



## **Registration Policies**

Skaters must register in the category, level and program for which they qualify at the time of registration. Skaters will be notified following their registration only if there is a change to the times requested in their application for registration. The Club reserves the right to move skaters between levels, depending on skaters' abilities. The Club also has the right to change skaters' ice times depending on the number of registrations received or to cancel hours if registration is insufficient to continue to hold the session. The Club also has the right to cancel any session if registration is not sufficient or if the City of Ottawa changes or cancels any of the Club's ice. In the event that the Club has to change or cancel a session, the skater may be given a refund for the affected session. For certain programs, registrations are taken on a first come, first serve basis.

### **PAYMENT**

1. Payment may be made online with credit card.
2. You are entitled to pay for your program and registrations fees in installments for the Winter and Spring sessions only (Winter session is October to end of March). Skate Canada fees must be paid for at the time of registration. Payment for Fall and Summer sessions must be made payable on the date of registration.

### **WITHDRAWALS AND CHANGES**

1. You may withdraw from a program and receive a refund, less a \$25 administration fee, if you withdraw at least 5 business days prior to the first on-ice session.
2. Skaters may withdraw from registered sessions after the program start date for medical reasons. A refund of program fees, calculated on a pro rata basis, based on the number of sessions that have taken place up to the time of withdrawal and the number of sessions occurring after the withdrawal, will be given to the skater upon presentation to the Club Registrar of a medical certificate. No refund will be given to any withdrawn skater for any Skate Canada fees or as this amount is paid by the Club to third party sources after registration and cannot be refunded to the Club.
3. Skaters who, for non-medical reasons, choose to withdraw from a registered program after the start date, will be entitled to a pro-rated refund, less a \$25 administration fee, as long as the withdrawal request is received during the first 4 sessions.
4. Refunds will not be provided if a skater misses sessions for illness or schedule conflicts. If a skater is required to be absent from sessions due to Covid-19 related issues such as quarantine and the absence is longer than a 2 week period, refunds will be provided on a pro-rated basis upon receipt of a medical certificate.
5. If the City of Ottawa is moved back into Stage 2 as part of the COVID-19 recovery plans and the number of skaters/coaches allowed on sessions be reduced, the Goulbourn Skating Club will make every effort to distribute ice assignments so that everyone can continue to skate. Note that session fees will increase accordingly to ensure ice costs are covered. If we are unable to accommodate all skaters, we will provide pro-rated refunds. If the City of Ottawa is moved back to Stage 1 and facilities are closed, all skaters would receive pro-rated refunds for the cancelled sessions.



## **OUTSTANDING FEES POLICY**

All skaters registering for any program with the Club must pay the fees associated with such program, and all other outstanding monies due to the Club, prior to the program start date or as outlined in the instalment schedule. If any fees or other monies are outstanding, that skater will not be allowed to skate on the session. Any skater registering for a test day will not be permitted to attend a test day and take the desired test if such skater owes any fees or other monies to the Club for:

- a) ice session or program registration fees; or
- b) test fees or hospitality fees; or
- c) guest skate fees, fundraising fees or Club clothing expenses; or
- d) any other fees or monies charged by the Club to such skater. This policy applies to all registered members of the Club.

## **RELEASE WAIVER**

The registrant agrees that the Goulbourn Skating Club ("GSC") and its Executive Members, Agents, Directors, Officers, Coaches and Volunteers will not be held responsible for any accidents or losses, personal injury, loss of or damage to property of any nature, wherever sustained and however caused, and releases the Club and its Executive Members, Agents, Directors, Officers, Coaches and Volunteers from all claims arising by means of such accident, injury, damage or loss.

**Notice of Collection Statement:** Your privacy and the protection of your personal information is important to us. Your personal information is required to register you with Skate Canada in any capacity, including, without limitation, as a Skate Canada registrant, coach or in connection with your affiliation with a skating club or skating school and to administer various services, such as Skate Canada events. Your personal information may also be exchanged with Skate Canada affiliates which includes your local skating club or skating school or provincial association or section. By submitting this form, you expressly provide your consent to the sharing of your personal information with Skate Canada and as described herein for purposes of registration and receipt of national services delivered by Skate Canada. We adopt the 10 Fair Information Principles into our privacy program, and employ reasonable measures to protect against unauthorized access, processing, disclosure, alteration, destruction or loss of your personal information. See [Skate Canada's Privacy Policy](#) for more details. For further information or comments regarding our protection of your privacy, please contact Skate Canada at [safesport@skatecanada.ca](mailto:safesport@skatecanada.ca).