

## STEP-BY-STEP PROCEDURE FOR FILLING OUT APPLICATION FOR MAIL-IN REGISTRATIONS & EXPLANATION OF FEES

Returning members will receive their winter information electronically, with links to our website for all of the pertinent information to register for the season. Those not on-line will receive a mailing. You may register **ON-LINE** or **MAIL-IN** your application. Below outlines instructions to fill out your form if you choose to **MAIL-IN** your registration:

### STEP 1—SKATER PERSONAL INFORMATION SECTION:

Be sure to carefully fill out this section. Please do not forget to include the proper year of your skater's birth date.

### STEP 2—ELECTRONIC MAILINGS SECTION :

Indicate **YES** or **NO** regarding electronic mailings. **PRINT** your e-mail address neatly and **EXACTLY** as it appears in your e-mail address i.e. caps, underscores etc...

### STEP 3—SKATING INFORMATION & QUALIFICATIONS SECTION:

State your **Home club declaration** for the season i.e. where you pay your Skate Canada membership & Liability Insurance fees. Indicate your past skating information. Fill in your **Skate Canada #** and skating **qualifications**. *If you are unsure of your Skate Canada # or qualifications, contact the club administrator.*

### STEP 4—SESSION REGISTRATION SECTION:

Check one session only. Session level depends on your qualifications. To determine your session **go to pg 6**.

*RETURNING MEMBERS—Contact the administrator if you are unsure of your qualifications.*

*NEW MEMBERS—check appropriate session.*

**4A.** To determine **Days & Sessions** you will be skating **go to pg 7** to see schedule of session days & times. Check the days you will be skating and **fill in session** beside day.

(STEP 4B ONLY APPLICABLE TO A to E SESSION SKATERS)

**4B.** To **skate off session and/or to skate an extra day**, skater must meet the minimum qualification to skate off-session (**go to pg 6**). This off-session day may be used as an extra day or an exchanged day on any 3-day membership. If skating off-session &/or an extra day check **Yes** beside **Extra Day** and show this day on the **Days & Session** line under Session Registration.

### STEP 5—SESSION FEES SECTION (ALL FEES LISTED ON PAGE 7):

**Line 1: Session Membership Fees**—is based on the # of skating days per week—**page 7**.

**Line 2: Family Discount**—for families with 2 or more skaters. Receive a \$40 discount for each *additional* family member. You do not receive a \$40 discount on the first skater.

**Line 3: \$10 Early Registration Discount**—for RETURNING MEMBERS if mailed in by the early registration date—*Aug 26th*. Not applicable to NEW MEMBERS.

**Line 4: Skate Canada Membership & Liability Insurance Fee**—is already on your form and is required by all EYSC home club members. If EYSC is your home club check **YES** box & add this to your total. If EYSC is not your home club check **NO** box & do not include in the \$35—**page 8**.

**Line 5: Extra Day Fee**—is listed under the session you are qualified for—**page 7**.

**Line 6: Morning Ice Fee**—Not applicable to CanSkate 1 or 2 or A Session—**page 7**.

**Line 7: Credits**—(i.e. PA/Music/Other Credits etc...) Include PA/Music or credits from previous season here. You will be notified of PA/Music credits. Not applicable to NEW MEMBERS. If applying on-line, credits aren't accepted. In this case please register by mail.

**Line 7A: Other Fees**—are any fees that are outstanding from the previous season which must be paid in order to register for the current season. You will be notified if you have any outstanding fees. Not applicable to NEW MEMBERS.

**Line 8: Locker Registration Fee**—for those interested in renting a locker for the season. See the reverse of application for instructions for registration.

**Line 9: TOTAL FEES**—Add lines 1 to 8.

**STEP 6—PARENT VOLUNTEER SECTION:** The club relies heavily on volunteers. We ask that all families volunteer during the season. Circle areas you would be available to volunteer.

### STEP 7—PARENT/GUARDIAN SIGNATURE & HARNESS DISCLAIMER FORM:

Sign & date the bottom. On the reverse the Harness Disclaimer form should be signed for skaters on B to E session (see back of application for explanation).

### STEP 8—METHOD OF PAYMENT SECTION:

Returning members (not registering on-line) may pay by **Visa, MasterCard, cheque, money order or cash ONLY**. If paying by cash please contact administrator for payment arrangements. Do not send cash in the mail.