

CAB STATUS PROGRAM

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INTRODUCTION

Supporting Sport: Clubs Matter

At Canada Snowboard, we believe that embracing the culture of snowboarding combined with a commitment to excellence is the foundation of who we are. Performance at the highest level comes from an athlete-focused approach to training, programs and coaching.

Clubs are the backbone for the continued development of snowboard athletes in Canada. From a young rider's first structured program – to attending their first event- to progressing to NextGen and National Team programs; our provincial and territorial snowboard clubs are key to developing Canada's future athletes.

Our goal is to work together to provide the best possible support system for competitive snowboard athletes on the planet. The 'CAB' (Club Advancement Benefit) program ensures best practice standards are integrated within our clubs to do just that; provide world-leading framework to support some of the youngest and brightest snowboard athletes. Creating strong alignment from coast to coast will allow us to offer the best possible snowboard experience to each participant, from park to podium.

How Does 'CAB status' Actually Support Clubs?

- Assist clubs to deliver high quality, consistent programming in line with Long Term Athlete Development principles
- Communicates clear club policies and practices to the local snowboard community and sport community at large
- Develops clear policies and practices to help reduce the need for crisis management
- Creates a framework through the use of a clear vision, roles and responsibilities and effective communication
- Nationally recognized affiliation demonstrating a willingness to invest in building capacity to meet and exceed set operational standards
- Grow club participation rates with increased enrollment
- Be an integral delivery partner in driving Canada Snowboard technical system excellence to develop the future talent pool of athletes per stage of the LTAD and by competitive discipline
- Support clubs to be self-sustaining and generate internal discussions around marketing and revenue generation
- Protect the future of the sport through diligent risk management
- Builds strong relationships with resorts, PSOs and other sport partners

FREQUENTLY ASKED QUESTIONS

1) Why register your club with the Government?

Snowboard clubs need to operate as legal businesses or non-profit entities in order to mitigate risk since their operation entails taking payment, keeping up-to-date financial statements, salary payments, workers compensation compliance, tax benefits, etc. Running a club should be treated the same way as running any other type of business. Simply being a member of Canada Snowboard is not enough to call a group of snowboarders a club.

Canada Snowboard can only approve clubs operating as prudent legal entities in accordance with both Canada Snowboard and the Canadian Revenue Agencies minimum standards. This is the first requirement to being considered an active club without exception.

Please refer to Appendix 1 and 2 for useful information links in getting registered with the CRA.

2) Why register your club with Canada Snowboard?

By registering with your provincial/territorial snowboard association (PTSA) through the Canada Snowboard registration system, your club is able to stage sanctioned activities, enter athletes into Canada Snowboard or FIS sanctioned activities, and otherwise participate in the happenings of Canada Snowboard and its provincial/territorial snowboard associations. Each PTSA will have access to review and approve clubs to operate within their province or territory¹.

All club registrations expire June 30 of each year, regardless of when they are purchased. All clubs are encouraged to renew their club membership on or close to July 1st, even if your club does not plan to run programming throughout the summer.

Canada Snowboard also provides commercial general liability insurance to all of its members in good standing. The purpose of this insurance is to protect the NSO (and their clubs and divisions) against the risk of sums they may become legally obligated to pay as the result of bodily injury and/or property damage caused through their sanctioned activities.

Please refer to Appendix 3 for further information on the Canada Snowboard registration contents and requirements.

¹ *Additional documentation may be required by Canada Snowboard and/or the PTSA prior to club approval.

3) What are the minimum requirements to becoming an active club?

In order to be an active club, all of the following steps must be completed:

1. Register with your provincial/territorial snowboard association (PTSA) annually through the Canada Snowboard registration system.
2. Have at least one active Canada Snowboard Licensed Coach present for every sanctioned activity. All coaches involved in club activities must have an active coaching license.
3. Ensure ALL participants taking part in club activities are current registered members of their PTSA through the Canada Snowboard registration system.
4. Ensure all club activities, training, competitions, etc. are sanctioned by their PTSA and Canada Snowboard prior to the activity starting.
5. Provide details on their staff, directors and coaches to Canada Snowboard.

Some additional requirements are also necessary based on the type of club:

- **For-profit**

- Must electronically sign a Program Delivery Agreement as part of the club registration process
- Must be a registered business with Revenue Canada

- **Non-profit**

- Must be registered as a Non Profit Society in your home province with a Board of Directors, by-laws and regulations.
- Must have Directors & Officers (D&O) Liability Insurance
 - o Can be purchased through Canada Snowboard during the club registration process.
 - o OR, if the club already has D&O Insurance valid for the current season, please provide proof of this to Canada Snowboard.

All non-profit Canada Snowboard Clubs must have Club Directors & Officers liability insurance. The purpose of this insurance is to provide coverage for a special area of risk that is not included in commercial general liability insurance policies. This is risk specifically related to the actions of persons in the roles of Directors and Officers of an organization, including such potential problem areas as:

- Misuse of funds.
- Breach of contracts.
- False statements to government agencies.
- Incorrect disclosure of documents.
- Breach of duties to association members.
- Wrongful dismissal of an employee.

Prior to starting any activities, it is important to receive approval from the resort where your activity is going to take place. Please ensure you have spoken to resort staff to ensure they are aware of your activities and have approved your club being there.

4) What other insurance requirements are there?

As an operational club, it is very important to have proper insurance coverage from every aspect. Although your Canada Snowboard membership provides liability insurance to the club and it's individual members, it is not enough.

Every club should also have their own third party insurance coverage, which includes everything from Commercial General Liability, property insurance, auto insurance, and anything else that might be applicable.

5) Why is proper screening and risk management important?

Clubs are more often than not hiring individuals who will be interacting with minors under the age of 18. Because of this, it is of utmost important to ensure they find the right individuals that fit the organization and satisfy all the screening checkpoints before ever allowing them to interact in any capacity with athletes whether it be a coach, volunteer, staff, chaperone, parent, etc.

All clubs should create child protection guidelines to assist its coaches and team leaders in recognizing unacceptable behavior to prevent or correct it. These should outline the good practices and unacceptable behaviors regarding physical contact, general supervision, confidentiality, integrity, personal standards, physical abuse, emotional abuse, neglect, sexual abuse and bullying.

Every club should have clearly outlined policies that are easily accessible to members, parents and staff. These should be displayed on the club website and available in handouts. Policies clarify expectations and ensure that everyone receives fair and consistent treatment. Strong risk management requires everyone to strictly adhere to the policies and be able to count on the club leadership to stand behind them in their application of the policies.

The following are examples of formal policies clubs should consider:

- Registration and Fees
- Financial Aid Availability
- Prorated Fees
- Club Sponsorships, Branding and Marketing standards
- Child Protection Guidelines – including bullying, harassment, abuse and molestation
- Concussion Management Procedures
- Parent/Observer Policy
- Equipment and Attire Expectations
- Accident/Incident Reporting
- Grievance Policy
- Attendance Requirements

- Code of Conduct and Conflict Resolution
- Travel Policies

6) What is the Responsible Coaching Movement?

The Responsible Coaching Movement (RCM) is a multi-phase system-wide movement, coordinated by the Coaching Association of Canada and the Canadian Centre for Ethics in Sport that has the potential to affect all sport organizations and coaches. The RCM is the result of extensive ongoing consultation with the Canadian Sport Community. These consultations will guide the different phases of the RCM that will address the role coaches play with issues relating to the health and safety of athletes, both on and off the field of play.

This movement has three (3) areas of focus, outlined below, and Canada Snowboard will be implementing policies in these areas between 2016-2018.

1. Rule of Two

This rule states that there will always be two screened and NCCP trained or certified coaches with an athlete, especially a minor athlete, when in a potentially vulnerable situation.

One of the coaches must also be of the same gender as the athlete.

Should there be a circumstance where a second screened and NCCP trained or certified coach is not available, a screened volunteer, parent, or adult can be recruited. This rule serves to protect minor athletes in potentially vulnerable situations by ensuring that more than one adult is present. Vulnerable situations can include closed door meetings, travel, and training environments.

2. Background Screen (including Criminal Record Check)

The background screening process involves using a number of different tools to ensure coaches meet the necessary security requirements to coach athletes.

These tools include:

- Comprehensive job postings
- Criminal record checks
- Interviews
- Reference checks

3. Respect and Ethics Training

Increasing coaches' ethical conduct and ethical behavior toward athletes requires that coaches be trained to understand what it means to act ethically. This training would include the Make Ethical Decisions module within the National Coaching Certification Program (NCCP), as well as training in abuse and harassment prevention, such as Respect in Sport, before and during their coaching career. Sport organizations may also determine their own additional standards of ethical behavior for coaches.

See Appendix 5 for more information about the Responsible Coaching Movement.

7) What is sanctioning?

Sanctioning is a formal process whereby an authorizing body provides its official approval for an activity to be held in that body's name and under its jurisdiction. The sanctioning of an activity carries with it the obligation that the activity is carried out in accordance with the rules, policies, and procedures of the sanctioning body.

This means having the club and all its operations / activities reviewed by Canada Snowboard. All Canada Snowboard sanctioned activities are covered by Canada Snowboard's commercial general liability insurance, which protects against the risk of damage or injury caused as a result of these sanctioned activities².

After registering your club, ALL of your club activities must be formally sanctioned by Canada Snowboard. All sanction requests are reviewed prior to approval. Please allow up to 2 weeks for sanction approval.

Listed below are the different kinds of sanctioning your club will have to submit requests for. There may be different requirements for each of them.

1) **Club sanction**

- Your overall club will be approved and sanctioned once all of the requirements listed above to become an active club are met with proper documentation submitted to Canada Snowboard

2) **Activity sanctioning**

- General training
 - a) Canada Snowboard should be aware of where your club conducts its usual training sessions (ie. Resort, gym, location, etc.)
- Airbag / water ramp / dry slope training
 - a) Airbags, water ramps and dry slopes may only be used for training with written approval by Canada Snowboard
 - b) Will need proof of insurance from owner/operator
 - c) Will need written permission to train at the facility
 - d) Athletes must be under supervision of a coach who meets minimum requirements³
- Out-of-country travel
 - a) If your club and any of its members intend to travel out-of-country for training or events, it is of utmost importance to submit a request for sanction before they leave the country. Otherwise, any incidents or injury claims made under SAIP insurance may be deemed void.

3) **Facility sanctioning**

- If your club conducts regular training sessions in specific locations such as resorts, gyms, etc., you may choose to have the facility itself sanctioned. By

² *Activities, which have not been sanctioned by Canada Snowboard, are not covered by this important insurance.

³ **See Usage Policies for further details

doing this, you will be approved to conduct any regular training within that sanctioned facility without having to submit individual requests for each training session.

See Appendix 7 for the sanctioning procedure.

8) Certificate of Insurance

You may find that from time to time, a resort you are training at, an organization you are working with, or another 3rd party organization requests a Certificate of Insurance (COI) from you. As a registered club, all your sanctioned activities are covered by Canada Snowboard's commercial general liability insurance - a COI is a document that confirms your club, and its activities are covered by this insurance.

If a 3rd party requests a certificate of insurance from you, Canada Snowboard can provide one to you. In order to do so, we require the full legal name and address of the organization that is requesting to be added as an Additional Insured on your Certificate of Insurance.

You do not need a COI unless it is requested by a 3rd party organization.

Please see Appendix 8 for the COI request form.

9) What is a YTP and Long-Term Athlete Development?

The idea of Long Term Athlete Development is to create a sport structure and a pathway to support athletes from the time they walk through participation to the world stage. It is composed of 8 stages based on the participant's developmental (both physiological and mental) age, rather than chronological age.

Your club coaches should create a Yearly Training Plan (YTP) for the season, taking into account the athlete's LTAD stage, to ensure the appropriate focus and ratio of training to competition. See Appendix 9 for example YTPs at each stage of the LTAD.

More information on LTAD, including example YTPs for each stage can be found here: <http://www.canadasnowboard.ca/en/about/snowboarding/ltad/>

10) Memberships

There are multiple levels of membership needing to be purchased in order to be a fully approved and active club with Canada Snowboard.

- **Club**

Your club members **MUST** purchase a PTSA membership through the Canada Snowboard online registration system in order to participate in sanctioned club activities.

ALL participants associated with your club **MUST** also purchase individual memberships every season. This includes all athletes, coaches, judges, officials and associate members (ie. Club directors). If all participants are not members, then the general liability insurance coverage is not valid.

- **Athletes**
It is important to track every athlete associated with your club and verify their current membership along with FIS license and SAIP insurance if needed regardless of who is responsible for the actual purchase (ie. Club administration or parent or athlete). The club is ultimately responsible. It is also important to ensure that each athlete has the appropriate membership type for his or her level of training or competition.
- **Coaches**
All coaches involved with your club MUST be active and approved members for the season. In order to become an approved coach, they must have completed some level of CSCP training as well as have submitted an up-to-date criminal record check. Without both of these, a coach cannot be approved and therefore cannot coach in any sanctioned activities.
- **Waivers**
Every member (or guardian) must sign a waiver when purchasing a membership for the season in order to be covered by our general liability insurance. There are no exceptions or exemptions for this.
- **Sport Accident Insurance Policy (SAIP)**
SAIP Insurance is an accident insurance policy that is specifically designed to make extended medical coverage available and affordable to participate in snowboard training and competition. It is available to all member athletes, coaches and officials. It covers costs associated with incurring an accident while participating in a sanctioned training or completion activity. There are many costs that aren't traditionally covered by your standard Provincial/Territorial health care coverage such as ongoing care, mountain rescue and helicopter evacuation, ambulance, disability and death benefits, and repatriation to Canada.

All athletes purchasing a FIS license MUST purchase SAIP insurance

In order to be covered by SAIP, a member must be participating in a Canada Snowboard sanctioned training or competition activity, wearing a certified helmet and under the supervision of a licensed coach.

For more information on SAIP, how to purchase it, making a claim, etc.:

<http://www.canadasnowboard.ca/en/ms/membership/saip/>

11) Coach certifications

The Canadian Snowboard Coaching Program (CSCP) uses a skill development model based on progression. Before learning a maneuver, coaches work with the athlete to develop the base abilities required for the new skill. Canadian Snowboard coaches work with the guidance of the curriculum for the course in which they have completed. Courses are designed based on the Long Term Athlete Development (LTAD) stage for the athlete in which they are coaching to ensure they have the skills needed to support the specific level in which they work.

Coaches can work with athletes who are at a skill level outside of their trained scope only when they are in direct guidance from a Competition Development Certified coach. Please refer to the chart in Appendix 6 for the trained scope table in relation to LTAD stages with which they are qualified to work with.

12) Incident Reporting Procedure

If, during the course of a sanctioned activity, there is a significant or unusual injury to any person, or if there is any other form of incident that may have liability consequences, a notice of incident must be filed immediately.

- It is important to record and report all incidents promptly, regardless of how trivial they may seem.
- An accident report should be complete in the case of all injury to non-competitors, or in the case of injury to competitors requiring hospitalization irrespective of whether it occurred in training or competition.

Please see Appendix 10 for the Incident Reporting document.

13) Emergency Action Plan

An emergency action plan (EAP) is a procedure paper that will help to guide your club and staff in the event of an emergency situation. This plan will facilitate efficient decision making when faced with stressful situations.

- An Emergency Action Plan (EAP) should be completed for each venue your club will be at, and kept with each coach at all times.
- A blank EAP can be found in Appendix 11.

14) Kinduct Athlete Assessments

Kinduct is an Athlete Assessment platform that provides the athlete and the coach with a snapshot of where an athlete presently is with respect to their development. This snapshot allows coaches to efficiently assess the effectiveness of a current program and adapt if necessary, and reset new performance goals based on an improving picture.

Effective performance development programs must incorporate specific goals to challenge athletes. In order for a coach to set effective goals, it is important to have a snapshot of where an athlete is currently across a number of key performance indicators.

Kinduct streamlines athlete assessments and will be available to all clubs and their coaching staff that have 'CAB status', granting access to athlete assessments based on key performance indicators set by stage of LTAD and by competitive discipline.

CAB status Athlete Assessment Requirements:

- a) Clubs with 'CAB 1080 status' are expected, at a minimum, to perform bi-annual assessments on every athlete enrolled in club programming through their Kinduct club profile.
 - Discipline specific assessments must be preformed.
 - Pre-Season, Mid-Season & Post-Season assessments are encouraged.

- b) Clubs with 'CAB 720 status' are expected, at a minimum, to perform end-of-season athlete assessments on every athlete enrolled in club programming through their Kinduct club profile.
 - Discipline specific assessments must be preformed.
 - Early-Season & Post-Season assessments are encouraged.

- c) Clubs with 'CAB 360 status' are encouraged to perform end-of-season athlete assessments on every athlete enrolled in club programming through their Kinduct club profile.
 - Discipline specific assessments should be preformed.

APPENDIX

- 1) non-profit society documents
- 2) registered business documents
- 3) GL registration elements
 - a. PDA document
 - b. D&O
 - c. Waivers
- 4) Administration info + COC
- 5) Responsible Coaching Movement guidelines
- 6) Trained scope table
- 7) Sanction form example
- 8) COI example
- 9) LTAD table & YTP reference
- 10) Incident reporting guidelines
- 11) Emergency action plan template

Appendix 1: Non-Profit Government Registration Info

Checklist for charities - CRA

<http://www.cra-arc.gc.ca/checklists/>

Non-profit organizations info – CRA

<http://www.cra-arc.gc.ca/tx/nnprft/menu-eng.html>

*** It is important to note that this process may vary by province*

Appendix 2: For-Profit Government Registration Info

Checklist for small businesses - CRA

<http://www.cra-arc.gc.ca/tx/bsnss/sm/chcklst-eng.html>

Business registration info – Canada Government

<http://www.canadabusiness.ca/eng/page/3431/>

*** It is important to note that this process may vary by province*



Waiver Execution Guidelines

Updated: November 16, 2013

Waivers must be:

- Filled in completely with the participant's legal name, address and contact information
- Paper Copies Printed in full colour
- Signed and dated by the participant if over the age of majority
- Signed and dated by a legal guardian if the participant is under the age of majority
- Witnessed by an impartial witness over the age of majority, that is not related to the participant
- Signed electronically through the online membership system, as a fillable .PDF electronically, or in legible ink on a printed paper version
- Printed to scale as provided
- Kept on file and easily accessible for a minimum of (7) Years.



Activity Sanctioning Procedure

Once your Club registration has been approved, you will need to request sanctioning for all of your Club's activities (ie. training, competition, etc.) this season.

Please follow these steps to enter your activities:

1. Login in to the online form submission using the access code received after club registration.
2. Fill out all the information fields with as much detail as possible.
3. Complete the online form as many times as required in order for each activity to be considered for sanctioning.

NOTE: Submitting a form does not guarantee sanctioning until it is approved.

4. Once the activities are in the system, each activity will be set to 'awaiting approval' by your Provincial Association and/or Canada Snowboard.
5. Once the activities are approved, you will be notified by email.

If further information is required, your Provincial Association will be in contact with you directly.

When your activity is approved, the status will be updated to 'approved' and you will receive notification by email.

NOTE: Your activity is not sanctioned or insured until the status has been set to 'approved'.

If you have requested the activity to be listed on the domestic competition calendar, it will appear on the calendar as soon as it's approved.

If any of the information changes for any of the activities, please contact your Provincial Association and Canada Snowboard, or re-create the event for sanctioning with the new details.

REQUEST FOR SANCTION OR CERTIFICATE OF INSURANCE

Description of sanctioned event/activity:

Event/Activity Date: July 1st, 2016 – June 30th, 2017

Is this event/activity part of the Calendar? **Yes** **No**
If no, please explain

Which Club/Division is to receive the sanction for the event?

Event is under the control and direction of (person's name and the club/organization he/she belongs to):

Location of the Event/Activity (include provincial address):

Has ski area or other requested a certificate of insurance? **Yes** **No**

Has Certificate Holder specified a Limit of Liability? **Yes** , Limit Required: **\$ 5,000,000.00**

Venue Operator(s) e.g. ski resort, training facility, etc. (provide full legal name)	Add as Additional Insured?

If parties other than the certificate holder (not CSA members) are requesting to be added on as Additional Insured, please attach a list of names including description of their involvement in the event.

Requested by:
Federation

CSA discipline: Canadian Snowboard

Date: 2016-08-11
568-1639
YYYY-MM-DD

Telephone No.: 604-568-1135 **Fax No.:** 604-

Please do not complete the following section:

Certificate of Insurance, as requested, is attached _____

Snowboard LTAD Framework



Stage 1: ACTIVE START (ages 0-6)

Physiological development: Initiation of basic human movement skills: running, jumping, kicking, throwing, catching, swimming, sliding, etc.



Stage 2: FUNDAMENTALS (ages 6-9)

Physical literacy: Interrelation of movement skills and sport skills. Speed, power and endurance are developed using sports and games.



Stage 3: LEARN TO RIDE (ages 8-12)

Snowboard literacy: Introduces snowboarders to all disciplines. This will allow the child to identify what they like while creating a great multi-skill foundation.



Stage 4: TRAIN TO TRAIN (ages 12+)

Training literacy: Specialization and emphasis on strength conditioning. Focus is on training rather than competing.



Stage 5: TRAIN TO COMPETE (ages 14-16+)

Competition literacy: Emphasis on developing individual strengths through modeling, physical, technical and tactical skills.



Stage 6: LEARN TO WIN (ages 17-18+)

Excellence: Transition period between the national and international level. All performance factors are now fully established in order to optimize performance.



Stage 7: TRAIN TO WIN (ages 20-24+)

Mastery: Focus is on the preservation of high quality and consistent performances to be “winning for a living”.



Stage 8: ACTIVE FOR LIFE (any age)

Transition from competition to an active lifestyle.

Stage Specific YTP Examples

Stage 3 – Learn to Ride

<http://www.canadasnowboard.ca/en/about/snowboarding/ltad/stage3/>

Stage 4 – Train to Train

<http://www.canadasnowboard.ca/en/about/snowboarding/ltad/stage4/>

Stage 5 – Train to Compete

<http://www.canadasnowboard.ca/en/about/snowboarding/ltad/stage5/>

Stage 6/7 – Learn / Train to Win

<http://www.canadasnowboard.ca/en/about/snowboarding/ltad/stage6,7/>

Appendix 12 - Emergency Action Plan template

Emergency Action Plan (EAP)

Ambulance: 9-1-1

In Charge:

Training Venue: Ski Patrol TEL #:

Ski Hill TEL #:

Address:

Telephone Location:

Emergency Contact Info: (Repeat for each athlete).

Athlete Name: _____

Phone: _____

Emergency Contact: _____

Phone: _____

Brief Medical History:

Detailed Directions to Ski Area:

Athlete Meeting Point in emergency:
