



CROSS COUNTRY SKI ASSOCIATION OF MANITOBA CLUB POLICY

Purpose

1. One goal of the Cross Country Ski Association of Manitoba (CCSAM) is to develop a province wide, regionally strong club base to assist in the delivery of cross country skiing programs, events, facility maintenance, athlete, coach and officials training and development and communication in the province of Manitoba.
2. This policy identifies the benefits and requirements of becoming a CCSAM-affiliated Cross Country Ski Club.

Club Benefits

3. To encourage the formation of clubs, CCSAM will provide the following benefits:
 - a. Commercial Third Party Liability Insurance (from Cross Country Canada)
 - b. Link from CCSAM's website to your club site or a CCSAM website page to list club information.
 - c. Opportunity to apply for Bingo Funding (see Bingo Funding Policy)
 - d. Opportunity to apply for Club Development and Club Coach grants (administered by CCSAM)
 - e. Opportunity to benefit from programs and funding offered by Sport Manitoba Regional Offices (administered by Sport Manitoba)
 - f. Opportunity to apply for financial assistance from programs requiring affiliation with a Provincial Sport Organization (PSO).
 - g. Liaison between your club and Sport Manitoba and its Regional Offices
 - h. Administrative and financial assistance with the development of your club and your club members
 - i. Coordination of Coaches and Officials certification courses (subsidized by Sport Manitoba and CCSAM so \$0 cost to clubs)
4. Membership and benefits start in the membership year in which the Club affiliates with the Cross Country Ski Association of Manitoba Division on Zone4.ca. The membership year is defined in the CCSAM By-laws. Contact the CCSAM office for more information on the club affiliation process.

Club Requirements/Conditions of Club Membership

5. To become a CCSAM club and remain a Member Club in good standing with the CCSAM, the following criteria must be met:
 - a. Annually, by November 15th, affiliate with the Manitoba Division on Zone4.ca
 - b. Submit an electronic schedule of club events to the CCSAM office IF your club schedule of events is not publicly available (posted on a website)
 - c. Be organized with an elected executive composed of at least a President and a Secretary/Treasurer (or other acceptable form of club governance)
 - d. Have a club name
 - e. Have a bank account in the club name. Funds will not be submitted to individuals unless pre-approved by CCSAM following a written request from the Club President or Treasurer

- f. Host an Annual General Meeting of members (submit meeting minutes on request by CCSAM office or Board)
 - g. Submit an annual financial report to CCSAM (sample format available from the CCSAM office)
 - h. Have a documented Constitution or By-laws
 - i. Understand all of the CCSAM Policies and, where applicable, adopt similar policies to ensure compliance with Cross Country Canada's insurance policy
 - j. Meet on a regular basis to review club activities
 - k. Ensure all club members sign an approved Club Waiver or Participant Waiver form as a condition of membership with your club or participation in a club activity (approved forms available from the CCSAM office)
 - l. Maintain club membership database on Zone4.ca
 - m. Clubs and members must abide by the rules and requirements set out by CCSAM, sanctioning bodies such as CCC and FIS, committees of sanctioning bodies, government, and other authorities, and follow the guidelines set forth by the insurance company
6. Failure to meet the above criteria may result in disciplinary action(s) as determined by the CCSAM Board of Directors or a Discipline Panel appointed by CCSAM. These actions may include but are not limited to:
- a. Suspension or expulsion from membership and its benefits
 - b. Suspension of funding and/or the forfeit of bingo monies or grants owing to the club
 - c. Or other disciplinary sanctions as determined by the CCSAM Board of Directors or a Discipline Panel appointed by CCSAM.
7. CCSAM may from time to time accept an application from a club that does not meet the above requirements. Requests for exemptions must be received by the CCSAM office or Board of Directors and will be reviewed on a case by case basis.

Cross Country Ski Association of Manitoba

Board Approval Date: 10 December 2018