

Milton Skating Club Policies

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 of the skaters.

Policy #1 - Fee Policy

Policy #2 - Conduct Policy

Policy #3 - Competition Policy

Policy #4 - Bingo Policy

Policy #5 - Program Assistants Policy

Policy #6 - Test Policy

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Policy #8 - Music Policy

Policy #9 - MSC Property Policy

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Fee Policy

1. Membership Fees

1. A Membership fee will be paid to the MSC by each Junior, Intermediate and Senior skater and will consist of a club fee and a Skate Canada Fee.
2. This Membership Fee is non-refundable.
3. The Session Fees are to be formulated by the MSC Board of Directors.
4. Each member must pay the Club/Skate Canada Membership fee and purchase two full regular sessions each season.
5. Payment Options: Session fee payments may be paid in full (incurring a 5% discount) or split between 7 equal payments (cheques dated Sept-March)
6. The 3rd skater in the same family may register at $\frac{1}{2}$ the price of the least expensive membership (excluding the membership fee)
7. All NSF cheques will be subject to a \$25.00 administration fee.
8. The MSC reserves the right to change or cancel programs or portions thereof if membership so warrants after registration.

2. Registration Criteria

1. Receipt of applications will be accepted based on the following criteria with HOME CLUB Status taking precedence for membership.
 1. Township of Milton Resident - Home club MSC member
 2. Township of Milton Resident - Skater Siblings Home Club MSC Member
 3. Township of Milton Resident - New Home Club MSC member
 4. NON-Township of Milton Resident - Home Club MSC member

"Township of Milton" refers to the area enclosed within the boundaries as set out by the Town of Milton Planning Department

2. Home Club Members are those whose Skate Canada fees are paid through the Milton Skating Club.

3. Professional Instruction

1. All group stroking lessons will be supplied by the MSC
2. Any private lessons offered by a Professional Coach during stroking lessons will be restricted to a designated area of the ice surface as determined by the Board of Directors.
3. Private lessons are a service provided by the Professional Coaching Staff. A fee is charged by the coach for this service and is agreed upon between parent and the coach.

4. Refunds

Figure Skating Membership

1. Pro-Rated refunds, in the form of a credit note, will be allowed in the case of medical problems or at the discretion of the Board of Directors.
2. Requests for refunds must be made in writing to the Board of Directors.

3. Requests for refunds in the case of medical problems must be supported by a report from an accredited medical practitioner.
4. No refund will be granted for the MSC/Skate Canada Membership Fee.
5. All monies owed to the MSC will be deducted from the refund.

Recreational Membership

1. Pro-Rated refunds, in the form of a credit note, will be allowed in the case of medical problems or at the discretion of the Board of Directors.
2. Requests for refunds must be made in writing to the Board of Directors.
3. Requests for refunds in the case of medical problems must be supported by a report from an accredited medical practitioner.
4. An administration fee of \$15 will be charged before any credit notes are calculated for all Pre-Canskate, Canskate, Pre-Power, and CanPowerskate Programs.
5. All monies owed to the MSC will be deducted from the refund.

5. Past Due Accounts

1. Only members in good standing will be allowed to take tests and participate in competitions.
2. All members have the obligation to pay all Club registration fees and other charges within the time frame indicated in this policy.
3. Additional charges for other Club activities related to skating affairs must be paid within the time frame indicated.
4. Any member whose account is past due will not be permitted to try any Skate Canada test unless specific permission is granted by the Board of Directors.
5. Membership of any member in arrears for a period of more than 60 days may be cancelled. Refunds of any overpayment would not be considered.
6. The Club will not accept applications for membership from any skaters who are in arrears for any fee from the previous year (including Professional coaches fees) until such arrears are paid in full.
7. Participation in the Carnival while fees are in arrears will not be permitted.
8. The club will consider a repayment schedule to be mutually agreed upon by the skater in arrears and the Board, provided such a schedule is requested in writing from the Board. No such request can be made until the skater is at least 60 days in arrears.

Conduct Policy

1. Skater Conduct

1. Dressing rooms, change rooms and other areas around the arena are to be left clean and all debris picked up.
2. All skaters are expected to comply with the Milton Skating Club, Central Ontario Section, and Skate Canada CODE OF CONDUCT.
3. Skaters representing the Club at any function or competition are expected to conduct themselves in an acceptable and responsible manner.
4. Any Club member defacing the Town of Milton property or other skater's personal property will, at the discretion of the Board be subject to suspension.
5. 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.
6. The illegal use of alcohol or drugs by any member or employee of the Milton Skating Club during Milton Skating Club activities, either, at home or away will result in suspension or dismissal of the member or employee from the Milton Skating Club at the discretion of the Board of Directors.

2. Ice Etiquette

1. The use of profane language is unacceptable.
2. All MSC members must show respect to all coaches, skaters and volunteers at all times.
3. 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 the Session Chairperson, 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.
4. The following order determines the right of way during Freeskate sessions.
 1. A skater whose music is being played
 2. A skater who is receiving a lesson
 3. Skaters who are practicing
5. All skaters must get up quickly after falling unless injured, so as to not endanger other skaters on the ice.
6. No food, gum, candy, or drinks of any kind are permitted on the ice.
7. Parents of skaters are responsible for the behavior of their children during all sessions.
8. Ice etiquette rules are in effect at all times. Failure to abide by the above rules may result in the offending skater being removed from the ice. Continuous or flagrant abuse of the Ice Etiquette rules may result in the expulsion from the club.

3. Session Protocol

1. Freeskating is not permitted during any dance sessions except if a private lesson is being taught by a Professional Coach.
2. Dance and Skills are not permitted during any freeskate sessions except if a private lesson is being taught by a Professional Coach.
3. Skater are permitted to skate on a session they do not qualify for exclusively for the receiving of a private lesson from the Professional Coach and must leave the ice immediately after the lesson.
4. Guest Skating, if space is available will be allowed, provided the skater is qualified for the session. The fee will be \$10 per session for home club members, \$15 for non-home club members. Guest skaters will be limited to a maximum of 5 times per season.
5. Guest Skaters are not permitted to receive private lessons from Professional Coaches not registered with the Club.
6. Appropriate skating attire is required for all skaters on the ice. Midriffs must be covered and jeans are discouraged. Skaters not complying with this rule will be asked to leave the ice by the Session convener.
7. Professional Coaches must wear Milton Skating Club jackets at all Recreational skating programs. (Canskate etc)

4. Safety and Security

1. No Pushing, tripping, horseplay or intentional interference with other skaters is permitted on the ice or elsewhere in or about the arena. All skaters are required to use the full ice surface during Freeskate and are not to congregate in one area.
2. 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.
3. Parents are requested to remain off the ice surface unless specifically requested to do so by a Professional Coach or the Session Convener.
4. Money and valuables should not be left in the dressing rooms. The club bears no responsibility for the loss of theft of such.

Competition Policy

1. This policy is applicable to all skater of the MSC in the Junior, Intermediate and Senior session regardless of whether they are home club Milton or not.
2. The MSC competition will be administered following the policies and rules as determined by the Board of Directors of the MSC
3. All Junior, Intermediate and Senior skaters are eligible to enter, provided that their full membership fees are paid.
4. The date of the competition, the cut off date for test qualifications and age requirements, as well as cut off date for submission of entries, all are to be determined by the Competition Chairperson in consultation with the Board of Directors of the MSC
5. There will be no entry fee for the first event entered. A maximum of five events may be entered. There will be a nominal fee charged for the remaining events entered with the fee structure set by the Board of Directors.
6. Application to withdraw must be made at least 24 hours prior to the start of the competition by notifying the Competition Chairperson. Refunds will be made only for withdrawals made within a time period before the start of the competition as determined by the Board of Directors.
7. If there are less than 3 entrants in an event, the event will be cancelled and those skaters will be given the option of skating up. The maximum number of skaters per flight is 8.
8. Official posting of the final results of each event will include all participants of that event. First, second and third place winners will receive medals, and ribbons will be awarded from 4th to 8th place.
9. First place winners will, in addition be acknowledged, have their names displayed in the MSC trophy case.
10. The club will use only fully qualified evaluators and judges if available.
11. Qualifications for entry into any event will be determined by the MSC Test Chairperson.
12. The Milton Skating Club will subsidize the entry fee for Sub-Sectional competitors to a maximum of 50%.
13. For occurrences not specifically covered by these policies, the situation should be brought to the attention of the Competition Chairperson, who will refer the matter to the Board of Directors for consideration and binding decision.

Bingo Policy

1. The Club will sponsor Bingo's solely for the purpose of raising funds for the benefit of the club as a whole and will administer the funds generated in accordance with the applicable provincial regulations.
2. Each Bingo will be adequately staffed by the Bingo Coordinator.
3. The Club will not reward any Bingo volunteer with any cash rewards, but will instead offer discount coupons, hereinafter referred to as "Bingo Bucks"
4. Bingo Bucks will be issued in the Club member's name and are not transferable to other Club members.
5. Compensation for each volunteer per bingo will be \$20.00.
6. Bingo Bucks are only valid for the skating year for which they are issued and the next years registration (Skate Canada fees can not be paid for in Bingo Bucks). Extension is at the discretion of the Board of Directors.
7. Bingo Bucks may also be used as part payment of any private professional coach invoice, for lessons on ice offered by the MSC, and also for Club Competitions, services and Club Activities.
8. Bingo Bucks may not be exchanged for cash. Bingo Bucks carry no cash equivalent and are not intended to be sold, traded or bartered.
9. Any Bingo Bucks submitted to the MSC for payment will not be returned as part of a refund request.
10. All volunteers for staffing of bingo events must be connected through skaters in the club membership. This is a regulatory requirement over which the Club has no control.
11. Any situation arising not covered in any of the foregoing rules must be brought to the attention of the Board by the Bingo Coordinator for consideration and final decision. Due to regulatory requirements the Bingo Coordinator is not permitted to exercise discretionary authority.

Program Assistant Policy

1. All Junior, Intermediate, and Senior members of the MSC that are 12 years of age or older are required to become Program assistants as part of their membership
2. Skaters that are in grade 12 are exempt from this commitment.
3. Skaters wishing to opt out of this commitment must pay a fee of \$250.
4. All program assistants must attend a training course at the beginning of the skating season. Those skaters who will be 12 years of age by January 1st of the current skating season must also attend the training session and become a program assistant after their 12th birthday.
5. The club will provide all program assistants with one MSC program assistant's jacket free of charge.
6. All program assistants must volunteer their first 20 hours as under the guidelines of Skate Canada.
7. Junior program assistants are defined as skaters in their first 2 years as a program assistant. Senior program assistants are skaters in their 3rd or more year of commitment.
8. All program assistants will be eligible to receive volunteer hours to be credited to their Ontario High school requirement, or credits to the MSC Program Assistants bursary.
9. The MSC Program Assistants Bursary will reimburse all Junior program assistants \$4 per program and Senior program assistants \$5 per program.
10. Program assistants helping out with Jump classes, Junior orientation, or the Canskate table are reimbursed at the same rate as above.

Test Policy

1. All skaters of the MSC are entitled to participate in the Skate Canada testing program.
2. The MSC will assign 5 test sessions per skating season for low tests days and 3 test sessions for high test days.
3. In addition to the MSC high test day, skaters will also be allowed to participate in high test days at clubs within the immediate area, and skaters from these clubs will also be allowed to participate in the MSC high test day (Oct-Mar)
4. The MSC 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 coaching staff to encourage particular participation.
5. Coaches are required to submit tests 3 weeks prior to the test day and pull any tests 2 weeks prior to the test date. Precise timing is left to the discretion of the test chairperson.
6. Failure to indicate participation by the requested date will result in the skaters not being eligible for the particular test day.
7. Any skater in arrears to the club will not be eligible to test.
8. The Milton Skating Club fee will be the cumulative addition of the standard Skate Canada fee and the club charge for hospitality.
9. The MSC will endeavor to post a finalized test schedule one week prior to the test session.
10. Any skater trying a test in any other Club, Skating School, or any other skating organization, whether in season or off season, are required to advise the MSC test chairperson both of the intention to try a test and the successful passing of any such tests.

Skater Recognition Policy

1. The Milton Skating Club will honour its skaters at the Year End Banquet
2. Skaters who achieved the distinction of passing a Dance set, freeskate test, Skill test, Competitive test, or Interpretive test between June 1 and May 31st of the skating season will be recognized at the Banquet. These skaters will be presented with an award corresponding to the level of excellence achieved.
3. All gold level skaters will be awarded with the Skate Canada Gold Medal of Excellence at the Year End Banquet.
4. Program Assistants will also be recognized and thanked for their contribution in helping run the Canskate program.
5. Special Awards of merit will be nominated on by the MSC Professional Coaches and presented at the Banquet.

Music Policy

1. The Music Room/MSO Office is out of bounds except to members of the Board of Directors and the music volunteer or if conducting office business.
2. Skaters may not request dance music except on the Senior dance session.
3. MSO CD's may not be borrowed or removed from the music room without the permission of the Music Chairperson.
4. Members who bring their own CD's to be played by the music volunteer do so at their own risk and the MSO accepts no responsibility for loss or damage.
5. Freeskate or Interpretive programs will be played in the order requested. This order may be interrupted only by a request from a Professional who is giving a private lesson. Once a program has been announced, it will be played to completion unless cancelled by the skater. Professional Coaches may only request one program at a time and only for the skater receiving a private lesson from that Professional. Requests for music for group lessons will not be considered (Dance and Skill music is exempt). A program may be repeated only after all other programs in the order have been played unless requested by a professional.
6. Dance music may be played on the Freeskate and Skills sessions only at the request of the Professional Coach. Freeskate and Interpretive music will not be played during the dance session except by the request of the Professional Coach.

MSC Property Policy

1. All costumes, Props, Fitness Equipment, Hockey Sticks, and Pylons are the property of the Milton Skating Club
2. Depending on availability the above items may be rented for duration not to exceed 5 days. The fee for the rental is to be determined by the Board of Directors.