



## **Club Membership and Activity/Event Sanctioning Policy**

Revised: 2011.09.21

### **POLICY**

The Alberta Snowboarding Association (ASA) provides support to Snowboard Clubs that are members of the ASA and exist for the purpose of providing training, which may include events, and social activities for Snowboarding in the province of Alberta. We sanction snowboard-related activities for ASA members who reside in Alberta.

### **GUIDELINES**

Canada~Snowboard (C~S) is appointed by the Canadian Ski and Snowboard Association (CSSA) to govern the sport of snowboarding in Canada. The CSSA arranges the insurance and governs Coach Qualification for the sports of skiing and snowboarding in Canada. C~S appoints the Provincial Snowboard Associations (PSA) to govern in their specific geographic area.

### **VISION**

The vision of the ASA is to be recognized as providing support to the growth of snowboarding. To accomplish this, the ASA must ensure that clubs at different stages of growth receive benefits.

### **FEES**

Due to a policy through C~S, clubs will no longer receive Club Sanctioning. Rather, clubs must apply for an ASA/C~S Club Membership, which will allow clubs to obtain activity sanctioning for training, travel, camps, competitions, fundraisers, etc. All activities conducted by a member club **MUST BE SANCTIONED**. If the member club engages in any activity that has not been sanctioned, the club becomes 100% liable. All Payments must be made upfront with the Club Membership Application Form.

<b>Club Membership</b>	<b>\$200 (\$100 C~S fee, \$100 ASA fee) All activity sanction applications are included</b>
<b>Directors &amp; Officers Liability Insurance (Available only to non-profit clubs)</b>	<b>\$200</b>
<b>3<sup>rd</sup> Party Club/Activity Sanction Application</b>	<b>\$250.00 (must be accompanied by a CSF 3<sup>rd</sup> Party Agreement)</b>

**It is the obligation of each club to request from the ASA a sanction for all activities and events conducted by that Club. Applications should be received by the ASA no later than one month prior to the commencement of the activity.**



## EXPIRATION OF CLUB MEMBERSHIP

All ASA Club memberships are sanctioned from July 1 - June 30 of the following year. There is no pro-rated fee for sanctioning. Any activities participated in beyond June 30 without renewed membership are not covered.

## CRITERIA

### 1. Club General Criteria

- 1.1 Registered as a corporation, partnership, sole proprietorship, or non-profit society under the laws of the Province of Alberta;
  - 1.1a Exists to provide coaching and training to athletes, which may involve hosting events and social activity
  - 1.1b A club may not use a name that could infer that it is an official, provincial body or team. Specifically, a club may not use 'Alberta' in its name, nor may it use 'provincial' or 'team' in its name or promotional material – in print or on-line.
- 1.2 All club members, including club volunteers, shall be members of the ASA.

### 2. Club Coach Criteria

- 2.1 For Alpine, Snowboardcross, and Freestyle:
  - 2.1.1 Employ at least one coach who is *CSCP Comp Dev Trained*.
  - 2.1.2 All other coaches must be the equivalent of *CSCP Comp Intro Trained (formerly known as Basic Coach)*. All coaches must be paid and current members of the CSCP.
  - 2.1.2a Any coaches who are developing athletes with CWSSA passes must be *CSCP Comp Dev Trained*.
  - 2.1.3 All coaches must be in good standing with the ASA, C~S and CSCP (Canadian Snowboard Coaching Program)
  - 2.1.4 All club coaches must be a current member of the ASA and hold a current coaching license with CSCP
  - 2.1.5 All coaches must sign the ASA's Coaches Code of Conduct or Equivalent (if the club is not using the ASA Coaches Code of Conduct, the club must provide the ASA with a copy of their Coaches Code of Conduct);



- 2.1.6 Proof of coach qualifications and a copy of their police check is to be presented to the ASA with the club membership request.

### 3. Insurance

- 3.1 Clubs must carry an insurance policy protecting Directors and Officers.

The ASA offers D & O Liability Insurance to non-profit clubs at a rate of \$200.00 per year through association with C~S and CSSA. The cheque must be made payable to the ASA.

- 3.2 Members of clubs and event volunteers who are also members of the ASA are automatically provided Commercial General Liability Insurance for all ASA/C~S sanctioned competitions, training, and activities. Ensuring that all club members are members of the ASA provides the Club with insurance.

### 4. Requirements

In order for member clubs to stay in good standing with the ASA, clubs are required to do the following:

- Hold an AGM within six months of fiscal year-end;
- Ensure that all club athletes, coaches and volunteers carry a current ASA membership;
- Provide membership statistics from the previous year – a breakdown of members in the various categories total number of members, FIS athlete, and recreational and supporting members.

### 5. Documents

Upon registering with the ASA, the club must provide the following:

- Completed Club Membership Application form;
- Completed Activity Sanction Application form(s);
- Copy of the certificate of registration as a corporation, partnership, sole proprietorship, or non-profit society (the ASA will keep this on file so clubs will not have to provide this every year);
- If affiliated with another sport under the CSSA, provide operating guidelines;
- Coaches' ASA memberships (hard copy and/or proof of online registration and payment must be with application)
- List of coaches with their qualifications. (must provide official documentation - CSCP Coaches license, receipt from C~S showing current license, along with copy of police check)
- Any changes in coaching staff must be reported to the ASA immediately;
- Approved governing by-laws and any amendments thereto with the ASA;
- Proof of fiscal year-end date (such as year-end financials);
- Minutes of AGM with a list of elected or appointed Board of Directors;



- Payment of annual C~S & ASA club fees totaling \$400.00CDN made payable to the ASA and any additional payments as necessary; and
- List of club membership and current coaching staff on the following dates:
  - October 31;
  - December 31;
  - April 15.

## 6. Club Membership

Upon completion of the above criteria, the ASA will issue the club a membership certificate and permission to use the ASA logo on Club materials. The ASA will also post the club website with a link on the [www.albertasnowboarding.com](http://www.albertasnowboarding.com) website.

Ancillary benefits to member clubs will come in the form of promotion, assistance in forming governance, dispute resolution, sanction of events and activities, club development, access to equipment for training and events (if available and with a security deposit), etc.

**The ASA will charge member clubs an administration fee of \$40 per infraction if found to employ coaches and/or have members that are not holding a current ASA membership.**

**The ASA will charge member clubs an administration fee of \$100 per infraction if found to employ coaches that are not properly certified at the minimum requirement of CSCP Comp Intro "In training" (formally Basic Coach)**

**Clubs with outstanding fines will have 10 days to remit payment to the ASA office. Failure to remit payment on time will result in the temporary suspension of the clubs sanctioning with Alberta Snowboarding Association.**

**Having coaches and/or members without a valid ASA membership null and voids the Clubs' membership and activity insurance, resulting in the Snowboard Club becoming 100% liable for any and all club training, activities, and events.**