

Flexible Skating Day Policy

Purpose

The Olds Figure Skating Club (OFSC) recognizes that families may occasionally experience scheduling conflicts that prevent a skater from attending their regularly registered skating day. The Club wishes to provide reasonable flexibility while maintaining appropriate ice capacity, coaching ratios, program planning, safety, and fairness among members.

This policy is intended to accommodate **occasional scheduling conflicts** and is not intended to provide skaters with an alternate regular skating schedule or additional skating sessions beyond those included in their registration.

Policy

STARSkate skaters registered in the Club's Monday, Wednesday, or Friday STARSkate programming may request to move a scheduled skating session to another regular Club skating day **within the same calendar week (Monday through Sunday)**, subject to the following conditions:

1. Coaching Approval

All skating-day changes must be approved in advance by the coaching team. Approval will be based on factors including:

- ice capacity;
- coaching availability and coach-to-skater ratios;
- skater level and appropriate grouping;
- planned programming;
- safety considerations; and
- any other circumstances affecting the delivery of the session.

Approval of a previous skating-day change does not guarantee approval of future requests. Available space on the ice does not automatically guarantee that a change will be approved.

2. Requesting a Skating-Day Change

Requests must be made to the coaching team in advance of the proposed alternate session. Whenever possible, requests should be submitted at least 24 hours in advance.

Skaters should not attend an alternate skating day unless approval has been received from the coaching team.

The Club recognizes that unexpected circumstances may arise and may consider requests made with less than 24 hours' notice when reasonably possible.

3. Same-Week Changes Only

A skating session may only be moved within the **same calendar week (Monday through Sunday)**.

Missed sessions cannot be accumulated, banked, carried forward to another week, exchanged for additional ice time, or transferred to another skater.

A skater who does not attend either their regularly scheduled session or an approved alternate session is not entitled to a future make-up session.

4. Monday and Wednesday Transfers

Skaters registered for Monday or Wednesday may move a session between Monday and Wednesday with coaching approval at no additional charge, as the registration fees for these days are equivalent.

5. Monday/Wednesday to Friday

A skater registered for Monday or Wednesday may move a scheduled session to Friday within the same calendar week with coaching approval.

No refund, credit, or account adjustment will be provided for any difference in registration fees between the skating days.

6. Friday to Monday/Wednesday

A skater registered for Friday may request to move a Friday session to Monday or Wednesday within the same calendar week, with advance coaching approval and subject to available ice and coaching capacity.

A Friday-registered skater may make a maximum of **five (5) Friday-to-Monday/Wednesday session changes per skating season** under this policy. This limit recognizes the difference in registration fees between Friday and Monday/Wednesday while still providing families with reasonable scheduling flexibility.

Once five such changes have been used, additional Friday-to-Monday/Wednesday changes will not normally be permitted unless approved as an exception by the coaching team or Club.

If a skater requires ongoing or regular access to Monday or Wednesday, the skater's registration must be formally changed and any applicable difference in registration fees paid.

7. Purpose of Flexible Day Changes

Flexible skating-day changes are intended to accommodate **occasional scheduling conflicts** and are not intended to establish an alternate regular skating schedule.

Approval to skate on an alternate day does not permanently change the skater's registered day.

If a pattern of requested changes indicates that another skating day would better meet the skater's regular scheduling needs, the Club or coaching team may ask the family to formally change the skater's registration, subject to program availability and applicable fees.

8. No Guaranteed Make-Up Sessions

Flexible skating-day changes are a Club accommodation and are **not guaranteed make-up sessions**.

Alternate skating days remain subject to coaching approval, available capacity, appropriate programming, and safety considerations.

Registration remains for the skater's originally selected day unless a formal registration change is completed.

9. Partial or Missed Sessions

Late arrival, early departure, or choosing not to participate in all or part of a regularly scheduled session does not create an entitlement to additional or replacement ice time.

10. Coach-Directed Changes

Changes initiated or requested by the coaching team for purposes such as:

- skater development;
- assessments or evaluations;
- competition preparation;
- testing;
- appropriate skater grouping;
- special programming; or
- other Club or coaching purposes

are not considered flexible skating-day changes under this policy and do not count toward the five-session limit for Friday-registered skaters.

11. Special Programming and Restricted Weeks

The Club or coaching team may restrict or suspend flexible skating-day changes during certain sessions or weeks when required for effective program delivery.

This may include competition preparation, assessments, testing, special events, guest coaching, reduced ice availability, unusually high attendance, or other circumstances where accommodating additional skaters would negatively affect programming or safety.

12. Club-Cancelled Sessions

Sessions cancelled by the Club, the facility, or due to circumstances affecting the Club's scheduled ice will be addressed separately from this policy.

Any alternate arrangements offered by the Club for a cancelled session do not count toward the five-session Friday-to-Monday/Wednesday limit.

This policy does not guarantee that the Club will be able to provide replacement ice for a cancelled session.

Approved by the OFSC Board: _____

Effective Date: _____

Last Reviewed: _____