

Skate Ontario - Club/Skating School Application Process

- Review application and [Supporting Policy](#) for club or skating school initial sanction.
- Review [Club/Skating School Minimum Operating Standards](#)
- Submit completed application to Sharon Maki at smaki@skateontario.org at least 3 months prior to start date.

Skate Ontario will review all applications. Applicants, will be contacted to arrange a meeting to review & discuss application plan.

Topics include:

Business plan - Risk analysis, Insurance plans (minimum requirement and optional plans)
Program implementation plan - Standards, Resources available, Implementation timeline

All applications, both those approved and not approved, will be forwarded to the National Service Centre.

Those approved by Skate Ontario will be submitted to the National Service Centre. They will confirm that a complete application was received and reviewed by the Section as part of approval. If the application is complete, the approved club or skating school will be contacted with information on how to register and commence operations. If it is determined that the application was not complete, final approval will be withheld until a complete and approved application is received from the Section.

Those applications not approved by the Skate Ontario will be kept on file at the Section and at the National Service Centre.

Appeal Process: Any application not approved by the Section may be brought by the applicant to the National Service Centre for review. The National Service Centre reserves the right to seek input from Skate Ontario as part of this review. Following this review, the National Service Centre may make recommendation to the Section to review their decision, however may not overturn the decision. Skate Ontario or National Service Centre reserves the right to request additional information of a general or specific nature regarding the applicant.

