

CURLSASK

Policy Registry

FA-04 Affiliate and Associates Membership Policy

Committee Responsible: Finance & Audit Committee

Date Approved: June 3, 2012 Review Date: February 2015

REVISIONS: #1 – June 1, 2014

PURPOSE

- To establish membership guidelines and fee structures based on Membership Fees approved at each Annual General Meeting
- To establish membership Audit Process and Guidelines.

POLICY

1. Affiliate Members

A. Definition and Eligibility:

As per CURLSASK Bylaws, any curling club or other curling establishment located in Saskatchewan may become an Affiliate Member. Affiliate Membership is subject to application to and approval by the Board and payment of the prescribed annual Affiliate Member Fee.

B. Fees:

As per CURLSASK Bylaws, affiliation fees, including GST, shall be paid on or before *January, 15th*. Affiliate Members will submit to the Association, no later than December 15 annually, a Member registry (a list of all members)

Affiliate Member Fee - \$10 per Player Member, age 12 & over*, as listed on the Member Registry submitted by the Curling Club.

*Player Members under the age of 12 as of December 31st year prior to the January 15 fee deadline should be reported on the Member Registry but no fee is required.

Player Member Definition:

While each curling facility will determine specific definitions for their members, for consistency in regards to the membership fee, CURLSASK defines a Player Member as:

- i. curlers who participates in any league/program that is ongoing regularly in the club and has multiple sessions throughout the curling season.

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- includes regular ongoing leagues/programs that are operated by the member Facility or Club, whether offered full or partial season.
 - includes regular ongoing leagues/programs for which rental fees or charges are levied by the member Facility or Club.
 - includes youths and juniors (age 12 & over) participating in regular ongoing youth, junior leagues and programs.
- ii. any member of any Facility or Club who does not curl regularly at the Facility or Club but has a membership for purposes of being eligible for CURLSASK competition(s) and/or practice.
- iii. Exclusions
- spares that pay a casual per use fee to the Facility or Club or to a league within the Facility or Club.
 - individuals participating in one-time recreational bonspiels.
 - individuals participating in casual/unstructured events, clinics or programs

Clubs may be invoiced for 100% of their Membership Fee's, according to the lists they submit, after January 15 if total Member/Participant Affiliation fees are not paid in full by that date. Invoices not paid by specified timelines may be subject to appropriate late fees.

Additions to the Member Registry List can be made anytime throughout the season, as long as the club provides the additions in writing and submits appropriate fees.

Facilities, Clubs or Associates that are not open until after December 15th or later must contact CURLSASK by November 15th to make alternate arrangements.

CURLSASK reserves the right to audit the Member/Participant fees remitted by the Facilities or Clubs as per #3 – Guidelines for Auditing Membership Numbers

C. Membership Requirements:

- i. Any affiliate member that has NOT provided the Member registry list and submitted appropriate fees shall not be permitted to:
- have club members/teams representing the curling club compete in competitions sanctioned or conducted by CURLSASK.
 - receive Membership Assistance Program (MAP) Funding, Clinic Funding, or Grants through SaskSport or Canadian Curling Association
 - Host CURLSASK competitions, events, camps, clinics or educational workshops



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2. Associate Members

A. Definition and Eligibility:

As per CURLSASK bylaws, any group or Organization, other than a curling club or other curling establishment involved in the sport of curling. The organization must make application to and be approved by the CURLSASK Board of Directors.

B. Fees:

As per CURLSASK Bylaws, affiliation fees, including GST, shall be paid on or before *January, 15th*. Associate Members will submit to the Association, no later than December 15 annually, a Member registry (a list of all members)

Associate Members Fee - \$300 per organization.

The \$10 per member fee is only charged to those individual members in the Associate Member who are NOT currently player members of an Affiliated Curling Club.

C. Membership Requirements & Benefits:

Any Associate member that has provided the Member registry list and submitted appropriate fees shall have the following benefits:

- i. Publications-CURLSASK Newsletters and Annual CURLSASK Yearbooks
- ii. Information about organization, curling events and links on CURLSASK webpage
- iii. Associate Members who have a Provincial Curling Championship which leads to a recognized National Curling Championship will be allowed to purchase team Saskatchewan clothing for Nationals
- iv. Allowed to apply for Regional/National Hosting grants
- v. Access to CURLSASK officiating equipment at no charge, subject to availability and adherence to CURLSASK advertising.

3. Guidelines for Auditing Membership Numbers

CURLSASK Board, Executive Director or any Affiliate or Associate Member can request an Audit of any other member. The CURLSASK Finance & Audit Committee will make the decision on whether an audit is deemed necessary. If an audit is necessary, the following process will be followed:

- a) The CURLSASK Finance & Audit Committee, in conjunction with CURLSASK Executive Director will appoint a representative auditor. Individuals to be appointed may be a Region Coordinator, Assistant Region Coordinator, or other qualified individual that can provide an impartial review of club records as outlined below.
- b) Should the auditor have an identified conflict of interest, they are asked to please notify the CURLSASK office immediately. An alternate auditor will be found.



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- c) The auditor will be dealing with sensitive information and it is expected that they will keep that information confidential.
- d) The auditor will be asked to look into a club's change in numbers. The auditor will be presented with the previous three years' affiliation numbers and a list of names submitted by that club to CURLSASK. The auditor will request the same information from the club. The purpose of this is to confirm that the information submitted is correct and complete. The audit will be verifying this information by correlating it to income levels, league roster lists, etc.
- e) The auditor will contact the designated club contact (usually Club's Manager and/or President) to set up a mutually convenient time to review the club's records. The auditor should plan to have the audit completed within 2 weeks of receiving the information from CURLSASK, or by the deadline set by CURLSASK.
- f) Notify the club contact that the auditor will require a copy of the last three years' membership records. If there are no lists, then the club league sheets will be requested.
- g) The auditor will compare the membership lists from each year, and compare the weekly draws to the membership list.
 - Review of a curling club's website may also provide information about league size, and participation numbers in various events.
 - To try keep costs as low as possible, electronic information can be requested but may also be supported by hard copies, depending on the club and the proximity of the auditor to the club.
- h) Once the auditor has completed their analysis and verified that all curlers have been accounted for, the auditor will advise the Club Manager or President that the information will be passed on to CURLSASK.
- i) The auditor will report the findings to CURLSASK c/o Executive Director in writing within 10 days of completing the audit. Once reporting the findings to the Executive Director, the auditor's job is complete.
- j) The information will be reviewed by the Finance & Audit Committee and a decision will be made regarding the club's annual affiliation fees. Options for the club's annual affiliation fees are as follows:
 - Annual fees remain the same as reported by the club
 - Based on the auditor report, the annual fees will be adjusted to coincide with number of members in the audit report, invoice sent to the club for difference in balance owed.
- k) It will be the responsibility of CURLSASK Executive Director to advise the club of the outcome of the audit and what, if any, adjustments to their affiliation fee will be required. The Executive Director will be following the direction of the Finance & Audit Committee. The club will be sent a letter outlining the adjustments, if any, to be made and will be accompanied by an invoice for the fees.