



PTSA MEMBERSHIP POLICY

POLICY STATEMENT: In order to achieve Canada Snowboard's purpose of becoming the "World Leading Snowboard Nation" engagement and collaboration between CS, Provincial and Territorial Snowboard Associations (PTSAs) and Clubs is paramount. Canada Snowboard's members are our PTSAs, they are the backbone of the competitive snowboard pathway and integral in ensuring the growth and management of organized snowboarding to enable the growth of the sport. The purpose of this policy is to describe the rights, conditions and obligations of a PTSA Membership with Canada Snowboard.

Approval Authority:	Executive Director
Department:	Executive
Approval Date:	October 3, 2022
Next Review Date:	June 2023

Definitions

1. The following terms have these meanings in this....
 - a) "PTSA Membership" – The term used for Provincial / Territorial Snowboard Associations (PTSAs) annual membership with Canada Snowboard.
 - b) "Membership Year" – The time period starting July 1st and ending June 30th of each year. Note: this membership period may be changed in 2023 for future seasons.
 - c) "Good Standing", as per the Canada Snowboard Bylaws means a member of the Corporation who has paid all required membership dues or debts to the Corporation and has not been suspended or expelled from membership, or had other membership restrictions or sanctions imposed as per the Corporation's discipline policies;
 - d) "LTAD Framework" – The Long-Term Athlete Development framework, developed in consultation with Sport for Life.
 - e) "CS National Membership System" – The registration and database portal used by CS to collect all Individual and Club Registrations, Sanction Requests and Event Registrations. CS is partnering with Interpodia/SnowReg to deliver this system.
 - f) "PTSA Individual Members" - The term used for an individual athlete, coach, judge, official or volunteer with an annual licence/membership with Canada Snowboard and their associated PTSA.
 - g) "CS" – Canada Snowboard.
 - h) "PTSA" – Provincial / Territorial Snowboard Association
 - i) "D & O Insurance" – Directors and Officers Insurance.
 - j) "CGL Insurance" – Commercial General Liability Insurance
 - k) "CSCP" - Canada Snowboard Coaching Program.

Purpose

2. The purpose of this policy is to describe the rights, conditions and obligations of being a PTSA Member of Canada Snowboard.

Scope and Application



3. This policy applies to all PTSAs with an active Canada Snowboard PTSA Membership.
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.
 - a. 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 athletes who are on the National or Next Gen Canada Snowboard Teams.
 - b. The PTSAs are generally responsible for implementing programs and services impacting athletes within a specific provincial / territorial boundary.
 - c. 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. Performance at the highest level comes from an athlete-focussed approach to training, programs and coaching. PTSAs and their member clubs are the backbone for the continued development of snowboard athletes in Canada. Our goal is to work together with our PTSA Members 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 PTSAs and Clubs are key to developing Canada's future athletes.
6. The Canada Snowboard PTSA Membership Policy will ensure best practice standards are integrated within the PTSAs to ensure alignment in standards from Coast to Coast and to allow the best, and safest, snowboard environment and experience to all participants.

Policy Details:

PTSAs:

7. Eligibility for PTSA Membership:
 - a. Is recognized as the Provincial / Territorial sports organization by the applicable Provincial or Territorial government.
 - b. Be registered provincially or territorially as a Not-for-Profit society and be able to provide proof upon request.
 - c. Have Bylaws in place, or be working towards having Bylaws in place, and be able to provide proof of said bylaws upon request.
 - d. Have a governing volunteer Board of Directors and be able to provide proof of who these Board of Directors upon request.
 - e. Conduct an Annual General Meeting (AGM) annually and invite a Canada Snowboard representative (Executive Director and/or Sport and System Development Director) to attend.
 - f. Have a Membership Registration System set up in alignment with the CS Membership system (currently SnowReg, operated by Interpodia);
 - g. Agree to comply with CS's policies, procedures, rules and regulations as outlined in the Canada Snowboard PTSA Membership Policy;
 - h. Pay an annual PTSA Membership fee (as outlined below) to CS and have paid any outstanding debts to CS including any owing fees from any previous membership period;
 - i. Be a PTSA Member in Good Standing (as per the Canada Snowboard Bylaws) at the end of the previous Membership Year;

Overall Alignment

8. By being a recognised Canada Snowboard PTSA Member means the PTSA must be working towards achieving (by July 2023) :
 - a. Strategic Alignment to the overarching Canada Snowboard Strategic Plan at PTSA level.
 - b. Sport Governance Alignment to policies and procedures put in place by Canada Snowboard and implemented at a PTSA level including, but not limited to, the following policies. PTSAs can either



adopt their own equivalent policies (in some instances put in place by their local government), or Canada Snowboard will provide access to these policies below for PTSAs to adopt.

Safe Sport Policies

- i. Canada Snowboard Safe Sport Policy Manual

Operational / Governance Policies

- ii. Risk Management Policy
- iii. Conflict of Interest Policy
- iv. Club Sanctioning Policy
- v. Individual Registration Policy
- vi. Refund Policy
- vii. Helmet Policy
- viii. Screening Policy
- ix. Sanctioning Policy - Airbag, Trampoline, Dry Slope, Water Ramp
- x. Concussion Policy
- xi. Anti-Doping Policy
- xii. Privacy Policy
- xiii. CSCP Policies and Procedures

Operational Alignment

9. By being a recognised Canada Snowboard PTSA Member means the PTSA must be working towards achieving (by July 2023) alignment to Canada Snowboard's Sport and System Development Operational Plan.

PTSA Membership Year and Fees.

10. The PTSA Membership Year is from July 1st to June 30th.
11. PTSA Memberships are renewed annually, and CS is responsible for providing PTSAs with an invoice for their annual membership fee.
12. PTSA Membership Fees are set by CS and are fixed through to 2026 as per the below chart. The costs will then be reviewed and approved by the end of March 2026 season for the 2026/2027 and following four years.

	2022 / 2023 Season	2023 - 2026 Seasons
PTSA 0 - 99 Members	\$500	\$500
PTSA with 100 - 399 Members	\$500	\$750
PTSA with 400+ Members	\$500	\$1,000

Risk Management and Insurance

13. CS will provide CGL Insurance to PTSA Members provided the PTSA agrees to follow CS Risk Management procedures and has the required operational related policies and procedures in place. This includes adopting all policies listed in section 8b of the PTSA Membership Policy.
14. PTSA Members must also adopt or abide by any additional guidelines put in place by CS in relation to sanctioning and accident and incident reporting.
15. All sanctioned activities and events must follow the CS Accident Reporting Procedures as outlined on the Canada Snowboard website.
16. CGL Insurance is valid from July 1st to June 30th of each year.
17. CGL Insurance is valid only during CS Sanctioned Activities.



18. D & O Insurance is valid from November 1st to October 31st of each year.

CGL Insurance:

19. PTSA activities and events will be covered by Commercial General Liability (CGL) Insurance, provided they have final approval by CS if:

- a. Activities are sanctioned by CS through the SnowReg Membership platform;
- b. All activity participants are current PTSA Individual Members;
- c. All activity coaches are current PTSA Individual Members; and
- d. Activity Coaches have the required CSCP Coaching Certifications for the activities they are coaching.

20. The following PTSA activities or events will not be covered by CGL Insurance, as per CS guidelines:

- a. Public drop-in programs;
- b. Programs open to the general public;
- c. Programs/Activities which have non PTSA Individual Coaching Members leading the session;
- d. Programs/Activities which have non PTSA Individual Members taking part in the session;
- e. Activities that are not considered a 'Normal on Snow Activity' or 'Normal Dryland Training Activity' and in which PTSA has not submitted, or received an approved, Activity/Training Sanction through CS;

Safe Sport:

21. All PTSA Members are required to guarantee a Safe Sport environment for all their Individual PTSA Members and to be in alignment with the Canada Snowboard Safe Sport Program and the Safe Sport requirements of their individual jurisdiction.

22. All PTSA Members must have, at minimum, the Canada Snowboard Safe Sport related policies as outlined in section 9b of the PTSA Membership Policy in place. These can either be put in place by adopting the Pan-Canadian policies or policy templates provided by Canada Snowboard, or putting in place their own versions of these policies, provided they are approved by Canada Snowboard.

23. All PTSA Members must have somewhere clearly outlined on their website the process in which their Individual PTSA Members need to follow, should they have an actual, or suspected, safe sport issue/violation to report. Canada Snowboard will support in providing a template flowchart for PTSAs to use and/or in the case that a PTSA does not have a reporting process, links to the Canada Snowboard reporting process.