**Membership Policy**

# Statement of Policy

The processes, rights and responsibilities associated with membership in the Yellowknife Ski Club (‘Club’) are fair and clear.

# Principles

*Participation* – Membership provides rights to participate in the programs, events, activities and governance of the Club, to use the Club facilities, and to be a part of the Club community.

*Responsibility* – Membership entails taking personal responsibility for one’s actions, responsibilities to the Club, and responsibility to fellow members.

*Certainty* – Membership processes, classes, responsibilities, and rights must be clearly established, and sustainably and fairly administered.

# Definitions

*Designated Waiver Form* – means any waiver form that must be completed as a condition of membership in the Club. This is usually the Informed Consent and Assumption of Risk Agreement specified by Cross Country Canada and Biathlon Canada.

# Provisions

1. *Obtaining and Maintaining Membership*
2. Membership in the Club is obtained or maintained through annual registration, including payment of a fee and execution of the Designated Waiver Form.
3. Every adult member must personally execute the Designated Waiver Form, and a parent or guardian must execute the Designated Waiver Form on behalf of a member who is under 19 years of age.
4. The Club will retain all executed Designated Waiver Forms for a period of 7 years.
5. Necessary information regarding each member is obtained through the registration process, and is compiled in a membership list.
6. The annual membership season runs from November 1st of each year through to December 1st of the next year.
7. Any membership not renewed by December 1st of each year will automatically expire, and will be struck from the membership list.
8. *Membership Classes*
9. The following membership classes are established:

|  |  |
| --- | --- |
| Membership Category | Description |
| Family | Up to two adults and any number of dependents. |
| Individual – Adult  | A person 19 years or older |
| Individual – Youth  | A person 5 years or older, but less than 19 years. |
| Individual - Child | A person under 5 years of age |

1. Membership fees for all classes are specified in the Fees and Charges Policy.
2. For the purpose of assigning a membership class, a member’s age is that number of years which the member has attained upon the date of registration.
3. *Life Members*
4. In recognition of extraordinary and long-­‐term contribution to the Club, the Board may appoint, by resolution, any person to be a life member of the Club.
5. Life membership entails perpetual waiver of the requirement to pay annual membership fees, but not the requirement to execute the Designated Waiver Form.
6. All life members are listed in Annex A of this Policy.
7. No new life members may be appointed if the number of existing life members exceeds 1% of the total Club membership.
8. *Special Competition Memberships*
9. Competitors who are not Cross Country Canada members and who compete in a competition sanctioned by the Northwest Territories Ski Division and hosted by the Club are deemed to be Club members for the duration of the competition.
10. This deemed membership is for the purpose of ensuring that such competitors are considered as “additional Named Insureds” under the Cross Country Canada policy of liability insurance.
11. *Pre-­‐Season Memberships*
12. A special class of membership is established for individuals who only wish to use Club trails for authorized pre-­‐season training activities, such running, hiking and walking.
13. Pre-­‐season memberships commence on May 1st and expire on November 1st of each year.
14. *Donation of Memberships*
15. For the purpose of encouraging community goodwill towards the Club, the Board may, by resolution, donate up to three individual memberships each season.
16. Membership donation entails waiver of the requirement to pay membership fees for the season in which the membership is donated, but it does not entail waiver of the requirement to execute the Designated Waiver Form.
17. *National Sport Organizations*
18. Members of the Club are also automatically members of Cross Country Canada.
19. All athletes, coaches, officials and volunteers who participate in biathlon programs or events of the Club must also be members of Biathlon Canada, and it is the responsibility of those individuals to obtain and maintain such membership.
20. *Membership Entitlements*

Subject to the Bylaws, all members are entitled to the full benefits of membership and full access to programs, events and facilities of the Club, upon payment of any additional designated fees and in compliance with the applicable Policies of the Club.

1. *Membership Responsibilities*
2. All members are responsible for complying with the Bylaws and Policies of the Club, including the Trail Rules.
3. The Club subscribes to the Cross Country Canada Code of Conduct and Ethics Policy, attached for convenience as Annex B to this Policy, and all members are responsible for complying with it.

# Scope and Authority

This Policy applies to all members and applicants for Club membership.

The Registrar is responsible for administering the Club membership application and registration process, including collection of fees, execution of Designated Waiver Forms, maintenance of the membership list, and retention of Designated Waiver Forms. The Registrar is also responsible for producing the membership list at any meeting where members are entitled to vote, including the Annual General Meeting.

# Prerogative of the Board

Nothing in this Policy shall in any way be construed to limit the prerogative of the Board to make decisions or take action respecting the Club outside the provisions of this Policy, in appropriate circumstances.

# History

This Policy was adopted by the Board on April 6, 2003, and was last revised by the Board on June, 4, 2013.

# Annex A: Life Members

**Life Member Date of Board Resolution**

Blair Dunbar September 21, 2003

Linda Dunbar September 21, 2003

Sharon Firth February 11, 2008

# In Memoriam to Past Life Members

Shirley Firth

# Annex B: CROSS COUNTRY CANADA CODE OF CONDUCT AND ETHICS POLICY

**(Policy 2.0, Revised February 2012) Definitions**

* 1. The following terms have these meanings in this Policy:
		1. “*Individuals*” – All categories of membership defined in the CCC Bylaws, as well as all individuals engaged in activities with CCC, including but not limited to, athletes, coaches, race-­‐officials, volunteers, directors, committee members, officers, managers and administrators.
		2. “*CCC*” – Cross Country Canada.

# Purpose

* 1. The purpose of this Code of Conduct and Ethics is to ensure a safe and positive environment within CCC programs, activities and events, by making all Individuals aware that there is an expectation of appropriate behavior, consistent with the values of CCC, at all times.
	2. CCC is committed to providing an environment in which all individuals are treated with respect. Further, CCC supports equal opportunity and prohibits discriminatory practices. Individuals associated with CCC are expected to conduct themselves at all times in a manner consistent with the values of CCC that include fairness, integrity, open communication and mutual respect.
	3. Conduct that violates this Code of Conduct and Ethics may be subject to sanction pursuant to CCC’s policies and procedures.

# Application of this Policy

* 1. This policy applies to Individuals relating to conduct that that may arise during the course of CCC’s business, activities and events, including but not limited to, office environment, competitions, practices, training camps, travel, and any meetings.
	2. This policy applies to conduct that may occur outside of CCC’s business and events when such conduct adversely affects relationships within CCC’s work and sport environment and is detrimental to the image and reputation of CCC.
	3. This code of conduct applies to all activities undertaken by CCC at the national level, and in those cases where CCC exercises authority over or sponsors activities below the national level (e.g.: National Development Centers). Divisions of CCC are strongly encouraged to implement a code of

conduct similar to this one, to govern the conduct of individuals within their jurisdictions, including clubs.

# Responsibilities

* 1. **All** Individuals have a responsibility to:
		1. Maintain and enhance the dignity and self-­‐esteem of CCC Members and other Individuals by:
			1. demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, color, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability or economic status;
			2. focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees and members;
			3. consistently demonstrating the spirit of sportsmanship, sports leadership and ethical conduct;
			4. acting, when appropriate, to prevent or correct practices that are unjustly discriminatory;
			5. consistently treating individuals fairly and reasonably; and
			6. ensuring that the rules of cross country skiing, and the spirit of such rules, are adhered to.
		2. Refrain from any behavior that constitutes harassment or assault, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading or malicious. Types of behavior that constitute harassment include, but are not limited to:
			1. written or verbal abuse, threats or outbursts;
			2. the display of visual material which is offensive or which one ought to know is offensive;
			3. unwelcome remarks, jokes, comments, innuendos or taunts;
			4. leering or other suggestive or obscene gestures;
			5. condescending or patronizing behavior which is intended to undermine self-­‐esteem, diminish performance or adversely affect working conditions;
			6. practical jokes which cause awkwardness or embarrassment, endanger a person’s safety or negatively affect performance;
			7. any form of hazing;
			8. physical or sexual assault;
			9. intimidation or bullying;
			10. behaviors such as those described above that are not directed towards individuals or groups but have the same effect of creating a negative or hostile environment;
			11. retaliation or threats of retaliation against an individual who reports harassment.
		3. Refrain from any behavior that constitutes sexual harassment or assault, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favors, or conduct of a sexual nature. Types of behavior that constitute sexual harassment include, but are not limited to:
			1. sexist jokes;
			2. display of sexually offensive material;
			3. sexually degrading words used to describe a person;
			4. inquiries or comments about a person’s sex life;
			5. unwelcome sexual flirtations, advances or propositions;
			6. unwelcome sexual flirtations, advances, requests or invitations;
			7. persistent unwanted contact; and
			8. any behavior that may constitute sexual assault.
		4. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
		5. In the case of adults, avoid consuming alcohol in situations where minors are present, and take reasonable steps to manage the responsible consumption of alcoholic beverages in adult-­‐ oriented social situations associated with CCC events.
		6. Respect the property of others and not willfully cause damage.
		7. Abstain from the use of non-­‐approved drugs and performance-­‐enhancing substances.
		8. Comply at all times with the Bylaws, policies, rules and regulations of CCC, as adopted and amended from time to time.
		9. Adhere to all Federal, Provincial, Municipal or host country laws.

# Coaches

* 1. In addition to paragraph 7 above, **Coaches** have additional responsibilities.

The athlete-­‐coach relationship is a privileged one and plays a critical role in

the personal as well as athletic development of their athletes. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches will at all times:

* + 1. Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability and fitness level of athletes, including educating athletes as to their responsibilities in contributing to a safe environment.
		2. Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that my harm athletes.
		3. Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment and management of athletes’ medical and psychological situation.
		4. Under no circumstances provide, promote or condone the use of non-­‐ approved drugs or performance-­‐enhancing substances.
		5. Accept and promote athletes’ personal goals and refer athletes to other coaches and sports specialists as appropriate and as opportunities arise.
		6. At no time engage in an intimate or sexual relationship with an athlete of under the age of 18 years and at no time engage in an intimate or sexual relation with an athlete over the age of 18 if the coach is in a position of power, trust or authority over the athlete.
		7. Where an athlete has qualified for a training camp, provincial team, national team, etc., the Coach will support the program, applicable coaching staff and CCC.
		8. Refrain from intervening inappropriately in personal affairs that are outside the generally accepted jurisdiction of a coach.
		9. Act in the best interest of the athlete’s development as a whole person.

# Athletes

* 1. In addition to paragraph 7 above, **Athletes** will have additional responsibilities to:
		1. Report any medical problems in a timely fashion, where such problems may limit the athlete’s ability to travel, train or compete.
		2. Participate and appear on time in all competitions, practices, training sessions, events, activities or projects.
		3. Properly represent themselves and not attempt to enter a competition for which they are not eligible, by reason of age, classification or other reasons.
		4. Adhere to CCC’s rules and requirements regarding clothing and equipment.
		5. Abide by curfew regulations as defined by the coach responsible for the athlete.

# Officials

* 1. In addition to paragraph 7 above, **Officials** will have additional responsibilities to:
		1. Be fair and objective.
		2. Avoid situations which a conflict of interest may arise.
		3. Make independent judgments.