

APPLICATION PACKAGE – BECOMING A SKATE CANADA CLUB OR SKATING SCHOOL

Prior to completing this application, please refer to the [Club and Skating School Approval Policy](#). The completed application package must be submitted to the Skate Canada [Section Office](#) that handles administration in the Section where the proposed/existing club or skating school is located. **Please ensure that completed applications are submitted to your Section Office at least three months prior to the commencement of your programs.**

The following information and/or documents must be submitted along with the forms in this package:

- **For clubs:**
 - Completed, signed and dated Club Constitution and Bylaws (a sample constitution is available from the Section Office)
 - List of the Skate Canada programs that will be offered and sessions of operation

- **For skating schools:**
 - Complete package of all skating school policies specific to the management of the skating school
 - List of the Skate Canada programs that will be offered and sessions of operation

Please note that it is at the discretion of the Section Office as to whether the two geographically closest clubs or skating schools are asked to submit [impact statements](#) (Appendix A).

Once the application has been approved by the Section Office, it will be forwarded to the National Service Centre for final review. The National Service Centre will notify you of your application's approval. You will receive notice from the Section Office should your application not be approved.

For more information about running a Skate Canada club or skating school, please visit the Skate Canada Info Centre.

Club or Skating School Application

Name of club or skating school:

Address of current operating location:

Mailing address if different from above:

Contact name:

Contact telephone number:

Contact e-mail address:

Has this club or skating school ever been registered with Skate Canada?

- No
- Yes

If yes, please provide the following information:

Name of club or skating school when it was previously registered with Skate Canada:

Skate Canada number of previously registered club or skating school:

Is this application being completed due to a change in operating location of an existing club or skating school?

- No
- Yes

If yes, please provide address of proposed operating location:

IF APPLYING TO BECOME A SKATE CANADA CLUB PLEASE COMPLETE THIS PAGE

Please list your club's board members:

Position	Full Name:	Skate Canada #
President		
Vice President		
Treasurer		
Secretary		
Membership Chair		
Test Chair		
Director		
Coaching Representative		

IF APPLYING TO BECOME A CLUB PLEASE COMPLETE THIS PAGE:

Skating Club Statement

We, being Officers of the _____ Skating Club, agree to
conform to the Constitution, By-laws, Rules and Regulations, Policies and Procedures of Skate Canada
and hereby certify that this club is devoted exclusively to skating.

Club Name

Name of Club President

Date

Name of Club Board Member

Date

IF APPLYING TO BECOME A SKATING SCHOOL PLEASE COMPLETE THIS PAGE:

Skating School Statement

I/we, being the owner(s)/director(s) of the _____ Skating School, agree to conform to the Constitution, By-laws, Rules and Regulations, Policies and Procedures of Skate Canada and hereby certify that this skating school is devoted exclusively to skating.

Skating School Owner/Director

Date

Skating School Owner/Director

Date

Please identify at least one club/skating school administrator below. Upon approval of this application, the administrator(s) will be contacted by the National Service Centre with instructions on how to proceed.

Name of administrator:

E-mail address of administrator:

Phone number of administrator:

Name of administrator:

E-mail address of administrator:

Phone number of administrator:

Name of administrator:

E-mail address of administrator:

Phone number of administrator:

SECTION: Please ensure that, whether approved or not approved, the complete application, including recommendation of Section below is forwarded to the National Service Centre following Section review.

SECTION CHAIR

Approved NOT Approved

Signature of Section Chair

Date

If not approved, please list reason for denial:

SKATE CANADA NATIONAL SERVICE CENTRE

Application complete Application NOT complete

Signature of National Service Centre Representative

Date

Appendix A: Impact Statement

Name of Applying Club or Skating School: _____

As part of the club and skating school application process, existing Skate Canada clubs or skating schools that are located proximal to the applying club or skating school have the opportunity to submit an impact statement to describe the effect that this decision may have on existing Skate Canada organizations in the area. Please provide comments and sign below. Your club or skating school has the option to return the impact statement form directly to your Section Chair or return it to the applying club or skating school to attach with their application.

We, the _____ club/skating school, club/skating school number _____, a member of Skate Canada, located geographically proximal to the _____ club/skating school, understand that an application has been made to Skate Canada for Membership by the above named club/skating school.

A statement outlining the impact that this new organization will have on our club/skating school upon joining Skate Canada follows:

Club President/Skating School Owner

Date