

# POLICY STATEMENT

## Maple Ridge Skating Club

<b>Subject:</b> "BUY ON" TO ICE SESSION	<b>Revised:</b> Oct. 23, 2009
<b>Policy Statement:</b> <ul style="list-style-type: none"><li>• All StarSkaters/Competitive skaters who would like to join an ice session that they are not registered for may do so only if there is space available on the session</li><li>• "Buy-on" fees as per rates posted must be submitted prior to stepping on to the ice.</li><li>• Buying-on to sessions already running at full capacity is not permitted.</li><li>• Buy-on rates can change from season to season. It is the skater's responsibility to look up the applicable fee in the Buy-On Log Book and record their attendance appropriately.</li><li>• Buy-on rates must be paid in full; partial rates are not permitted.</li><li>• CanSkate and Jr. Academy sessions are excluded from this policy.</li></ul>	
<b>Procedure:</b> <ol style="list-style-type: none"><li>1. Before stepping on the ice, obtain permission from an on-ice club coach to join the session.</li><li>2. Check the buy-on rate posted in the Attendance Log Book for correct fee. (Log Book is located on rolling bulletin board).</li><li>3. Insert payment (exact change or cheque only) in the envelope provided. Or fill out a PA Allocation Form. Payment must be provided before joining the session.</li><li>4. Fill out your <u>name</u>, <u>date</u>, <u>session</u> and <u>fee enclosed</u> on the front of the envelope or PA Allocation form as indicated.</li><li>5. Deposit the envelope or form in the drop box located on the wall near the club office door at the end of the hallway.</li><li>6. Fill out the attendance sheet provided in the Log Book.</li></ol>	
<b>Purpose:</b> <p>To ensure that accurate financial records can be kept regarding the collection of funds and/or debit to skaters' personal accounts. To ensure that each skater on the ice has properly registered, paid and signed in.</p>	
<b>Responsibility:</b> <p><b>All Coaches:</b> Remind your skaters, if they are not registered for the session, to buy-on prior to providing lessons.</p> <p><b>Treasurer:</b> Collect buy-on fees and PA Allocation Forms from the drop box bi-monthly. Reconcile payments with the attendance log. Make a copy of the attendance log for filing with financial records. Place a new sign-in page in the Log Book.</p>	
<b>Definitions:</b> <p><b>Buy-On:</b> Refers to the purchase of single ice sessions for one time users as opposed to purchasing regularly scheduled ice sessions for a full season.</p>	