

Change of Program Policy**Document Classification:** Policy**Associated Documents:** None**Document control:**

Implementation	Date: January 2023
Next Review by Board	Date: January 2024

POLICY purpose:

This policy provides the board of directors and committee members with guidelines for change of programs.

POLICY scope:

This policy applies to the board of directors, committee members, and club administrator of the Rideau Skating Club.

This policy is presented on the club website.

POLICY statement:

Participant request:

- Participants in the Pre-CanSkate/CanSkate programs may request one (1) change/per season with no additional fee.
 - Subsequent changes will be charged \$15/per change.
- Participants in the StarSkate program may request up to two (2) program changes/per season with no additional fee.
 - Subsequent changes will be charged \$15/per change.

Coach request:

- Coach recommended changes (ie. transfers from CanSkate to StarSkate) will not be charged a fee (except the difference in program costs).