing a complete dance set, Freeskate, and skills test, or interpretive test between June 1 and May 31 of the skating season will be recognized.

All gold level skaters will be awarded with the Skate Canada Gold Pin at the banquet by their respective coach, or appointed delegate in their absence.

Program Assistants will be recognized and thanked for their contribution in helping the recreational programs.

Special awards of Merit will be nominated and chosen by the Club Professional Coaches as well as the Club Board of Directors and will be presented at the banquet.

POLICY #8 – COMPETITION POLICY

The Club will subsidize 100% reimbursement of the entry fees for entries made by a skater in good standing, representing the Milton Skating Club, in any Skate Canada sanctioned competition, up to a National level, considered to be the highest achievable competition in their development stream.

All skaters must be in good standing with MSC in order to register for competitions.

The Club Board of Directors will assess other competition entry fees on a yearly basis. Any skater found not representing Milton Skating Club at any competitions will not receive any funding.

Skaters must represent MSC at any and all competitions, test days, skate Ontario or skate Canada functions. Including try outs, camps, and other activities. Failure will also result in no funding.

POLICY #9 – MUSIC POLICY

Members who bring their own Ipods, connection cords or any other music device to be played during their skating session do so at their own risk and the Club bears no responsibility for the loss, theft or damage of such.

Programs will be played in the order requested. This order may be interrupted only by a request from a Professional Coach who is giving a private lesson.

Professional Coaches may only request one program at a time and only for the skater receiving a private lesson from that Professional Coach.

A program may be repeated only after all other requested programs in the order have been played unless requested by a Professional Coach.

POLICY # 10 – CLUB PROPERTY POLICY

All costumes, props, fitness equipment, hockey sticks, pucks and pylons are the property of the Club and may not be removed from the storage areas for personal use without prior written approval from the Club Board of Directors.

With the exception of the Club Boards of Directors, the Club office and Coaches office are out of bounds to members (and parents/guardians of members) unless conducting Club business.

POLICY #11 – FEEDBACK POLICY

Should a Club member and/or parent/guardian of a Club member have an item of concern or question, that concern or question should be made in writing and sent in an email to ([boardmembers.msc@bellnet.ca](mailto:boardmembers.msc@bellnet.ca)) Club President or a Club Board of Directors Member. Anonymous communications, both verbal and written, are not acceptable and may not be acted upon as per Skate Canada policy.

Should a parent/guardian of a Club member have question in regards to their child’s progress (test, competitions, skills, etc ), these questions should be directed to their child’s Professional Coach.

Any Feedback for the Club Board of Directors may be emailed to [boardmembers.msc@bellnet.ca](mailto:boardmembers.msc@bellnet.ca) .