

(approved October 9, 2007)

Cross Country Ontario
MEMBERSHIP POLICY
(including Day Use Membership)

Preamble

1. Cross Country Ontario (CCO) is the recognized Provincial Sports Organization (PSO) for Cross Country Skiing in Ontario. CCO's voting membership consists of four (4) geographical ski districts across Ontario, representing Southern Ontario (SOD), Northern Ontario (NOD), Lake Superior (LSSD), and the National Capital district (NCD), which collectively represent 83 member clubs and ultimately 15,500 individual members (in 2007).
2. The organization of cross country skiing activities and the delivery of cross country ski programs are principally carried out by the clubs. The four districts and CCO itself reflect the effort of Ontario clubs to work together and to coordinate the delivery of common programs for the benefit of individual members. CCO provides the framework for Ontario cross country ski clubs and their individual members to participate in national programs established by the National Sport Organization, Cross Country Canada (CCC). CCO and the other provincial divisions and territorial divisions form the voting membership of Cross Country Canada.
3. CCO has traditionally maintained an open approach to membership. Clubs are community-based organizations, with a high degree of independence. Club formation has normally been on the initiative of interested individuals based on the perceived needs of communities, and Districts have generally accepted club registration applications without question on that basis. CCO has also generally accepted these clubs on the basis of District acceptance. There is no intention to change that approach.

Aim

4. The aim of this document is to state and clarify the CCO policy on membership, as well as certain requirements and obligations that accompany membership.

References

5. Key references are:
 - Cross Country Ontario By-law No. 1, dated May 14, 2006
 - Cross Country Canada (CCC) Membership Policy, Document 1.14, approved June 2004
 - The CCC Competition Registration and Sanctioning Policy
 - Cross Country Canada's Liability Insurance Manual (updated annually).

Definitions

6. Important definitions of membership are contained in the CCO By-law. For the purposes of this policy, key definitions are:
 - “Clubs” or “Member Club” meaning a club duly registered with CCO through a District.
 - A “CCO Club” is a “CCC Club” that is registered with Cross Country Ontario (CCO).
 - “Districts”, meaning the Southern Ontario District, Northern Ontario District, National Capital District and Lake Superior Ski District. These Districts are the voting members of CCO, and represent the clubs in the geographic areas indicated.
 - “Individual non-voting members”, meaning any individual who is a member in good standing of a Club which is registered with the CCO through a District. This is further elaborated in paras.16 and 17, below.
 - Day use members are individuals who are not members of any CCC club, but who register to ski on the trails of CCO club, or to compete in a competition held by a CCO club. This is further elaborated in para.18.
- “Membership Year”, starts on November 15 of each year

Policy

7. Cross Country Canada describes clubs as the foundation of CCC, but leaves to the Divisions (such as CCO) the setting of any membership policies applicable to clubs as members of the Divisions.
8. To be a member club of CCO and CCC brings with it significant benefits, including:
 - Coverage by CCC’s Liability Insurance policy;
 - Access to CCC programming delivered through CCO, including the youth-oriented Skill Development (Jackrabbit) programs and Coaching Development programs;
 - Access to competitive programs and the opportunity and framework for competitively oriented skiers to participate in local, provincial, and national-level competition and training programs, and the opportunity for such athletes to strive for excellence through membership on provincial or national teams.
 - Access, as appropriate, to funding support obtained by CCO for delivery of CCC and other programming at the provincial level.
 - The value of being publicly associated with CCC and the sport of cross country skiing, given recent national achievements on the world scene, and the association with a healthy fitness-promoting sport for participants at all age-levels.

9. At the same time, a club applying for and accepting registration through a district as a member club of that district, and thereby of CCO and CCC, thereby accepts certain requirements and obligations, including:
- Timely submission of annual membership application, payment of membership fees and submission of accurate membership lists, as described in the General Procedures below;
 - That the programs delivered by a club (e.g. Skill Development/ Jackrabbits, Racing, Coaching Development) should conform to the standards developed by CCC and CCO for these programs;
 - That club officials and coaches adhere to applicable policies and guidelines issued by CCC, CCO and the District, necessary to provide a framework for the sport, as well as standards for its conduct, including:
 - The CCC Liability Insurance Manual;
 - The CCC Competition Registration and Sanctioning Policy;
 - CCO's Coaching Code of Ethics;
 - CCO's Athletes' Code of Conduct;
 - CCO's Harassment Policy and Screening Policy;
 - CCO's Team Selection Criteria.
10. In the conduct of club activities, club officials and coaches should always be mindful of the importance to the sport of its image as a healthy, outdoor activity for participants of all ages and situations, including youth and families.
11. Districts and CCO accept a club's registration for membership on the understanding that the club will be run based on established policies and guidelines, and generally accepted standards of conduct as summarized above. Where there is reason to believe that a club may not meet those criteria, CCO may, in its sole discretion, decline to accept the registration of that club as a member club of CCO and CCC. Such a decision should be well-documented, and the subject of agreement by CCO's Board of Directors.

General Procedures Regarding Membership

12. Within CCO (which unlike other Divisions includes a "district" level), the individual Districts receive club membership applications on an annual basis, and have discretion over the acceptance of these applications and their submission to CCO. Districts may establish fees (over and above those described in para.15 below) and other requirements to be applicable to member clubs.
13. Clubs determine membership policies with respect to individual club members, including membership fees and other obligations and privileges of membership.
14. Clubs shall submit their annual membership registration application to their District Membership Coordinators by November 1 of each membership year, accompanied by the initial installment of their CCO membership fee (see paras 15 and 16, below).

- 15.** CCO establishes an annual membership fee to be charged to each club based on its number of individual members (detailed in para 16, below). To be a member club in good standing, CCO clubs must remit this fee annually, as follows:
- Based on a club's previous year's membership numbers, each club shall, by November 1 of each new membership year, pay one-third (1/3) of the total fees due to the respective District Membership coordinators;
 - Still based on the club's previous year's membership numbers, each club shall, by January 5 of each new membership year, pay the remaining two-thirds (2/3) of the total fees due to the respective District Membership Coordinators;
 - Clubs in their first year of operation shall make similar one-third, two-thirds payments on November 1 and January 5, calculated on the basis of estimates of their first year's membership numbers.
 - District Membership Coordinators will pass these payments to the CCO Administrator as soon as possible after receipt.
- 16.** The annual per-member fee referred to in para. 15 (\$7.00 for 2007-2008) is approved and can be amended at CCO's Annual General Meeting. This per-member fee is payable for every member who is involved in children's skill development programs (including Bunnyrabbits) or who is six years old or older on December 31 of the membership year (i.e. born in 2001 or earlier with respect to the 2007-08 membership year). Starting in the 2007-2008 membership year, all membership fees, including for youth enrolled in Youth Programs, must be paid as part of a club's membership fees paid to the District Membership Coordinator and then to CCO, according to the schedule described in para 15.
- 17.** To further clarify who should be considered a club member for the purposes of para 16, club members include all those who:
- are enrolled in children's skill development programs (BunnyRabbits through Track Attack), Challenge programs, Midget or Junior Racing programs, Senior or Masters' Racing programs, Adult learn-to-ski or skill development programs;
 - use a club's trails for recreational skiing, including parents of children enrolled in programs who ski while children are in sessions;
 - volunteer in support of club activities and programs, including trail-clearing and other maintenance, program and race administration, officiating, etc.
 - are volunteer or paid coaches.
- 18.** Day use members must be appropriately registered to be covered by CCC liability insurance. Clubs should have evidence that such individuals are day members, e.g. day tickets printed with "Ski at Your Own Risk", otherwise the club will not be covered on any claim registered by the day use member. The number of "day member" visits in a year must be recorded and reported annually in order for liability coverage to remain current. Day use members include individuals, who are not members of a CCC club, who ski at a club as part of programs such as "Women on Skis" or school programs. At their discretion, clubs may wish to charge a daily trail fee to day use members, though this is not a liability

requirement (except for CCC-sanctioned races). More guidance regarding day use skiers is contained in Cross Country Canada's Liability Insurance Manual.

A special category of day use members consists of individuals who are not members of a CCC club but who take part in a competition held by a CCO club. In order to be covered as "additional named insured" under CCC's Liability Policy, for the duration of such a competition, such individuals must sign a Participant Waiver Form which will be kept on file by the host *club for a minimum of two years*.

In order to ensure that the CCC liability applies with respect to both these categories of individuals, the provisions regarding day members and "additional named insured" must be included in club membership policies.

- 19.** CCO will utilize the proceeds from the per-member fee to pay CCC for its CCC Membership and Liability Insurance fees, and will use the remainder to support CCO administration and program costs.
- 20.** Clubs shall send updated membership lists to District Membership Coordinators by January 05 of each membership year, based on the current year's membership registration. If there are significant changes to the membership list between then and March 31, a revised list should be submitted on that date.
- 21.** District Membership Coordinators will pass membership lists for all clubs to the CCO Administrator. CCC's insurers require each division to maintain club membership lists for all clubs belonging to that division.