



## **Sioux Lookout Skating Club**

### **Membership/Registration Policy**

(June 2025)

#### **Policy Statement:**

The purpose of this policy is to outline membership and registration related policies for the Sioux Lookout Skating Club.

Sioux Lookout Skating Club is located within the Province of Ontario and is a member of Skate Ontario as defined by Skate Ontario By-laws and as registered with Skate Canada.

The Sioux Lookout Skating Club is a not for profit corporation. The Sioux Lookout Skating Club is governed by a Board of Directors. The Board of Directors set policy, procedure and rules that can be found at their [website](#). These may be updated from time to time.

#### **Membership Fee:**

An annual Skate Canada registrant fee is included when you register for a program. It is valid from September 1 to August 31 and includes insurance coverage, along with access to all Skate Canada programs. Please note that your skater information will be shared with Skate Canada through the registration process. The Skate Canada registrant fee is non-refundable.

For more information about Skate Canada, visit [www.skatecanada.ca](http://www.skatecanada.ca).

#### **Registration Rates:**

The Treasurer (or equivalent), in collaboration with the Club President, Registrar, and Director of Skating, will determine the registration rates for the upcoming season.

Other Directors are welcome to participate in this decision-making process.

**Guide to how to calculate registration fees is in Appendix 'F'**

#### **Registration fees for Spring/ Summer Program:**

Registration fees for any summer programs are calculated based on actual costs and the estimated number of participants. The goal is for the program to, at minimum, break even.

All summer program budgets must be submitted for **Board approval** prior to implementation.

**Please note:** Registration fees for summer programs **must be paid in full** before a skater is permitted to participate.

**Registration:**

Registration opens in August and remains open until programs are full. A waitlist may be established.

Information and how to register can be found: Sioux Lookout Skating Club Facebook Page

**Payment:**

Payment is due at the time of registration. Payment plans may be arranged on an individual basis.

No registrant will be permitted to participate in Sioux Lookout Skating Club programming until payment is received—or a payment plan has been approved and the first installment has been made.

**Please note:** Skaters will not be allowed to continue in programming **after January 1st** unless full payment has been received.

**Refunds:**

Refunds are provided under specific conditions as outlined in this policy. Refunds will be processed in a fair and timely manner, ensuring that both the club and its members are treated equitably.

Refund requests must be made in writing with a reason clearly stated. A medical note must accompany medical related requests.

The request should include:

- Member's name and contact information, email address
- Reason for the refund request
- Supporting documentation (if applicable)
- Date of withdrawal or cancellation

Membership fees are generally non-refundable such as Skate Canada fee. Exceptions may be considered in cases of medical reasons and are subject to the approval of the Board of Directors.

Program fees may be refunded at the discretion of the Board of Directors/Program Leadership. A refund may be issued under the following conditions:

1. Withdrawal before the start of the program: Full refund minus a processing fee.

2. Withdrawal within the first two weeks of the program: Prorated refund minus a processing fee.
3. Withdrawal after the first two weeks of the program: No refund, except in exceptional circumstances such as medical reasons, supported by documentation.

**Fundraising/ Volunteer Protocol:**

All registrants are required to follow the Sioux Lookout Skating Club's **Fundraising/Volunteer Policy**.

If a family chooses to opt out of fundraising, the **opt-out fee must be paid in full by January 1st**.

Failure to pay the fee by this deadline will result in the skater being **unable to participate in programming** until the fee is paid in full.

**Family Discount:**

The club sets the follow family discount:

A discount to registration fees of 5% for 2 skaters in the family, 10% for 3 skaters in the family and a 15% discount for 4 skaters or more in the family.

Family members include all skaters in an immediate family.

It is at the discretion of the board if they need to disallow or change the discounts depending on the annual budget each year. This can be done through a board motion.

**Safety & Policies:**

By registering for a program you accept the terms as described in this policy as well as any rules, policy and procedure as established by the Sioux Lookout Skating Club.

By registering all skaters agree to adhere to the rules and policies of both Skate Ontario and Skate Canada. More information on Skate Canada can be found at the following sites:

Skate Canada - [www.skatecanada.ca](http://www.skatecanada.ca)

Skate Ontario - [www.skateontario.org](http://www.skateontario.org)

**Equipment:**

CSA approved hockey helmets are required until the completion of CanSkate Stage 5, face masks (helmet cage) are not mandatory; however young skaters may benefit from the added protection.

Skaters must wear proper skates and gloves in good working condition. Participants without appropriate equipment will not be permitted on the ice.

**Parent Supervision:**

All skaters in the CanSkate program should be supervised by a parent and/or guardian at all times. No skaters under the age of 12 should be left alone at the arena before or after their session for long periods of time.

**Skater Etiquette:**

The club programming is to be conducted in a safe environment for all participants. The following are guidelines for skaters to follow to ensure the safety of all:

- **Right of Way on the Ice:** Skaters in a lesson and having music played have priority.
- **Courtesy and good sportsmanship** to coaches and fellow skaters are expected at all times. If you get in another skater's way please be polite and apologize.
- If a coach has concerns with the conduct of skaters, the concern will be discussed immediately with the skater and will be reported to the parent or guardian.
- If you fall, get up immediately.
- Skaters and coaches must watch out for those using the harness.

**Free Skate:**

- Skaters must watch for skaters in a lesson or skating their solo music.
- Spins are to be practiced in the centre of the rink.
- Jumps are to be practiced in the corners and length of the rink.

**Music Request:**

- Skaters will have their music played in order of request.
- If time permits skaters may have their music more than once.

**Other General Items:**

- No food, gum chewing or drinks are allowed on the ice. Water is allowed.
- Put garbage (including Kleenex) in the containers provided.
- If socializing is disruptive to the session, you may be asked to leave the ice.
- Skaters are NOT permitted to use personal electronic devices (cell phones) while skating. The Coach can use these devices for teaching purposes only.
- Coach(es) and Club Volunteers are the ultimate authority during on and off ice time.

It is important that skaters show respect and follow direction at all times.

Problems or concerns during STARSkate programming (on or off the ice) should be discussed with the Director of Skating immediately.