

Category:	All Silver Blades Members
Title:	Change of Session
Approved By:	Silver Blades Executive
Effective Date:	August 7, 2017

**PURPOSE:**

To ensure the consistency of process for changing sessions for skating members of the club and providing refunds according to policy to the member.

**POLICY:**

The constitution of the Silver Blades Skating Club requires skating members to register for sessions at specific registration dates. Once the season commences, skating members can change session by following the outlined procedure. This is enforced for consistency and to ensure that all members are treated fairly. A skating member is not permitted to skate on a session that he/she is not registered for or fees have not been paid.

**PROCEDURE:**

1. All members should register for sessions during the specified registration dates, which are determined and outlined by the Silver Blades Skating Club.Board members. Fees are paid at the time of registration (can be paid in full or with post dated cheques as per post dated cheque policy).
2. Skating members select his/her sessions to be skated of those available to them for registration for the particular season. This is completed at the time of registration.
3. In the event that a skater wishes to change a session (either drop or add a session) a request for the same is completed in writing by completing the "Change of Session" form. The form once completed is emailed [registrationsbni@outlook.com](mailto:registrationsbni@outlook.com) or dropped to the assigned slot in the Silver Blades room.
4. The Registration Co-ordinator has a listing of all sessions and is able to determine if there is room on that particular session being requested when adding. Consultation can occur with the Club Administrator as necessary to determine if skater is eligible to move to the session.
5. Once eligible for change, the skating member and club administrator is informed of the approval.
6. Any changes in fees are outlined at the time of the approval by Registration Co-ordinator and this fee plus \$10 Change Fee must be paid immediately and before skater is eligible to skate on the session.
7. Note that dropping sessions does not result in full refund. The decision to refund full amount, partial amount or deny the refund in entirety is in accordance with the refund policy (see registration form).

8. The board reserves the right to review any request for change in session that are considered outside the parameters of this policy. The decision to accept or deny the request can be made by the Silver Blades Skating Club board.

**KEYWORDS:**

Session change

Refund request

Registration

**FORMS:**

Change of Session Form