



Date: September 13, 2007  
To: Presidents, Cross Country Ontario Clubs, District Chairs and District Membership Secretaries  
CC: Cross Country Canada  
From: Liz Inkila  
**RE: CCO Club Registration 2007-2008 and CCC Liability Insurance**

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Welcome to the 2007-2008 ski season. As you can see, CCO has a new Administrator located in Thunder Bay. Dorothy Lothian has retired after 5 years of tirelessly working for the cross country ski community here in Ontario. Please be assured that CCO will continue to provide service to all areas of the province. I look forward to working with all the clubs over the coming season.

Included in this email is the **CCO Club Registration Package**. This package consists of:

- a copy of the current Certificate of Insurance, with a list of additional insured as reported in June 2007
- CCC's Liability Insurance Manual – the manual includes Accident Report forms and procedures, Participant Waiver forms and Club Waiver forms
- CCO Club Registration
- Community Coaching Update
- An update to our Youth material ordering process

#### **New this year!**

As we strive towards a transparent and efficient registration process, we have introduced some changes. In the past, CCO's per member levy for youth program participants were included in the Jackrabbit/youth program fee. Starting this year, this fee will be collected at the club/district level and submitted with your club's registration. Therefore, registration numbers will be based on your total membership including youth 13 and under. **Consequently, Jackrabbit and youth program fees are reduced by this amount.**

Also new is the requirement to **submit the registration template electronically**. Many clubs have used this method in the past. We now require all clubs to submit their club registration using the excel spreadsheet provided.

CCO is excited to be a part of the emerging **Para-Nordic** ski community. At our AGM in May, a Para-Nordic Committee was formed and has been working on various items of interest over the summer. We are working to update the website and produce a brochure for interested skiers. Please stay tuned to [www.xco.org](http://www.xco.org) for information.

**Registration Procedures (Please see appendix A for registration dates, payment details, and activities)**

1. Register with your District using the attached Club Registration template by **November 1<sup>st</sup>, 2007** and submit appropriate payment. The club registration form includes:
  - **Club Registration** – includes general club information and programs offered by your club with a submission date **November 1<sup>st</sup>, 2007**
  - **Event Listing** - List of events and dates to be included with Club Registration (approximate dates if necessary); submission date **November 1<sup>st</sup>, 2007**.
  - **Insurance Listing** - List of Insured (if necessary); submission date **November 1<sup>st</sup>, 2007**.
  - **Membership List** – to be maintained and updated throughout the season with a submission date January 7<sup>th</sup>, 2008.
2. Please submit \$7.00 per member (including youth/jackrabbits) plus the amount that is levied by your district. One third of the CCO fees are due on November 1st, 2007 and two thirds are due on **January 7<sup>th</sup>, 2008**. These figures are based on your membership from the 2006-2007 season. **Cheques should be payable to your District.** Your district will in turn forward the fees to CCO.
3. The next step of the registration process occurs after clubs have completed their own membership registration process. A new club membership list, reflecting current registration, should be submitted to CCO by **January 7<sup>th</sup>, 2008** using the Registration template. This list is kept confidential by CCO and CCC for insurance purposes\*\* and for use in specified mail outs only. These lists will not be sold under any circumstances.
4. A copy of the insurance certificate is provided for all clubs. Included with the certificate is the list of insured provided to CCC in June. Clubs are still able to request additional named insured at a cost of \$25. These requests along with a cheque payable to **LUNDGREN AND YOUNG INSURANCE LTD** must be forwarded to CCO at the address below.

\*\* The club membership lists are required to be available at the division (i.e. CCO) and national level in case an insurance claim is made.

**CCO Membership Reporting Tool**

Also required at some future point will be CCO's Membership Reporting Tool. The information provided in the Reporting Tool assists CCO and CCC in accessing funding from the provincial and federal governments. Government funding supports CCO's infrastructure, leadership and coaching development programs, as well as competitive programs. We have yet to receive the 2007-2008 Reporting Tool from CCC. We have tried to incorporate the anticipated information into the Registration template. Please be thorough when collecting your membership information.

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

Thank you.

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## Appendix A - Registration Timeline

<b>DATE</b>	<b>ACTIVITY</b>	<b>INFORMATION</b>
November 1, 2007	Club registration	<ul style="list-style-type: none"><li>• 1/3 of membership fees based on 2006-2007 membership numbers (and including youth)</li></ul>
November 1, 2007	Event Listing	<ul style="list-style-type: none"><li>• Approximate dates if necessary</li></ul>
November 1, 2007	Insurance Listing	<ul style="list-style-type: none"><li>• A list of other insured parties to be maintained as necessary</li></ul>
January 7, 2008	Membership List	<ul style="list-style-type: none"><li>• 2/3 of membership fees based on 2006-2007 membership numbers (and including youth)</li><li>• A full listing of members for the 2007-2008 ski season. Must be updated and maintained throughout the year.</li></ul>