



Date: October x, 2010
To: Presidents, Cross Country Ontario Clubs, District Chairs and District Membership Coordinators
CC: Cross Country Canada
From: Liz Inkila
RE: **CCO Club Registration 2010-2011 and CCC Liability Insurance**

Welcome to the 2010-2011 ski season. With the 2010 Olympics behind us, the success of the Canadian National Ski Team is an inspiration to us all.

We are pleased to continue offering online membership registration through Zone4 this year. I am happy to advise you that not much has changed for this year. We encourage all clubs to use Zone4 as much as possible. By maintaining your club information and keeping it up to date in Zone4, information for both CCO and the clubs is maximized. At the end of this letter is a timeline chart for the registration process. By following these deadlines, you will make the District Membership Coordinators jobs much easier.

We continue to work with Dan Roycroft of Zone4 to modify and improve our Zone4 registration system. Thank you to all clubs who are working hard to use Zone4 to its fullest capacity. After one year, the system is already becoming a powerful tool for Ontario and our member clubs.

Detailed registration instructions are included in Appendix A.

Included in this email:

- a copy of the current Certificate of Insurance, with a list of additional insured as reported in June 2010.
- CCC's Liability Insurance Manual and CCC club and event waivers will be forwarded within the next few weeks.

At CCO's 2010 AGM hosted by SOD at Highlands Nordic, member fees were increased to \$10 per member (the only exception is children under the age of 6 who are NOT enrolled in a Skill Development Program). CCO's per member fee will remain the same for the 2011-2012 ski season. The increase was necessitated by increases in CCO fees to CCC and to continue to ensure the financial viability of CCO into the future,

If you have any question, please do not hesitate to contact me.

Liz Inkila,

CCO Administrator

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Appendix A

The first deadline is November 12, 2010 and the details are set out below. A member of your club executive needs to log into your individual club account with Zone4. The club's username and password were provided to you in the email from Zone4 last season. If you have misplaced that information, please contact me or your District Membership Coordinator for the information. Ensure that a club executive member 'signs' the online club waiver by **November 12, 2010**. This replaces the signed hard copy 'CCC Club Registration Form' that all clubs were previously required to send to their District Membership Coordinator. Please 'sign' the waiver by following these prompts **Membership System - Membership Database** (*this is only required once*)

In January and again in late March, clubs will need to upload membership lists through one of 3 methods:

1. **If using the Zone4 membership Excel template.**

Information regarding your members can be uploaded using the Zone4 membership template located by following *Membership System - Membership Database - Imports & Downloads - Excel File Imports*. **All membership lists must use this template.**

Download the Excel template by following these prompts

- *Membership System - Membership Database - Imports & Downloads - Excel file imports - Please ensure your Excel file follows the formatting, column headers, and sheet names of this template.xls*

2. **If using Zone4 for online membership registration**

Information regarding your members can be uploaded by using your club's online registration. Please follow these prompts.

- *Membership system - Membership Database - Imports & Downloads - Registration Imports - Choose Registration All Data or Report with Filters*

3. **Update information directly in your club's database.**

This is only recommended for smaller clubs (or small updates throughout the season). You can manually update each member's information by clicking 'edit' in the membership database.

Again, thank you very much for your patience and understanding during the implementation of Zone4.

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DATE	ACTION	Zone4 'Location'	DETAILS/NOTES
November 12, 2010	<ul style="list-style-type: none"> 'Sign' online waiver Pay to District 1st fee payment 	<ul style="list-style-type: none"> <i>Membership System - Membership Database</i> 	<ul style="list-style-type: none"> 1/3 of membership fees based on 2009-2010 membership numbers (including youth under the age of 6 enrolled in a SDP) Invoices to be sent by your District Membership Coordinator
	<ul style="list-style-type: none"> Update <i>Club Contact information</i> 	<ul style="list-style-type: none"> <i>Club Settings - Contact & address information</i> 	<ul style="list-style-type: none"> Can be found under <i>Club Settings - Contact & address information</i> Note that multiple email addresses can be listed by using a comma to separate
	<ul style="list-style-type: none"> Complete <i>Event Listing</i> 	<ul style="list-style-type: none"> <i>Club Settings - Event Listing</i> 	<ul style="list-style-type: none"> Add as many events as necessary This can be updated regularly throughout the season
	<ul style="list-style-type: none"> Complete/Update <i>Insurance Listing</i> 	<ul style="list-style-type: none"> <i>Club Settings - Insurance Listing</i> 	<ul style="list-style-type: none"> List all parties/landowners/funders who require 3rd party liability insurance through the CCC insurance policy Check the <i>certificate required</i> box? if the landowner/funder requires their name to appear on the generic insurance certificate issued yearly on July 1. Do NOT include Club board of directors, or executive members. They are included in the policy
	<ul style="list-style-type: none"> Update <i>Club Executive Listing</i> 	<ul style="list-style-type: none"> <i>Membership System - Membership Database</i> 	<ul style="list-style-type: none"> Available once online waiver has been 'signed' (see above)
January 15, 2011	<ul style="list-style-type: none"> Pay to District 2nd fee payment 		<ul style="list-style-type: none"> 2/3 of membership fees based on 2009-2010 membership numbers (and including youth under the age of 6 enrolled in a SDP)
	<ul style="list-style-type: none"> Upload Excel registration template to Zone4 OR IF using Zone4 for membership registration, see 'Zone4 'Location' column 	<ul style="list-style-type: none"> <i>Membership System - Membership Database - Imports & Downloads - Excel File Imports</i> <i>Membership System - Membership Database - Imports & Downloads - Registration Imports</i> 	<ul style="list-style-type: none"> A full listing of members for the 2010-2011 ski season and must be updated and maintained throughout the year.
March 31, 2011	<ul style="list-style-type: none"> Submit Excel membership registration template with membership list OR IF using Zone4 for online membership registration see 'Zone4 'Location' column 	<ul style="list-style-type: none"> <i>Membership System - Membership Database - Imports & Downloads - Excel File Imports</i> <i>Membership System - Membership Database - Imports & Downloads - Registration Imports</i> 	<p>Your final membership numbers for the 2010-2011 season will be based on the information submitted at this time.</p>

PLEASE contact me or your Membership Coordinator if you need assistance or have suggestions. Your feedback is an important component to the success of this registration system.

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