CANADA SNOWBOARD
PAN-CANADIAN POLICY
CLUB SANCTIONING POLICY

POLICY STATEMENT: Canada Snowboard (CS) and its PTSAs believe that the growth and management of organised snowboarding is a joint responsibility of CS, PTSAs and Clubs to enable the growth of the sport while ensuring membership management as well as risk and liability management are a priority. The purpose of this policy is to describe the rights, conditions and obligations of a Club Sanction with Canada Snowboard and PTSAs.

Policy Category:	Memberships - Insurance
Approval Authority:	VP - Events and Engagement
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This Policy has been prepared by Canada Snowboard and is a Pan-Canadian Policy applicable to Canada Snowboard and its PTSAs. This document cannot be modified by a PTSA without consultation and approval from Canada Snowboard.

Definitions

1. Terms in this Policy are defined as follows:
   a) "*PTSA Membership*" – The term used for an individual athlete, coach, judge, official or volunteer with an annual licence/membership with Canada Snowboard and their associated PTSA.
   b) "*PTSA Membership Year"* – The time period starting July 1st and ending June 30th of each year.
   c) "*Club Sanctioning Year*" – The time period starting July 1st and ending June 30th of each year.
   d) "*Club Registration*" – The term used for a club sanction request submitted through the Canada Snowboard National Membership System.
   e) "*Sanctioned Club*" – The term for a club which has an approved Club Sanction through both the PTSA and CS.
   f) "*LTD Framework*" – The Long-Term Development framework, developed in consultation with Sport for Life.
   g) "*CSCP Certification*" – Canada Snowboard Coaching Program Certification.
   h) "*NCCP*" – National Coaching Certification Program.
   i) "*The Locker*" – The Locker is a searchable database where the NSO, PTSAs and Clubs can review coaches NCCP/CSCP training, certification and professional development transcript. The Locker is operated by Canadian Association of Coaches.
   j) "*CS National Membership System*" – The registration and database portal used by CS to collect all Individual and Club Memberships, Sanction Requests and Event Registrations. As of July 1, 2019 CS is partnering with Uplifter /SnowReg to deliver this system.

k) "*CAC*" – Canadian Association of Coaches.
l) "*CS*" – Canada Snowboard.
m) "*CFSA*" – Canadian Freestyle Ski Association.
n) "*NSO*" – National Sports Organization.
o) "*PTSA*" – Provincial / Territorial Snowboard Association
p) "*D & O Insurance"* – Directors and Officers Insurance.
q) "*CGL Insurance*" – Commercial General Liability Insurance.
r) "*SAIP Insurance*" – Sport Accident and Insurance Program.
s) "*Normal on Snow Activity*" - Any in-bounds activity that follows the Ski Area/Resort Rules and Policies as follows:
    i. Must be Supervised by a Canada Snowboard Coach;
    ii. Must have permission of Ski Area/Resort;
    iii. Must meet Skier/Rider Safety Code;
    iv. Must be supervised and controlled and preferably secure from public;
    v. Must not impact or interfere with Public;
    vi. Must be training suitable for the level of the athlete.
t) *"Normal Dryland Training Activity*" – Any dryland training which is listed by CS as a pre-approved training as per the listing on the CS website https://www.canadasnowboard.ca/en/docs/?category=Insurance+. Clubs can participate in these activities without requiring a special Sanction Request.
u) "*Out-of-Country Sanction Requests*" – Request for sanction submitted through CS for any training or activity happening outside of Canada.
v) "*Activity Sanction Request*" – Request for sanction submitted through CS for any training or activity which is not considered a Normal on Snow or Normal Dryland Training Activity.

Purpose

2. The purpose of this policy is to describe the rights, conditions and obligations for a Sanctioned Club with Canada Snowboard and its PTSAs.

Scope and Application

3. This policy applies to all Canada Snowboard Sanctioned For Profit and Not for Profit Clubs.

4. In order to achieve CS's purpose of becoming the "World Leading Snowboard Nation" engagement and collaboration between CS, PTSAs and Clubs is paramount. CS is generally responsible for the development of programs and services that impact all PTSAs and Clubs across Canada and operating the High Performance Program for those who athletes who are on the National or Next Gen Canada Snowboard Teams. The PTSAs are generally responsible for implementing programs and services impacting athletes within a specific provincial boundary. Clubs are responsible for implementing programs and services impacting athletes at a local or regional level.

5. CS and its PTSAs believe in embracing the culture of snowboarding while keeping a commitment to excellence as the foundation of who we are. Performance at the highest level comes from an athlete-focussed approach to training, programs and coaching. Clubs are the backbone for the continued development of snowboard athletes in Canada. Our goal is to work together with Clubs to provide the best possible support system for competitive snowboard athletes. From a young rider's first structured program to attending their first event, to progressing to Next Gen and National Team programs – our Provincial and Territorial Snowboard Clubs are key to developing Canada's future athletes.

6. This Club Sanctioning Policy will ensure best practice standards are integrated within PTSAs and Clubs to ensure alignment in standards from Coast to Coast and to allow the best, and safest, snowboard environment and experience to all participants.

7. CS believes that membership fees are critical to its ability to deliver core business.

Policy Details:

Club Types:

8. CS Clubs consist of:
    a. Not-for-Profit Clubs: An organisation that uses its surplus revenue to continue to work towards achieving their mission and vision rather than distributing as income to the organisations owners as a profit. Not for profit clubs must:
        i. Be registered either provincially or federally as a Not-for-Profit society and be able to provide proof of this at time of doing their Club Registration.
        ii. Have a governing volunteer Board of Directors and be able to provide proof of the at time of doing their Club Registration.
        iii. Have D & O Insurance purchased through CS.
    b. For Profit Clubs: An organisation which aims to earn profit through its operations. For Profit Clubs are not eligible for D & O Insurance through CS. For-Profit Clubs must:
        i. Be legal corporate entities and be able to provide proof of this at the time of doing their Club Registration.

9. CS Sanctioned Club activities will be covered by Commercial General Liability (CGL) Insurance if:
    a. Activities are sanctioned by CS/PTSA;
    b. All activity participants are current PTSA Members;
    c. Activity Coaches are current PTSA Members; and
    d. Activity Coaches have the required CSCP Coaching Certifications for the activities they are coaching.

10. The following CS Sanctioned Club activities will not be covered by CGL Insurance:
    a. Public drop-in programs;
    b. Programs open to the general public;
    c. Programs/Activities which have Coaches leading the session who do not have an active PTSA Membership;
    d. Programs/Activities which have non Sanctioned Clubs taking part in the session;
    e. Activities that are not considered a 'Normal on Snow Activity' and in which clubs have not submitted, or received an approved, Activity/Training Sanction through CS/their PTSA;
    f. Activities that are not considered a 'Normal Dryland Training Activity' and in which clubs have not submitted, or received an approved, Activity/Training Sanction through CS / their PTSA.

Sanctioning Year

11. The Club Sanctioning Year is from July 1st to June 30th. Club Registrations must be renewed through the CS National Membership System every year.

Eligibility for Club Membership

12. To request to become a Sanctioned Club, the Club must:
    a. Register online through the CS National Membership System;

b. Have their Club Registration approved by both their PTSA and CS;
c. Agree to comply with CS's policies, procedures, rules and regulations as outlined in the Club Registration process;
d. Pay CS/PTSA Club Registration fees and have paid any outstanding debts to CS / PTSA including any owing fees from any previous club sanctioning year;
e. Be a Member in Good Standing with a PTSA at the end of the sanctioning year;
f. Submit honest and accurate information to CS/PTSA as part of their Club Registration.

Minimum Requirements

13. The Club must comply with the following minimum requirements to be a Sanctioned Club:
    a. The Club must provide the following information with their Club Registration:
        i. Name of Club;
        ii. Full Legal Name of Club;
        iii. Club Address;
        iv. Club Website;
        v. Club Email;
        vi. Club Main Contacts' Details (Name, address, email, phone);
        vii. Club Head Coach Details (Name, email);
        viii. Club Mission, Vision and Values;
        ix. Club Owners' Name;
        x. Copy of Additional Insurance (if applicable);
        xi. Names of Board of Directors and next AGM date (if Not-for-Profit Club);
        xii. Proof that they are a legal corporate entity (if a For-Profit Club);
        xiii. Proof that they are registered as a Not-for-Profit Society (if a Not-for-Profit Club).

Registration Process

14. Club Registrations will open via the CS National Membership System on July 1st annually and be reviewed within two weeks of Registration applications being received.

15. Club Registrations will be reviewed by both the PTSA and CS prior to being approved.

16. CS reserves the right to deny a Club Registration request if the PTSA or CS have concerns regarding the Club information submitted or if answers were not completed to the PTSA/CS satisfaction. If a Club Registration request is denied the Club Registration fees will be refunded.

17. Club Sanctions automatically terminate on June 30th of each year, unless otherwise specified to the Club(s) by CS.

18. Club Registration Fees, including D & O Insurance is required to be paid through the CS National Membership System.

19. Club Registration Fees are set by CS in collaboration with the PTSAs. CS may change the Club Registration Fee at any time, effective for when Club Registrations open the following year.

20. If a Club needs assistance with their Club Registration and/or the CS National Membership System it is recommended that the Club firstly consult either the CS National Membership System online assistance portal or their PTSA. If the PTSA is unable to answer the question they will then consult CS.

Club Membership Benefits:

21. Clubs in Good Standing with CS/their PTSA will be entitled to:
    a. View all PTSA Members (Athletes, Coaches, Judges, Officials and Volunteers) who are 'affiliated' to their club through the CS National Membership System;
    b. Enter PTSA Members to CS/PTSA sanctioned regional, provincial and national competitions through the CS National Membership System;
    c. Apply for CS/PTSA Activity/Training Sanctions;
    d. Access CS program and services such as, but not limited to (under the approval of the PTSA as required):
        i. CS RIDERS/Little RIDERS/Elleboard Programs;
        ii. Terrain Guidelines;
        iii. CS Competition Guidelines and Handbooks;
        iv. CS Rules and Regulations;
        v. CS Policies and Procedures;
        vi. Quality assurance standards and programs.
    e. Access to purchase D & O Insurance Coverage;
    f. Access to CS/ CGL Insurance Coverage.

Risk Management:

22. CS will provide CGL Insurance to Sanctioned Clubs provided the Sanctioned Club agrees to follow CS Risk Management and Safe Sport related policies and procedures. These include, but are not limited to:
    a. Club Sanctioning Policy;
    b. CSCP Policies and Procedures;
    c. Accident and Incident Reporting Procedures;
    d. Safe Sport Policy Manual ;
    e. Investigations Policy - Discrimination, Harassment, Maltreatment and Prohibited Behavior Policy;
    f. Screening Policy;
    g. Equity and Access Policy;
    h. Concussion and Return to Play Procedures;
    i. Helmet Policy;
    j. CSCP Scope of Practice Policy
    k. Insurance and Sanctioning related Guidelines as set by CS;
    l. Ski Resort's Policies;
    m. Website Privacy Policy.
23. CGL Insurance is valid from July 1st to June 30th of each year.
24. CGL Insurance is valid only during CS Sanctioned Activities.
25. D & O Insurance is valid from November 1st to October 31st of each year.

Activity Sanctions:

26. Activity sanctions are required for every Sanctioned Club's programs and activities and are required in order to comply with the requirements of the CGL Insurance Policy.
27. The PTSA is responsible for firstly checking the Activity Sanction Request. CS is responsible for the final approval of the Activity Sanction.
28. There are a number of pre-approved on and off snow activities that Sanctioned Clubs are not required to submit an Activity Sanction Request for. These are outlined as follows (and in the 'Terms' above):
    a. For on-snow activities these include 'Normal Activities' including:
        i. Any in bounds activity that follow the Ski Area/Resort Rules and Policies;
        ii. Must be Supervised by a Canada Snowboard Coach;
        iii. Must have permission of Ski Area/Resort Must meet Skier/Rider Safety Code;

iv. Must be supervised and controlled and preferably secure from public;
v. Must not impact or interfere with Public;
vi. Must be training suitable for the level of the athlete.

b. For off-snow activities these include "Normal Dryland Training Activity" – Any dryland training which is listed by CS as a pre-approved training clubs can participate in without requiring a special sanction request and approval. These are outlined on the CS website: https://www.canadasnowboard.ca/en/docs/?category=Insurance

29. For any activities which are not pre-approved, the Sanctioned Club must provide an Activity Sanction Request to their PTSA and CS in order to have the activity sanctioned and covered under the CGL insurance. Final approval will however be given by CS. Activity Sanctions are only valid if:
    a. The Sanctioned Club submits an Activity Sanction Request online through the CS National Membership Platform;
    b. The Activity Sanction requests was submitted at least 2 weeks prior to the activity starting;
    c. The Sanctioned Club has paid their Club Registration Fee to CS;
    d. The Sanctioned Club has paid their Activity Sanction Request Fee to CS;
    e. The Activity Sanction is approved by CS;
    f. All individual members taking part in the activity have active CS/PTSA Registrations (including athletes, coaches, officials, judges);
    g. All coaches have CSCP Coach Certifications and instruct/coach within their Scope of Practice;
    h. The Sanctioned Club offers programs that align with CS programs and the CS LTD framework and include at least one CS discipline (e.g Para-Snowboarding, Half-Pipe, Slopestyle, Alpine, Snowboardcross);
    i. The Sanctioned Club adheres to the CS Polices and Procedures referred to in the Club Membership Policy.

Out of Country Sanction Requests

30. Sanctioned Clubs are required to submit an Out-of-Country Sanction Request for any travel outside of Canada.
31. The PTSA and CS must approve an Out-of-Country Sanction Requests. Final approval will however be given by CS.
32. An Out-of-Country Sanction Request will only be approved if:
    a. The Sanctioned Club submits an Out-of-Country Sanction Request through the CS National Membership Platform;
    b. The Sanctioned Club submits the request at least two weeks prior to any travel;
    c. A roster of traveling Athletes and Coaches is submitted with the request;
    d. All traveling Athletes and Coaches have active PTSA Memberships;
    e. All traveling Athletes have the required level of SAIP Insurance. This is outlined on the CS website: https://www.canadasnowboard.ca/en/docs/?category=Insurance

Certificates of Insurance (COI)

33. A COI is a document that verifies the Sanctioned Club, through CS, has CGL Insurance and lists additional insured organisations as required.
34. Sanctioned Clubs do not require a COI for CS Sanctioned Activities they conduct.
35. A COI is only required if the Ski Resort, Dryland Training Facility and/or Third Party requests proof of the Club's Liability coverage.
36. If a COI is required the Sanctioned Club must submit a COI Request to CS at least 14 days prior to the date it is required.
37. COI requests must be done through the CS National Membership System.

Multiple CS Sanctioned Clubs Operating at a Ski Resort

38. The Ski Resort has the right to limit the number of CS Sanctioned Clubs that operate on their mountain.
39. CS does not have the right to limit the number of CS Sanctioned Clubs that operate at a Ski Resort.

Accident Reporting

40. Sanctioned Clubs must follow the CS Accident Reporting Policies and Procedures.
41. Sanctioned Clubs are responsible for ensuring accident reports are filed with CS for every accident to a PTSA Member where medical attention is administered and the activity occurred during a CS Sanctioned Activity operated by the Sanctioned Club.
42. In the event of a head injury and/or any symptoms of a concussion, Sanctioned Clubs are responsible for following the CS Concussion Policies and Procedures.
43. Sanctioned Clubs and Coaches must be able to provide proof that the accident happened during a planned activity (e.g provide proof of the athletes YTP or coaching plan) if required/requested by CS and/or the insurance provider.
44. Sanctioned Clubs and Coaches must be able to prove that the Activity was under the direct supervision of a Coach at the time of accident.

SAIP Insurance

45. CS provides the opportunity for all PTSA Athletes and Coaches to purchase SAIP coverage.
46. SAIP can be purchased by Athletes or Coaches with a current CS Membership.
47. SAIP can be purchased through the CS National Membership System.
48. None of the Sanctioned Clubs, PTSA or CS are responsible for initiating or administering SAIP claims made by the CS Member.

Coaching

49. Sanctioned Clubs must confirm with CS that all Coaches participating in the Sanctioned Club's Sanctioned Activities have:
    a. The appropriate CSCP Coaching context appropriate for level of athlete they are coaching. Please refer to the CSCP Scope of Practice Policy.
        i. This includes all training required outside of the CSCP;
            1. Freestyle Ski Canada's Air 1 and Air 2;
            2. Level one Officials course;
            3. Level one judging clinic;
            4. NCCP modules and post course online evaluations affiliated to the context at which they are coaching at.
        ii. All coaching requirements will be verified through the CAC "Locker";
    b. A valid Coaching Membership;
    c. Completed an up to date Enhanced Record Check or Vulnerable Sector Check based off Canada Snowboard Screening Policy. Have signed the CS Code of Conduct and agree to CS Policies and Procedures as outlined in the Club Membership Policy.
50. Coaches without the appropriate CSCP Coaching qualifications or a valid Coaching Membership may not coach PTSA Members during a CS Sanctioned Activity unless the Club has been granted a Guest Coach Sanction.
    a. As per the CSCP Minimum Scope of Practice Policy; Coaches that do not meet the minimum requirements and have the event in their seasonal plan can request a mentor if not currently attending event with a coach certified at the Comp Dev Level. The coach will be expected to complete the pathway to achieving the minimum standard. Please contact the Coaching and Programs Senior Coordinator for more details.

51. The Sanctioned Club can may be able to have a 'Guest' or 'Temporary' Coach work with their Club provided it is in line with the CSCP Temporary Licence Guidelines available on the CS website at: https://www.canadasnowboard.ca/en/docs/?category=Coaching+Program
52. The Sanctioned Club can may be able to have an International Coach work with Club provided it is inline with the CSCP International Transfer Guidelines available on the CS website at: https://www.canadasnowboard.ca/en/docs/?category=Coaching+Program
53. Sanctioned Club program participation should not exceed an Athlete to Coach ratio of 8:1. There must be one CS Certified Coach for every eight Athletes. The Coach must coach within the parameters of their certifications.

Canada Snowboard Programming

54. CS highly recommends that the Sanctioned Club delivering the programming aligns with CS's LTD framework. Programs to align with include Little RIDERS, RIDERS and Provincial/Territorial Team Programs. For more information on these programs visit the CS website; https://www.canadasnowboard.ca/en/programs/grassroots/
55. Aligning with CS Programs can reduce the risk of injury, while ensuring that Athletes safely and progressively advance their fundamental physical literacy, snowboarding and acrobatic skills.
56. The PTSA is responsible for communicating and monitoring quality assurance and auditing of the CS Programs, and reporting non-compliance issues and development requirements to CS.

Membership Management

57. The Sanctioned Club is responsible for ensuring that their Athletes, Coaches and other Members have the appropriate Membership type in accordance with the CS Individual Registration Policy.
58. The Sanctioned Club is responsible for checking the validity of the Memberships through the CS National Membership System, and in doing so, ensuring all their Club Members have 'affiliated' themselves to their Club.
59. CS highly recommends that the Sanctioned Club performs Criminal Record Checks on all Club Administrators and Volunteers.

Non-Canadian Residents/Members Without Provincial Health Care:

60. As per the CS Individual Registration Policy, non-Canadian residents may become PTSA Members and participate under the Liability insurance of CS.
61. It is the responsibility of Sanctioned Clubs to ensure they are communicating with non-Canadian Athletes and Coaches on what they are entitled to with their PTSA Membership in regards to insurance. This information is available in the CS Individual Participant Policy.

Good Standing:

62. A Club shall be in Good Standing provided that the Sanctioned Club:
    a. Has not ceased to be a Club;
    b. Has not been suspended or expelled from membership, or had other membership restrictions imposed within the current membership year or club membership year which affects such status;
    c. Has submitted all information and documents as required by CS;
    d. Has complied with CS policies, procedures, rules and regulations;
    e. Is not subject to a disciplinary investigation or action by CS, or if subject to disciplinary action previously, has fulfilled the terms and conditions of such disciplinary action to the satisfaction of CS; and
    f. Has paid all required Club dues and additional fees.

Cease to be in Good Standing:

63. Clubs who cease to be in Good Standing may have privileges suspended or not be entitled to the privileges of a membership until such time as CS is satisfied the Sanctioned Club has met the definition of Good Standing as set out in the 'Good Standing' section of this Policy.

Suspension and Termination of Membership:

64. Any Sanctioned Club may be suspended or expelled from membership in CS for:
    a. Failure to pay Club Registration fees;
    b. Violating the CS Code of Conduct and Ethics or other Safe Sport, Risk Management and Membership related Policies and Procedures;
    c. Violating the condition of the CS CGL Insurance Policy;
    d. Not abiding by the Club Sanctioning Policy;
    e. Committing fraud; and
    f. Endorsing doping by Athletes and Coaches.
65. CS ultimately has the authority, through collaboration with the PTSA, in determining the suspension or expulsion of a Sanctioned Club.

Reinstatement of Club Sanctions:

66. A Sanctioned Club who has failed to pay their Club Registration Fees will have their Club Sanction reinstated by CS when all outstanding Club Registration Fees are paid.

Club Membership Appeal:

67. A Club that has been suspended/expelled will have the right to appeal such a decision made by CS/PTSA based on the applicable Appeal Policy.

Privacy of Individual Member's Personal Information:

68. Sanctioned Clubs have access to individual members personal information through the CS National Membership System. A PTSA Member must be 'affiliated' to the Sanctioned Club for the Club to see their information.
69. When accessing this information Sanctioned Clubs must abide by the CS Website Privacy Policy https://www.canadasnowboard.ca/en/docs/?category=Memberships
70. Sanctioned Clubs must restrict access to a Members' personal information only to individuals approved by the Sanctioned Clubs' Board of Directors.
71. Sanctioned Clubs must not distribute Members' personal information to a third party without the consent of the Individual Member.
72. Sanctioned Clubs will share with CS and their relevant PTSA, when requested, Member information for the purpose of:
    a. Determining a Member's eligibility for a PTSA Membership;
    b. Determining a Member's eligibility for CS Sanctioned Activities;
    c. Gathering information as required by law or statute;
    d. Fulfilling the requirements of the CS CGL Insurance.
73. Sanctioned Clubs will take all reasonable steps and efforts to prevent unauthorized access to personal information of members maintain on the CS National Membership System.