



Club Membership Policy

DEFINITIONS

1. The following terms have these meanings in this Policy”
 - a) “*License*” – The term used for an individual membership.
 - b) “*Membership Year*” – The time period starting July 1st and ending June 30th of each year.
 - c) “*Club Membership Year*” – The time period starting November 1st, and ending October 31st of each year.
 - d) “*Club Registration*” – The term used for a Club Sanction request submitted in the National Database.
 - e) “*Club Sanction*” – The term used for a Club approved by the NSO.
 - f) “*National Database*” – The aggregate record of all individual participants.
 - g) “*LTAD Framework*” – The Long-Term Athlete Development framework, developed by Sport for Life, is a developmental pathway whereby Athletes follow optimal training, competition, and recovery regimens from childhood through all phases of adulthood.
 - h) “*Coaching Certification*” – The term used for NCCP/CFSA Club Coach, Supercoach and Comp. Dev. And Performance Coach certifications.
 - i) “*Air Coach Certifications*” – The term used for Air 1, 2, 3, 4A and 4B coach certifications (part of the Supercoach program), required by coaches to supervise and ‘qualify’ athletes who plan to perform inverted skills on trampoline, water ramp, air bag or snow.
 - j) “*NCCP*” – National Coaching Certification Program
 - k) “*The Locker*” –The Locker is a searchable database where the NSO, T/PSOs and Clubs can review coaches’ NCCP/CFSA training, certification and professional development transcript. *The Locker is operated by the Canadian Association of Coaches’ whose mission is to establish education, training and ethical standards for coaches in Canada.*
 - l) “*CSA*” – Canadian Snowsports Association
 - m) “*NSO*” – National Sport Organization
 - n) “*T/PSO*” – Territorial/Provincial Sport Organizations
 - o) “*CFSA*” – Canadian Freestyle Ski Association, the national organization comprised of one NSO, nine T/PSOs and dozens of clubs.

PURPOSE

2. CFSA is committed to working with its Members to provide value in the form of benefits and services in exchange for membership fees and to maintain an accurate membership National Database. The purpose of this policy is to describe the rights, conditions and obligations of membership with CFSA.

PRINCIPLES

3. The CFSA is an organization whose primary purpose is the development, organization and management of the sport of freestyle skiing in Canada. The CFSA fulfills its purpose by actively engaging the NSO, T/PSO and Clubs. The NSO is generally responsible for



development of programs and services that impact all T/PSOs and Club across Canada and operating the High Performance Program for elite athletes eligible for international competitions as a member of Team Canada. The T/PSO is generally responsible for implementation programs and services impacting athletes within a specific provincial boundary and the Club is generally responsible for implementing programs and services impacting athletes at a local or regional level within a territorial/provincial boundary.

4. CFSA believes that the growth and management of organized freestyle skiing is a joint responsibility of CFSA and its Members and that membership management and growth requires investment in benefits and services and the ability to tailor these changes to the membership market.
5. CFSA recognizes the services an individual receives are the result of combined action of CFSA, the T/PSOs, and the Clubs, and believes that by working cooperatively to develop and deliver membership value, the NSO, the T/PSOs, the Clubs and its Members will all benefit.
6. CFSA believes that membership fees are critical to its ability to deliver its core business.

SCOPE AND APPLICATION

7. This policy applies to all CFSA Sanctioned Clubs. The Director of Sport Development is responsible for the development and implementation of this policy, while the CEO is responsible for approving any changes in membership policy.

CLUB MEMBERSHIP REGISTRATION PROCESS AND FEES

Club Types

8. CFSA Clubs will consist of:
 - a) Not-for-profit Clubs: An organization that use its surplus revenues to further achieve its mission, rather than distributing its surplus income to the organization's owners as profit. **Not-for-profit Clubs must be registered either provincially or federally as a Not-for-profit Society. Not-for-profit Clubs must also have a governing volunteer Board of Directors.** Directors' and Officers' Insurance is mandatory.
 - b) For-profit Clubs: An organization which aims to earn profit through its operations. For-Profit Clubs must be legal corporate entities.
9. For-profit Club activities will be covered by Commercial General Liability (CGL) Insurance if:
 - a) Activities are sanctioned by CFSA;
 - b) Activity participants are current CFSA members;
 - c) Activity participants have any required air skill qualifications;
 - d) Activity Coaches are current CFSA members; and
 - e) Activity Coaches have required CFSA/NCCP Coaching Certifications
10. The following For-profit Club activities will not be covered by CGL:
 - a) Public drop-in programs;
 - b) Programs open to the General Public;



- c) Programs that do not lead to, or include participation in CFSA freestyle disciplines.

11. For-profit Clubs are not eligible for Directors' and Officers' Insurance through the NSO.

Membership Year

12. The Club Membership Year is from November 1st to October 31st.

Eligibility for Club Membership

13. To request to become a CFSA sanctioned Club, the Club candidate must:
- a) Register online through the National Database;
 - b) Agreed to comply with the NSO's policies, procedures, rules and regulations;
 - c) Paid membership fees as prescribed by the NSO, and any outstanding debts to the NSO and the T/PSO due and owing from any previous membership period;
 - d) Be a Member in Good Standing at the end of the Membership Year;
 - e) Submit accurate information to the NSO.

Minimum Requirement

14. The Club must comply with the following minimum requirements to secure a CFSA Club Sanction.
- a) The Club must input the following information in the National Database:
 - i. Name of the Club
 - ii. Club address
 - iii. Club email
 - iv. Club telephone number
 - v. Name of primary club contact
 - vi. Name of Head Coach
 - vii. Contact information of Head Coach
 - viii. List of Coaches and their NCCP/CFSA Certifications
 - ix. Program Disciplines (e.g., moguls, slopestyle, halfpipe and/or aerials)
 - x. Type(s) of Can Freestyle programming (e.g., Jumps & Bumps and/or Freestylerz)
 - xi. List of on-snow activities
 - xii. List of dry-land activities
 - xiii. Whether Athletes will perform inverts on-snow
 - xiv. Whether Athletes will perform inverts on-water/air bag
 - xv. Training locations.

Registration Process

15. Early Club Registration opens October 15th prior to the new Club Membership Year, however Early Club Registrations (i.e., Club Sanction requests) will not be active until they are approved by the NSO and no earlier than November 1st, the official start of the Club Membership Year.
16. Club Registration (i.e., Club Sanction request) on the National Database will be reviewed by the T/PSO and the NSO.
17. The NSO reserves the right to deny a Club Sanction request if the NSO's questions or concerns regarding the Club information submitted have not been answered to the NSO's satisfaction. In such a case, the Club will be notified by the NSO and Club Registration Fees will be refunded.



18. Club Sanctions automatically terminate October 31st of each year, with the exception of approved Early Club Registration for the following Club Membership Year.
19. Club Registration Fees, including Fees for Directors' and Officers' Insurance, are to be paid through the National Database online registration.
20. The NSO establishes Club Registration Fees. The NSO may change Club Registration Fees at any time and without prior notice and the change in fee becomes effective on November 1st of the Club Membership Year.
21. A first year club which meets all sanctioning requirements is entitled one-time to CFSA's first year free club fee only offer.

Membership Registration Assistance

22. If a Club is in need of assistance with registration and/or the National Database, it is recommended that the Club do the following:
 - a) Consult the NSO's website. "How-to" Guides are available for checking Club Membership Reports and Individual Member Registration.
 - b) If the NSO's website's information does not fully answer the Club's question, the Club should contact the T/PSO.
 - c) If the T/PSO is unable to fully answer the Club's question, the Club should contact the NSO.
23. For access to the National Database, the Club Admin/Head must send an email to the NSO, naming their Club and include a brief description of their role within the Club.

PRIVILEGES OF MEMBERSHIP

24. Clubs in Good Standing may be entitled to the following privileges:
 - a) Ability to enter CFSA member athletes to CFSA-sanctioned regional, provincial and national competitions.
 - b) Applying for CFSA Activity Sanctions
 - c) Access to CFSA programs and services such as, but not limited to:
 - i. Can Freestyle Programs
 - ii. NCCP and CFSA coach training
 - iii. FIS/CFSA Judges/Officials training programs
 - iv. Administrative support and procedures
 - v. Terrain guidelines
 - vi. Competition guidelines
 - vii. Rules and regulations of the sport of freestyle skiing
 - viii. Quality assurance standards and programs
 - d) Access to the CFSA National Database
 - e) Receive Directors' and Officers' Insurance coverage; and
 - f) Coverage by the CFSA/CSA CGL Insurance coverage.

RISK MANAGEMENT

Insurance Requirements



25. The NSO will provide Commercial General Liability (CGL) Insurance to all Member Clubs, provided the Member Clubs agree to follow the CSA's Risk Management Manual, the Ski Resort's policies, the Dry-Land Training Facility's policies (e.g., trampoline or gym facility, etc.), the T/PSO's policies in addition to, but not limited to the NSO's following policies:
 - a) Club Membership
 - b) Harassment/bullying/codes of conduct
 - c) Privacy
 - d) Risk Management Athlete Safety/Concussion Management
 - e) Coaching
 - f) Activity Sanctioning
 - g) Competition Management
 - h) Officials and Judge Training
26. CGL Insurance is valid from July 1st to June 30th of each year.
27. CGL Insurance is valid only during CFSA Sanctioned Activities.
28. Not-for-profit Clubs are required to have Directors' and Officers' Insurance. The NSO will provide Not-for-profit Clubs with Directors' and Officers' Insurance, unless a Not-for-profit Club is already insured through a different provider. In such a case, a Not-for-profit Club must provide proof of alternative coverage to the NSO.
29. Directors' and Officers' Insurance is valid from November 1st to October 31st of each year.

Activity Sanctions

30. Activity sanctions are required for every Club Member's programs or activities.
31. Activity sanctions are required in order to comply with the requirements of the CGL Insurance Policy.
32. The NSO is responsible for approving CFSA Activity Sanctions.
33. Clubs must submit CFSA Activity Sanctions to the NSO and PSO in order to operate programs and provide services. Activity sanctions are only valid if:
 - a) The Club submits an Activity Sanction request online through the National Database
 - b) The Club has paid the Club Registration Fee to the NSO.
 - c) The Activity Sanction is approved by the NSO.
 - d) All individual Club members (e.g., admin, coaches, athletes) have a current CFSA membership.
 - e) All coaches have CFSA Coach (including Air) Certifications and instruct/manage athletes within the parameters of their certifications.
 - f) The Club offers programs that align with CFSA's LTAD framework and include at least one of the Olympic disciplines (e.g., moguls, slopestyle, halfpipe and/or aerials).
 - g) The Club adheres to the policies as set out in Section 25 of this Policy.
34. Clubs are required to submit an Out-of-country Sanction request for any travel outside of Canada.



35. The NSO and CSA must approve the Out-of-country Sanction request.
36. An Out-of-country Sanction request will only be approved if:
 - a) An Out-of-country Sanction request is submitted at least 14 days prior to departure.
 - b) A roster of traveling Athletes and Coaches is submitted.
 - c) All Athletes and Coaches have a current CFSA membership and Out-of-country Accident Insurance.

Certificates of Insurance (COI)

37. The COI is a document that verifies the Member Club, through the CFSA and CSA, has CGL insurance and lists additional insured organizations as required.
 - a) Clubs do not require a COI for CFSA Sanctioned Activities they conduct.
 - b) A COI is only required if the Ski Resort, Dry-Land Training Facility and/or a Third Party requests proof of the Club's Liability coverage. In such a case, the Club must submit a COI request to the NSO. Processing times are 5-10 business days.

Terrain Park Letter of Permission

38. Terrain Park Letter of Permission is an acknowledgement by a Ski Resort operator that a CFSA Member Club is using the ski resort's terrain park for CFSA Sanctioned Activities.
39. Clubs are required to obtain a Letter of Permission for Terrain Park Usage from each Ski Resort where their program will take place.
40. Clubs must follow the NSO's policy on Big Mountain skiing.

Multiple CFSA Sanctioned Clubs Operating at a Ski Resort

41. The Ski Resort operator has the right to limit the number of CFSA sanctioned clubs that operate on their mountain.
42. The NSO does not have the right to limit the number of CFSA sanctioned clubs that operate at a Ski Resort.
43. The Ski Resort operator's primary CFSA sanctioned Club(s) (i.e., a club that has a formal agreement with the Ski Resort operator) must obtain formal written permission from the Ski Resort operator for a visitor CFSA sanctioned club(s) (i.e., a club that does not have a formal agreement with the Ski Resort operator) to operate at the Ski Resort under the aegis of the primary CFSA sanctioned Club(s).
 - a) The primary club(s) and the visitor club must both have a valid CFSA club sanction.
44. If the Ski Resort operator agrees to allow a visitor club to operate under the aegis of the primary club, then the primary club must request a Certificate of Insurance from the NSO and list the visitor club and the dates of the agreement.

Accident Reporting

45. Clubs must follow the CFSA Accident Reporting Policies and Procedures.



46. Clubs are responsible for ensuring accident reports are filed with the NSO for every accident to a CFSA Member where medical attention is administered during a CFSA Sanctioned Activity operated by the Club.
47. In the event of a head injury and/or any symptoms of a concussion, CFSA Member Clubs are responsible for following the CFSA's Concussion policies and procedures.

Sport Accident Insurance Program (SAIP)

48. The CFSA provides the opportunity to purchase SAIP coverage to every CFSA Member.
49. None of the CFSA Member Club, T/PSO or NSO is responsible for initiating or administering SAIP claims made by a CFSA Member.

COACHING

50. CFSA Member clubs must confirm with the NSO that all Coaches participating in the Member Club's CFSA Sanctioned Activities have:
 - a) The appropriate level of NCCP Coaching qualifications for the level of Athlete the Coach is coaching.
 - i. The Club is responsible for ensuring that Coaches have a current CFSA license and CFSA Coach Certifications (Air coaches supervising inverts must have verified certifications). The Club must verify the Coach's CFSA Coaching Certifications through The Canadian Association of Coaches' (CAC) "Locker".
 - b) A valid CFSA Coaching License.
 - c) Completed a Criminal Record Check.
 - d) Acknowledged in writing the CFSA policies regarding harassment and discrimination, bullying, violence in the workplace and whistleblowing.
 - e) Completed a Coaches Code Of Conduct review.
51. Coaches without NCCP Coaching qualifications or valid CFSA Coach License may not coach CFSA Members during a CFSA Sanctioned Activity unless the Club has been granted a Guest Coach Sanction.
52. The Club can submit for a Guest Coach Sanction request for special training camps provided the Guest Coach is:
 - a) A Canadian National Team Member
 - b) A Coach with freestyle ski-specific coaching certifications from another country.
 - c) The Guest Coach is constantly supervised by a CFSA certified Coach. The Guest Coach cannot instruct skills that fall outside the parameters of the CFSA certified Coach's certifications.
53. Club program participation should not exceed an Athlete to Coach ration of 10:1. There must be one CFSA certified Coach for every ten athletes. The Coach must coach within the parameters of their certifications.



54. Guest Coach Sanctions request must include the following:
- a) A description of the training camp activities;
 - b) A description of the Guest Coach's responsibilities;
 - c) A description of the National Team Athlete's freestyle skiing experience; and/or
 - d) A description of a non-Canadian Coach's freestyle skiing certifications;
 - e) A description of the supervising CFSA certified Coach's certifications;
 - f) The location of the training camp;
 - g) The duration of the training camp; and
 - h) The qualified coach who will be overseeing the guest coach.
55. Guest Coach Sanctions are not valid unless approved by the NSO Sport Development Director.

CAN FREESTYLE PROGRAMMING

56. The NSO highly recommends that the Club delivers programming that aligns with CFSA's LTAD framework known as the Can Freestyle program. Programs include:
- a) Jumps & Bumps: This program is for Athletes ages 6 and up, within the Fundamentals stage of the LTAD framework.
 - b) Freestylerz: This program is for Club Athletes ages 8 to 13+, within the Learn-to-Train stage of the LTAD framework competing in Club, inter-club and regional events.
 - c) CanFree TEAM: This program is for Club and Regional Team Athletes 11- 16+ in the Train to Train stage of the LTAD framework competing at the Provincial Series level.
57. The Can Freestyle program can reduce the risks of injury, while ensuring that Athletes safely and progressively advance their fundamental physical literacy, skiing and acrobatic skills.
58. The T/PSO is responsible for communicating and monitoring Quality Assurance and auditing of Club Can Freestyle programs, and reporting non compliance issues and development needs to the NSO.

MEMBERSHIP MANAGEMENT

59. The Club is responsible for ensuring that Athletes have the appropriate License Type in accordance to the NSO's Individual Membership Policy.
60. The Club is responsible for ensuring that Coaches and Associate members have the appropriate License Type in accordance to the NSO's Individual Membership Policy.
61. The Club must consistently check the validity of Member licenses (e.g., Athlete, Coach, Associate) through the National Database.
62. The Club is required to perform Criminal Record Checks on all Coaches and persons directly supervising athletes, in addition to storing Criminal Record Checks
63. The NSO highly recommends that the Club performs Criminal Record Checks on Club Admins and Volunteers.



64. The Club must keep records of all Criminal Record Checks.

Non-Canadian residents/members without access to Provincial Health Care

65. Persons who are not Canadian residents may become CFSA members and participate under the Liability Insurance the NSO.

66. CFSA Sanctioned Clubs are responsible for communicating to non-Canadian Athletes and Coaches that they must have:

- a) A CFSA membership
- b) Sport Accident Insurance through their home country/NSO. Coverage must include:
 - i. Full emergency medical costs for extreme sport
 - ii. Mountain rescue and evacuation
 - iii. On-going medical care if required while in Canada
 - iv. Transportation of family members to Canada if required
 - v. Transportation to their home country if required
 - vi. Transportation of body in the event of death

67. Non-Canadian residents/members are not eligible for the NSO's Sport Accident Insurance Program (SAIP).

GOOD STANDING

68. A Club shall be in Good Standing provided that the 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 the NSO;
- d) Has complied with the NSO's policies, procedures, rules and regulations;
- e) Is not subject to a disciplinary investigation or action by the NSO, or if subject to disciplinary action previously, has fulfilled all the terms and conditions of such disciplinary action to the satisfaction of the NSO; and
- f) Has paid all required Club dues and additional fees (as defined by this policy).

CEASE TO BE IN GOOD STANDING

69. Clubs who cease to be in Good Standing, as determined by Discipline or Appeal Panels of the NSO, may have privileges suspended or not be entitled to the privileges of membership until such time as the NSO is satisfied that the Club has met the definition of Good Standing as set out in Section 59 of this Policy.

SUSPENSION AND TERMINATION OF MEMBERSHIP

70. Any Club may be suspended or expelled from membership in CFSA for:

- a) Failure to pay CFSA Club registration fees;
- b) Violating the CFSA's and CSA's Risk Management Policies;
- c) Violating any condition of the CSA CGL Insurance Policy;



- d) Committing fraud;
- e) Endorsing doping by athletes and coaches; and
- f) Violating the CFSA Code of Conduct.

71. The NSO is the ultimate authority in determining the suspension or expulsion of a CFSA Member Club.

REINSTATEMENT OF CLUB MEMBERSHIP

72. A Club who failed to pay Club Registration Fees will have their Club Sanction reinstated by the NSO when all NSO fees are paid.

CLUB MEMBERSHIP APPEAL

73. A Club that has been suspended/expelled will have the right to appeal a decision made by the NSO.

74. All appeals must be accompanied by a \$250 administrative fee that is non-refundable.

75. The appeal procedures will conform to the CFSA Appeals Policies.

PRIVACY OF INDIVIDUAL MEMBERS' PERSONAL INFORMATION

76. CFSA Member Clubs has access to its individual members' personal data through access to the NSO National Database.

77. CFSA Member Clubs are bound by the CFSA Privacy Policies.

78. CFSA Member Clubs must restrict access to an individual members' personal information only to individuals approved by the Clubs Board of Directors.

79. CFSA Member Clubs will not distribute an individual members' personal information to a third party without the consent of the individual member.

80. CFSA Member Clubs will share with the NSO and their relevant T/PSO, when requested, individual member information for the purpose of:

- a) Determining an individual member's eligibility for CFSA Membership
- b) Determining an individual member's eligibility for CFSA sanctioned activities
- c) Gathering information as required by law or statute
- d) Fulfilling requirements of the CFSA CGL Insurance

81. CFSA Member Clubs will make all reasonable efforts to prevent unauthorized access to personal information of members maintained on the National Database.

REVIEW AND APPROVAL

82. This policy will be reviewed bi-annually in even numbered year.

83. This policy was approved by the NSO's Board of Directors on October 21st , 2016