



# CCNB Membership Requirements and Benefits 2020-2021

Hello 😊! This document was put together to explain the steps to renew or become a CCNB club member. You can also find the CCNB membership requirements and all the benefits you get from your CCNB membership!

## Joining the division

To be a member in good standing with CCNB, a club must join/renew their registration to the division by using [www.zone4.ca](http://www.zone4.ca) prior to the commencement of the season. If you are a new club and don't have a Zone4 account set-up, please see Appendix A to set-up your account. If you have any questions, do not hesitate to contact the CCNB office.

Once you are log into your Zone4 account, to join your Division each year, you must click the «Join a Division» button. This is under the club settings section of your club overview tab as is pictured below. Scroll down to your Division, Cross Country New Brunswick, click «Join», update your club information (Executive, programs offered, insured parties, etc.), read and click on the Division waiver and finally save your information. Full details here: <http://help.zone4.ca/kb/division-settings/>



The screenshot shows the 'Club Overview' page with a 'Club Settings' section. The 'Division Affiliation' field has a red circle around the 'Join a Division' button. Other options include 'Manage Administrator Permissions', 'Manage Remittance Accounts', and 'Merchant Account Transactions'. A 'More...' button is visible in the top right of the settings section. Below the settings is a 'Registration Forms' section with a 'Create a Form' button.

## Club Events, competitions and activities

Each season, clubs must submit a list of their scheduled club events, competitions & activities as stipulated by Nordiq Canada's Liability insurance provider. This can be done by submitting a hard copy of



your club calendar to the CCNB office or by completing the Event Registration forms (Appendix B). All event must be registered with the CCNB office at least 30 days prior to the event. Clubs that wishes to host Nordiq Canada sanctioned events (Tier I or Tier II) must sent their applications to the CCNB executive director before June 1<sup>st</sup> for rollerski event and before November 1<sup>st</sup> for on-snow events.

## Membership Fees

Club membership fees will be determined by the number of members in the club. The levy will be \$15.00 per member.

All membership fees must be paid to the Division by March 31<sup>st</sup> of each year. A club shall be considered in good standing if the required forms are registered with CCNB by December 31<sup>st</sup> and the membership fees for the previous season have been paid in full. Clubs not fulfilling these obligations will be notified by the Executive Director that they are not in good standing.



## Registering Members

It is highly recommended that club promote the use of the Zone4 online registration system to their members. This will save time to your volunteer and make it an easy process for your club. Zone 4 is a software package that enables a member to register in their club. A member can pay their club fee online and the club will be forwarded the fee at a later date (i.e. usually the following week).

For details and help on creating Club registration page on Zone4, you can refer to the following link: <http://help.zone4.ca/cts/ccc-membership/>. Clubs can also email support@zone4.ca or call 1-888-444-0199 and Zone 4 can walk you through the process. As well, you can contact the CCNB office for assistance at any time, we would be happy to help you out.

# ZONE4

Please remember that all members of your club need to be registered with CCNB before March 31<sup>st</sup>. This includes all your officials and coaches and volunteers working with your Jackrabbits and other club programs/activities. Note that Skill Development Program participants must be members; this means that each family member participating in an SDP program must be registered for insurance purposes. Details of insurance coverage can be found on CCNB website under the Document Center tab at <http://www.xcski-nb.ca/resources/Document/Insurance-Manual%20Oct%202019.pdf>. **All member registrations must be completed by March 31<sup>st</sup>, 2021.**

### *FOR CLUBS THAT ELECT NOT TO HAVE THEIR MEMBERS REGISTER ONLINE WITH ZONE4:*

For Clubs that elect not to have their members register online through the system, it is still mandatory to submit membership information for invoicing, insurance and member reporting purposes manually via Zone4. **All member registrations must be completed by March 31<sup>st</sup>, 2021.**

1. The following information is required for each member:
  - a. First and Last Name
  - b. Address
  - c. Postal Code
  - d. Birth Date
  - e. Gender
  - f. Email
2. As well, each member must sign the “Cross Country Canada Informed Consent and Assumptions of Risk Agreement”. This form needs to be sent to CCNB.

Do not hesitate to contact the CCNB office at 506-475-5602 or by email: nbxcski@gmail.com

The information collected on Zone4 is used to track trends and identify progress and needs at Nordiq Canada and CCNB. NC and CCNB absolutely doesn't share the personal information and doesn't email newsletters to individuals unless they opt in.

**THANK YOU**  
*for joining us!*

## Nordiq Canada(NC) Coaching License

In addition to be a member of a club, all coaches coaching for more than 7 hours/year need to sign up for the Nordiq Canada (NC) Coaching License, before starting to coach, after July 1<sup>st</sup>, 2020. The NC Coaching License is necessary to continue benefiting from NC's liability insurance coverage along other benefits.

The NC coaching license is aimed at all active cross country ski coaches in Canada who are coaching at least 7 hours per year with a registered cross country ski club (with their division).

An “active” coach is anyone who performs typical coaching tasks with a registered club, including delivering practices or assisting with delivery of practices, with any age group, for at least 7 hours per year.

Personal information collected is kept private and may only be used for risk management, planning and communication purposes between Nordiq Canada, the coach’s club and division.

The license is renewable on a yearly basis, starting June 15<sup>th</sup> and effective July 1<sup>st</sup> of each year.

Go to the Zone 4 to renew NC Coaching License 2020-2021 page for more details and registration.

<https://zone4.ca/register.asp?id=24039&lan=1&cartlevel=1>

## Membership Benefits

As a CCNB member, you have access to a multitude of benefits and support. Make sure you read the list carefully and share with your club members.



### *Insurance:*

- Members of a registered club with CCNB become members of CCNB and Nordiq Canada (NC) and are then covered by NC’s liability insurance (insurance manual can be found on CCNB web site: <http://www.xcski-nb.ca/resources/Document/Insurance-Manual%20Oct%202019.pdf> ). Among other things, there is a Directors and Officers insurance for club executives. All registered clubs can obtain a Certification of Insurance for the facilities they use for their activities. Please note, if a club has an insurance question or requires a certificate of insurance, please contact the CCNB Executive Director.

### *Programs and Workshops for all:*

- Clubs affiliated with CCNB are able to avail of NC programs, such as Youth programs (Bunny Rabbits, Jackrabbits, Track Attack), **Racing Rocks programs and activities** and all resources relating to the Long-Term Athlete Development. These programs are available thru your division office CCNB;
- Clubs can avail of Bunny Rabbits, Jackrabbit and Track Attack material through CCNB office.
- Clubs can avail of programs offered by CCNB:
  - Officiating: officials’ workshops, technical delegates or technical assistants for events;

- Coaching: Clubs can get NCCP coach training, youth programs from learn-to-ski to high performance with the National Coach Certification Program (NCCP) and NC
- Clubs can avail of CANSI (Canadian Assoc. of Nordic Ski Instructors) courses and give ski lessons. CANSI can also provide ski improvement courses; Adult Ski instruction programs thru NCCP and CANSI

### *Events for all:*

- Clubs can get funding for sport development if they host the following events:
  - NB Cup.
  - NB Cup Championship.
  - NB Roller Cup.
  - Youth Tournament.
- Club members of an affiliated ski clubs can participate in CCNB and NC sanctioned events, provincial competitions (roller ski and cross country ski), at provincial camps and could be a member of the CCNB Provincial Ski Team.
- Clubs can host competitive event (roller ski and/or cross country ski). They are guided by the technical guidelines: NB Cup and NB Roller Cups Series – Technical Document
- Clubs can avail to the recreational event series which includes a guideline document: NB Loppet Series
- Clubs can bid for NC Events in their club and avail of all NC resource materials.
- Clubs can avail of Zone 4 for online registration for events and results for events;
- Clubs can access our Chips timing system for club events (a \$1500 value!);
- Clubs can also get information on Zone4 racing and timing program from your club division.
- Club can get free publicity for their events and programs thru the CCNB Website, Facebook, press releases and emails.
- For NB Cups events, club have the option to buy the exact number of medals for the event (no waste of money for medals that end up not being used 😊).

### *Voting power, networking, resources:*

- Club members are permitted to attend CCNB Annual AGM and Semi-Annual AGM, are able to speak on issues and concerns. Each Club has one vote. Clubs can get club members elected to CCNB board. Clubs can bid on CCNB sanctioned events.
- Clubs can network with the other clubs in CCNB. We can share information such as: how to conduct a race, timing information, grooming and equipment, trail development, fund raising, provincial and federal funding and corporate sponsorship/grants.
- Clubs can avail of resources and info on CCNB website as well as Nordiq Canada website.
- Clubs can avail a national online membership system (Zone 4)
- All clubs benefit from our affiliation with the provincial sport organization Sport NB.

*We are a member so you are a member!*

By being a member of CCNB, by association, you are also a member of Sport NB and Nordiq Canada. This makes each club and their members eligible for all their benefits. Here is list of some of the benefits:



- **Nordiq Canada Membership:**



- Nordiq Canada develops and delivers programs to achieve international excellence in cross-country skiing, for participants of all ages and abilities, while fostering the principles of ethical conduct and fair play.
- To view the list of all the benefits from Nordiq Canada, click on the link below: <https://nordiqcanada.ca/about/membership/>

- **Sport NB Membership:**

- Travel Program and Other Member Benefits
  - Sport NB has established some sponsorships for all members. Attached are outlines of how some programs and how you benefit.
    - Comfort Inn Hotel in NB: Rooms starting from 102\$ per night <https://investhotels.com/sport-new-brunswick-travel-program/>
    - Enterprise Rent-A-Car is a proud Sport NB partner: <https://elink.enterprise.ca/en/19/02/sportnb.html>
- For all the details, please see website: <https://www.sportnb.com/travel-program-and-other-member-benefits/>



**Your division office contact information :**



Cross Country (Ski) New Brunswick Inc.

***Claudette Kavanaugh – Executive director***

1421 Route 130,  
Grand Falls, NB E3Z 1P8  
Phone : (506)475-5602

Email : [nbxcski@gmail.com](mailto:nbxcski@gmail.com)

# Appendix A : Setting-up a Zone4 account

## Guide for Clubs new to Nordiq Canada's National Membership System

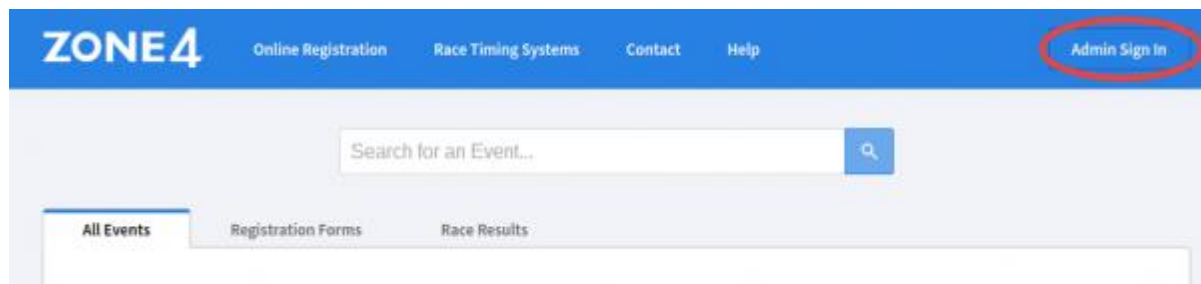
Zone4 and Nordiq Canada (NC) welcomes you to the Cross Country Skiing National Membership System.

Welcome Cross Country Ski Clubs who are new to Zone4! We hope that the System will help make it easy for Members to register for your Club, and also be helpful to your Administrators in organizing your membership registration. If you need any assistance with using Zone4 and with setting up your Membership Registration, please feel free to contact us at [mailto:support@zone4.ca ?subject=Help with setting-up Zone 4 account](mailto:support@zone4.ca?subject=Help with setting-up Zone 4 account) or 1-888-444-0199, and we would be happy to help you out.

### How to Get Started

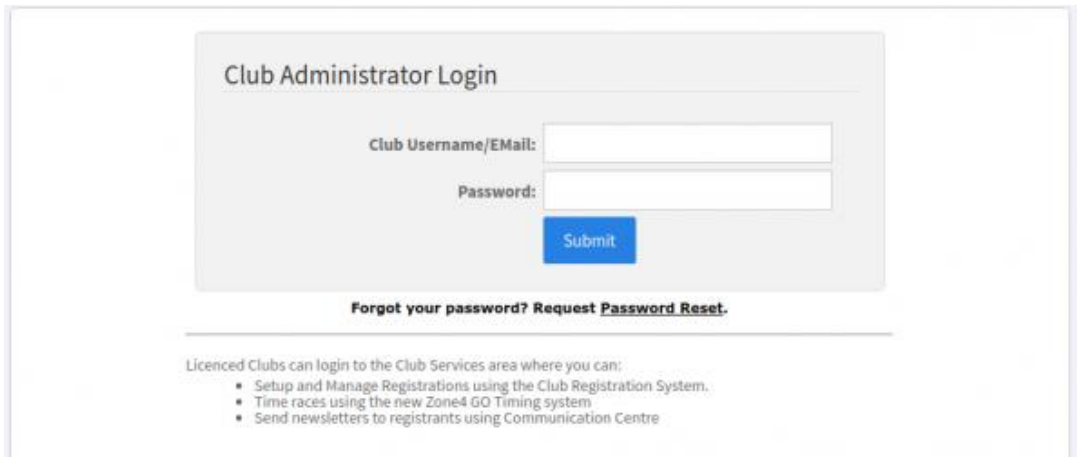
Most clubs in Canada already have an account, but if your club doesn't have one yet, you must apply for a club account here to get started: <http://help.zone4.ca/kb/how-do-i-make-a-new-club-or-organization/> Zone4 will contact you to review your club's needs and provide any assistance you need in getting going. Zone4 will approve you club account and you will be emailed further setup and login instructions.

Once your Zone4 club account is setup, you can log into your account from the Zone4 homepage at <https://zone4.ca/>. Select the admin sign in button pictured below.





Once there, type in your Club Username/Email and Password to gain access to your Club Account.



The image shows a screenshot of a web form titled "Club Administrator Login". The form is contained within a light gray box. It features two input fields: "Club Username/EMail:" and "Password:". Below the password field is a blue "Submit" button. Underneath the form box, there is a link: "Forgot your password? Request Password Reset." Below this link, there is a horizontal line and a section titled "Licenced Clubs can login to the Club Services area where you can:" followed by a bulleted list of three items: "Setup and Manage Registrations using the Club Registration System.", "Time races using the new Zone4 GO Timing system", and "Send newsletters to registrants using Communication Centre".

If you have more than one Administrator that you would like to have access to the Club Account, you can add them and give them specific permission for access by using our Club Administrator Multi-User Permission Function. More information about this, and how to set it up go here: <http://help.zone4.ca/kb/permissions/>

# Appendix B : Event registration form

Events/competitions must be registered with the Division Office of the hosting Club, a minimum of 30 days in advance of the event/competition. Please complete the following event registration form and forward to the Division office by email nbxcski@gmail.com

**CLUB :** \_\_\_\_\_

**SAISON:** \_\_\_\_\_

Name of event/ competition/ activity	Dates	Sanction level (Tier I, Tier II, Division or n/a)	Site address	Insurance certificate required?