

POLICY NAME SESSION CANCELLATION/SWITCHING POLICY

POLICY NUMBER 4.1.13

CATEGORIES

DATE PROPOSED: 9/17/2018

DATE OF VOTE: 9/19/2018

ACCEPT (Y/N): Y

Due to the nature of the ice scheduling process, the Huntsville Skating School and Training Academy (HSSTA) offers various discounts to encourage advance scheduling of ice time. Once ice time has been contracted for and advance scheduling discounts applied, schedules will not be adjusted except under the following circumstances:

Inclement Weather: The Municipal Ice Complex (MIC) monitors and follows the direction of the Huntsville Emergency Management System. The facility also closely monitors the local school systems weather related decisions. If MIC management decides to close the facility due to inclement weather or other emergency situations, credit will be issued for any cancelled sessions that are unable to be rescheduled.

Illness: HSSTA does not encourage students to skate if they are ill. If a skater must miss a session or class due to illness that does not require a doctor's attention, they may make up the session, provided that they call in advance of the absence to notify school staff and make arrangements to complete the make-up within one week of their return. In order to receive credit for a session missed due to illness, the skater must submit a written doctor's excuse within one week of their return.

Coach availability: Occasionally, a coach must make adjustments to their students' lesson schedules. In order to adjust the student's freestyle schedule accordingly, the student must fill out a switch form (available at the school office) and the coach must sign the form indicating the reason for the switch. These forms will then be reviewed and approved by the Director of Skating (DoS). If any coach is found to be making excessive switches, the DoS will address the issue with the coach directly.

COMMENTS: New Policy