

North Shore Skating Club

Learn to Skate Program

Policies & Procedures

HOW TO REGISTER

REGISTRATION: Applications may be found at the NSSC Office or on our website. Completed applications may be emailed to: nsscjc@nsskating.org or mailed to: NSSC Junior Club, 51 Symonds Way, Reading, MA 01867

PAYMENT: FULL PAYMENT IS DUE WITH APPLICATION. This includes *Annual Membership & Class Fee*. Payment may be made via CREDIT CARD, CHECK or CASH at our office or online when using a credit card.

NOTE: When paying online, please enter your skater(s) name in the Customer ID section.

POLICIES

1. All skaters will be registered with **Learn to Skate USA**. All registered skaters in this program are considered Junior Club members of the North Shore Skating Club. The North Shore Skating Club permits Junior Club members to participate in certain activities during the year and these activities constitute restricted privileges and additional fees will be charged to Junior Club members.
2. Classes include skaters of all ages. Skaters will be grouped according to ability. On Saturday mornings, we offer "adult" classes for basic and freestyle levels. Adults will be assigned to an adult class unless the Skating Director deems there to be a lack of enrollment for a particular adult level. We reserve the right to combine classes if enrollment makes it necessary to do so.
3. One registration is received, **NO CONFIRMATION** calls or letters will be. You will only hear from us in the event the class/level is full.
4. **It is MANDATORY that ALL SKATERS ENROLLING IN BEGINNER, SNOWPLOW SAM 1 - 4, BASIC 1, TEEN INTRODUCTORY, or HOCKEY 1 - 4 classes wear a helmet regardless of age. Skaters in any of these categories WILL NOT BE ALLOWED ON THE ICE WITHOUT A HELMET.** Bicycle helmets are acceptable WITH THE EXCEPTION OF THOSE ENROLLING FOR **HOCKEY 1 - 4** in which case a **HOCKEY HELMET WITH A FACE MASK is suggested**. It is **STRONGLY RECOMMENDED** that a helmet be worn by all children under the age of 7 as well as **ADULTS in ADULT 1**.
5. **Mittens or gloves must be worn.**
6. Only skaters enrolled in classes will be allowed in the class area. No skater will be allowed on the ice without a signed application form.
7. Practice area application forms are available to parents or guardians of children enrolled in the classes who wish to help their children in the practice area. The fee for a parent/guardian is \$15.00 per session (*not per week*). **Every** parent/guardian stepping on the ice **MUST** have a completed Parent/Guardian Application filed at the registration desk and **must already be able to skate**. Only parents of skaters in levels Snowplow 1 through Basic 1 levels should be requesting to do so unless special circumstances exist. Applications are available at the registration desk on the first day of classes. The number of parents and/or guardians allowed in the practice area will be limited. Parents are only allowed in the practice area during their child's practice time for the purpose of helping their child only -- not to skate for themselves. Those who abuse this privilege will be required to leave the ice. Siblings and/or friends who are not enrolled in the classes assigned to that practice time will not be allowed on the ice.
8. The NSSC offers participation in our annual Ice Spectacular Skating Show in April as well as our Basic Skills Competition in June. Skaters wishing to participate in the show must sign up & be enrolled in Jr. Club classes and/or practice sessions by the Junior Club Show Application deadline date of Saturday, November 18, 2017 and remain enrolled through Session III.
9. **NSSC does not offer make up classes for missed classes.** If NSSC cancels class due to inclement weather or some other unforeseen event, NSSC will offer a makeup or credit. Cancellations will be posted on the homepage of our website. If possible, skaters will be emailed as well.
10. **Refund policy:** The annual membership fee is non-refundable. There will be **NO REFUNDS after the third class** without a doctor's note received by the NSSC office within two weeks of the injury or illness. All requests for refunds or credits must be made **in writing prior to the third class** and delivered to the NSSC Office or via email at: nsscjc@nsskating.org. Skaters will be charged for the number of classes that have taken place on or before the day we receive the written withdrawal request at the higher per day or partial session rate. Skaters who withdraw the day of the first class will be charged the one day rate for the class in addition to the administration fee.
11. Skaters receiving credits/refunds due to a doctor's note who wish to return, must present a doctor's note giving permission for the skater to return to the ice.
12. Re-deposited or returned checks, credit or debit cards will be subject to a charge of \$35.00 per instance. All payments are due before the start of the first class. In the event that collection action is taken, the applicant agrees to pay the costs of collection, including reasonable attorney's fees.
13. **EMAIL IS OUR PRIMARY METHOD OF COMMUNICATION. PLEASE MAKE SURE WE HAVE AN ACCURATE WORKING EMAIL FOR YOUR FAMILY.**

ZERO TOLLERANCE POLICY

All members of *Learn to Skate USA & U.S. Figure Skating*, including parents, guardians, coaches, and skaters, have the responsibility to exemplify the highest standard of fairness, ethical behavior, and genuine good sportsmanship in any of their relations with others. In addition, the Board of Directors of the North Shore Skating Club has voted to adopt a "zero tolerance" policy for its members. We will not tolerate physical abuse, verbal abuse, or harassment by any of its members. Behaviors or practices that endanger the health and well-being of others will not be tolerated. Unsportsmanlike conduct with any official, coach, skater or parent will not be tolerated. In accordance with the procedures outlined in the bylaws of the NSSC, members may be suspended or expelled for conduct that is improper. Written complaints to the Board of Directors regarding such behavior will be dealt with seriously and swiftly. Our skaters are our number one priority.

Questions? Email Suzi at nsscjc@nsskating.org or call 781-944-5874/ Website: www.nsskating.org