



MEMBERSHIP & REGISTRATION POLICY

EFFECTIVE SEPTEMBER 18, 2023

Definitions

1. The following defined terms have these meanings in this Policy:
 - a. **Club Member** - Any organization including gyms, all stars, schools offering cheer programming.
 - b. **Coaching Association of Canada (CAC)** - The Coaching Association of Canada (CAC) and its partners are stewards of nation wide standards and ethics in coach education and development.
 - c. **International All Star Federation (IASF)** - manages AllStar Cheerleading globally
 - d. **International Cheer Union (ICU)** - Worldwide sports governing body of cheerleading description (focuses on Olympic/National Cheer)
 - e. **National Coach Certification Program (NCCP)** - The National Coaching Certification Program (NCCP) provides standardized, inclusive, and sport safety education to coaches and coach developers across 65 sports. The CAC manages and delivers NCCP training through its partner network of 65 National Sport Organizations and Provincial /Territorial Sport Organizations.
 - f. **National Sports Organization (NSO)** - National governing bodies for given sport in Canada
 - g. **Ontario Colleges Athletic Association (OCAA)**
 - h. **Ontario College of Teachers (OCT)**
 - i. **Ontario Federation of School Athletic Associations (OFSAA)**
 - j. **Ontario University Athletics (OUA)**
 - k. **Provincial and Territorial Sport Organization (PTSO)** - A not-for-profit organization whose primary function is the development of athletes, coaches and officials. The PTSO is responsible for developing their respective sport, training coaches, officials and volunteers, conducting provincial championships and ensuring they operate within their NSO rules.

Purpose

2. The purpose of this Policy is to describe the application, rights, conditions and obligations for membership and registration within the OCF.

Scope and Application

3. This policy applies to all Members, Registrants, and Partners as defined in the OCF's By-laws, and any teams, groups or individuals registered for an event facilitated by the OCF.

Membership Year and Dues

4. Membership within the OCF is granted upon an annual basis and will terminate on June 30th of each year, subject to renewal in accordance with this Policy and the OCF's By-laws. Membership dues are established annually at the discretion of the OCF's Board of Directors.

Membership - General

5. All categories of Members must:
 - a. Have a head office or place of training (as applicable) located in the Province of Ontario;
 - b. Have at least one (1) team consisting of a minimum of five (5) athletes;
 - c. Pay the respective annual membership fee;
 - d. Practice the sport of cheerleading or one of its disciplines.

Membership Category – Club Member

A Club Member must have characteristics and requirements as follows:

- e. Have at least one (1) team. Each team must adhere to the following requirements:
 - i. Meet the requirements of a division recognized by the OCF;
 - ii. Have at least one (1) coach who:
 - Is 18 years of age or older and designated as the coach, and who is not a team member;
 - Is accredited as a coach by the OCF;
 - Shall accompany the team to and be present with the athletes at all times at all OCF sanctioned activities and events;
 - Shall accept financial commitment, legal liability and responsibility for the conduct of the team members at all times.
 - iii. All Club members 18 years of age or older must follow the OCF's Screening Policy.
 - iv. May include teams that are registered with a Dance School or Gymnastics Club, as applicable, and do not necessarily have to be organizations with an exclusive cheerleading mandate.
- f. Provide proof of a minimum of \$2,000,000 Commercial General Liability for their club each year by submitting a current certificate of insurance to OCF. The OCF shall be named on the certificate of insurance as an Additional Insured. Each club must provide proof of sport accident insurance covering all club registrants .
- g. Two Club Members that use the same facilities must prove that they are separate clubs by submitting their own business number, list of Directors, and distinct club name.

Application for and Renewal of Membership

6. No Member or potential Member will be accepted or renewed as a Member, unless the Member or potential Member:
 - a. Has made an application for membership in a manner prescribed by the OCF;
 - b. Has agreed to comply with, and meets the requirements of, the OCF's by-laws, policies, procedures, rules and regulations;
 - c. Has paid membership dues owing from the current or any previous membership period; and
 - d. Is a Member in Good Standing as defined in this Policy at the time of applying for membership, unless approved otherwise by the Board.

Minimum Requirements for Renewal

7. Members must comply with the following minimum requirements to maintain and renew membership with the OCF:
 - a. Complete an annual application for membership, which will include providing the following:
 - i. The contact information of an individual to act as the Member's representative, including full name, phone number and email address
 - ii. The Member's public contact information, including address, phone number, email and website address
 - iii. The Member's logo file in a PNG format
 - iv. Proof of insurance coverage as required for their membership category

- v. Agreement to comply with, and meet the requirements of, the OCF's by-laws, policies, procedures, rules and regulations
- vi. Current registration numbers and total number of coaches
- b. Pay any relevant membership dues;
- c. Within thirty (30) days of approved application, at least one (1) coach and five (5) athletes must register with the OCF as an affiliate of the Member;
- d. Any other information requested by the OCF.

Good Standing

- 8. A Member of the OCF will be in good standing provided that the Member:
 - a. Has not ceased to be a Member;
 - b. Has not been suspended or expelled, or had other restrictions or sanctions imposed;
 - c. Has completed and remitted all documents, fees and payments as required by the OCF;
 - d. Has complied with the by-laws, policies, procedures, rules and regulations of the OCF;
 - e. Has accurately reported their registration numbers to the OCF;
 - f. Is not subject to a disciplinary investigation or action by the OCF, or if subject to disciplinary action previously, has fulfilled all terms and conditions of such disciplinary action to the satisfaction of the Board; and
- 9. Members who cease to be in good standing may have privileges suspended and will not be entitled to vote at meetings of Members or be entitled to the benefits and privileges of membership until such time as the Board is satisfied that the Member has met the definition of good standing as set out above.

Membership Rights and Privileges

- 10. Members in good standing are entitled to:
 - a. Any rights and privileges of Members in Good Standing listed in the By-laws.
 - b. Amend the By-laws in accordance with applicable legislation.
 - c. Receive communications and up to date financial reports from the OCF.
 - d. Examination of the following documents during the OCF's usual business hours and make copies free of charge:
 - i. The report of the public accountant, if any;
 - ii. Prescribed comparative financial statements that conform to the requirements of applicable legislation;
 - iii. Any further information respecting the financial position of the OCF.
 - e. A copy or summary of the documents described in subsection (d) twenty-one (21) days prior to the Annual Meeting.
 - f. Examination, on payment of any reasonable fee, the following documents of the OCF:
 - i. The By-laws;
 - ii. Minutes of meetings of Members and any committee of Members;
 - iii. Any debt obligation issued by the OCF;
 - iv. A register of Directors;
 - v. A register of Officers;
 - vi. A register of Members, requested in accordance with applicable legislation.

Withdrawal and Termination of Membership

- 11. Membership with the OCF will terminate immediately upon:
 - a. The expiration of the Member's membership, unless renewed in accordance with this Policy.

- b. Resignation by giving written notice to the OCF, in which case the resignation becomes effective on the date specified in the notice. Resignation as a Member does not relieve the Member of its obligation to pay any outstanding dues or fees.
- c. Liquidation or Dissolution of the OCF.
- d. The Member no longer meets the definition of Member as defined in the OCF's By-laws.
- e. The Member ceases to be in good standing by virtue of :
 - i. Failing to pay membership dues, fees or other monies owing to the OCF by the prescribed deadline dates; or
 - ii. Failing to provide required documentation as required for membership; or
 - iii. Having had disciplinary sanctions imposed in accordance with the OCF's By-laws and/or policies relating to the discipline of Members.
- f. By Ordinary Resolution of the Board or of the Members at a duly called meeting, provided fifteen (15) days' notice is given and the Member is provided with reasons and the opportunity to be heard. Notice will set out the reasons for termination of membership and the member receiving the notice will be entitled to submit a written submission opposing the termination.
- g. The Member's dissolution.

Registrants

12. The OCF has the following categories of Registrants:

- a. **Registrant Category – Athlete**
 - i. **Recreational Athlete** - An individual that participates in the sport of cheerleading or one of its disciplines on a recreational basis. This includes, but is not limited, athletes registered for recreational classes, or on Novice teams.
 - ii. **Competitive Athlete** - An individual that participates in the sport of cheerleading competitively. This includes, but is not limited to, athletes registered on Prep, All Star teams and Scholastic Teams.
- b. **Registrant Category – Coach** - An individual who has completed all the requirements for OCF Coach Certification.
- c. **Registrant Category – Other**
 - i. **Administrator** - An individual who may be responsible for the safety and supervision of participants on a regular basis, but is not responsible for instruction. This includes, but is not limited to, directors and program managers.
 - Training requirements:
 - a. Completion of the following module(s):
 - i. [Safe Sport Training](#)
 - ii. [Respect in Sport for Activity Leaders](#)
 - Training recommendations:
 - a. Completion of the following module(s):
 - i. [Making Head Way in Sport](#)
 - ii. [Make Ethical Decisions](#) (plus evaluation)
 - ii. **Official** - An individual who is responsible for adjudicating cheerleading performances.
 - Training requirements:
 - a. Completion of the following module(s):
 - i. [Safe Sport Training](#)

- b. Cheer Canada Judges Certification
 - c. Other certifications as requested
 - Training recommendations:
 - a. [IASF Legality Official Certification](#)
 - b. Completion of the following [ICU course\(s\)](#):
 - i. Judges Education Course
 - ii. Rules Comprehension Course
 - iii. **Non-Affiliated** - An individual who wishes to be a registrant of the OCF but is not affiliated with a Club or School Member, and is not an Official. This registrant category:
 - Can be used to satisfy membership requirement of the NSO Team program or Cheer Canada committee;
 - Is not for businesses or partners; and
 - Will be approved on a case-by-case basis.
 - d. **Honorary Member** - An individual who the Board of Directors unanimously determines has contributed greatly to the development or promotion of cheerleading in Ontario. Honorary members may be nominated by any Member in Good Standing. These members:
 - i. Must meet the requirements of any Registrant Category for which the Honorary Member has made an application for registration;
 - ii. Will not be subject to applicable registration dues of any Registrant Category (Club and School Member dues and fees still apply if applicable);
 - iii. Are *not* entitled to the Membership Rights and Privileges laid out in this policy pertaining to Club and School Members;
 - iv. Include the following individuals, as selected the Board of Directors, to date:
 - Chuck Holland eff. 10 Jan 2023
 - Lorna Holland eff. 10 Jan 2023
 - Trace Tracey eff. 10 Jan 2023
 - Sandy Han eff. 10 Jan 2023
 - v. Honorary members may choose to receive communication from the OCF.
13. All Registrants are subject to the additional requirements laid out in the *Screening Policy*.
14. Registrant dues are established annually at the discretion of the OCF's Board of Directors.
15. To be an OCF coaching member you must meet the criteria outlined in the current year's Coach Credential document.

Registrant Discipline and Termination

16. The OCF may discipline and terminate Registrants pursuant to its by-laws, policies and procedures.

Registration for OCF Facilitated Events

17. Any team, group or individual that registers for an event facilitated by the OCF, must:
- a. Make an application for registration for the event in a manner prescribed by the OCF;
 - i. This application will require information such as (but not limited to):
 - Club/School name and contact details
 - Coach full name
 - Participant full name
 - Participant date of birth

- a. Random age checks will take place at OCF Events. The team coach is responsible for providing proof of age.
 - Participant guardian contact details (i.e. email address)
 - b. Meet the requirements of a division recognized by the OCF;
 - c. Mandatory age checks for Worlds Athletes
 - d. Comply with, and meet the requirements of, the OCF's by-laws, policies, procedures, rules and regulations (*including signing the Informed Consent and Assumption of Risk Agreement*).
18. Withdrawals and Refunds
 - a. A team, group or individual may withdraw their registration at any time.
 - i. Withdrawals that occur less than thirty (30) days before the start of the event will not receive a refund. This includes a no-show or scratch at any time during an event.
 - ii. Withdrawals that occur more than thirty (30) days and less than sixty (60) days before the start of the event will receive up to a 50% refund.
 - iii. Withdrawals that occur more than sixty (60) days before the start of the event will receive up to a 75% refund.
 - iv. Withdrawals that take place within ten (10) days registration for the event will receive a 100% refund.
19. Any fees not paid by the time of registration closure for an event may be subject to a surcharge of 10% of the outstanding balance.
20. Any special requests, such as performance time, communicated after registration closure may not be accommodated.
21. Any division change request less than thirty (30) days before the start of the event may not be accommodated.
22. Event registration fees and deadlines are established annually at the discretion of the OCF's Board of Directors.

Partners

23. The OCF has the following categories of Partners:
 - a. **Event Producer** - An organization that facilitates cheerleading competitions in the province of Ontario.
 - i. Event Producer Partners must:
 - Make an application for registration in a manner prescribed by the OCF;
 - Adhere to the OCF By-laws, policies and procedures;
 - At each sanctioned event, have:
 - a. A coach check-in process to ensure access to the event is given to the appropriate individuals;
 - b. Retain the services of Officials who are accredited by the OCF or another PTSO.
 - ii. Members or employees of an Event Producer Partner may not become an employee or Director of the OCF;
 - iii. Partners are approved at the discretion of the Board of Directors.
 - iv. Benefits of being an Event Producer Partner:
 - Access to coach and athlete screening for sanctioned events, including:
 - a. Athlete age verification
 - b. Coach status and credentialing verification

- Access to assistance with booking accredited Officials (with adequate notice);
- Digital advertising by the OCF (i.e. website, social media);
- Opportunity for exclusive communication to Members and Registrants;
- Attendance and participation in Town Hall meetings with Members;
- Partner dues are established annually at the discretion of the OCF's Board of Directors.

Communications

24. All communications to the OCF are to be sent via email. Any communications sent via social media may not be responded to.

Interpretation

25. In the event that this Policy conflicts or contradicts the OCF's By-laws, the By-laws shall take precedence.