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Policies

1. Fall School

1.1 Pro-Rating Registration Fees for Less Number of Days

Registration fees for Fall School can be pro-rated by the number of days skating (i.e. Registration is \$150, then \$100 for two days per week, \$50 for 1 day per week). If only skating one or two days per week, the skater must identify which day or days of skating. If the skater is not able to come on the specified day in any week, they may skate on another day during that week.

1.2 Drop-In Sessions

Skaters (members and non-members) may skate during any Fall School session at a cost of \$10.00 per session. The skater must sign in on the sign-up sheet on the bulletin board and payment for any drop-in sessions must be made at the time of the drop-in session. **Skaters must have a current Skate Canada membership.**

1.3 Lockers

If the skater is registered for the regular season and is renting a locker for the regular season, they do not have to pay the additional rental for renting a locker during Fall School.

2. Regular Season

2.1 Skate Canada and Administration Fee and Clavet Arena Enhancement Fee

The Skate Canada and Administration Fee and the Clavet Arena Enhancement Fee cannot be paid from fundraising accounts. Payment for these fees is due at registration.

2.2 Pro-Rating Registration Fees for Less Number of Days

Registration fees for the regular season will not be pro-rated for skaters wishing to skate fewer days. Skaters must pay the entire registration fee.

2.3 Late Registrations

Late registrations will be accepted at the discretion of the Club Executive and registration fees will be pro-rated for skaters starting after November 15 of the program year.

2.4 Program Refunds

The Skate Canada Registration & Administration Fee and the Clavet Arena Enhancement Fee are non-refundable.

All program fees are non-refundable with the following exceptions:

- Refunds will be considered due to injury or illness of at least 7 consecutive days. Requests must be submitted in writing within 14 days of said injury and must be accompanied by a medical certificate.
- Formal withdrawal from the club consists of notifying the Club Executive by submitting a written request for a refund. Refund requests must be received within THREE weeks of the start date of the season.

A \$10.00 administrative non-refundable fee will apply to all refunds.

2.5 NSF Charge

A \$10 fee will be charged for any payment returned to the Clavet Skating Club marked NSF. This includes Fall School and Regular Season.

3. Program Assistants and Helpers

3.1 Age and Training Requirements

Program Assistants are a vital part of our CanSkate program. As an assistant you will aid the coaches in the delivery of the program. Program assistants are required to attend a training session during fall school.

The skater must be a minimum of 11 years of age at registration to be a Program Assistant. Helpers must be a minimum of 10 years of age at registration. Program Assistants and Helpers must have passed the Preliminary Dances and Skills.

3.2 Bursary Accounts

Program Assistants and Helpers receive a 'gift of appreciation' in their **bursary account** for each time that they assist during CanSkate or Juniors. The money paid into this account can only be used for expenses incurred within the club. This includes things such as ice time, club fees, club clothing, competition entry fees, test day fees. Program Assistants receive \$5.00 per session and Helpers receive \$4.00 per session. If Helpers are assisting in the same way that a Program Assistant does, they will receive \$5.00 per session.

3.3 Year-End Gifts

Program Assistants and Helpers will receive a gift certificate at the end of the season. The amount is determined by the number of times that they have assisted or helped. Program Assistants will receive \$5.00 per time to a maximum of \$50.00 and Helpers will receive \$4.00 per time to a maximum of \$40.00. If Helpers were assisting in the same way as a Program Assistant (as in 3.2), they will receive \$5.00 per time to a maximum of \$50.00.

4. Fundraising

4.1 Use of Individual Fundraising Accounts

Each skater has an individual fundraising account. All amounts earned from individual fundraising activities will be credited to this account. Families may choose to use money in this account to pay for fees and not have their cheques cashed; however, if fees are paid from the fundraising account, we cannot issue a receipt for the Children's Fitness Tax Credit.

The funds in this account can only be used for coaching fees, Clavet Skating Club clothing, test day fees, competition fees, skating clothing or items, etc. while an active member of the club.

4.2 Individual Fundraising Account Balance at Season End

Should a skater have a balance in their account at the end of the season, the balance will carry over to the following season.

Should a skater not be returning to the Clavet Skating Club and they have a balance in their individual account, the balance cannot not be paid out because it is not money that was paid directly to the Club but was fundraised for under the Clavet Skating Club. The balance will then revert to the Club after 2 consecutive years of inactivity.

5. Executive Members

5.1 Gifts for Retiring Executive Members

Retiring Executive Members will receive a gift certificate in the amount of the number of years of service multiplied by \$10/year to a maximum of \$100.

6. Committee Chairpersons

6.1 Skate Canada Membership Fee

The Club will pay the Skate Canada membership fee for any committee chairpersons who require one for the Clavet Adult Learn-to-Skate program.

7. Arena Bingos

7.1 Arena Needs Not Met

Further to the Bingo rules and regulations, if members do not have their required arena bingos worked prior to the end of the skating season, the Clavet Arena Fees cheques will be cashed.

7.2 Withdrawal from the Clavet Skating Club

Should a skater withdraw from the Clavet Skating Club part way through the season, a proportionate number of the arena needs bingo obligations will be required to be completed. This number will be at the discretion of the Clavet Skating Club and the Clavet Community Arena Board.

8. Kitchen

8.1 Requirements

The Clavet Skating Club is requested by the arena board to have the arena kitchen open for all skating lessons beginning with Fall School, through the regular skating season as well as a number of tournament weekends. The number of shifts required per family, will depend on how many families are registered. If there are an odd number of shifts left to fill, we ask those with more than one child per family to do an extra shift.

Kitchen shifts are a source of fundraising for the Clavet Skating Club as we receive a % of the profits. The schedule will be posted on the bulletin board. Families are responsible to find replacement workers or make trades if the schedule is not suitable for them.

9. Communication

9.1 The Clavet Skating Club utilizes the following means of communication:

- a) email
- b) communication folders
- c) bulletin board
- d) newsletters
- e) meetings
- f) Clavet Skating Club website

9.2 Email

Email is the quickest way to relay information to a group of people, therefore, it is the primary means of communication by the club executive. Please provide us with an email address that you are willing to share with the club members, you read regularly, and that has the capabilities of opening various attachments (ie: Excel, Word, and PDF documents).

10. Competitions

10.1 Blackstrap Region 8 Interclub Competition

The Clavet Skating Club strongly encourages its skating members to participate in the Blackstrap Region 8 Interclub Competition. To that point, the Coaches' meals and mileage expenses incurred as a result of the interclub competition will be paid for by the skating club. The skating club will also assume the Coaching Fees for TotSkate and CanSkate members participating in the interclub competition. The Coaching Fees for Junior and Senior StarSkate members participating in the interclub competition will be charged to each skater respectively. In addition, the entry fees for the interclub competition are the sole responsibility of each skater.

10.2 Competitions

Skaters choosing to participate in competitions other than the Blackstrap Region 8 Interclub Competition are solely responsible for the entry fees, as well as the attending Coach(s) expenses for that event. The coaching expenses may include some or all of the following: coaching fees per event, meals, mileage, hotel accommodations.