

## Canada Snowboard CAB Program Checklist

### Supporting Sport: Clubs Matter

At Canada Snowboard, we believe that embracing the culture of snowboarding combined with a commitment to excellence is the foundation of who we are. Performance at the highest level comes from an athlete-focused approach to training, programs and coaching.

Clubs are the backbone for the continued development of snowboard athletes in Canada. From a young rider's first structured program – to attending their first event- to progressing to NextGen and National Team programs- our Provincial and Territorial snowboard clubs are key to developing Canada's future athletes.

Our goal is to work together to provide the best possible support system for competitive snowboard athletes on the planet. The CAB (Club Advancement Benefit) Program ensures best practice standards are integrated within our clubs to do just that; provide world-leading framework to support some of the youngest and brightest snowboard athletes. Creating strong alignment from coast to coast will allow us to offer the best possible snowboard experience to each participant, from park to podium.

### How Does 'CAB Program' Actually Support Clubs?

- Assist clubs to deliver high quality, consistent programming in line with Long Term Athlete Development principles
- Communicates clear club policies and practices to the local snowboard community and sport community at large
- Develops clear policies and practices to help reduce the need for crisis management
- Creates a framework through the use of a clear vision, roles and responsibilities, and effective communication
- Nationally recognized affiliation demonstrating a willingness to invest in building capacity to meet and exceed set operational standards
- Grow club participation rates with increased enrollment
- Be an integral delivery partner in driving Canada Snowboard technical system excellence to develop the future talent pool of athletes per stage of the LTAD and by competitive discipline
- Support clubs to be self-sustaining and generate internal discussions around marketing and revenue generation
- Protect the future of the sport through diligent risk management
- Builds strong relationships with resort, PSOs and other sport partners

- **CAB 1080 Status**

Full club fee reimbursement + 2 CAC Registered coach fees + individual social media shout-out

- 1) The club is legally registered **with documentation**
  - a. Non-profit club as a non-profit society in their respective province
  - b. For-profit club as a registered business with Revenue Canada
- 2) The club is registered for the current season with it's respective PTSA / Canada Snowboard **with documentation**
  - a. For-profit clubs must sign a Program Delivery Agreement online
- 3) The club is properly insured **with documentation**
  - a. If non-profit: The club must have Directors & Officers liability insurance with documentation (available directly through Canada Snowboard)
  - b. If for-profit: The club must have it's own insurance coverage with documentation (NOT available through Canada Snowboard)
- 4) The club **has submitted documentation** of its administration, which includes volunteers, office staff, board of directors, etc.
  - a. This contains full names, contact information, roles and responsibilities.
  - b. The document should also outline the risk management and screening process implemented in the selection process.
- 5) The club **has submitted documentation** of ALL its coaches, which includes proof of valid membership, completed CSCP courses, other relevant certifications and a valid criminal record check.
  - a. Outline how the current coaching certification within the club meets the Responsible Coaching Movement guidelines.
  - b. Outline any coach/professional development opportunities you plan to provide or facilitate.
- 6) The club **has submitted a document** describing all club programs offered including specific disciplines trained, stages of athletes trained, goals, expectations, etc.
- 7) The club **has submitted a document** describing the mission, vision and values of the club.
- 8) The club **has submitted requests** through the online membership system to have ALL yearly club activities sanctioned including general training, specialized training, competition travel and out-of-country travel.
- 9) The club **has submitted documentation** of its yearly training plan (YTP).
  - a. Canada Snowboard can assist in developing and aligning this YTP.
  - b. The club must show understanding of the Long-Term Athlete Development model.
- 10) The club **has submitted full documentation** of its athletes along with proof of valid membership, current stage of athlete, valid FIS license (if applicable) and SAIP insurance (if applicable).

- a. Subsequent to this, the club **must outline** a plan for regular updates on new athlete additions over the course of a season.
- 11) The club must **demonstrate** clear understanding of the incident reporting procedure.
- 12) The club must have completed and **submitted a copy** of an emergency action plan for each venue they intend to use.
- 13) The club / coaches **must complete** bi-annual athlete assessments through Kinduct.

- **CAB 720 Status**

50% club fee reimbursement + 1 CAC Registered coach fee + shared social media shout-out

- 1) The club is legally registered **with documentation**
  - a. Non-profit club as a non-profit society in their respective province
  - b. For-profit club as a registered business with Revenue Canada
- 2) The club is registered for the current season with it's respective PTSA / Canada Snowboard **with documentation**
  - a. For-profit clubs must sign a Program Delivery Agreement online
- 3) The club is properly insured **with documentation**
  - a. If non-profit: The club must have Directors & Officers liability insurance with documentation (available directly through Canada Snowboard)
  - b. If for-profit: The club must have it's own insurance coverage with documentation (NOT available through Canada Snowboard)
- 4) The club **has submitted documentation** of its administration, which includes volunteers, office staff, board of directors, etc.
  - a. This contains full names, contact information, roles and responsibilities.
  - b. The document should also outline the risk management and screening process implemented in the selection process.
- 5) The club **has submitted documentation** of ALL its coaches, which includes proof of valid membership, completed CSCP courses, other relevant certifications and a valid criminal record check.
  - a. Outline how the current coaching certifications within the club meet the Responsible Coaching Movement guidelines.
- 6) The club **has submitted a document** describing all club programs offered including specific disciplines trained, stages of athletes trained, goals, expectations, etc.
- 7) The club **has submitted a document** describing the mission, vision and values of the club.
- 8) The club **has submitted requests** through the online membership system to have ALL yearly club activities sanctioned including general training, specialized training, competition travel and out-of-country travel.

- 9) The club **has submitted full documentation** of its athletes along with proof of valid membership, current stage of athlete, valid FIS license (if applicable) and SAIP insurance (if applicable).
- 10) The club must **demonstrate** clear understanding of the incident reporting procedure.
- 11) The club / coaches **must complete** end-of-season athlete assessments through Kinduct.

- **CAB 360 Status**

1 CAC Registered coach fee + shared social media shout-out

- 1) The club is legally registered **with documentation**
  - a. Non-profit club as a non-profit society in their respective province
  - b. For-profit club as a registered business with Revenue Canada
- 2) The club is registered for the current season with its respective PTSA / Canada Snowboard **with documentation**
  - a. For-profit clubs must sign a Program Delivery Agreement online
- 3) The club is properly insured **with documentation**
  - a. If non-profit: The club must have Directors & Officers liability insurance with documentation (available directly through Canada Snowboard)
  - b. If for-profit: The club must have its own insurance coverage with documentation (NOT available through Canada Snowboard)
- 4) The club **has submitted documentation** of ALL its coaches, which includes proof of valid membership, completed CSCP courses, other relevant certifications and a valid criminal record check.
- 5) The club **has submitted a document** describing all club programs offered including specific disciplines trained, stages of athletes trained, goals, expectations, etc.
- 6) The club **has submitted a document** describing the mission, vision and values of the club.
- 7) The club **has submitted requests** through the online membership system to have ALL yearly club activities sanctioned including general training, specialized training, competition travel and out-of-country travel.
- 8) The club **has submitted full documentation** of its athletes along with proof of valid membership, current stage of athlete, valid FIS license (if applicable) and SAIP insurance (if applicable).

All clubs attaining CAB status of any level will receive promotion on the Canada Snowboard website in the “Find a Club” section. Clubs without CAB status will not be published.

The deadline to receive any type of CAB status for the season will be November 1<sup>st</sup> of every year. This means all checklist submissions must be completed by that time. Any submissions entered after the above mentioned date will still be reviewed but will not be eligible for any of the benefits associated to each level as listed above.

*Please refer to the Club Best Practices document for further information and examples on the above mentioned checklist requirements.*

All documentation should be sent to both your Provincial / Territorial administrator as well as the Canada Snowboard Sr. Coordinator, Sport Operations & Member Services ([eric.philipow@canadasnowboard.ca](mailto:eric.philipow@canadasnowboard.ca)) prior to the November 1<sup>st</sup> deadline.