



ESTABLISHING A CLUB OR SKATING SCHOOL

This document provides guidance on establishing a Skate Canada authorized club or skating school.

Once established, all authorized Skate Canada clubs and skating schools become Members of Skate Canada and the Section within which they operate (reference: [Skate Canada bylaw 8.3](#)) and as such must comply with the [Skate Canada Club and Skating School Operating Requirements](#) which is subject to amendment from time to time.

ROLES & RESPONSIBILITIES

Applicant:

- Review the application process and familiarize oneself with the [Club and Skating School Operating Requirements](#) and related Skate Canada policies.
- Arrange an initial meeting with the local Section office to review Provincial/Territorial Club and School Operating Requirements and related Provincial/Territorial policies.
- Complete the application honestly and in good faith.

Section:

- Establish intake process for new club/skating school applications.
- Participate in initial meeting to inform applicant of application process, Club and Skating School Operating Requirements and related policies.
- Review completed application and prepare a recommendation to approve or deny the application for membership.
- Issue recommendation to either approve or deny the application for membership to Skate Canada.

Skate Canada:

- Publish process for becoming a Skate Canada authorized Club or Skating School.
- Review recommendation from Section to approve or deny an application.
- Communicate decision and next steps to applicant and Section.

APPLICATION PROCESS

The following steps will occur as part of the application process:

1. Review the [Club and Skating School Operating Requirements](#) and Section Requirements.
2. Contact Section for initial interview and meeting to review Provincial/Territorial requirements for new Club or Skating School applications.
3. Complete the Club/Skating School Application available on the applicable Section's website.
4. Submit the Club/Skating School Application requirements to Section. Allow 8 weeks for processing and issuing a decision upon receipt of completed application.
5. Skate Canada Section will review the application for completeness and communicate status of application to applicant.



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6. Following review of the application the Skate Canada Section will provide recommendation for approval or rejection of application to Skate Canada.
7. Skate Canada will review the application and Section recommendation and have such conversations as are necessary with the Section to issue final decision to approve or deny the application. Full application to be submitted with recommendation to Skate Canada.
8. A joint letter from the Section and Skate Canada will be sent to the applicant affirming the final decision made on the application for membership whether approved or denied.
9. If the club/skating school application is approved Skate Canada will proceed with registering the club/skating school in collaboration with the applicant. The club/skating school will be able to operate when the required steps are completed.
10. If the club/skating school application is denied the applicant is welcome to submit a new application for consideration in the future. There is no appeal process for applications which have been denied.

APPLICATION FORM CONTENTS/REQUIREMENTS

The application requirements include, but are not limited to, operation location information, statement of purpose, business plan, board/administrator listing, coach listing, and program listing, and can be found on the applicable Section website.