



**CCSAM**  
Cross Country Ski Association of Manitoba

**To: CCSAM Ski Club Presidents**  
**From: Karin McSherry, Executive Director**  
**Date: September 25, 2017**  
**Re: 2017 – 2018 Annual Club Update & Registration information**

Please find enclosed some important information you'll need to register your cross country ski club with CCSAM for the upcoming ski season:

- 2017 CSAM Annual General Meeting invitation and Proxy form.
- Zone 4 Club registration renewal - **RENEW by OCTOBER 1.**
- CCC Insurance Manual – can be viewed/downloaded from both CCSAM and CCC websites.
- Informed Consent and Assumption of Risk Agreement - no changes from last year.
- Club Coach & Club Development grants – **Applications due OCTOBER 15.**
- Financial statement & budget template - **DUE NOVEMBER 1.**

### **2017 CCSAM Annual General Meeting of Members**

Saturday October 28, 2017  
10:00 AM  
Sport For Life Centre 145 Pacific Ave. Winnipeg

Please see the attached invitation for more details. Each *Member Club* is entitled to one vote, represented by the Club President *or* by a representative with a signed proxy.

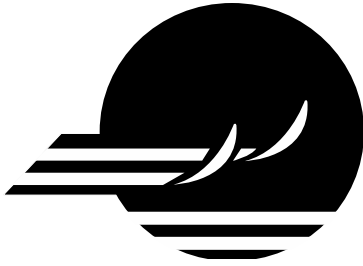
**Joel Jacques**, CCC National Ski Team Technical Services Coordinator will be visiting and will present a session on equipment selection and the latest in technology. Come meet Jacques and listen to what he has to teach us!

### **Zone 4 Club Registration**

If you haven't done so already - now is the time to renew your Club membership with CCSAM on [zone4.ca](http://zone4.ca). Use your login ID & password and click "renew" at the top of your club homepage. If you need any help with this don't hesitate to contact me or the helpful Zone4 people.

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# CCSAM

Cross Country Ski Association of Manitoba

If you are a new club this year you will need to apply for a free Zone4 Club License [www.zone4.ca/clubapplication.asp](http://www.zone4.ca/clubapplication.asp)

Zone4 is where you will maintain your club membership database. You are strongly encouraged to have your members join your club via a Zone4 membership registration form that you create online. If you don't know how to do this yet, contact Zone4 support, they are very helpful and can get you set up in a matter of minutes. Starting this season there will be an extra charge for manually uploading your members into Zone4. This is still an option but will cost you more.

## Liability Insurance

Each season you must submit a list of your scheduled club events & activities as stipulated by Cross Country Canada's Liability insurance provider. Please submit to me a list of your clubs scheduled activities.

Our policy covers "Additional Insured" so if you have a land owner or business or anyone that requires being named as an additional insured on our policy please make sure to check the Google Doc that lists ALL additional insureds requested by Clubs: <https://docs.google.com/spreadsheets/d/1OWRpaebAwGq9GwG2xMsOTI0cryG39sIIg1wUvEpKwTg/edit?usp=sharing> and "Comment" if you need a name added or removed. Full name and address of each person is required.

Please remember that all members of your club need to be registered with CCSAM. This includes all of your officials and coaches and volunteers working with your Jackrabbits and other club programs/activities.

All club members must sign, as a condition of their club membership, the **Informed Consent and Assumption of Risk Agreement**. This is a pre-set field in Zone4 that you will add to your club registration. If you are using paper forms and uploading your members manually to Zone4 than please make sure you keep signed copies of the Informed Consent and Assumption of Risk Agreement from each of your members. Please note that all event participants must also sign this agreement as a condition of their participation in any event.

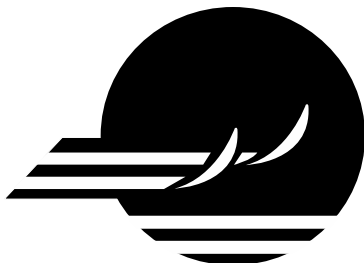
There are no changes this year to the Informed Consent and Assumption of Risk Agreement.

## Financial Report

Over 25% of CCSAM's annual funding from Sport Manitoba and Manitoba Liquor & Lotteries (MLL) is passed directly onto our clubs through various grants & programs. Our financial partners require us to account for these submissions.

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Therefore, in order for a club to remain eligible for program funding assistance from CCSAM a report of the club's financial position must be submitted annually. This provides a snapshot of your club's income, expenses and "net worth".

CCSAM's fiscal year is April 1<sup>st</sup> – March 31<sup>st</sup>. Your club's financial report is due after March 31<sup>st</sup> and no later than October 15<sup>th</sup> each year. You can submit this in your preferred format. I can provide you with a sample format if you wish.

Bingo volunteers are no longer required for MLL funding. CCSAM is currently updating our Bingo Policy. In the meantime, a club financial report will be MANDATORY for any club wishing to receive a share of our MLL funding.

A financial report template is attached for your convenience. You may provide your own report. Please make sure ALL budget items from the template are included in your report.

### **CCSAM Club Funding Programs**

See below the list of programs CCSAM manages to provide financial support to our clubs. Full details including application forms and post event reports are available for download from our website.

1. Club Coach grant – Application deadline: October 15<sup>th</sup>
2. Club Development grant – Application deadline: October 15<sup>th</sup>
3. Manitoba Cup Race Series — prize purse shared by participating clubs
4. Bingos (Manitoba Liquor & Lotteries) – Policy update pending. Annual financial report due November 1<sup>st</sup>
5. Provincial Championship Hosting grant (\$250 per day)

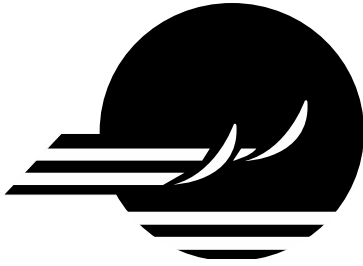
Please refer to the **CCSAM website** for everything cross country skiing! The Ski Club Resources page contains a link to a large list of funding sources. You'll also find CCSAM Policies, upcoming coaching, officials and CANSI courses and our event schedule. In many cases CCSAM policies will affect your club programs and members. Please take some time to become familiar with these and be aware of any updates or additions.

If your club is interested in organizing a CCSAM competitive event then you will need to be familiar with the **Event Organizer's Guide** (updated annually) that will explain the steps to take and the guidelines for hosting a Division sanctioned event. An Organizers' Meeting takes place each April to discuss our events schedule — all clubs are encouraged to attend.

To all clubs currently offering a **Jackrabbits program**, please watch your Inbox for information on skier registration and ordering your program materials for the season. For new clubs please contact me to make sure I have your email address.

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**CCSAM Board of Directors meetings** are held monthly from September to June. Each club president or club-appointed representative is welcome to attend these meetings and present a monthly club or program report. Your club representative will need to contact me in the CCSAM office to confirm meeting dates each month.

CCSAM is *your* Association and I am here, along with the volunteer Board of Directors, to help your club reach its full potential. This includes providing assistance to run coach, official and athlete development clinics in your region. Please contact me to find out more.

Thank you for taking the time to read over this information. I hope that your club will join the CCSAM team this year and take an active role in the growth and development of cross country skiing in Manitoba.

See you on the trails!

Karin McSherry, Executive Director