



**CROSS COUNTRY BC**  
**The British Columbia “Division” of Nordiq Canada**  
**MEMBERSHIP/INSURANCE GUIDE**  
(Updated October 18, 2020)

**CCBC MEMBERSHIP/INSURANCE GUIDE**  
**TABLE OF CONTENTS**

<b>CCBC MEMBERSHIP BENEFITS .....</b>	<b>3</b>
Full Service Clubs: .....	4
Single Purpose Clubs: .....	4
Individual Members: .....	5
<b>CCBC REGISTRATION PROCEDURES .....</b>	<b>6</b>
Registering a Club: .....	7
Establishing a new club .....	7
Annual registration of established clubs .....	7
Registering Individual Members: .....	7
Registering annual membership with CCBC .....	8
Registering Individual Members in Programs: .....	8
CCBC Skill Development Program (SDP) .....	8
Competitor Licenses .....	8
Registering Events/Activities: .....	8
Membership Criteria: .....	9
Individual Member.....	9
Full Service Club.....	9
Single Purpose Club .....	9
Definitions of Volunteer Roles: .....	9
Club Head Coach.....	9
SDP (Skill Development Program) Coordinator.....	10
Club Coaching Coordinator .....	10
<b>LIABILITY INSURANCE PROGRAM.....</b>	<b>11</b>
Liability insurance details:.....	12
Certificate of Insurance Information: .....	12



## **CCBC MEMBERSHIP BENEFITS**

## CCBC MEMBERSHIP BENEFITS

### Full Service Clubs:

- a) Includes voting membership in Cross Country BC (CCBC), the Provincial Sport Organization for cross country skiing within the province of British Columbia.
- b) Includes membership in Nordiq Canada (NC), the National Sport Organization for cross country skiing in Canada, through the Provincial Sport Organization, Cross Country BC.
- c) Includes membership in the International Ski Federation (FIS) through the National Sport Organization, Nordiq Canada.
- d) Includes:
  - 1) NC liability insurance program,
  - 2) opportunities to host nationally/provincially sanctioned competitions,
  - 3) opportunities to advertise club competitions in the annual Ski Cross Country Handbook,
  - 4) club mailings from CCBC and NC,
  - 5) voting privileges at the CCBC Annual General Meeting,
  - 6) access to rental of CCBC material and equipment,
  - 7) access to the CCBC membership database program
  - 8) access to programs delivered by CCBC such as:
    - Club Development
    - Trail Development
    - Trail Grooming and Track Setting
    - Coaching Development
    - Officials Development
    - Teck Skier Development Program (*Regional Cup Series, Regional Camps*)
    - Athlete Development Programs (*BC Ski Team, BC Development Squad, BC Talent Squad, Skill Development Programs*)

### Single Purpose Clubs:

- a) Includes membership in Cross Country BC (CCBC), the Provincial Sport Organization for cross country skiing within the province of British Columbia.
- b) Includes membership in Nordiq Canada (NC), the National Sport Organization for cross country skiing in Canada, through the Provincial Sport Organization, Cross Country BC.
- c) Includes membership in the International Ski Federation (FIS) through the National Sport Organization, Nordiq Canada.
- d) Includes:
  - 1) NC liability insurance program,
  - 2) opportunities to host nationally/provincially sanctioned events,
  - 3) opportunities to advertise club competitions in the annual Ski Cross Country handbook,
  - 4) annual club mailings from CCBC/NC (specific to club needs),
  - 5) access to rental of CCBC materials and equipment,
  - 6) access to the CCBC membership database program,
  - 7) access to programs delivered by CCBC such as:
    - Club Development
    - Trail Development
    - Trail Grooming and Track Setting
    - Coaching Development
    - Officials Development
    - Teck Skier Development Program (*Regional Cup Series, Regional Coach*)
    - Athlete Development Programs (*BC Ski Team, BC Development Squad, BC Talent Squad, Skill Development Programs*)

**Individual Members:**

- a) Indirect benefits as a CCBC club member (refer to all items above),
- b) Annual "*Ski Cross Country*" handbook (direct mailing).
- c) The right to competitive privileges at all levels (entry level through to nationally sanctioned competitions).
- d) The right to purchase a NC Racing License and participate in other programs accessible to CCBC club members only.
- e) Reduced fees to identified programs and activities (coaching workshops, officials courses, trail development workshops, etc.)
- f) Additional benefits as determined by CCBC.



## **CCBC REGISTRATION PROCEDURES**

## Registering a Club:

### ***Establishing a new club***

- a) Contact the CCBC Office. They will refer you to the member of the Board of Directors responsible for handling new club applications.
- b) The Board member will explain the purposes and objectives of the Association. If you consider these purposes consistent with the purposes of your group, and if you are interested in pursuing membership with CCBC, you will be sent a “CCBC Club Membership Application Package”.
- c) The Application Package will outline the next steps in the application process which, in summary, are:
  - 1) First, review the bylaws of CCBC to find out if your group would qualify for membership;
  - 2) Second, submit a brief letter explaining the purposes and objectives of the proposed club and the type of programs the club intends to offer; and
  - 3) Send the letter by mail, fax or email to: CCBC Chairperson, c/o the CCBC Office.
- d) Your application will then be reviewed by the CCBC Board of Directors. You will be notified in writing of the outcome of this review.

### ***Annual registration of established clubs***

- a) Minimum of ten (10) club members;
- b) Minimum fee of \$190 (\$19 per member), now; and
- c) Registration by October 15 annually.

#### **Notes:**

- 1) The fee is automatically paid via Zone4 when registering members.
- 2) Established clubs, it is important that registration is processed early in the fall to ensure continuity of insurance coverage.
- 3) Renew club membership by completing the online Zone4 Club Registration. This replaces the old paper forms and includes:
  - a) All required club contact details.
  - b) Additional insured
  - c) Programs & Activities – a requirement for insurance purposes

To receive insurance coverage, a club must be registered with CCBC and registration must be up to date.

## Registering Individual Members:

Individual members belong to CCBC through affiliation with their clubs.

All club members must sign the Informed Consent and Assumption of Risk Agreement upon taking out club membership, either on paper or when registering online on Zone4. Paper forms are to remain with the Club Executive, but the NAME AND ADDRESS OF EACH MEMBER MUST BE REGISTERED WITH CCBC VIA YOUR CLUB'S ZONE4 MEMBER DATABASE TO ENSURE CLUB COVERAGE (insurance protection).

## ***Registering annual membership with CCBC***

Identify within your club a person who will be responsible for online membership registration on [www.zone4.ca](http://www.zone4.ca). Keep in mind that this person will have access to your entire club membership database and must be willing to adhere to CCBC's Privacy Policy with regard to membership information.

<http://www.crosscountrybc.ca/110-privacy-policy#overlay-context=policies-procedures>

Existing clubs should already have a Zone4 username and password, if not or further assistance is required, please contact Zone4 at 1-888-444-0199 or [support@zone4.ca](mailto:support@zone4.ca).

Registration of the initial 10 members must be completed by October 15<sup>th</sup>.

## **Registering Individual Members in Programs:**

### ***CCBC Skill Development Program (SDP)***

Identify within your club a person who will be responsible for online SDP enrollment on [www.zone4.ca](http://www.zone4.ca). Keep in mind that this person may have access to your entire club membership database and must be willing to adhere to CCBC's Privacy Policy with regard to membership information.

<http://www.crosscountrybc.ca/110-privacy-policy#overlay-context=policies-procedures>

Existing clubs should already have a Zone4 username and password, if not or further assistance is required please contact Zone4 at 1-888-444-0199 or [support@zone4.ca](mailto:support@zone4.ca).

**NOTE:** SDP participants must be registered as club members first and only then can enroll in an SDP program.

### ***Competitor Licenses***

Please refer to the racing licenses section of the CCBC Website:

<http://www.crosscountrybc.ca/racing-licences>

## **Registering Events/Activities:**

Nationally sanctioned competitions, divisionally sanctioned competitions, and unsanctioned competitions listed on the CCBC Competition Schedule must be registered with the CCBC office no later than June 15 each year. Contact the CCBC office [office@crosscountrybc.ca](mailto:office@crosscountrybc.ca) to obtain instructions on this procedure.

Registration of Special Activities: For "Out of Town Tours" (Including Overnight Camping) and "Mountain Touring" (Including Overnight Camping), please see the [NC Insurance Manual](#). Mountain Touring MUST be registered with Nordiq Canada.

Registration of club programs and activities should be done when completing the online Zone4 Club Registration.

## **Membership Criteria:**

### ***Individual Member***

An individual member is any person properly qualified as a member of a Cross Country BC Member Club (Full Service or Single Purpose).

### ***Full Service Club***

A club of not fewer than one hundred (100) members which:

- 1) is incorporated as a not-for-profit society under the Act
- 2) has purposes similar to those of the Society
- 3) has a Constitution which includes any mandatory clauses duly approved by the Society
- 4) pursues all of the following objectives:
  - promote cross country skiing as an ideal lifestyle activity for people of all ages and backgrounds;
  - encourage self-development, leadership and sportsmanship in cross country skiing through the provision of multiple programs recognized by the Society;
  - service the largest number of skiers possible in the local area to support the aims of the club, the Society, and Nordiq Canada;
  - develop and maintain support structures for the delivery of cross country skiing programs (from recreational through to competitive), to a broad cross section of the community; and
  - establish and maintain programs and activities that support an integrated athlete development system up to the provincial team level.
- 5) has received approval from the Board after applying for membership in a manner consistent with the applicable policies of the Society

### ***Single Purpose Club***

A club of not less than 10 members which:

- 1) embraces the objectives of the Society
- 2) has a single program focus and does not have the present desire or interest in becoming a Full Service Club (e.g., an elementary school's cross country skiing program, a university/college racing team, etc.)
- 3) is a newly formed club that has not yet achieved the requirements of a Full Service Club but can present sufficient written evidence on a membership application that it has the capacity and intent to attain Full Service Club status in the future
- 4) has received approval from the Board after applying for membership in a manner consistent with the applicable policies of the Society

Cross Country BC Member Clubs (Full Service or Single Purpose) cannot have as their sole purpose being a social club.

## **Definitions of Volunteer Roles:**

When filling out the online Zone4 Club Registration, it is important to fill in the following contact names correctly to ensure that appropriate mail goes directly to the right person.

### ***Club Head Coach***

Definition: the club member that oversees your club athlete development program (CCBC Skill Development Program, Junior Racing Team, etc.). This individual will receive direct mailings regarding regional camps, provincial camps, team selection criteria, race notices, etc., even though some of this information may be sent directly to the club contact as well.

***SDP (Skill Development Program) Coordinator***

Definition: the club member that oversees one particular component of the club athlete development program - the SDP (Skill Development Program). This individual will be contacted directly regarding Skill Development Program business, and receive direct mailings relating to the program.

***Club Coaching Coordinator***

Definition: the club member that oversees your coaching development program. This individual is the contact and coordinator for National Coaching Certification Program (NCCP) courses/workshops on behalf of your club. They will be contacted directly regarding coaching courses in your community.



## **LIABILITY INSURANCE PROGRAM**

# LIABILITY INSURANCE

## Liability insurance details:

Please refer to Nordiq Canada's website for the most recent information:

<https://nordiqcanada.ca/about/insurance/>

Current documents can be found in the [Document Centre](#) under "Insurance" Document Category.

- 1) [Insurance Manual](#)
- 2) Pre-Approved Dryland Training Activities
- 3) Non-member Use of Club Facilities
- 4) Safety of 15 Passenger Vans
- 5) Mountain Touring and Overnight Camping Guidelines
- 6) Drone Use at Ski Areas
- 7) Forms:
  - Informed Consent and Assumption of Risk
  - Incident Report Form
  - Request for Certificate of Insurance

## Certificate of Insurance Information:

- a) The only time a certificate is required is if it is specifically requested from the 3<sup>rd</sup> party. If a "certificate" is not required but the 3<sup>rd</sup> party requires "proof of insurance" CCBC can provide a "Proof of Insurance" letter.

ALL Additionally Insured must be reported in ZONE4 in the "Other Insured Parties" section. This includes full address and postal code. For steps on how to update this list please see: <http://help.zone4.ca/kb/division-settings/>

- The bulk Certificate of Insurance (COI) is automatically created from this list in June, November and January. Please ensure the Zone4 list is up-to-date.
- When adding a party ensure you check the box to "Include on certificate".

- b) To obtain the latest bulk Certificate of Insurance please contact the office by email ([office@crosscountrybc.ca](mailto:office@crosscountrybc.ca)) or by phone (250-545-9600).

**NOTE:** You can forward this certificate as needed/required.

- c) Please look over the bulk certificate document and ensure all required parties are listed. If any party is missing for you club please update the list in Zone4 and they will be included on the next bulk certificate.
- d) If a separate COI is required please submit a "Request for Certificate of Insurance" to CCBC ([office@crosscountrybc.ca](mailto:office@crosscountrybc.ca)) no less than 2 week prior to event, otherwise there is no guarantee we will receive the certificate in time.