



Subject: STARSkate Membership Policy	Procedure No:
Approval Date: July 24, 2023	Approved By: Board of Directors
Effective Date: Sept 1, 2023	Revision Date: Sept 5, 2024

Parent Role

The term “parent” refers to parents and guardians of skaters.

Parents and their skaters will follow the Skate Windsor’s Ice Etiquette Rules or they will be asked to leave the ice rink.

For skaters under 12 years of age, a parent must be present in the arena at all times during the skater's session.

The parent is a member of Skate Windsor with full voting rights from the date of registration until August 31 of the current skating season.

Skaters are not permitted on the ice without a Skate Windsor Coach and/or a Board Member present.

Communications

Skate Windsor uses its website, www.skatewindsor.ca , and email skatewindsor@yahoo.ca to communicate important information to its parent members. It is the responsibility of each member to ensure that the Club has the correct email on file and to regularly check the website and email for updates including the junk email folder. Members may update their email by sending an email to skatewindsor@yahoo.ca

STARSkate Minimum Level Session Qualification

Qualifications as of September 1, 2023:

PRESTARSkate: any skater that is working Stage 4 CanSkate up to working on STAR 1 level with the recommendation of the coordinator

STARSkate 1: must have a private coach and passed any STAR 1 assessment, up to all STAR 3 assessments

STARSkate 2: must have a private coach passed STAR 3 assessments

****Any skater that is 14 years of age or older and does not meet the test requirements for STARSkate 2, may be able to skate on the STARSkate 2 sessions with the recommendation of their Coach and Board approval.**

Any change in policy regarding qualifications for a STARSkate level will not affect skaters already classified at that level.

Minimum Session Requirement

It is a requirement that Skate Windsor skaters at the STARSkate level skate one or more sessions per week, however it is recommended that STARSkate level skaters skate a minimum of 2 or more sessions per week.

Moving Levels

A STARSkate level skater may move up a level when they meet session qualifications or on the recommendation of their Coach and approval from the Board.

Membership Categories

Home Club Member

A Home Club Member is a skater (or their parent, if the skater is under 18) whose home club is Skate Windsor. The member must pay any Club administration fee, Skate Canada fee, and all program fees for the skater to Skate Windsor.

Associate Member

An Associate Member is a skater (or their parent, if the skater is under 18) whose home club is not Skate Windsor but is a Home Club Member of another Skate Canada club.

This membership does not include voting rights. The member must pay all program fees and have paid the Skate Canada fee for the current skating season at the Home Club of the skater. The skater must obtain permission from their Home Club if they wish to be assessed on Skate Windsor assessment days in accordance with Skate Canada rules.

Bingo and Club Volunteer Hours

For any PreSTARSkate, STARSkate 1 and StarSkate 2 skaters in the Home Club, it is recommended that the parent/skater if 18 years of age or older participate in Bingo or Volunteer activities within the Club.

Bingo Location

Bingos are run at the Breakaway Gaming Centre at 655 Crawford Ave in Windsor Ontario.

Club Volunteer

STARSkate members are recommended to volunteer in some manner throughout the season. Various volunteer positions will be posted on a continuing basis on the Skate Windsor registration site throughout the season.

Fee Policy

The fees are as follows:

Skate Canada Fee: \$62.00

Declined Payment Processing Fee, where the payments are set up on auto payment: \$25

NSF Cheque Fee: \$60

Refund and Credit Policy

Please email request to skatewindsor@yahoo.ca and allow up to 4 weeks for processing:

Before sessions commence: Refunds will consist of repayment of any paid session fee(s) plus Skate Canada fee, less any processing fees. Refunds will be issued onto the credit card used to make payment, or if paid by cash the refund will be issued by cheque.

Once the session has begun: No refunds will be provided.

Discounts

Family discounts are available as follows: 2nd skater from the same family is a 15% discount off of the skating fees after any discounts and off the lower priced program (no discount on the Skate Canada Fee and Club Administration Fee). 3rd skater or more from the same family is a 20% discount off the skating fees after any discounts and off of the lowest priced program (no discount on the Skate Canada Fee and Club Administration Fee).

Prorating of session fees commences after the 8th week of the session start dates for all STARSkate levels.

Adding/ Changing a Session

If you wish to add a session, the added session must be paid before the skater can participate in the program. The session can be added by sending an email to skatewindsor@yahoo.ca , and is available only if space permits on that session.

If you wish to change sessions after registration, the difference in program fees must be paid before the skater can switch sessions. This will only be permitted if there is space on the session. Please email the request to skatewindsor@yahoo.ca .

Guest Skating

A guest skate is available for any STARSkater to attend a session for which they are not registered for but are qualified to skate on by emailing the request to skatewindsor@yahoo.ca. Guest skate fees are required to be paid prior to the start of the session. Fees can be paid by cash to a Skate Windsor Coach present, Board Member Present, e-transfer to billing.skatewindsor@gmail.com or via the emailed invoice.

Missed Sessions

Skate Windsor may at times allow a skater to make up missed sessions, but not guaranteed.

When it is known that a skater will be missing their session an email MUST be sent prior to the start of the session to skatewindsor@yahoo.ca, if a make-up session will be requested for that missed time.

To request the make-up session, an email is to be sent to skatewindsor@yahoo.ca with the request to be considered. It is at the discretion of the Board whether the missed session will be allowed to be made up.

Emails are to include Skater's Name; Day of Session; Session Name or time and reason for missing their regular session when they are requesting to make up the missed session.

A confirmation email will be sent out if the session will be allowed to be made up.

NO REFUNDS FOR ANY MISSED SESSIONS AND NO MISSED SESSIONS WILL BE ALLOWED TO BE CARRIED FORWARD TO THE NEXT SESSION. NO MAKE-UP SESSIONS WILL BE APPROVED FOR MISSED SESSIONS DUE TO COMPETITIONS.

Helmets

CSA approved hockey helmets are mandatory for all PreSTARSkate skaters up to a minimum of the Stage 5 Skate Canada test requirements. Skaters not abiding by these rules will be asked to leave the ice by a Coach or a Board Member.

Ice Changes

The Club reserves the right to:

- Change rinks and times of sessions if necessary
- Cancel a session due to insufficient enrollment
- Cancel a session due to inclement weather
- Limit the number of skaters on each session
- Cancel programs if the City closes the arena facility

Policy Administration

Skate Windsor maintains and reviews this policy every three years.