



CCSAM
Cross Country Ski Association of Manitoba

To: CCSAM Ski Club Presidents
From: Karin McSherry, Executive Director
Date: September 25, 2018
Re: 2018 – 2019 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:

- Zone 4 Club registration/renewal - **RENEW** by **OCTOBER 1st**
- Liability Insurance – basic info and where to find more details.
- Financial report & NEW Bingo Funding – Bingo Funding Applications due **October 15th**
- Club Coach & Club Development grants – Applications due **October 15th**

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. Use your login ID & password and click "Join a Division" in your Club Settings window. If you need any help with this don't hesitate to contact me or the helpful Zone4 people.

If you are a NEW club this year (or if you have not signed up with Zone4 yet) you will need to create a free account with Zone4 now. Use this link for instructions: <http://help.zone4.ca/kb/guide-for-clubs-new-to-zone4-registrations/>

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.

Note: ALL members must be uploaded to the Zone4 database. There is still an option for clubs to manually upload their members (rather than have members do this themselves) but there is now a \$1 charge (to the Club) for each member manually uploaded.

More information here: <http://help.zone4.ca/kb/guide-for-clubs-uploading-membership-information-manually/>

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 send me a list of your clubs scheduled activities - e.g. Jackrabbit program activities, ski trips, learn-to-ski sessions etc.

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 email me and ensure they are

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currently included in our list of Additional Insureds. Full name and address of each person/entity 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.

Please know that we must adhere to CCC's Minimum Mandatory Coaching Qualifications policy and that there are liability insurance implications associated with this policy. As well, please instruct your active coaches to register annually for a CCC Coaching License.

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.

Please take some time and get to know the CCC Insurance Manual! Insurance information and documents are found here: <http://cccski.com/About/Insurance.aspx>

Financial Report & NEW Bingo Funding

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.

Therefore, 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 1st – March 31st. Your club's financial report is due after March 31st and no later than October 15th each year. You can submit this in your preferred format or use a template provided here: <https://www.ccsam.ca/clubs-membership-2/club-registration-and-info/>.

Bingo volunteers are no longer required for MLL funding. The CCSAM **Bingo Funding Policy** and **Bingo Funding Application** has been recently updated. You can find it here: <https://www.ccsam.ca/about-us/policies/>.

A club financial report will be MANDATORY for any club wishing to receive a share of our MLL funding.

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

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website: <https://www.ccsam.ca/clubs-membership-2/club-registration-and-info/>.

1. Club Coach grant – Application deadline: October 15th
2. Club Development grant – Application deadline: October 15th
3. Manitoba Cup Race Series — prize purse shared by participating clubs
4. Bingo Funding – NEW Policy on our website: <https://www.ccsam.ca/about-us/policies/>
Bingo Funding Application, including annual club financial report, due October 15th
5. Provincial Championship Hosting grant (\$250 per event day for Club(s) hosting a Provincial Championship event)

Please refer to the CCSAM website for everything cross country skiing! The Sport & Recreation Funding 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.

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.

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 (1 person per club, please) 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 helping 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

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