



BIATHLON CANADA
Suite 111, 2197 Riverside Dr., Ottawa, Ontario, K1H 7X3
TEL: 613-748-5608 FAX: 613-748-5762
Email: jthomson@biathloncanada.ca Web: www.biathloncanada.ca

MEMO TO: Divisions Presidents, Division Staff

FROM: Joanne Thomson, Executive Director

DATE: July 29, 2008

SUBJECT: 2008-2009 Biathlon Canada Membership Registration Package for Divisions

As a follow-up to the Biathlon Canada Board of Directors meeting in June, please find attached the detailed membership and insurance information required for this competitive season. We are requesting detailed information for the following reasons:

- a. ***For the insurance program to be effective and legal, all members are to be known by the organization taking out the policy. If a claim is made through Biathlon Canada and the insurance company can not verify the membership status, the claim is at risk of being disregarded.***
- b. For funding purposes, Sport Canada requires all funded NSOs to maintain accurate and detailed accounting of its membership. Information requested includes gender, athlete, coach or official as well as preferred language of communication.

For financial auditing purposes, the membership reporting deadline for 2008-09 is March 31, 2009 to include a breakdown of members and fees due to Biathlon Canada. A mid-year membership report and fee payment should be sent to the office January 15, 2009.

Biathlon Canada also requires year-end reporting of your participant numbers at your divisional championships. Biathlon Canada will maintain a database of coaching and officials certification based on course registration lists as submitted by the course conductors of the respective courses.

For 2008-09, Biathlon Canada would like to collect and maintain a full database of all the clubs in Canada so that we may better disseminate information and provide links for people interested in joining a local biathlon program. Please send an updated list of your clubs including contact name, mailing address, email and website if applicable to the national office.

Should you require clarification, please contact me at your convenience. Thank you in advance for your cooperation!

Regards,

A handwritten signature in black ink that reads "J Thomson". The signature is written in a cursive, flowing style.

Joanne Thomson

2008 - 2009 BIATHLON CANADA MEMBERSHIP INFORMATION

A. MEMBERSHIP AFFILIATION FEES

The formula to set the Division membership fee is based upon the 2008-09 liability insurance costs (\$15,696). To determine each individual division fees and membership levy, this amount is broken down into the following formula. Invoices will be forwarded by mail for these charges.

Membership Levy (75%)	\$11,772.00
Division Fee (25%)	\$3,924.00

i. Membership Levy:

The amount assessed per division is based on the previous year's membership numbers and voting structure as determined at the June 2008 AGM or in the case for those divisions who did not carry an official vote, a minimum of one (1).

ii. Division Fee:

This fee will be evenly distributed across all active divisions of Biathlon Canada.

B. MEMBERSHIP CATEGORIES, FEES, CARDS, AND REGISTRATION PROCESS

Membership Categories and Fees (as amended at 2008 AGM):

Regular Members

Officials	\$ 10.00
Coaches	\$ 15.00
Supporters	\$ 10.00
Recreational Athlete	\$ 10.00
Athletes (Junior Boys/Girls and younger)	\$ 40.00
Athletes (Senior Boys/Girls and older)	\$ 80.00
Masters	\$ 80.00

Group Membership (Clubs) \$100.00

Day Membership \$ 5.00/day

As per the Biathlon Canada By-law changes that were approved at the 2008 AGM, the following definition should be used to clarify the subcategories of Regular Membership (2008 By-laws section 2 and section 11):

Regular Membership: Regular members shall be counted for voting purposes at the Annual General Meeting, in accordance with article 46 below. The Regular membership includes members who are not members in any other category and who are competitors or non-competitors. The membership fees for this category shall be set by the Board with consideration to differences in services or benefits available to each type and adjusted from time to time, as the Board deems necessary. Fees shall be collected and remitted by the respective Division office.

Competitors are members who participate in organized biathlon competitions, except exclusively in Club Activities.

Club Activities are activities, including competitions that exclusively involve members of that club.

2008-2009 Membership Cards

Once again, only one generic membership card will be used this year. Please contact the national office to indicate the number of membership cards that you require and they will be mailed to you free of charge. In completing this card, please ensure you complete the following sections:

1. Box: You can use this space for your membership number;
2. Name, Division, Year & Authorization is self explanatory;
3. Category: Include appropriate categories.

Membership registration and submission process

a) Information Required on Membership Forms

A sample membership form is available upon request from the national office. You may continue to use your own application form, so long as it contains, as a minimum, the following information:

1. Individual:

- i. Name
- ii. Address
- iii. Date of birth
- iv. Gender
- v. Liability waiver form
- vi. Phone / Fax / E-mail address and/or club web site
- vii. Membership Category (please identify if coach / official / athlete, etc)
- viii. Preferred language of communication

2. **Club:** Please provide the details as in #1 above, for the President of the Club. As well, please list the names of the Club Executive / Board.

b) Divisional Membership Summary Form (Chart 1-A).

To ensure participant eligibility for the following events (National Team Selection Trials, Canadian Championships, coaching / officials certification programs and the AGM), please forward your membership summaries (Chart 1-A), fees and updates electronically (preferred) or on paper as per the listed schedule.

January 15: 1st Report Update and Fee payment

March 31: Year End Summary and Fee payment

C. OTHER MEMBERSHIP INFORMATION AND AGE CLASSES

Members (Who must have memberships and what category must one register in?)

To ensure that every biathlon participant has liability insurance protection, all athletes, coaches, officials and administrators must be registered members.

Regular Members:

a) Athletes (Senior Boys and Girls and older)

Senior Boys and Senior Girls (15 & 16)

Male and female competitors who completed their 15th year of life at the cut-off-date of 31 December shall be called Senior Boys or Senior Girls respectively, and shall start only in Senior Boys and Senior Girls competitions according to gender for the season starting on 1 November of the same year.

Youth Men and Youth Women (17-18)

Male and female competitors who completed their 17th year of life at the cut-off-date of 31 December shall be called Youth Men or Youth Women respectively, and shall start only in Youth Men's and Youth Women's competitions according to gender for the season starting on 1 November of the same year. Separate competitions shall be organized for them. However, Youth Men shall be permitted to take part in Men's and Junior Men's competitions and Youth Women shall be permitted to take part in Women's and Junior Women's competitions respectively, according to gender.

Junior Men and Junior Women (19 & 20)

Male and female competitors who have completed their 19th year of life at the cut-off-date of 31 December shall be called Junior Men and Junior Women respectively and shall start only in Junior Men's and Junior Women's competitions according to gender for the season starting on 1 November of the same year. Separate competitions shall be organized for them. However, Junior Men shall be permitted to participate in Men's and Junior Women in Women's competitions respectively, according to gender.

Men and Women (21+)

Male and female competitors who have completed their 21st year of life at the cut-off-date 31 December shall be called Men and Women respectively and henceforth shall start only in Men's and Women's competitions according to gender for the season starting on 1 November of the same year.

Masters Classes (35+)

Male and female competitors who have completed their 35th year of life at the cut-off-date 31 December shall be called Master Men and Master Women respectively and henceforth shall start in Master Men's and Master Women's competitions according to gender for the season starting on 1 November of the same year. Both Masters Men and Masters Women are permitted to participate in the Men's and Women's competitions, according to gender. Masters classes will be further sub-divided into age groups.

b) Athletes (Junior Boys and Girls and Younger)

Junior Boys and Junior Girls (13 & 14)

Male and female competitors who completed their 13th year of life at the cut-off-date of 31 December shall be called Junior Boys or Junior Girls respectively, and shall start only in Junior Boys and Junior Girls competitions according to gender for the season starting on 1 November of the same year.

c) Non-competitors (Coaches / Officials / Supporters)

Any individual participating in any Biathlon Canada coaching or officiating course **must be registered** in the non-competitors category and have paid the appropriate fee. Failure to produce proof of membership at the start of the session will result in either being denied

access for the course or requiring participant to pay both membership and course fees to the course instructor at the beginning of the session. Furthermore, any individual who coaches or officiates at a biathlon activity, holds a position of authority, has a leadership responsibility, or has the responsibility to supervise others must register in this category.

d) Non-competitors (Recreational Athletes)

Any athlete participating in the sport of biathlon at the club level only, and without participating in any competitions or activities other than “club activities” as defined by the Biathlon Canada By-Laws, must be registered in this category and have paid the appropriate fee.

INSURANCE

If you have detailed questions about the liability insurance coverage, or if your division would like to request an official Liability Insurance Certificate for your venue(s) or event, please contact Joanne Thomson at the National Office via email (information@biathloncanada.ca) or phone 613-748-5608 x3.

ANNEX 1: MEMBERSHIP

Membership (Chart 1 – A): list by gender and category number of members registered. To be submitted by January 15 with a final report at March 31.

Biathlon Canada 2008-2009 Membership 1 – A			
Province/Territory -----	Registration #1 Date:	Final Registration Update Date:	
	New	New	Adjusted Total
Athletes			
Pre – Boys (includes Biathlon Bears)			
Pre – Girls (includes Biathlon Bears)			
Junior Boys			
Junior Girls			
Senior Boys			
Senior Girls			
Youth Men			
Youth Women			
Jr. Men			
Jr. Women			
Men			
Women			
Master Men			
Master Women			
Non-Competitors			
Coaches – M			
Coaches – F			
Officials – M			
Officials – F			
Supporters – M			
Supporters – F			
Recreational Athletes – M			
Recreational Athletes - F			
Group and Day Memberships			
Day Members - M			
Day Members - F			
Group (Clubs) – * please attach a separate list with club mailing address and email			

**Chart 1-B
Biathlon Canada
2008-2009 Membership Payment Summary**

Division: _____ Submission Date: _____

	Number	Fee	Total
Group Membership (Club)		\$100.00	
Athletes (Senior. Boys/Girls and older)		\$80.00	
Athletes (Junior Boys/Girls and younger)		\$40.00	
Non – Competitor (Officials, Supporters)		\$10.00	
Non – Competitor (Coaches)		\$15.00	
Non – Competitor (Recreational Athlete)		\$10.00	
Day Membership		\$5.00	
TOTAL			\$

This form along with cheque or money order is to be submitted with each membership update.

ANNEX 2

COMPETITION PARTICIPATION AT DIVISIONAL CHAMPIONSHIPS

- 1) **Competitors (Chart 2):** for each Division, provide the number of male and female entries in each category for which a Division Championship was held. Include participants in qualifying event(s) where applicable. Please attach Event Results to this form.

If a Championship did not occur, please identify the number of athletes who competed in your Divisional Cup series.

Division Championships Competitors Chart 2			
Division: _____		Date: _____	Location: _____
Category	Gender	# of competitors	
Masters	Male		
	Female		
Senior	Male		
	Female		
Junior	Male		
	Female		
Youth	Male		
	Female		
Senior Boys	Male		
Senior Girls	Female		
Junior Boys	Male		
Junior Girls	Female		
Pre Boys	Male		
Pre Girls	Female		

Note: If you have younger age categories, please aggregate them in the "Pre" categories.

Please submit upon completion of event or at the latest, with your final membership registration (March 31).