

Membership Policy

Nordiq Canada
2024



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Preamble

1. Nordiq Canada is the sport governing body for cross-country skiing, including para-nordic skiing. Nordiq Canada was created to meet the needs of the sport at the national level and is operated by the membership to fulfill its approved mission and mandate. Nordiq Canada could not exist without the support of member Divisions and race license holders, clubs, and registrants.

Aim

2. The aim of this document is to describe the concepts of membership and registrants within Nordiq Canada and provide direction for how both are managed.

By-Law Provisions

3. Membership is defined in articles 9–11 of the Nordiq Canada By-Laws:

Membership Categories

- The following categories are defined in the by-laws:

9. Categories—The Corporation has the following two classes of Members:

a) Division Members

b) License Members

10. Division Member—An organization, association or corporation recognized by the Corporation as the sole governing body for cross country skiing in a Province or Territory, which is registered as a Member of the Corporation, has agreed to abide by the Corporation's By-laws, policies, procedures, rules and regulations and has adopted the Corporation's safe sport policies, as amended from time to time, unless the Corporation agrees that the Division Member is precluded from doing so as a result of provincial or territorial legislation, provincial or territorial funding requirements, and/or other applicable regulations.

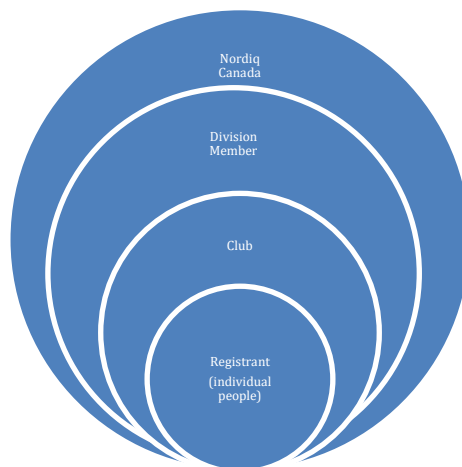
11. License Member—An individual who belongs to a club registered with the Corporation who has applied for and been granted a race license by the Corporation and has agreed to abide by the Corporation’s By-laws, policies, procedures, rules and regulations.

4. Registrant is defined in article 2 of the Nordiq Canada By-Laws:

q) Registrant – Anyone who is a member in good standing of a cross country ski club that is registered with a Division Member, anyone who is a member in good standing of a Division Member, regardless of whether he or she belongs to a cross country ski club and anyone who has made a substantial financial contribution that the Directors have determined is sufficient to be considered to be a Nordiq Canada Individual Partner.

Registrants are not Members of the Corporation.

For clarity, when a registrant joins a club and Division or is directly registered with the Division, they automatically join Nordiq Canada. While registrants belong to Nordiq Canada and are often referred to as members, they do not have all the same rights and responsibilities as Members as defined in the by-laws, such as voting.



Refer to the by-laws for additional information on the following topics:

12. Admission of Members

13. Change of Terms/Conditions of Membership

14. Transfer of Membership

15. Duration

16. Membership Dues

17. Deadline

Organization and Roles within Nordiq Canada

5. General Structure

Cross-country skiing is governed within Canada by three levels of organization: clubs (i.e., local); Divisions (i.e., provincial/territorial); and Nordiq Canada (i.e., national).

6. Clubs

Individual Registrants form Clubs to provide for their immediate needs. Clubs are the foundation of Nordiq Canada. They offer a social and/or competitive environment in which Registrants can enjoy the sport; they attract skiers; they deliver programs for youth, adults, racers, officials, and coaches; frequently they offer access to trails; and they create a national footprint. When clubs prosper, the sport flourishes.

By paying club dues, Registrants are both paying for the services they receive locally and helping to build the sport more universally. Most clubs cannot exist in isolation. To achieve their goals, they need the benefit of provincial and federal funding; they need to cooperate with other clubs to create critical mass and flexible experiences; they need an external system that can continue to support and develop the competitive skiers who outgrow the club environment; and most of all they need access to the properly designed, structured and standardized programs for which they are the delivery vehicle.

7. Divisions

Divisions are provincial/territorial sport organizations (PSOs/TSOs) that have been created by individual Registrants and their clubs to serve their collective needs at this level. In general, Divisions integrate and coordinate the efforts of clubs to create a critical mass and economies of scale. Divisions are recognized by the provincial/territorial governments as the sole governing body for cross-country skiing and, as such, they interface with and in some respects are

accountable to provincial/territorial governments. They provide provincial or territorial coordination for the delivery of national and/or Division programs to the club level, and develop and manage provincial programs to further their mission and mandate (e.g., competitive programs and events beyond the club level).

8. Nordiq Canada

Nordiq Canada is the national sport organization (NSO) that has been created to provide for the needs of cross-country skiing at this level. In general terms, Nordiq Canada provides connectivity to the broader world of cross-country skiing, including para-nordic skiing, and makes local activities more relevant and productive by applying economies of scale to create services of value to Registrants at large. Nordiq Canada is responsible for establishing national standards and creating programs for achieving these standards in areas such as safe sporting environments, skill development, coaching, event rules and organization, and officiating. Nordiq Canada also fulfils certain roles that are unique to the national level. Specifically, it:

- a) provides representation to the international sport governing bodies (e.g., the International Ski Federation – FIS, and the International Paralympic Committee – IPC)
- b) generates and operates the National Ski Team, a major and significant role, particularly when Olympic and Paralympic success is achieved;
- c) works with the national media to raise the sport’s profile;
- d) facilitates communication within the skiing community;
- e) coordinates high-profile competitive events to showcase the sport and provide competitive opportunities for developing national-level athletes;
- f) interfaces with the federal government through Sport Canada, and, through accountabilities that define this relationship, may qualify for funding to assist it in performing specified functions; and
- g) through marketing and fundraising, generates additional revenue that enables Divisions, clubs, and Registrants to leverage the benefits that derive from an organization of national scope and perspective.

General Policy Regarding Membership

9. Equality

- a) Membership in Nordiq Canada provides entry and access to Nordiq Canada (i.e., the Corporation as constituted by the By-Laws) and the services it provides on an equal basis to each and every Member.

- b) All Members of Nordiq Canada shall be deemed to have undertaken to abide and be bound by the provisions of the By-laws, policies, procedures, rules, and regulations of the Corporation.

10. Core Financial Responsibilities

Membership dues are the basic financial foundation that creates Nordiq Canada and empowers it with the ability to function effectively. In principle, Nordiq Canada's membership is responsible, through membership dues, for costs related to the governance and ongoing operation of the organization, and for establishing within the organization the basic capabilities, at a minimal, viable level, that are required for Nordiq Canada to perform its role and undertake its mission. Core requirements are further defined as follows:

- Governing: Meeting costs (Board, Division Chairs, AGM); Board travel, expenses, and communication.
- Sustaining and Operating: Management (e.g., salary, benefits and expenses for the Chief Executive Officer); administration (e.g., rent, information technology, office supplies, phone, photo-copying, mailing, accounting; salary and benefits for administrative staff, and so on); translation; legal and audit fees; revenue generation (e.g., marketing, sponsorship, fundraising).
- Basic Capabilities for Role and Mission: Sport promotion to all Canadians, National Ski Team staff and program (to be defined from time to time); program development and standards coordination (e.g., for skill development, coach development, official development, SafeSport); national event management; media relations; internal communications; FIS and IPC representation. Note that the core requirement is to maintain a basic capability in these functional areas,

not to operate the various Nordiq Canada programs. Funding for most programming must be found from sources other than membership dues.

11. User Fees

Members and registrants wishing to avail themselves of particular programs or services designed, operated, sanctioned or coordinated by Nordiq Canada may be required to pay user fees, above and beyond basic membership dues, to cover or partially offset the cost of the Nordiq Canada service being utilized.

12. Revenue Generation

Revenue generation is an operational function of Nordiq Canada that has the aim of creating financial resources to enable a high standard of programming to be maintained, with a view to achieving the Nordiq Canada mission. Resources are generated from various sources internal and external to Nordiq Canada. In many cases, funds provided to Nordiq Canada are directed to specific programs (e.g., Sport Canada funding, directed donations, grants from the Canadian Olympic Committee, the Canadian Paralympic Committee, and the Coaching Association of Canada). Success in revenue generation may offset user fees or, potentially, some of the core financial accountabilities of the membership.

Membership Dues

13. As provided for in article 16 of the Nordiq Canada By-Laws, Nordiq Canada requires that its Member Divisions pay annual membership dues.

14. Membership dues shall be assessed equally at all times based on the number of Registrants in a Division.

15. The annual membership dues shall be determined by totaling the number of individual Registrants in a Division as at March 31, and then multiplying the number of Registrants by a fixed individual fee that has been approved by the Board (after consultation with the Division Chairs).

16. Divisions using the National Membership Registration System may remit dues to Nordiq Canada throughout the year. Divisions only partially using or not using the National Membership

Registration System will be invoiced on December 31 and March 31. Payment is due within 30 days.

17. The membership fee is non-refundable.

General Policy Regarding Registrants

18. Nordiq Canada requires each Division to have a membership policy governing Registrants. The policy must include all information Divisions and clubs need to manage Registrants, much of which can be copied from this document. The policy must also include the Division's 12-month membership term and clearly define when a registrant's membership term ceases unless renewed.

19. A Registrant is considered registered when they have submitted the information listed in clause 21 and payment of the Division and Nordiq Canada annual fee to the Division ledger in accordance with the Division membership policy. The Division must receive this information within 14 days of registration with the club; otherwise, the Nordiq Canada registration is considered to be in effect only on the date it was submitted to the Division.

20. Divisions must maintain an accurate record of their Registrants (including date of registration, name, and other relevant personal information) and must provide evidence of registration to Nordiq Canada immediately when requested.

21. A National Membership Registration System was introduced in 2015 with the intent that all Divisions would adopt the system as their Division ledger and mandate use by their clubs. Some Divisions and clubs are using alternate systems. Each Division is responsible for ensuring that alternate systems used by the Division and/or their clubs meet the following requirements:

- Comply with privacy and other applicable legislation
- Subject to editing as required and approved by Nordiq Canada, include the statement:
"Nordiq Canada partners with [Division Name] to support the development of cross country and provide insurance coverage for activities approved by Nordiq Canada. Your non-refundable Nordiq Canada membership fee is included in your registration. Nordiq Canada will access your personal information as required to support reporting obligations, program design and implementation, and administration of SafeSport and

- insurance programs. Nordiq Canada will not share your personal information with third parties.”
- Collect the following acknowledgements, agreements, and consents:
 - of the club to adopt and agree to implement SafeSport policies (language to be supplied by Nordiq Canada if Division is a signatory of the Nordiq Canada pan-Canadian SafeSport program)
 - of each registrant to abide by and be subject to the policies, rules, regulations and By-laws of the club, Division Member and Nordiq Canada (language to be supplied by Nordiq Canada if Division is a signatory of the Nordiq Canada pan-Canadian SafeSport program)
 - of each registrant to be bound by the [Informed Consent and Assumption of Risk Waiver](#)
 - Collect identifying personal information for each registrant required to administer insurance and SafeSport programs; this includes first and last name, date of birth, address, phone number, and email address
 - As required and with a minimum of 12 months’ notice from Nordiq Canada, collect anonymized demographic information to support program design and satisfy Nordiq Canada’s reporting requirements (required language to be provided)
 - As required and with a minimum of 12 months’ notice from Nordiq Canada, include survey questions by Nordiq Canada (e.g., survey on club operations)

22. The conditions outlined in articles 18, 19, 20 and 21 must be satisfied in order for registrants to be covered under the national liability insurance policy, a service coordinated by Nordiq Canada on behalf of its Members, and to receive rights and privileges as outlined in the Nordiq Canada by-laws.

23. Nordiq Canada will only collect and/or keep membership and registrant data necessary to meet its funding obligations, SafeSport obligations, insurance requirements and other needs as determined from time to time, in accordance with the Nordiq Canada Privacy Policy and the *Personal Information Protection and Electronics Documents Act*.

24. All clubs and Registrants shall be deemed to have undertaken to abide and be bound by the provisions of the By-Laws and the rules and requirements set out by sanctioning bodies,

committees, Divisions, government, and other authorities, and follow the guidelines set forth by the insurer.