



POLICY MANUAL

Effective Date: May 2017

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Section:	2.0	Self-Governance
Sub-Sections:	2.4	Membership
Topic Areas:	2.4.1	Classification
	2.4.2	Fees & Membership Year
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	2.4.6	Communication (Newsletter)
Reference:		Bylaws
		Membership Application Link - https://cadsalberta.ca

Policy Statement:

All individuals involved in CADS-Alberta programs, including volunteers, must have a current membership with the association in order to ensure proper insurance coverage.

2.4.1 Classification

All memberships fall under the CADS National umbrella. Membership data is retained in the CADS National database. Effective September 1, 2017, individuals will be entering membership data directly into the CADS National database.

CADS-Alberta membership classifications, including their rights and privileges, are described in detail in the bylaws of the association.

In addition to individual memberships, it should be noted that we also have partnerships, reciprocal agreements or affiliate agreements with other Agencies/Organizations. Provincial Zones fall into this category, although each individual registering through a Zone is granted individual membership with its rights and privileges with CADS AB.

The aforementioned agreements are created on a case-by-case assessment, and consider their applicability relative to the benefit provided to CADS Alberta membership individually and collectively.

Individual members are those individuals who wish to participate, either as volunteers, program instructors or participants. All individuals must meet the eligibility & registration criteria.

Single day memberships are available. Reference the organization bylaws for details.

Procedures:

1. Membership renewal notifications are sent direct to members in the newsletter.
2. All communication with CADS-National regarding membership renewal and updating takes place through the provincial office. CADS National maintains the database that is used for registration.
3. Membership may be taken and membership cards may be distributed at the zone level then forwarded to CADS-Alberta office along with payment.
4. Members are welcome to register directly with CADS-AB through the provincial office on an ongoing basis.
5. Disabled and non-disabled must be designated on the membership forms.
6. A portion of the membership fee is forwarded to CADS National, based on the fee assessed.

2.4.2 Fees and Membership Year

Membership fees are established by the Board of Directors. Fees encompass both the CADS National and Provincial costs associated with membership. The membership year of the Association shall be from September 1 to August 31 of the following year.

2.4.3 Membership Benefits

Members in good standing are entitled to the following:

1. Membership in CADS-Alberta
2. Membership in CADS-National
3. Membership Newsletter
4. Liability insurance coverage – covers Bodily injury, property damage and Personal injury (held through the Canadian Snowsport Association of which we are an affiliated member)
5. Sport Accident Insurance (only applicable to out of country competitions arranged through Alpine Canada)
6. Information on equipment innovations
7. Available discounts with suppliers, including ski and snowboard venues for lift tickets (Such discounts are updated annually)

2.4.4 Membership List

CADS-Alberta is responsible for recording membership information and keeping it on file at the Provincial office. Zone representatives are eligible to receive an up-to-date membership list report upon request.

Under no circumstances will CADS-Alberta sell the information collected from its members.

2.4.5 Registration

Each Zone is responsible for ensuring it's memberships have registered through the CADS-Alberta web-based membership database (Goalline). The CADS Alberta Executive Coordinator will verify with Zones their registration through confirmation reporting.

Eligibility Criteria

Eligibility Criteria for individual members:

- Pay the yearly membership fee established by the Board of Directors of CADS AB;
- Complete the required registration forms;
- Comply with program policies as applicable.

Eligibility Criteria for agencies/organizations:

To qualify for a membership/affiliate status CADS AB, the applying organization must complete the following steps prior to receiving service:

- Complete the required advocacy reciprocal or affiliate agreement;
- Provide documentation supporting the organization's status as a charitable or not-for-profit organization

2.4.6 Communication

A list of the Board of Directors is published on our website to promote open communication with the membership.

Electronic newsletters and website updates

CADS-Alberta publishes a semi-annual newsletter to all current members. The newsletter regularly includes such topics as: Provincial News, President's Message, Zone News, CADS News, Program News, Race & Event News and a message from the Executive Coordinator's message. In addition, the newsletter also carries information about upcoming meetings (i.e. AGM) and notices that are important to all members (i.e. bylaw changes).

Distribution

The Association newsletter is distributed by e-mail to all current members of the Association as well as affiliate agencies.