



## **Alberta Snowboarding Association** **Club Membership and Activity/Event Sanctioning Policy**

### **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, events, and social activities for Snowboarding in the province of Alberta.

### **GUIDELINES**

The Canadian Snowboard Federation (CSF) 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. The CSF appoints the Provincial Snowboard Associations (PSA) to govern in their specific geographic area. Each PSA is represented on the Board of Directors of the CSF.

**\*Clubs Please Note:** When completing your Club Sanction Application please be aware that non-snowboarding related activities will not be insured. Please keep those items out of your application. If you have any questions contact the office\*

### **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 new policy through the Canadian Snowboard Federation, clubs will no longer receive Club Sanctioning. Rather, clubs must apply for an ASA/CSF 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>\$200.00 (All activity sanction applications are included)</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>
<b>Additional Activity Sanction:</b>	<b>\$25.00 (Additions made that are not on the original sanction application)</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**

ASA Club Membership expires with the final date noted on the submitted Club calendar (ex: if calendar is up until March, ASA Club Membership expires March 31 of that year). Any activities participated in beyond this point are not covered. Please refer to the Fees section for any changes to the Club Calendar.

## **CRITERIA**

### **1. Club Criteria**

- 1.1 Registered as a corporation, partnership, sole proprietorship, or non-profit society under the laws of the Province of Alberta;
- 1.2 All club members, including club volunteers, shall be either Competitive or Recreational members of the ASA.

### **2. Coach Criteria**

- 2.1 For Alpine, Snowboardcross, and Freestyle
  - 2.1.1 Employ at least one coach who is CSCP Comp Intro Trained.
  - 2.1.2 All other coaches must be the equivalent of CSCP Basic Coach *Trained*. All coaches must be paid and current members of the CSCP.
  - 2.1.3 All coaches must be in good standing with the ASA, CSF and CSCP (Canadian Snowboard Coaching Program)
  - 2.1.4 All club coaches must be members of the ASA;**
  - 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 is to be presented to the ASA.



### 3. Insurance

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

The ASA offers D & O Liability Insurance to clubs at a rate of \$200.00 per year through association with the CSF and CSSA. **The cheque must be made payable to the ASA.**

- 3.2 Coaches working for clubs must be in good standing with CASI or CSF. CASI membership provides the minimum insurance required for ASA Club Membership.

- 3.3 Members of clubs and event volunteers who are also members of the ASA are automatically provided Commercial General Liability Insurance for all ASA/CSF sanctioned competitions, training, and activities. Ensuring that all club members are members of the ASA provides the Club with suitable 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 and coaches carry a current ASA membership.

### 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);
- Copies of proof of insurance for coaches;
- List of coaches with their qualifications. Any changes in coaching staff must be reported to the ASA immediately;
- File approved governing by-laws and any amendments thereto with the ASA;
- Providing proof of fiscal year-end date (such as year end financials);
- Filing minutes of AGM with a list of elected or appointed Board of Directors;
- Payment of annual club fee of \$200.00CDN made payable to the ASA and any additional payments as necessary; and



➤ List of club membership on the following dates:

- October 31, 2008;
- December 31, 2008;
- April 15, 2009.

## 6. CLUB MEMBERSHIP

Upon completion of the above criteria, the ASA will issue the club a sanctioning certificate and permission to use the ASA logo on Club criteria. 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 a \$100 fine if found to employ coaches and/or have members that are not holding a current ASA membership. 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.**



## **UPDATED CLUB REGISTRATION FORM - 2008/09**

### **CLUB INFORMATION:**

NAME:

ADDRESS:

KEY CONTACT:

E-MAIL:

TELEPHONE:

### **CLUB EXECUTIVE INFORMATION:**

#### **PRESIDENT:**

Name:

Address:

Telephone:

E-Mail

#### **SECRETARY:**

Name:

Address:

Telephone:

E-Mail

#### **OTHER EXECUTIVE MEMBERS (names only):**



**CLUB PROFILE**

When was the Club created?	
Is the Club affiliated with a Club or Provincial Association of another Canadian Ski & Snowboard discipline? If so, which ones(s)?	
Is the Club incorporated?	
Is the Club registered as a non-profit society or equivalent?	
Does the Club have a current constitution or set of by-laws?	
When was the last Annual General meeting of the Club?	
When will the next Annual General Meeting of the Club take place?	
How many members did the Club have last year?	
How many members does the Club expect to have this year?	

**\*\*\*Please note that the annual club membership fee for a non-profit club is \$100 + Provincial Snowboard Association (PSA) fees. Also Director's & Officer's (D&O) liability insurance is mandatory for all non-profit clubs at a annual cost of \$200. If you have an existing D&O policy then a certificate of insurance must be submitted with this application instead of the \$200. "For-Profit" clubs require a Program Delivery Agreement (PDA) which has an annual cost of \$250 + PSA fees. PDA's expire annually on April 30 regardless to when they begin. Our D&O policy is not available to "for-profit" clubs. \*\*\***

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



#202 BNTC, 88 Canada Olympic Road SW, Calgary, Alberta T3B 5R5  
Phone (403) 247-5609 Fax (403) 286-7213

Email – [albertasnowboarding@coda.ca](mailto:albertasnowboarding@coda.ca) [www.albertasnowboarding.com](http://www.albertasnowboarding.com)





**COACHING PROFILE**

**Please attach an additional sheet if necessary **AND** appropriate documentation  
(Receipts for Coaching dues and a photocopy of CASI card or CSCP card)**

Coach Name: \_\_\_\_\_

Certification: \_\_\_\_\_  
\_\_\_\_\_

Coach Name: \_\_\_\_\_

Certification: \_\_\_\_\_  
\_\_\_\_\_

Coach Name: \_\_\_\_\_

Certification: \_\_\_\_\_  
\_\_\_\_\_

Coach Name: \_\_\_\_\_

Certification: \_\_\_\_\_  
\_\_\_\_\_

Coach Name: \_\_\_\_\_

Certification: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**Name (printed)**



#202 BNTC, 88 Canada Olympic Road SW, Calgary, Alberta T3B 5R5  
Phone (403) 247-5609 Fax (403) 286-7213

Email – [albertasnowboarding@coda.ca](mailto:albertasnowboarding@coda.ca) [www.albertasnowboarding.com](http://www.albertasnowboarding.com)





## **ACTIVITY SANCTION APPLICATION FORM 2008/09**

### **ORGANIZER INFORMATION:**

NAME:

ADDRESS:

POSITION:

E-MAIL:

TELEPHONE:

### **ACTIVITY INFORMATION:**

LOCATION:

DATE:

DISCIPLINE(S):

DESCRIPTION (details, or a schedule of activities, may be attached):

### **OFFICIALS INFORMATION:**

TECHNICAL DELEGATE:

CHIEF OF RACE:

JUDGES:

COURSE BUILDER:

RACE SECRETARY / TABULATOR:



**OTHER INFORMATION:**

Location Contact (name, telephone, and e-mail):

Liability Insurance

The CSF ordinarily provides liability insurance coverage for its activities to a limit of \$3,000,000. If a higher level of coverage is required, give details:

Sponsors (provide complete names and addresses):

Additional Insureds (provide complete names and addresses):

Certificate of Insurance (provide the complete name and address of the party requesting the certificate)(not your association):

---

SIGNATURE

---

DATE

- all members of your club **MUST** be members of the Provincial Snowboard Association
- all participants of your club activities **MUST** be members the Provincial Snowboard Association
- all competitors of your club events **MUST** be members of a Provincial Snowboard Association