

To: CCSAM Ski Club Presidents
From: Karin McSherry, CCSAM Executive Director
Date: September 23, 2009
Re: 2009/10 Club Registration Package

Hello Club Presidents! Please find enclosed all the information you need to register your cross-country ski club for the 2008/09 season.

1. 2009 CCSAM Annual General Meeting invitation and registration.
2. Club Application and membership forms. Please complete the Club Application form and return, with club fee payment, no later than November 15, 2009. I prefer to receive your memberships list(s) as an Excel file (the appropriate file can be downloaded from our website). Otherwise please make as many copies as you need of the attached Membership form. Please submit updated membership lists as often as needed to ensure your members are included in the CCSAM database. You also must submit a list of your club's annual events (unless they are already included in the CCSAM posted schedule) in order for them to be covered under the CCC insurance policy.
3. Club financial report sample.
4. Bingo application form. The CCSAM Bingo Policy is posted on our website. If you require a hard copy please contact me.

To save resources a copy of the Cross Country Canada (CCC) Insurance Manual is not included in this year's package. There have been no recent changes to the policy or manual. Every club executive should be familiar with this insurance coverage and limitation. The insurance policy and manual can be downloaded from the CCSAM website.

Other things you need to know:

Club Policy and Annual Financial Report

The CCSAM Board of Directors ratified our Club Policy on June 23, 2008. Please note the requirement of all clubs to submit an annual financial report. A sample report has been included in this package. It can also be downloaded from the Clubs page of our website: www.ccski.mb.ca/clubs.htm. The purpose is to provide us with a snapshot of your club's income, expenses and "net worth" annually. Over 10% of CCSAM's total annual budget is passed directly onto our clubs through various programs. In order to remain in the good graces of our financial partner, Sport Manitoba, we must be able to account for these submissions. Starting in 2009 your club's financial report must be submitted by November 15th each year and will be a condition of any grant requests and approvals.

Club Waiver form

All club members must sign and submit to you, as a condition of their club membership, a club waiver form as provided in the CCC Insurance Manual. A copy of this waiver can be downloaded from the Clubs page.

You may customize this form as you see fit so long as the waiver portion (language) is not changed.

A copy of the 2009-10 Club Funding Programs booklet is available to view and/or download from our website. In it you will find information on the Manitoba Cup Race Series, Club Coach and Club Development grants, Sport Manitoba regional offices, our Bingo program and more. If you would like a hard copy mailed to you please contact me.

Please refer to the CCSAM website www.ccski.mb.ca for all things cross country skiing! Among many other things you will find CCSAM Policies, upcoming coaching, officials and CANSI courses and our event schedule. In many cases CCSAM policies will affect your club programs and members. Please take some time to become familiar with these and aware of any updates or additions. If your club has an interest in hosting a CCSAM-sanctioned event then you will need to be familiar with the Event Organizer's Guide that will explain the steps to take and the guidelines for hosting a CCSAM-sanctioned event.

To all clubs currently running a Jackrabbits program, please watch the mail for your sample kit and update letter from CCC. For those clubs that are interested in this material but have either not registered their Jackrabbits with CCSAM in the past or are just starting a Jackrabbits program this year please contact me to request a package.

CCSAM Board meetings are normally scheduled on the first Monday of each month excluding July and August. Each club president or club-appointed representative is welcome to attend these meetings and present a monthly club or program report. Your club representative should contact the CCSAM office to confirm meeting dates each month as dates are subject to change.

This is *your* Association and the CCSAM Board is here to help your club reach its full potential. This includes providing assistance to run coach, official and athlete development clinics in your region. Please contact me to find out more.

Thank you for taking the time to read over this information. I hope that your club will join the Cross Country Ski Association this year and take an active role in the growth and development of cross-country skiing in Manitoba.

See you on the trails!

Karin McSherry
Executive Director