

Flagstaff Figure Skating Club Financial Policy

Effective October 1, 2023

CLUB ICE

The Flagstaff Figure Skating Club "FFSC" offers its Club Members three ways to pay for ice fees.

1. Unlimited Monthly Package:

- a. Unlimited Monthly Package is **\$170.00/month** for first family skater and **\$120.00/month** for additional family skaters.
- b. This package offers unlimited sessions for the skater with one monthly payment. Skaters can sign-up for the package any time during the month, but the cost will be the same so skaters wanting to purchase the monthly package are encouraged to sign up as soon as it goes live the last week of the previous month.
- c. Skaters must add themselves to every session for the month immediately after purchase to ensure they are on the ice monitor schedule and not accidentally charged a walk on fee. The session credits you receive after purchase will cover all the monthly sessions.
- d. **Session credits do not carry over to the next month and no refunds or credits will be given even if the skater doesn't skate all the sessions.**
- e. Please see the FFSC Monthly Package Instructions for more information on how to sign up for the monthly package.

2. Pre-paid Sessions:

- a. Pre-paid Sessions are **\$10.00/hour**.
Not all sessions are 1 hour, some are 45 minutes (\$7.50) and others are 75 minutes (\$12.50).
- b. Skaters may sign up for individual sessions throughout the month by purchasing single sessions or multiple sessions for specific dates.
- c. There is a discount for purchasing multiple sessions:
10-14 Sessions - \$1.00 per session discount
14-19 Sessions - \$2.00 per session discount
20-29 Sessions - \$3.00 per session discount
30+ Sessions - \$4.00 per session discount
- d. **The deadline for Skaters to sign up for a session is 5 minutes before the session start time.**
- e. **If the skater is unable to sign up by the start of the session, they will have to pay the walk-on session fee.**

3. Walk-on Session:

- a. Walk-on Sessions are **\$15.00/hour**.
Not all sessions are 1 hour, some are 45 minutes (\$11.25) and others are 75 minutes (\$18.75).
- b. To allow all club skaters an opportunity to skate, the club allows walk-on sessions. The club wants to provide flexibility, but managing attendance of walk-on skaters puts more of a demand on our volunteers' time so skaters are highly encouraged to use one of the other scheduling methods.
- c. The FFSC Board voted unanimously to increase the walk-on session fee during the board meeting on 9/13/23. This increase is intended encourage skaters to pre-pay their contract ice time.
- d. Ice time attendance is monitored by a designated Contract Ice Monitor and confirmed by reviewing Live-Barn for the session. To assist with ensuring the ice time usage is correct (and decreasing volunteer hours), skaters are encouraged to send an email to the membership chair (kw.ffscmembership@gmail.com) if they skated as a walk-on.
- e. Skaters will be charged for the session(s) in their account by the end of the week.

4. Non-Members (Guests):

- a. Pre-paid or walk-on non-member sessions will be a flat fee of **\$20.00/session**.
- b. If a skater is not a member of FFSC but is a member of USFSA, then they are allowed to skate during club ice.
- c. **They must create an account with the club but do not have to pay for a membership if they are a member of USFSA.** They create their account, pre-purchase club ice sessions, and sign a waiver on our EntryEeze website.
- d. **Non-members that do not create an account are not allowed to skate on club ice.**

SESSION TIME GRACE PERIOD

Skaters are given a 5-minute grace period to be on the ice before and after their scheduled or walk-on session time (this does not apply to monthly unlimited package skaters). Skaters that are on the ice over 5-minutes prior to or after the session time will be charged for the additional session at the walk-on rate. It is the skater's responsibility to coordinate lesson times with their coaches to ensure they are within their scheduled session time. Understand that this may require purchasing two session times to accommodate the lesson.

This will be strictly enforced starting October 1, 2023, to ensure there is consistency and fairness for all members. Live-Barn will be used to confirm the time based on the Jay Lively Ice Rink clock.

CANCELLATIONS/RESCHEDULING

There may be times where skaters encounter a scheduling issue (illness, injury, unable to attend, etc.) and need to cancel or reschedule a session. The membership chair can cancel the session or move the skater to another session, but it is unreasonable to assume the chair (volunteer) can accommodate these requests at the last minute or any time of the day.

The following procedures will be followed for cancellations or rescheduling.

Cancellations:

1. The skater must send an email to the membership chair **prior to the start of the affected session** stating the request for the cancellation.
 - a. If the email is sent prior to the affected session start time, the membership chair will place a credit for that session into the skater's account that can be used for future sessions.
 - b. **If the request is made after the start of the affected session time, the skater will not be reimbursed for the session.**
2. The skater is responsible for signing up for their future sessions after cancellation. Failure to sign up for a different session will result in being charged a walk-on session fee.

Rescheduling:

1. The skater must send an email to the membership chair **prior to the start of the affected session** to be able to be moved to a different session.
 - a. The skater must state what session they want to move to in the email.
 - b. The membership chair will move the skater to that session and confirm the move by replying to the email the skater sent with the request.
 - c. One exception to this is if the skater wants to move from a session to another session in the next month. Because we create ice contracts by month, the skater cannot be moved to another contract. Instead, the skater's session will be cancelled and the skater will receive a credit for the session.
2. **The only exception is if the skater has a same day rescheduling change.** If the skater has signed up for a session and needs to skate a different session on that same day, the **skater must send an email to the membership chair by midnight that day.**
 - a. The email must state the session they were supposed to skate and the session they skated instead on the same day.
 - b. The skater will be charged/credited for any difference in the session fee. For example, changing from a 45 min. session to a 1 hr. session will incur a \$2.50 charge.
 - c. **Please ensure that you are following the Grace Period rules previously explained or you will be charged for both sessions.**
 - d. **Failure to email the membership chair of the change by midnight that day will result in the skater being charged a walk-on session fee in their account for the additional session and no credit will be given for the session they were signed up for.**

MEMBERSHIPS

1. **To skate on club ice, the skater must have a membership packet on file, be a member of FFSC (or another USFSA club) and pay for ice time.** Parents of skaters do not need to join the club- create an account for your skater.
2. **Membership dues** include membership in US Figure Skating (USFSA) and must be paid each year for the skating season, July through June. To join and pay membership dues, we use our club's EntryEeze website:
(<https://comp.entryeeze.com/Membership/Welcome.aspx?cid=320>).
3. **Returning members must pay membership dues at the start of the skating season on July 1 before they can skate,** but do not need to fill out a new membership packet unless their contact or insurance information has changed, or their membership has lapsed for a year or more.
4. **Learn to Skate USA** is a separate, national program of USFSA. LTS members are not FFSC members and cannot skate on club ice.

Membership Rates Effective June 1, 2023

Membership Type	Dues	Term	Notes
Introductory	\$55	1 year	First time full membership (must not have previously been a member of any USFSA club)
Introductory Family	\$40	1 year	First time additional family members (must not have previously been a member of any USFSA club)
Regular	\$98	1 year	Full membership
Family	\$50	1 year	Additional family members
Collegiate	\$130	4 years	Must be attending college (can only apply once)
Associate	\$30	1 year	Must be a member of another USFSA club

Junior and Adult Membership: Junior members are those who are under 18 as of September 1st and must be represented in the club by a parent or guardian. Adult members are those 18 and over.

Coaches: Coaches must be members of FFSC and must have current coaches' paperwork on file (insurance & coaches' agreement). An associate membership is acceptable for coaches. Coaches do not need to pay for ice time. Guest coaches are allowed but must pay a one-time \$15.00 guest coaching fee.

LEARN TO SKATE

Learn to skate (LTS) is a national program of USFSA and are not FFSC club members. FFSC hosts the LTS program, provides coaches, and LTS skaters utilize our EntryEeze website to sign up and pay for sessions.

LTS membership costs \$20.00 annually and \$40.00/month for every Wednesday session of the month. Sessions are paid as a one-time monthly payment at the end of the month through our EntryEeze website. LTS members are subject to the same Payment rules as FFSC members.

PAYMENTS

All payments for club ice are made on our club's EntryEeze account via credit card payment. (<https://comp.entryeeze.com/Membership/Welcome.aspx?cid=320>)

Skaters are responsible for checking their account for any contract ice fees that are due and pay their charges as soon as possible. If a skater's account become delinquent past the current month, the skater will receive an email informing them of their delinquent account and skaters will not be allowed to skate on club ice until all payments are completed.

If a skater becomes more than three (3) months delinquent, the Skater will be reported as a "Member Not in Good Standing" with the FFSC and US Figure Skating. The skater will not be able to skate on club ice and will not be eligible to compete. FFSC may take additional steps such as expulsion from the FFSC.

In the case of special considerations/circumstances (such as job loss/medical emergency/etc.) that have caused the delinquency, the following procedures should be taken.

1. Skater will put in a written request for an extension of time to pay and submit to the FFSC Board.
2. The FFSC Board will consider and decide on an extension, if any, on a case-by-case basis.

If a skater has any outstanding late fees at the fiscal year end, they will not be able to renew their membership until all payments and late fees are paid.

REFUNDS

If a refund is required, then the primary means to refund the skater will through a credit to the skater's account. There are limited exceptions where refunds will be given.

1. Membership fees due to accidentally signing up for the club (most commonly a Learn to Skate issue).
2. Skater that is leaving the club and has pre-paid sessions already purchased (monthly package will be pro-rated by the number of sessions remaining).
3. Hardship, injury, or illness that will prevent the skater from skating for an extended period.

Skaters will not be refunded any convenience fees charged by EntryEeze.