

# ***Preston Figure Skating Club***

## **2017 / 18 Policy and Procedure for the Recreational Registration**

Mailing Address: 6-425 Hespeler Road, Suite # 322  
Cambridge, Ontario N1R 8J6  
(519) 653-2252



### **General Information:**

1. All skaters are required to purchase a \$36.00 Skate Canada fee for skater insurance. If you purchased during the fall 2017 session, you are not required to purchase it again.
2. Cash, Cheques Visa or Mastercard are acceptable.
3. There is a \$25.00 sur-charge for all NSF cheques.
4. **No refunds after Oct. 30, 2017.(medical letter required after this date)**
5. Once the application form is received at the Preston FSC club office, an email will be sent out verifying application form is received.
6. No Skating: **Nov. 11 , Dec 22 – Jan 1, January 6, 13, 20, 2018** due to holidays and hockey tournaments at the arena. Make-up session sign up sheets will be available in December; these classes are available in January.
7. All instruction classes conclude on Wed Mar 7<sup>th</sup>, 2018. Gala practice begin that weekend. This is part of the package. There is no refund if the skater decides not to participate in the ice show.

### **Payment Procedure for Oct to Dec Skating:** {two options}

First Choice: Payment in full with application form

**Or** Two Equal Payments:

1<sup>st</sup> payment is due upon registering for the program,  
the 2<sup>nd</sup> payment date:  
November 1<sup>st</sup>, 2017.

Once you have received a verification email stating that your application form is received, then you become responsible for payments.

### **Payment Procedure for Entire Season:** {two options}

First Choice: Payment in full with application form

**Or** Four Equal Payments:

1<sup>st</sup> payment is due upon registering for the program,  
the three other payment dates:  
November 1<sup>st</sup>, December 1, 2017 & January 15, 2018.

Once you have received a verification email stating that your application form is received, then you become responsible for payments.

### **Volunteering:**

In order to complete your registration please choose one of the following 3 options:

1) Volunteer a minimum of 2 hours per family. We require many volunteers to assist in various roles throughout the season. Families are encouraged to choose this option. There are many volunteer roles to choose from including the following:

You do not need to choose a specific volunteer role during the registration process. More information will be sent out about the volunteer options throughout the season so that you can choose a volunteer role that suits your schedule and interests.

List below are some of the volunteer activities we are offering during the 2017/18 winter season:

Volunteer Services throughout the season:		
Family Christmas Party	Assist with Organizing Fundraisers	Recreational Program
Team Parties		
Gala Volunteer Services:		
Marketing	Communications	Set Up/Tear Down
Publicity	Programs	Backstage during show
Ushering	Costumes	Creating Props
Ticket Sales	Spotlight Operator during show	Security
Dressing Rooms	Set Painting	

- 2) Volunteer to fundraise \$100 through one or more of the fundraising initiatives (see details under 'fundraising').
- 3) Volunteer opt out. If you are unable to volunteer you may opt out of volunteering and pay a fee of \$25 per child. This fee will be added into your registration fee.

### **Waivers:**

I hereby release the Preston Figure Skating Club of Cambridge Inc and Champions Training Centre, the Arena Management and Employees, Professional and Assistant Coaches from any responsibility, for any accident or injury to any individual, or the loss or damage to any personal property however caused on or off the premises. I agree my child / ward will abide by the rules and regulations of the Preston Figure Skating Club of Cambridge Inc. as set by the directors. Any disregard for these rules will result in the removal of the Skater from our skating program without refund of any fees paid.

Family Information: The Preston FSC/CTC confirms that we will keep all personal information confidential. Contact information will be sent to Skate Canada on your behalf so your skater can register for the 2017/18 season. No information will be sold to any outside sources.

Publication Waiver: As of October 1<sup>st</sup>, 2017 to Mar 25, 2018: As a teaching Centre for youth figure skating, there are occasions to video tape and/or photograph children involved in activities on & off the ice. These tapes and photographs are used for various reasons. We use them as educational tools, advertising, publicity information &/or promoting specific activities. These items are the property of the Preston FSC &/or Champions Training Centre (KLFSS Inc.). As well, children may be observed or invited to participate in an activity such as the Preston Annual Ice Show where photographs, slide presentations and/or videotape can be purchased to the public. On occasion coaching staff, Preston FSC Board of Directors and/or parents take photographs and/or videotapes of children involved in various activities. These tapes & photographs are often shared in the Centre and may become part of an individual's collection of memories.

Email Communication: I hereby give Permission to the Preston FSC/Champions Training Centre to email me from time to time with details about the current and up-coming information. At any time you can un-subscribe by clicking on the link at the bottom of each email.

**\*\*\*WHEN YOU CONFIRM YOU HAVE READ  
THE 2017/18 POLICY AND PROCEDURE  
YOU ARE AGREEING TO ALL OF THE ABOVE INFORMATION.\*\*\***