



To: CCSAM Ski Club Presidents  
From: Karin McSherry, Executive Director  
Date: October 8, 2020  
Re: 2020 – 2021 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
- Integrated Club Funding – Applications due October 15<sup>th</sup> (2nd intake: Feb 15<sup>th</sup>)
- Club Benefits – Why Join?

### **Zone 4 Club Registration**

Now is the time to renew your Club membership with CCSAM on <https://zone4.ca>. Use your login ID & password and click “Join a Division” in your Club Settings window. If you need any help with this, please contact me or the helpful Zone4 people.

If you are a NEW club this year (or if you have not yet signed up with Zone4) you will need to create a free account with Zone4. 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, 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 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**

Our insurance provider requires each club to submit, to the CCSAM office, a complete list of the club's **scheduled club events & activities** – e.g. weekly Jackrabbit program, ski trips, learn-to-ski sessions, team training etc. Exclude events you have sanctioned with CCSAM and are thus included in the published CCSAM event schedule. A great way of sharing your event/activity list is by creating (and sharing) a Google Doc with [info@ccsam.ca](mailto:info@ccsam.ca). This way any changes or last minute additions to your schedule are automatically “submitted”.

Our policy covers **Additional Insureds** so if you have a land owner or business or anyone that requires being named as an additional insured on our policy please check the current spreadsheet (link below) for accuracy. To add a name you can email me or comment in the Google Doc. Full legal name and address of each person/entity is required.

<https://docs.google.com/spreadsheets/d/1OWRpaebAwGq9GwG2xMsOTI0cryG39sIIIG1wUvEpKwTg/edit?usp=sharing>

Please remember that ALL members of your club need to be registered with CCSAM in order to be included in the insurance policy. 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 Nordiq Canada's [Minimum Mandatory Coaching Qualifications](#) policy and understand there are liability insurance implications associated with this policy. As well, please instruct your active coaches to register annually for a [Nordiq Canada Coaching License](#).

All club members must sign 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. Exceptions are members (who have signed already) but if in doubt get them to sign anyway!

If you are a NEW club with CCSAM, please be sure to submit a **Directors & Officers Liability Insurance** (Non-Profit D&O) application in your first year.

Please take some time and get to know the **Nordiq Canada Insurance Manual**.

Insurance information and documents are found here: <https://www.ccsam.ca/about-us/policies/>.

## **Integrated Club Funding**

In 2019-2020, we amalgamated the former Club Development, Club Coach and Lotteries Funding grants into a single "Integrated Club Funding" application.

One grant with 2 intake dates: October 15<sup>th</sup> & February 15<sup>th</sup> annually. 80% of the fund will be dispersed after the October deadline with the remaining 20% available in February for clubs that missed the first deadline.

Subject to Sport Manitoba funding, the amount available in this grant program is ~ \$20,000. This funding is available to any CCSAM Member Club. The amount distributed to each applying club will be based on how closely the club programs align with the Four Pillars of Sport Development as defined by our funding partner, Sport Manitoba.

More details on this can be found on our website here: <https://www.ccsam.ca/integrated-club-funding/>

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.

We often get this question – Why should a Club join CCSAM? We've added a **Club Benefits** page to help answer this: <https://www.ccsam.ca/clubs-membership-2/club-benefits/>

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. More information is here: <https://www.ccsam.ca/clubs-membership-2/jackrabbits-kids-skiing/program-information-for-clubs/>

**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. Please contact me in the CCSAM office to confirm your club representative's email address is included in monthly meeting reminders.

**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.

[COVID-19 Protocols](#) and guiding documents are now available on our website!

Thank you for taking the time to read over this information. I hope that your club will join CCSAM 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