

Missed Skating Session Policy and Procedure

- Applies only to High/Low skaters

Responsibility of the Skater and Parents

- Before getting on the ice for each session, a skater should check the list of registered skaters (posted at the door to the ice) and be sure they are registered on that session.
- **Any skater who is on a session that they were not registered for will be charged the drop-in fee for that session UNLESS they have arranged for a switch or requested to use a voucher or presented their punch card prior to that session.**
 - You will see these drop-in fees added to your statements.
- To avoid drop in fees skaters need to follow the missed session's policy (i.e. request vouchers or switches) appropriately as outlined below.

Policy for Vouchers:

- **Vouchers will be issued by the day – so if you are scheduled to skate twice in one day you will receive one voucher for both skating sessions.**
- Fall/winter season
 - **Max of 5 vouchers (not including skating events)**
- Spring season
 - **Max of 3 vouchers (not including skating events)**
- Summer season
 - **Max of 3 vouchers (not including skating events)**
- There is no refund for any missed or expired voucher sessions.
 - If an illness extends beyond the maximum voucher amount for that session, a refund may be considered with a doctor's written verification.
- Vouchers are only valid for general, low, or open sessions. Moves and dance sessions are eligible for vouchers only if there are other available days. No vouchers are given for sessions that include group teaching with an instructor/coach (spins, power, Theater on Ice).
- Vouchers must be used within the season that they are granted – fall/winter, spring, or summer. All vouchers expire at the end of that season.
- There is no guarantee that vouchers can be used.

Procedure for Vouchers

1. The skater's parent must request a voucher **prior** to a missed session by sending an email to the TCFSC office (skate@gofiguretc.org) or leaving a message on the TCFSC answering machine at (231) 947-2267.

Policy and Procedure for Switches

- The switch must be requested prior to missing the session(s)
 - Switch must be approved by the TCFSC Office **AND** your coach
- Switched sessions must occur within 7 days before or after the session(s) being missed.

I have read the following and understand the contents

Name: _____ Date: _____