



# MISSISSAUGA FIGURE SKATING CLUB INC

## CLUB POLICIES

### Fees

1. In addition to session fees, there is an administration fee of \$30.00 per skater. This fee is included in the session fee for PreCanskate and Canskate sessions but is shown separately on all StarSkate registration forms (Junior A through Adult).
2. For all skaters, a Skate Canada registration fee of \$33 per skater is mandatory and is paid once per year.
3. A fundraising fee is mandatory for all skating levels with the exception of Adult StarSkate. Skaters have the choice of the following 2 options with respect to this fee:
  - Option 1 – pay \$60 and receive a box of Chocolates for resale to recoup your fee, or;
  - Option 2 – pay \$30 and receive no chocolates

### Adding/Changing A Session

4. Changing sessions: If you wish to change sessions after submitting your application, a \$25 change fee will be applied to every session change. There may be a different cost for the session; that difference, along with the change fee must be paid before the skater will be allowed to switch sessions. Switches will only be allowed if there is space on the session.
5. Adding A Session: Members may add sessions at any time during the season. **Pro-rating of StarSkate session fees will commence in October, 2011, at the beginning of the first full week of sessions. Canskate programs will be pro-rated similarly but not until November 2011, due to their later start date. Prorating will be done on a weekly basis.**
6. Requests to change or add session(s) should be emailed to the club at [registrar@mississaugafsc.com](mailto:registrar@mississaugafsc.com). Session changes/additions will not be offered on-line or as part of the instalment payment plan – charges must be paid at the time of change/addition, by cash or cheque.

### Refund Policy

7. Fall / Winter Season Refunds: Refunds for all sessions will only be considered by written request to the Board. The deadline for refund requests for all levels and sessions is November 19, 2011. After November 19, only refunds for medical reasons will be considered. Requests must be presented to the board in writing, together with a Doctor's Certificate. All refunds of session fees will be pro-rated. The Skate Canada fee, Administration fee and Mandatory Fundraising Chocolate fee are all non-refundable. Refund requests, along with a Doctor's Certificate (if required) should be emailed to the club at [registrar@mississaugafsc.com](mailto:registrar@mississaugafsc.com)
8. Spring Season Refunds: Due to the short length of the Spring season, refunds will only be considered for medical reasons. Requests must be presented to the board in writing, together with a Doctor's Certificate.

## **MFSC CLUB POLICIES continued**

### **Late & NSF Payments**

9. Installment payments (whether by credit card, cash or cheque) are due to MFSC on the installment dates published. A fee of \$25 will be charged for any/all late payments unless you have made other arrangements with the club in advance of the payment due date.
10. NSF cheques will be subject to a \$25 processing fee.
11. When paying by instalment, whether by credit card (on-line), cash, cheque or money order, it is the Member's responsibility to ensure that payment is received by MFSC on or before the due date. Late payments and/or NSF Cheques will each be subject to a \$25 fee.

### **Required Volunteer Hours**

12. Each Junior, Intermediate and Senior skater, or their Parent/Guardian if the skater is under the age of 16 years, will be required to do 5 volunteer hours per skater to a maximum of 15 hours per family during the Fall/Winter season.
13. If these hours are not done, you will incur a charge of \$25.00 per hour, for each hour not worked.
14. Failure to pay this fee promptly upon notification by the Club will result in immediate suspension of skater(s) privileges. Pre-CanSkate, CanSkate (including Teen & Adult) and Adult Starskate classifications are exempt from this requirement.
15. In a Gala/ Ice Show year, the parents of all participants will be required to help in some volunteer capacity to produce the Gala/Ice Show. Galas/Ice Shows are bi-annual events - the next show will be in March 2013.

### **Penalties for Missed Bingos or Volunteer Hours**

16. Bingo: For each Junior, Intermediate and Senior skater, at total of two (2) bingo sessions must be scheduled and attended during the period of September 2011 and August 2012. Where there are two or more skaters, the maximum family commitment is four (4) bingos.
17. Should it be necessary to change a bingo date, you must notify the Bingo coordinator a minimum of 48 hours prior to the date.
18. Failure to attend your scheduled bingo or failure to provide a substitute will result in a Bingo penalty of \$150.00.
19. The \$150.00 penalty payment is due immediately; failure to pay will result in suspension of skating privileges until payment to the club has been made.

### **Testing**

20. StarSkaters who wish to test must skate a minimum of 2 sessions per week. Please refer to Testing section on the **Programs Offered** page of the website for Test Day fees and guidelines.

The Club reserves the right to limit number of skaters on each session.