
Bowmanville Figure Skating Club Policies and Procedures

Skater/Parent Etiquette:

1. The Municipality of Clarington requires all skaters to use the assigned dressing rooms for changing into skates and skating attire. **No changing is permitted in the lobby.**
2. The Municipality of Clarington requires all skaters, parents and coaches to adhere to fire evacuation policies. If an alarm is sounded, all individuals must **evacuate immediately** from the building by the nearest exit and may not reenter until the Arena staff inform them the hazard has been cleared.
3. The Municipality of Clarington requires that all skaters exit the ice when the Zamboni gate opens or the buzzer is sounded. They may not enter the ice surface until the Zamboni gate has been fully closed.
4. Due to on ice skater safety issues, parents are not permitted to coach, teach, lecture or encourage at the boards. Interrupting focus during a moving session is considerably dangerous. Parents may enjoy watching their skaters from the lobby or the stands.
5. Skaters should commit to an energized work ethic that enhances the training environment.
6. During the session the skater whose solo is playing has the right away. Skaters need to be aware at all times of their surroundings to avoid serious collisions.
7. Do you need to speak to the coach? The coach's room/lounge is used for changing, breaks, meetings and discussions. Please knock before entering the coach's room/lounge.
8. Skater concerns: Any concerns with the BFSC Policies and Procedures, can be submitted in writing to any BFSC executive member and will be discussed at the BFSC executive meeting for resolution.
9. All Parents/Guardians must adhere to the BFSC "Parents/Guardian Code Of Conduct"
10. The BFSC Executive reserves the right to enforce these Policies and Procedures and take any action as deemed necessary.

Registration Policies

All forms, schedules and registration information can be found on the BFSC website www.bfsc.net . Please review. The BFSC general phone number is 905-435-0890, and the BFSC registration email address is registration@bfsc.net

1. Registration of a skater will not be processed until all paperwork and payment has been received. This is done on a first come first served basis due to limitation of numbers on sessions.
2. Registrations must be received 48 hours in advance by the appropriate registration chair before the skater may take the ice.
3. The StarSkate/Competitive Directors in conjunction with the skater's coach may request a skater move sessions due to skater work ethic, test record or membership session numbers. This will be discussed with the parents and it is done for the betterment of the skater and the club.
4. All requests for registrations/memberships and for changes after the original registration must be received in writing from the parent.
5. Payment can be made in full or a deposit with post dated cheques will be accepted. Post dated cheque schedule is as written in the registration package. Any cheque returned to the club will have an NSF charge of \$40.00. Any member who "dues" are not in good standing will be unable to test with the club or have the club sign their competition forms.
6. No refunds or adjustments will be made due to test days, holidays, illness, maintenance, repairs or ice cancellations. A skater may request a partial refund within the first 3 weeks of CanSkate program start date, first 6 weeks of any other program start or under the circumstances of an exceptional medical reason accompanied by a medical note, then the skater may apply in writing to the executive for consideration of a partial refund. The Skate Canada membership fee and fund raising portion is non refundable.
7. BFSC reserves the right to alter the qualifications required for each session based on numbers of registrants on the sessions in order to balance the overall program and provide a safe learning environment for the skater.
8. Skaters may only skate down one qualified level, not up.
9. All skater **non qualified** session requests must be made through your coach who will in turn fill out the appropriate forms and signatures from the StarSkate/Competitive Director, Skaters Coach and Registration Chair. All Skaters must register at the level for which they are qualified for. Any request to change/add session forms will not be reviewed until October 1st of the current skating season.

10. All skaters' requests for changes or additions to their original registration during the season must be made through your coach using the "Request to Change/Add Session Form" and the guidelines followed as per the form. The form must accompany a written request from the parent.
11. **Skaters who would like to skate on a session for which they have not registered for (Inner Club Guest Skating)**, must receive prior approval from the StarSkate/Competitive Director. A \$10.00 fee is required to be paid for each skater and each session requested. The skater must be registered for a minimum 1 day membership in the club.

Test Day Policies

Skate Canada has a testing program set up for the following disciplines: Dance, Skills, Freeski, and Interpretive. The skater can explore all disciplines to the success they would like to achieve. Please ensure you check the BFSC Bulletin Boards or check with your coach for ice scheduling updates.

1. The Skate Canada test evaluators are **volunteers**.
2. Test day schedules are set and ice allocated according to the number of tests submitted and availability of qualified evaluators. BFSC often has to buy ice in order to accommodate the large number of tests submitted.
3. Test days are normally set up for the skaters during the appropriate skater level sessions. Although your child may not be testing, these days are considered part of the membership and are scheduled accordingly.
4. The schedule may include a time which may require your child to miss school.
5. The test day may need to be changed to another day, or include sessions above or below the test levels due to the availability of evaluators, ice availability or quantity of tests.
6. Test lists are finalized by the coaches 2 weeks prior to the actual test day. Skater test envelopes are initiated and given to the coaches for distribution to their skaters.
7. Test envelopes, with any highlighted areas, must be completely filled out by the skater. I.e. Skate Canada registration # etc. The test(s) being tried and the total cost of the test(s) will be included on the envelope for review by the skater and their coach.
8. Test envelopes are due back to the Test Chair, 1 week prior to the test day commencing. A convenient drop box is provided for skaters beside the Bowmanville Figure Skating Trophy case at South Courtice Arena.
9. The final test list is made from the paid returned envelopes only. Any skater test envelopes not returned by the scheduled date will not be included for test day.
10. The final test list and schedule will be posted on the BFSC bulletin board at the South Courtice Arena and the Rickard Arena. Please ensure you check for your name and the tests you are trying. Any discrepancies should be brought to your coach and the test chair attention.
11. Partial refunds will only be given for medical reasons.
12. Skaters who do not perform their test on test day will be recorded as a retry and the applicable fees will apply.
13. Skaters must be dressed appropriately for their test and arrive 1 hour before the scheduled test time.

Ticket Ice:

BFSC does not have scheduled ticket ice. As a member of BFSC this entitles you access to The Municipality of Clarington and Clarington Skating Academy (CSA) ticket ice. Please speak with, the President of the BFSC Club or The Director of CSA for ice times and availability.

GUEST SKATING:

Out of Club members, may request an opportunity to Guest Skate at BFSC with prior approval. Please contact the StarSkate/Competitive Director, Tracy Tutton. Guest Skating fee is \$20.00.

These Policies and Procedures are effective as passed by the BFSC Executive on the following date: July 9, 2009
Bowmanville Figure Skating Club Executive