



## Club Registration Policy

### Definitions

**“Organization” refers to:** Manitoba Freestyle Ski Association Inc.

**“Club” refers to** The Freestyle Ski Club registered under Freestyle Canada's Club Registration Policy and trains under the Manitoba Freestyle Ski Association oversight

### Purpose

This policy outlines the requirements and expectations for a Club to maintain eligibility for seasonal registration, funding and qualification. It ensures accountability and participation.

### 1. Requirements for Club

- a. Club must be registered annually on Snowreg
- b. All clubs **MUST** use Snowreg for Athlete Registration and Fee collection (Use of alternative collection methods is not allowed.)
  - i. The Organization requires this to validate athlete membership validity and athlete to coach ratios
- c. All Club Board Officers and Club leadership must have at minimum the appropriate Freestyle Manitoba Membership as outlined during Freestyle Canada registration process; example;
  - i. President: Level 1
  - ii. Finance: Level 2
  - iii. Secretary: Level 3
  - iv. Other levels depending on responsibilities with Club funds and/or athletes
- d. **See section 5:** Membership Levels for additional information
- e. **See section 6:** Membership Process and Validation
- f. **See section 7:** Background and Vulnerable Sector Checks
- g. **See section 8:** Drivers Abstract



## 2. Membership Requirements for Athletes

- a. All athletes **MUST** have a valid Freestyle Manitoba Membership before they train on snow, dryland or High Performance Training Centre (HPTC) equipment.
- b. Coach or Club **MUST** check Athletes Membership before the athlete starts training for the season. **See Section 6: Membership Process and Validation** for details on how to validate a membership.
- c. If an athlete is 18 or over
  - i. **See section 5:** Membership Levels for additional requirements
  - ii. **See section 7:** Background and Vulnerable Sector Checks

## 3. Coaching & Registration Compliance

- a. All coaches **MUST** be properly registered and certified by the National Coaching Certification Program (NCCP) and Respect in Sport (RIS). Certification must show in Snowreg before they can provide any training to athletes (including snow, dryland, HPTC or otherwise)

**CAUTION:** Strongly recommended to complete several weeks in advance. NCCP and RIS training can take additional time, plus expect 24-48 hours for upload from NCCP [locker.ca](https://locker.ca) to Snowreg.

**CAUTION:** The Organization cannot accept certification as valid through emails or [locker.ca](https://locker.ca), **unless appearing in Snowreg**. The Organization has no access until uploaded and the Coach will not be considered certified until in Snowreg.
- b. The club **MUST** follow all *Freestyle Canada Coaching Program Requirements (www.freestylecanada.ski/programs/coaches)* for appropriate coaching levels
- c. The maximum ratio is 1 coach per 8 athletes. The club **MUST** follow all *Freestyle Canada policies* for coach to athlete ratios and other coaching requirements
- d. The Club **MUST** make sure the Coach has an **ACTIVE** Freestyle Canada Membership and have received their confirmation email.
  - i. **See section 6:** Membership Process and Validation



- e. **See section 7:** Background and Vulnerable Sector Checks
- f. **See section 8:** Drivers Abstract
- g. The Organization will pay for a coaches membership and Background check once a coach has completed 1 or more trainings on snow
  - i. The club must submit all the coaches receipts of payment from Snowreg for each coach using our Expense form
  - ii. When fill out the form please ONLY FILL OUT what we require and leave all other sections blank
  - iii. The Organization will send one E-Transfer to the club at the end of the Ski Season for disbursement to coaches

#### 4. Parent & Volunteer Requirements

- a. Parents/guardians **MUST** hold a valid volunteer membership, where required, based on the program their athlete is enrolled in.
  - i. Fundamentalz/Developmental - 1 parent/guardian.
  - ii. High performance - 2 parents/guardians (if available)
- b. See **Section 6:** Membership Process and Validation
- c. If the parent is acting as a chaperone please see our Policy "Team Manager and Chaperone Policy"
- d. **See section 5:** Membership Levels for additional requirements
- e. **See section 8:** See Drivers Abstract

#### 5. Membership Levels

- a. Any BOD member or Club leader or volunteer may be required to hold a higher membership if involved in the athlete training, athlete oversight or as otherwise stated in the Freestyle Manitoba policies.

#### 6. Membership Process and Validation

- a. Memberships are Valid from July 1 to June 30 of each year
- b. Valid memberships will have a Freestyle Manitoba Membership Number (If no number you are NOT Registered)
- c. Memberships **MUST** have GREEN ACTIVE (If RED INACTIVE they do NOT have a valid membership)



- d. A confirmation email will be sent from SnowReg with Membership Card and Number

**CAUTION:** Notifications may go to junk folders. To verify complete, find the email and the Participant, Coach or Club can login to Snowreg and confirm

- e. The Organization can assist with any issues with registration, by emailing [vicepres@freestylemanitoba.ski](mailto:vicepres@freestylemanitoba.ski) to check status

## 7. Background and Vulnerable Sector Checks

- a. Any BOD member or Club leader, adult athlete or volunteer may be required to obtain a Background or Vulnerable Sector Check (VSC) as stated in the *Freestyle Manitoba policies*

**CAUTION:** This could take several weeks to get done (Allow time for visits to RCMP detachments or sending and receiving by Canada Post)

## 8. Drivers Abstract

- a. Any Club leader, Coach or Volunteer that is driving athletes, **MUST** have Drivers Abstract
- b. Submit that to [vicepres@freestylemanitoba.ski](mailto:vicepres@freestylemanitoba.ski) or upload to Snowreg (When registering your club) under Club Registration.
- c. Drivers Abstract is valid for 1 year.

## 9. Fundamentalz Program Requirements

- a. Athletes in the Fundamentalz program **MUST** wear their club bibs during training to help coaches easily monitor and identify athletes for safety and promote the sport for our Grassroots programs.
- b. Fundamentalz program **MUST** use the teardrop flag that the Organization provided as a meeting spot for easy and safe meet up at the beginning and during training and assist with promoting the programs.
- c. Clubs are given 10 Bibs - if you require more please reach out to the Organization



**CAUTION:** Lost or replacement bibs will be charged at a cost of \$25 to the Club

## 10. Communication

- a. Communication to and from the Organization will be done so by EMAIL ONLY
- b. The Organization will send any urgent or important info to the Club by email (not text or other communication apps); it is important to monitor email for urgent messages.
- c. This does not limit a clubs ability to use team sport apps or other communication methods for club to athlete communication.

## 11. Review & Approval

Club registration qualification will be reviewed annually by the Organization BOD. The Club is required to sign this policy annually prior to any Club support from the Organization.

The Organization has the right to suspend, cancel or review any the clubs registration status at anytime if a Club is found to be in breach of Freestyle Canada or Freestyle Manitoba Policies.

Please Sign this off and email it back every year to [vicepres@freestylemanitoba.ski](mailto:vicepres@freestylemanitoba.ski)

Sign: \_\_\_\_\_

BOD Position: \_\_\_\_\_

Date: \_\_\_\_\_