



## PTSA INDIVIDUAL MEMBERSHIP POLICY

**POLICY STATEMENT:** Canada Snowboard (CS) believes in embracing the culture of snowboarding while keeping a commitment to excellence as the foundation of who we are. CS believes that the continued growth of the sport of snowboarding comes from the joint responsibility of CS and its members. The purpose of this policy is to describe the rights, conditions and obligations of having a PTSA Individual Membership (referred to as a “PTSA Member” from hereon).

<b>Policy Category:</b>	Memberships - Insurance
<b>Approval Authority:</b>	Sport System Development Director
<b>Approval Date:</b>	August 9, 2022
<b>Next Review Date:</b>	Every 2 Years

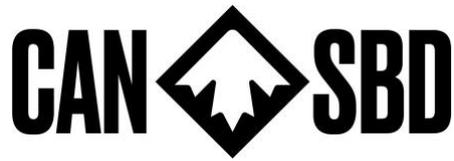
***This Policy has been prepared by Canada Snowboard and is a Pan-Canadian Policy applicable to Canada Snowboard and its PTSAs. This document cannot be modified by a PTSA without consultation and approval from Canada Snowboard.***

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### Definitions

1. The following terms have these meanings in this....
  - a) “CSCP Certification” – Canada Snowboard Coaching Program Certification.
  - b) “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 Interpodia/SnowReg to deliver this system.
  - c) “CAC” – Canadian Association of Coaches.
  - d) “CSA” – Canadian Snowsports Association.
  - e) “CS” – Canada Snowboard.
  - f) “FIS” – International Ski Federation
  - g) “IPC” – International Paralympic Committee
  - h) “LTAD Framework” – The Long-Term Athlete Development framework, developed in consultation with Sport for Life.
  - i) “PTSA Individual Member” – The term used for an individual athlete, coach, judge, official or volunteer with an annual licence/membership with Canada Snowboard and their associated PTSA.
  - j) “Membership Year” – The time period starting July 1<sup>st</sup> and ending June 30<sup>th</sup> of each year.
  - k) “NCCP” – National Coaching Certification Program.
  - l) “NSO” – National Sports Organization.
  - m) “PTSA” – Provincial / Territorial Snowboard Association
  - n) “Sanctioned Activity” – The term for a training, activity or event, which has an approved Sanction through both the PTSA and CS.
  - o) “SAIP Insurance” – Sport Accident and Insurance Program.

### Purpose



2. The purpose of this policy is to describe the rights, conditions and obligations of an individual who has a PTSA Individual Membership..

### **Scope and Application**

3. This policy applies to all Individuals with a PTSA Individual Membership.
4. In order to achieve CS's purpose of becoming the "World Leading Snowboard Nation" engagement and collaboration between CS, PTSAs, Clubs and Members is paramount. CS is generally responsible for the development of programs and services that impact all PTSAs and Clubs across Canada as well as operating the High Performance Program for those athletes who are on the National or Next Gen Canadian 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 believes in embracing the culture of snowboarding while keeping a commitment to excellence as the foundation of who we are. CS believes that the continued growth of the sport of Snowboarding comes from the joint responsibility of CS and its Members. CS recognises that the services an PTSA Individual Member receives is the result of collaboration between CS, PTSAs and Clubs, and that working cooperatively to develop and deliver membership value will ensure everyone benefits.
6. CS believes that the organisation of competitions, regulating and officiating of the sport of Snowboarding, development of accredited coaches, support and development of individual athletes and clubs, constitutes the core business of CS and access to these activities is the main benefit of a PTSA Individual Member.
7. The PTSA Individual Membership Policy will ensure best practice standards are integrated to ensure alignment in what is included in a PTSA Individual Membership from Coast to Coast and to allow the best, and safest, snowboard environment and experience to all participants.
8. CS believes that membership fees are critical to its ability to deliver core business.

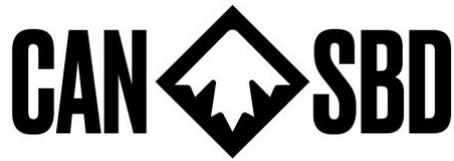
### **Policy Details:**

#### Licence Types:

9. PTSA Individual Memberships consist of:
  - a. **Limited Participant Membership:** Temporary athlete membership for those wanting and introduction to Snowboarding. Gives the member access to a limited event for a specific event/program (e.g. GROM, Elleboard, RIDERS events).
  - b. **Recreational Membership:** This athlete membership is for entry-level athletes giving the member access to training at their sanctioned club/training sessions and club events.
  - c. **Compete Membership:** This full athlete membership giving the member access to train with a sanctioned club at their sanctioned club training sessions and club events as well as access to compete at stages 4/5/6/7 events of the Long Term Athletes Development (LTAD).
  - d. **Volunteer Membership:** This membership is required by Level 1 officials who are helping out at events in a non-paid capacity.
  - e. **Officials Membership:** This membership is required by Level 2 and 3 officials who are helping out/working at events.
  - f. **Judges Membership:** This membership is required by all certified and active judges who are helping out/working at events.
  - g. **Coach Membership:** This membership is required by all accredited coaches who have a CSCP certification or are enrolled in an upcoming course.

#### Add-Ons:

10. There are a number of additional licences and registrations which PTSA Individual Members may purchase at the time of purchasing a PTSA Individual Membership.



- a. **FIS Licence:** Available to any athlete planning on competing in a FIS Sanctioned event throughout the Membership Year. For an athlete to purchase a FIS Licence they must complete the following at their time of purchasing a FIS Licence:
  - i. Only competitors who have signed the FIS Athletes' Declaration and have appropriate SAIP insurance may be registered by CS/CSA for FIS Licenses;
  - ii. New applications for FIS Licenses must include proof of Canadian nationality by providing a copy of athlete's Canadian passport;
  - iii. Passport and signed Athletes Declaration must be made available to CS for CSA/FIS on request.
- b. **IPC Licences:** Available for any para-athlete planning on competing in an IPC Sanctioned event throughout the Membership Year. For an athlete to purchase an IPC Licence they can contact [info@canadasnowboard.ca](mailto:info@canadasnowboard.ca) and from there they will be linked with the Canada Snowboard High Performance Manager – Speed to get this sorted. IPC Licences are not able to be purchased online.
- c. **CAC/CHPC Registration:** Available for anybody purchasing a CS Coach Membership. This registration gives the Coach access to a number of professional coach services and benefits from the CAC.
- d. **SAIP Insurance:** Available to be purchased by any athlete or coach who is requiring additional insurance for their sanctioned snowboarding activities/events they are participating in. Further information provided in the 'Insurance' section of this policy.

#### Insurance:

11. CS, through CSA, will provide Liability Insurance to all PTSA Individual Members. The PTSA Individual Member must have an active CS Membership and be participating in a sanctioned CS activity or competition. CS, through the CSA, will also provide a number of Sport Accident Insurance Policy (SAIP), options for Members. The SAIP options are explained as follows and the most up to date SAIP policy overviews are available on the CS website at the following link:  
<https://www.canadasnowboard.ca/en/docs/?category=Insurance>
  - a. **Special Risk Accident Insurance:** This coverage is included in any SAIP Class (1, 2, 3, 4 or 5) and the minimum amount of cover an athlete with a FIS licence can have. FIS-athletes who are not travelling out of Canada may purchase SAIP Level 3 (which only includes Special Risk Accident Insurance).
  - b. **Out-of-Province/Out-of-Country Emergency Medical Insurance:** This coverage provides Emergency Medical Coverage for Members who are travelling to a CS sanctioned activity, or competition, outside of Canada. The coverage is extensive and limited to up to 30 or up to 60 consecutive days of travel outside of Canada, return to Canada will reset the consecutive days travelled. Athletes may request extended coverage if the travel exceeds 30 or 60 days, however this may be requested through CS. This insurance is highly recommended for athletes and coaches who train and compete regularly outside of the territory / province where the athlete/coach holds territorial/provincial medical insurance.
  - c. **Temporary US Accident Insurance:** This insurance is mandatory for any athletes and coaches who plan to train at a sanctioned CS activity in the United States of America. A non-FIS athlete can purchase SAIP Class 4 or 5 to ensure they are covered for their time in the United States of America. It is however limited to either 7 or 14 days (dependent on the policy). SAIP Class 4 or 5 can only be purchased once in a Membership Year and only used for one single trip. A FIS-athlete can purchase this insurance if they are only going to be travelling to the USA once. If they are going to be travelling to other destinations, or multiple times in the season, they will need to purchase SAIP Level 2 or Level 1.
12. Limited Participant, Recreational, Compete, Judges, Officials or Coaches Membership do not include SAIP insurance. It must be purchased as an 'Add-On' to any Membership.



13. Special Risk Accident Insurance is mandatory for all FIS athletes. This is included in SAIP Class 3. SAIP can be purchased as an 'Add-On' to an Compete Membership.
14. Members are able to upgrade SAIP from Class 3 (Special Risk Accident Insurance) to Class 2 (includes Out-of-Province/Out-of-Country) through the CS National Membership System prior to training or competing internationally. They will only be charged the difference in the two policies.
15. SAIP is only valid while engaged in a CS sanctioned activity or competition, including travel to and from the location of the CS sanctioned activity, with coverage 24 hours per day during the time period.
16. Out-of-Country insurance is only valid if:
  - a. An Out-of-Country Sanction request was submitted to the PTSA/CS, by the coach leading the team, at least 14 days prior to the date of departure;
  - b. An Out-of-Country Sanction request with a list of all travelling athletes and coaches was submitted and approved by CS and CSA.
17. SAIP provides tertiary coverage. In the event of an accident, claimants must first claim their medical incurred expenses through their Canadian Provincial healthcare plan and private health care plan (e.g. employment medical benefits). SAIP will cover any gaps in coverage or remaining medical expenses. SAIP also provides worldwide assistance in medical management and advocacy in dealing with international medical service providers on behalf of injured Members. There are five levels of SAIP which each cover either Special Risk Accident cover and/or Out of Province/Out of Country Emergency Travel depending on the level. For Special Risk Accident cover the insured must be a permanent resident of Canada and be insured by the government healthcare insurance plan in their home province.
  - a. **Class 1:** Includes **SPECIAL RISK ACCIDENT** and **OUT OF PROVINCE/OUT OF COUNTRY EMERGENCY MEDICAL** Mandatory for all National, Provincial and Development team athletes and coaches as well as international FIS/IPC licensed athletes and national card members who travel out of country for more than 30 days. Recommended for coaches and discipline officials who travel out of country for more than 30 days. MAX 60-day duration (contact CSF to extend duration). Coverage is for consecutive days out of country, return to Canada will reset the consecutive days traveled.
  - b. **Class 2:** Includes **SPECIAL RISK ACCIDENT** and **OUT OF PROVINCE/OUT OF COUNTRY EMERGENCY MEDICAL** Mandatory for all international FIS/IPC licensed athletes and National Card members who travel out of country for up to 30 days. Recommended for coaches and discipline officials who travel out of country for up to 30 days. Coverage is for consecutive days out of country, return to Canada will reset the consecutive days traveled.
  - c. **Class 3:** Includes **SPECIAL RISK ACCIDENT** only. No Out Of Province/Country Emergency Medical coverage. Recommended for all Canadian FIS/IPC Licensed athletes, non-FIS/IPC athletes, coaches and discipline officials who travel outside of their home province but do not travel outside of Canada.
  - d. **Class 4:** Includes **SPECIAL RISK ACCIDENT** and **OUT OF PROVINCE/OUT OF COUNTRY EMERGENCY MEDICAL** Mandatory for all non-FIS athletes who travel to the U.S for training and competition. Recommended for coaches and discipline officials who travel to the U.S. Coverage is for one (1) single U.S trip per season, MAX 7-day duration. NOT VALID FOR TRAVEL OUTSIDE OF THE USA
  - e. **Class 5:** Includes **SPECIAL RISK ACCIDENT** and **OUT OF PROVINCE/OUT OF COUNTRY EMERGENCY MEDICAL** Mandatory for all non-FIS athletes who travel to the U.S for training and competition. Recommended for coaches and discipline officials who travel to the U.S. Coverage is for a one (1) single U.S trip per season, MAX 14-day duration. NOT VALID FOR TRAVEL OUTSIDE OF THE USA
18. There is a deductible for any SAIP claims made which must be paid by the claimant/PTSA Individual Member. For the most up to date SAIP deductible rates visit the CS website at the following link: <https://www.canadasnowboard.ca/en/docs/?category=Insurance>
19. PTSA Individual Members are solely responsible for initiating any SAIP claims. CS will not manage any claims on behalf of the claimant/PTSA Individual Member.



20. CS will not review any individual medical insurance plans to determine if they are current, providing relevant coverage, or that they meet FIS, IPC, ski area or CSA requirements.

Admission of PTSA Individual Members:

21. A Members can become a registered PTSA Individual Member by purchasing a new, or renewing an existing, PTSA Individual Membership through the CS National Membership Platform. The PTSA Individual Membership will be active when:
- a. The PTSA Individual Member has registered online and fully completed all the required membership fields;
  - b. The PTAS Individual Member has agreed to comply with the CS/CSA policies, procedures, rules and regulations as outlined in the membership application;
  - c. The PTSA Individual Member has had any submitted information reviewed and accepted (relevant to Coach, Judge and Officials Memberships);
  - d. The PTSA Individual Member has paid all membership fees as prescribed by CS and the PTSA, along with any outstanding debts which are due to CS / PTSA from any previous membership period;
  - e. The PTSA Individual Member has submitted honest and accurate information to CS and the PTSA.

Membership Registration Assistance:

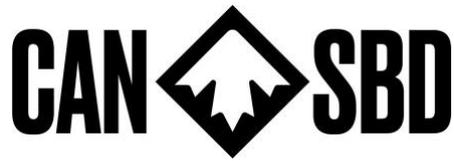
22. If a PTSA Individual Member is in need of assistance with registration, it is recommended that they do the following:
- a. Request assistance directly through the CS National Membership Platform;
  - b. If they are unable to get assistance through the CS National Membership Platform the PTSA Individual Members should consult the CS website under the 'Memberships' section or within the 'Document Centre' <https://www.canadasnowboard.ca/en/docs/?category=Memberships>
  - c. If the answers to their questions are not available on the CS website, the Member should contact their PTSA;
  - d. If the PTSA is unable to answer their question, the PTSA will contact CS directly.

Minimum Requirements:

23. PTSA Individual Members must comply with the following minimum requirements, in regards to information provided, to receive a PTSA Individual Membership:
- a. PTSA Individual Members must provide the following information (via the CS National Membership Platform):
    - i. Full Name;
    - ii. Date of Birth;
    - iii. Gender;
    - iv. Home Address;
    - v. Emergency Contact Information;
    - vi. Medical Conditions;
    - vii. Club;
    - viii. Copy of Up to Date Criminal Record Check (Coaches, Judges, Officials who are over the age of 18);
    - ix. Confirmation of Certification (Coaches, Judges and Officials and Level 1 Officials purchasing a Volunteer Membership)
  - b. PTSA Individual Members must agree to the CS Code of Conduct and Ethics, the CSA Liability Waiver and any other outlined policies and/or procedures.

Membership Year and Licence Fees:

24. The PTSA Individual MemberYear is from July 1<sup>st</sup> to June 30<sup>th</sup>.



25. Occasionally CS/PTSA's will open for Early Membership Registrations however if this is the case, the Membership will not be active until July 1<sup>st</sup>.
26. PTSA Individual Memberships automatically terminate on June 30<sup>th</sup> of each year (with the exception of any Early Membership Registrations for the following year).
27. Fees for all PTSA Individual Memberships must be paid through the CS National Membership Platform unless arranged, and agreed to, directly with your PTSA and CS.
28. Fees for all PTSA Individual Memberships include separate fees for both CS and the PTSA. CS establishes the CS portion of the Membership. The PTSA establishes the PTSA portion of the Membership. Therefore, the same licence may differ between PTSA's.
29. CS/PTSA may change their portion of the Membership at any time without prior notice, and the change in fee becomes effective on July 1<sup>st</sup> of the following Membership Year.

#### Good Standing:

30. A PTSA Individual Member shall be in Good Standing providing that they:
  - a. Have not ceased to be a PTSA Individual Member;
  - b. Have not been suspended or expelled from membership, or had other membership restrictions imposed within the current Membership Year which affects such status;
  - c. Have submitted all information and documents as required by CS/PTSA;
  - d. Have complied with CS/PTSA policies, procedures, rules and regulations;
  - e. Are not subject to disciplinary investigations or action by CS/PTSA, or if subject to disciplinary action previously, has fulfilled the terms and conditions of such disciplinary action to the satisfaction of CS/PTSA; and
  - f. Have paid all required membership dues and additional fees to CS/PTSA, including additional fees to participate in any CS/PTSA activities or competitions.

#### Cease to be in Good Standing:

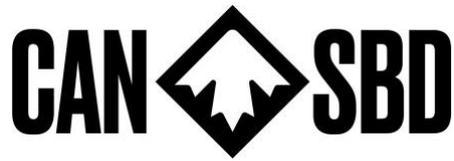
31. PTSA Individual Members who cease to be in Good Standing, as determined by CS/their PTSA, may have privileges suspended or not be entitled to privileges of a PTSA Individual Membership until such time as CS/their PTSA is satisfied that the PTSA Individual Member has met the definition of Good Standing as set out above.

#### Privileges of Membership:

32. PTSA Individual Members in Good Standing may be entitled to the following privileges:
  - a. Access to CS Sanctioned regional, provincial or national competitions and the qualification process;
  - b. Access to FIS Sanctioned competitions, provided the PTSA Individual Member has purchased a FIS Licence;
  - c. Delivery of minimum standards or services quality at sanctioned competitions;
  - d. Access to the CS High Performance Program for elite athletes, subject to fulfilling the required criteria and being selected for the program;
  - e. Liability Insurance Coverage (at CS Sanctioned Activities and Competitions as outlined above);
  - f. SAIP Insurance (if purchased as an 'Add-On to an Individual Membership');
  - g. Access to 'Shred Hookup' deals – Discounted access to a number of different brands/deals.

#### Suspension and Termination of PTSA Individual Membership:

33. Any PTSA Individual Member may be suspended or expelled from having a PTSA Individual Membership.
34. CS is the ultimate authority in determining the suspension or termination of a PTSA Individual Membership.
35. A PTSA Individual Member will be expelled from CS/their PTSA by way of ordinary resolution by the ED of CS, a member of the CS Board or Directors and a representative from the PTSA, for:



- a. Failing to pay Membership dues or money owed to CS/PTSA by the deadline dates prescribed;
  - b. Failing to comply with the CS Code of Conduct and Ethics;
  - c. Failing to comply with CS Safe Sport related policies and procedures; or
  - d. Failing to comply with other related policies and procedures.
36. Clubs must attempt to resolve minor PTSA Individual Membership infractions within their organisation. If a resolution cannot be reached and all efforts have been exhausted between the Club and the Member, the Club must notify the PTSA.
37. The PTSA must attempt to resolve minor PTSA Individual Membership infractions within their organisation. If a resolution cannot be reached and all efforts have been exhausted between the PTSA and the Member, the PTSA must notify CS.
38. CS will only intervene with minor infractions when all PTSA efforts have been exhausted.
39. CS will use its Safe Sport, Governance, or other related Operational Policies and Procedures to ensure the infraction is dealt with appropriately.

Reinstatement of PTSA Individual Membership:

40. A PTSA Individual Member who failed to pay their Membership dues will have their Membership reinstated by CS when all CS and/or PTSA fees have been paid.

PTSA Individual Membership Appeals:

41. Any PTSA Individual Member determined to have committed an Infraction will have the right to appeal a decision made by CS according to the CS Appeals Policy.

Personal Information:

42. CS/PTSAs will make all reasonable efforts to prevent unauthorized access to personal information of PTSA Individual Members maintained on the CS National Membership Database in accordance with the CS Website Privacy Policy.