



**SASKATCHEWAN  
RACQUETBALL  
ASSOCIATION**

**2016 – 2017**

**Membership Registration Information**

## **A. Who can become a member of the Saskatchewan Racquetball Association?**

Any club or individual may become a member of the Association upon application for membership provided they uphold the rules of the Association, pay the prescribed fees by the established dates and be approved by the Membership Director.

## **B. Membership Categories and Fees**

There are 4 types of memberships available through the Saskatchewan Racquetball Association. The classes of membership and fees for the 2016/2017 membership year are as follows:

- a) Club Membership: \$50.00  
Club Membership is open to any club, facility or community in Saskatchewan which offers organized racquetball programs at a recreational and/or competitive level. Club Members are not entitled to a vote at a meeting of members including the Annual General Meeting.
- b) Associate Club Membership: \$10.00  
Associate Club Membership is open to any school, recreation centre, non-profit, club or association which takes part in non-competitive racquetball programming. Associate Club Members are not entitled to access program funding or register Individual Members of any type. They are not entitled to a vote at a meeting of members including the Annual General Meeting.
- c) Individual Membership: \$10.00  
An Individual Membership is open to those who intend to participate in the sport of racquetball through the Saskatchewan Racquetball Association or one of its Member Clubs as a player, coach or volunteer and who have access to programs, services and membership privileges. Individual Members are entitled to one (1) vote at a meeting of members including the Annual General Meeting.
- d) Associate Membership: \$10.00  
Associate Memberships are open to those who wish to support the sport of racquetball through a financial contribution. Associate Members are not entitled to a vote at a meeting of members including the Annual General Meeting.

## **C. Membership Benefits**

- a) Club and Individual Members will have access to the Saskatchewan Racquetball Association funding programs. Associate Clubs and Associate Members do not have access to the SRA funding programs.
- b) All members will receive communication from the Saskatchewan Racquetball Association about developmental and high performance opportunities, skills clinics, upcoming events, funding opportunities and current racquetball news.
- c) Club, Associate Club and Individual Members will have access to the Saskatchewan Racquetball Association liability insurance program which provides liability coverage for sanctioned events and activities. Individual members who are competitive junior age athletes and/or are competing in Open events at a provincial and national level are covered under the Association's sport accident insurance.
- d) All members will have the opportunity to advertise upcoming courses and events through the Saskatchewan Racquetball Association.

## **D. Membership Responsibilities**

All members shall:

- a) Abide by the Association's articles and bylaws, rules, policies and procedures; and
- b) Pay any and all prescribed dues or indebtedness as established by the board.

## **E. Saskatchewan Racquetball Association Membership Policies and Procedures**

- a) The membership year in the Saskatchewan Racquetball Association is from September 1<sup>st</sup> to August 31<sup>st</sup>.
- b) All Club Members and Individual Members must be members in good standing with the Saskatchewan Racquetball Association to request and receive funding, insurance coverage and/or sanctions from the Saskatchewan Racquetball Association.

- c) Individual Members must be members in good standing prior to participating in any Saskatchewan Racquetball Association sanctioned events, activities and competitions.
- d) A member is in good standing when their membership information and dues have been received by the Saskatchewan Racquetball Association office and approved by the Membership Director and the member has no outstanding dues or indebtedness to the Association.
- e) Clubs wishing to become a member of the Saskatchewan Racquetball Association must submit their Club Membership application and fee by September 15<sup>th</sup> of the fiscal year. New clubs can apply for membership at any time during the membership year.
- f) Clubs wishing to register Individual Members and/or Associate Members with the Saskatchewan Racquetball Association are encouraged to submit membership information and dues to the Association as they are collected from members, but at a minimum on a quarterly basis to ensure individual members are registered and in good standing.
- g) All membership fees are due and payable at the time that the membership information is submitted.
- h) The Saskatchewan Racquetball Association will encourage Individual and Associate Members to join the Association through a member Club but will accept applications from those who do not belong to a club.
- i) Membership information submitted to the Saskatchewan Racquetball Association is confidential. It will be used by the Executive Director and the Membership Director to maintain an up to date membership list in order to:
  - i. Accurately report the required membership statistics to Sask Sport in order to receive funding as a Provincial Sport Governing Body.
  - ii. Meet the requirements of the Saskatchewan Not for Profit Corporations Act in maintaining a register of members entitled to vote and to communicate with the membership about the business of the Association as required in the Act.
  - iii. Ensure member access to sport accident and liability insurance.
  - iv. Determine funding levels for the Membership Assistance Program.
  - v. Verify members in good standing for the purposes of funding and participation in sanctioned activities, events and competitions and access to services.
  - vi. Communicate with the membership related to the activities of the organization and opportunities related to funding.
  - vii. Provide more effective services to the membership and determine areas for growth and development.
- j) Membership fees are not refundable and cannot be transferred to another province.

## F. Registration Process

- a) Clubs
  - i. Club Membership  
Clubs wishing to register as a member club with the Saskatchewan Racquetball Association in order to access funding and receive insurance and sanctions must submit a **“Club Membership Registration Form”**, select the Club Membership category and pay the membership fee before September 15<sup>th</sup>. New Member Clubs can apply for membership at any time during the membership year.
  - ii. Associate Club Membership  
Organizations, clubs or schools wishing to register as an Associate Member Club with the Saskatchewan Racquetball Association in order to run sanctioned racquetball programming must submit a **“Club Membership Registration Form”**, select the **“Associate Club Membership”** category, and pay the fee. New Associate Clubs can apply for membership at any time during the membership year.
  - iii. Club Registration of Individual Members  
Clubs wishing to provide their members with access to funding, insurance and the ability to register in sanctioned activities must register their members with the Saskatchewan Racquetball Association as **“Individual Members”** using the **“Individual Membership Registration Spreadsheet”**. Clubs are responsible to ensure they collect all required

information, a PIPDEA form and and Release, Assumption and Waiver of Risk form from each Individual Member.

In order to receive maximum benefit from funding programs and the insurance coverage, Member Clubs must register all Individual Members with the Saskatchewan Racquetball Association. This includes program participants, athletes, coaches, volunteers and members of the racquetball board or executive.

iv. Club Registration of Associate Members

Clubs wishing to provide their members with the opportunity to financially support the Saskatchewan Racquetball Association may register those members as an “Associate Member” using the “**Associate Membership Registration Form**”.

v. Registration Procedures

Clubs are encouraged to register their Individual Members with the Saskatchewan Racquetball Association on a regular basis throughout the membership year, but on a quarterly basis at a minimum for the following reasons:

1. Liability and sport accident insurance applies only to registered and paid membership whose information has been received in the Saskatchewan Racquetball Association office.
2. Individual Members must be members in good standing with the Saskatchewan Racquetball Association to request and receive funding and to participate in sanctioned tournaments.

	Task	Due Date
<input type="checkbox"/>	Submit Club Membership Registration Form and fee	September 15 <sup>th</sup>
<input type="checkbox"/>	Submit membership information and fees for registered members either by using the SRA membership template or by providing a copy of the SRA Individual and Associate Membership Form.	September 15 <sup>th</sup> December 1 <sup>st</sup> March 1 <sup>st</sup> June 1 <sup>st</sup>
<input type="checkbox"/>	Submit membership information and fees for registered members either by using the SRA membership template or by providing a copy of the SRA Individual and Associate Membership Form for memberships received after June 1 <sup>st</sup> AND review all membership records for the current season.	August 15 <sup>th</sup>

All information listed on the Membership Spreadsheet is required information with the exception of the email address and the voluntary self-designation of Aboriginal ancestry. If any of the required information is missing or if the membership dues are not submitted the membership cannot be processed.

We appreciate member clubs providing email addresses of their members whenever possible as this is the most efficient means of communicating with the membership. At all times, members will be given the option of having their email address taken off the Saskatchewan Racquetball Association mailing list.

b) Individuals not associated with a club

Those who wish to become members of the Saskatchewan Racquetball Association who are not affiliated with a club will be encouraged to consider club membership. However, if that person does not wish to do so, they can register directly with the Association using the appropriate

registration form. If at any point during the year, that member wishes to transfer their membership to that of a club, this can be done by contacting the club and the Association office.

## **G. Insurance**

The Saskatchewan Racquetball Association provides general liability and accident insurance coverage to its Member Clubs and Individual Members. The insurance coverage applies only to activities sanctioned by the Saskatchewan Racquetball Association and to those who are current registered members of the Association.

The following provides a general overview of the insurance programs available to members. A copy of the specific policy including a summary of coverage can be found in the links provided below or by contacting the Saskatchewan Racquetball Association. The Association strongly encourages members and member clubs to review these policies and to take them into consideration as part of their Risk Management practices.

Any accidents occurring on the way to, during, or leaving any sanctioned event or activity, must be reported in writing to the Saskatchewan Racquetball Association office immediately. It is also recommended that clubs record attendance at sanctioned activities.

### **a) Sport Accident Insurance**

Individual members who are competitive junior age athletes and/or those who are competing in Open events at a provincial and national level are covered under the Association's sport accident insurance. This insurance provides insurance for accidents which involve bodily injury and which occur during and while traveling to and from sanctioned activities.

This is an "excess accident benefits policy" and proof of exhausting all other insurance must accompany any claim. Other insurance would include employment coverage and coverage available through Saskatchewan Health.

Approved claims may provide coverage for costs including, but not limited to accidental dental, eyeglasses/contact lenses, emergency transportation, out of province medical, rehabilitation, loss of tuition. It does not include coverage for accidents that occur outside of Canada.

Policy information can be found at the following link:

<http://extranet.aon.ca/sasksport/attachments/coverage-accident-en.pdf>

### **b) Sport Liability Insurance**

This insurance provides coverage for sums, including legal, adjusting and settlement costs, arising from claims brought against the Saskatchewan Racquetball Association and its Member Clubs for sanctioned activities and events. This would include executives, employees, directors, officers, coaches, managers, officials and volunteers while acting on behalf of the organization and any member of the Saskatchewan Racquetball Association. The Sport Liability Insurance Policy includes Commercial General Liability, Tenants Legal Liability and Directors and Officers Liability.

Policy information can be found at the following link:

<http://extranet.aon.ca/sasksport/attachments/coverage-sport-liability-en.pdf>

### **c) Legal Defense Expense**

This provides coverage for reasonable fees and costs incurred for defense council for legal services incurred by the Saskatchewan Racquetball Association and its Member Clubs. This includes executives, employees, directors, officials and volunteers of the Association and the Member Clubs while acting for or on behalf of the organization.

Policy information can be found at the following link:

<http://extranet.aon.ca/sasksport/attachments/Legal-Defense-Expense.pdf>

## **H. Sanctioned Activities**

The Saskatchewan Racquetball Association will be working to further define what a sanctioned activity is, but generally sanctioned activities would include the following activities offered by a Member Club, Associate Member Club or the Association provided the activities offered follow all safety rules and the Racquetball Canada rules of competition.

- Training events
- Competitions
- League play
- Organized practices, training and fitness activities and play (school groups, open houses, etc).

As soon as sanctioning is further defined this information will be shared with the membership.

