

MFSC Exchange Policy For contracted Skaters

The MFSC has continued to offer the flexibility of requesting off ice and on ice credits when needed. Each Contracted Skater will be allowed an equivalent number of exchange credits up to the entire value of their contract. Exchanges can be made within the week (beginning Sunday) that you are contracted but not pulled forward from a future week. Recording of exchanges must be made by a Monitor or with a Monitor's or Ice Administrator's approval. Exchange credits must be recorded both on the skater's personal exchange form **and** in the daily contracted sheets to properly record attendance status.

You must either leave a message on the answering machine or have a Monitor or Ice Administrator fill out the skater's personal exchange form up to 30 minutes prior to the requested exchange session(s). Credits requested less than 30 minutes before the clinic or ice session will not be granted. No exchanges will be made after the session has started. All exchange credits will expire at the end of the contract period that the exchanges were made. The Club's answering machine phone number is **(440) 205-8498**. Do NOT call the front desk at the Ice Arena; they will not take a message.

Guidelines for Utilizing Exchanges - If you have questions, please contact the Ice Administrator prior to assuming the solution and make note on the daily sheet detailing what has been done and/or requested.

- Separate Exchange Forms will be used for Clinic and regular ice session exchanges.
- Total Exchanges Used must be no greater than Requested Credits earned.
- Ice session exchanges earn 1 credit for each 15 minutes of the scheduled session.
- Credits must be taken or used for the entire scheduled session.
- Running Total of Used Exchanges must be < or = the running total of Requested credits made available.
- Identify the skater, date and the session they will be missing.
- The monitor will record the request on the skater's personal exchange form where a running total is kept and mark on the daily contracted attendance sheet.
- All exchange credits must be used within the current contract period (no carry-overs).
- Clinic credits can only be exchanged for clinics and will be tracked separately on a Clinic Exchange Form. On-Ice clinic exchanges & off-ice express clinics earn 1 credit while off-ice clinic exchanges earn 2 credits.