

Applies to: All Members
Implementation Date: September 2019
Revision Date: August 13, 2023

Policy Statement

Orillia Figure Skating Club (OFSC) is a membership-based organization recognized by Skate Ontario, the governing body for the Orillia Figure Skating Club and by Skate Canada, which is the governing body of Skate Ontario.

The purpose of this policy is to contribute to the growth and development of skating for our community in a safe sporting environment by providing our OFSC members with billing and payment information and procedures for payments, refunds and credits.

This Policy strives to provide increased accountability to both parties and provide a mechanism for transparency, identification of governance issues and an enhanced commitment to safe sport.

Scope

This Policy applies to all registered members of the Orillia Figure Skating Club.

General

Prices: All prices are in Canadian currency and are inclusive of any applicable taxes.

eTransfer Payments: will be accepted by sending payments to ofsc_treasurer@gmail.com
This is the only email address set up to receive payments

Online Credit Card Payments: The following credit cards will be accepted by the Orillia FSC and all credit card transactions will be subject to a maximum 2.8% service processing administration fee.



***In person payments by cash or cheque are not available.*

Program Payments

PreCanSkate, CanSkate & Other Non-StarSkate Programs:

Payments can be made in full or in monthly installments (on the 30th) of the 2023-2024 season and the payment method will be established (credit card or etransfer) at the time of registration. Skaters will **not** be permitted on the ice until the first installment payment is made in full. The skater's place in the program cannot be guaranteed if payment is not received in the required timeline. The last payment of this season will be on January 24, 2024.

StarSkate & Enhancement:

Payment will be in full or in monthly installments for the duration of 2023-2024 season; payments are due at regular intervals each month (on the 8th). Skaters will not be permitted onto the ice until the first payment is made. The last payment for this season will be on February 8th, 2024.

Requests for Special Payment Plans:

Special payment plan requests must be submitted in writing to president@orilliafigureskatingclub.com and will be reviewed by the Board for approval. If a skater is eligible for any type of sponsorship like JumpStart, please contact the Orillia FSC President at the above email.

Registration Requirements

PreCanSkate, CanSkate & Other Non-StarSkate Programs:

Skaters may select one (1) or two (2) days out of the three (3) day sessions offered (Monday, Wednesday, Friday).

StarSkate:

Skaters must register for a minimum of two (2) skating sessions per week.

Enhancement:

Enhancement is only available for StarSkaters and is by invitation only. Skaters must be registered for three (3) skating sessions per week (full time membership) in order to be in the enhancement program.

Development Team:

Development Team is only available by invitation only with a focus on skaters on badge 5 & 6 as well as StarSkaters working at the Star 1-5 level wanting more ice to help develop their skills.

Little Stars:

Little Stars is only available by invitation only with a focus on skaters in our early CanSkate program wanting more ice to help develop their skills and showing a love of the sport.

Fees Include

PreCanSkate, CanSkate & Other Non-StarSkate Programs:

- Club Group Coaching Fees
- Ice Expenditures
- Insurance

StarSkate:

- Club Group Time
 - Bronze – Stroking, Skills, Dance, Synchro and Artistic
 - Silver – Stroking, Synchro and Artistic
 - Gold – Stroking
- Ice Expenditures
- Insurance

**Individual coaching fees are invoiced and paid separately for all StarSkaters.*

All Skating Programs

Skate Ontario Lottery Tickets:

PreCanskaters, CanSkaters and StarSkaters will receive a booklet of tickets to sell as part of the OFSC's fundraising efforts with Skate Ontario. The cost of these tickets has been added to your registration fee. There are twenty (20) tickets in each booklet for a total of \$40.00. Sell each ticket at \$2.00 each and you keep the money. All ticket stubs will be due back before the Christmas break.

If you are part of the Enhancement Team, you will receive an additional booklet. The cost of these tickets has been added to your enhancement registration fee.

Note: *The member, who wins the free fall/winter membership at the annual AGM, is not eligible to receive a booklet of tickets. (They can however purchase a booklet for \$40.00)*

Skate Canada Membership:

A Skate Canada membership is mandatory for all skaters. Regardless of how many or which skating program a skater is registered for, this one-time annual fee must be paid prior to the start of the skater's first skating day of the season. Skaters will not be permitted onto the ice until payment is made in full.

The Skate Canada membership season is from September 1st to August 31st of the following year. The fee is \$60.00 for both children and adults which includes the OFSC administration fee. All Skate Canada fees are final and are not subject to refund or credit.

All dates and prices are subject to change

Program Changes:

Any changes to a skater's category (eg. moving up from CanSkate to StarSkate) must be approved by the Orillia FSC Board and is subject to a prorated fee increase.

NSF Payments:

The OFSC will charge an administration fee of \$35.00 for each NSF cheque received.

Overdue Payments:

Each overdue payment is subject to an eighteen percent (18%) interest rate per annum, calculated on the daily outstanding balance and compounded monthly from its due date, both before and after demand, default and judgment, until paid.

Skaters will have 10 days to pay their overdue payment. If payment is not made, the skater will not be able to skate on their session until payment is received or a payment plan has been established with the OFSC President. For the final payment of the season, there will be no exceptions for the last payment. If payment is not received on the day indicated upon registration, the skater will not be able to participate in Carnival.

Skaters with overdue accounts will **not** be allowed to register for any other programs until the balance is paid in full. Skaters may be prohibited from participating in any Club events, Club competitions and Testing until the balance is paid in full.

Refunds and Credits

Withdrawal from a Skating Session Before the First Day of Skating:

Skaters who wish to withdraw from skating for any non-medical or non-injury related reason may receive a refund provided they withdraw before the start of the first skating session. These cases will be charged a \$50.00 administrative fee.

Withdrawal from a Skating Session Once a Skating Session has Started:

Skaters who wish to withdraw from skating for any non-medical or non-injury related reason may receive a refund. The Skate Canada membership and OFSC administration fee of \$50.00 is non-refundable regardless of which skating program a skater is being withdrawn from.

PreCanSkate, CanSkate & Other Non-StarSkate Programs:

- Withdrawal from any two day program will be charged an additional \$75.00 administration fee.
- No refunds will be processed after the 2nd scheduled class of the session without a medical certificate.

StarSkate & Enhancement:

- No refunds will be processed after November 15th for the Fall/Winter session or April 15th for the spring session without a medical certificate
- If eligible for a refund, it will be prorated based on the sessions skated.

Withdrawal from All OFSC Skating Sessions Due to Injury/Medical Reasons:

Skaters who are unable to skate due to an injury or medical reason may be given a credit towards a future season. The Club may request an official Doctor's Certificate from the skater requesting the credit. The credit may be pro-rated depending on how much of the season the skater has completed.

Any refunds and credits that are required due to any other circumstances will be determined at the discretion of the OFSC Board. All requests for refunds must be submitted in writing to the OFSC's President at president@orilliafigureskatingclub.com and will be reviewed by the Board for approval.

If a refund is granted, the method of refund will be determined by the OFSC. If a credit is granted, it will be processed against the skater's account that may be applied to an invoice for future skating or test tickets.

No refunds or credits are provided for missed sessions. Make-up ice for hours missed on a skater's scheduled day will **not** be granted. The Club is **not** obligated to refund registration fees for unforeseen ice closures due to special events/circumstances, snow days or equipment/mechanical breakdown beyond our control.

Credits:

Credits on Uplifter will expire 2 years after the finish of that fiscal year end.