



## Ontario Cheerleading Federation (“OCF”) Policy for Membership and Registration

### Purpose

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

### Scope and Application

2. This policy applies to all Members, Registrants, and Partners as defined in the OCF’s Bylaws.

### Membership Year and Dues

3. Membership within the OCF is granted upon an annual basis and will terminate on June 15<sup>th</sup> of each year, subject to renewal in accordance with this Policy and the OCF’s Bylaws. Membership dues are established annually at the discretion of the OCF’s Board of Directors.

### Membership - General

4. All categories of Members must:
  - a) Have a head office or place of training (as applicable) located in the Province of Ontario;
  - b) Have a team consisting of a minimum of five (5) Cheerleader / Dancer Registrants
  - c) Pay the annual membership fee
  - d) Practice the sport of cheerleading or one of its disciplines
  - e) Accurately report their registration and membership numbers annually to the OCF

### Membership Category – Club Member

5. A Club Member must have characteristics and requirements as follows:
  - a) Club Members will have a team that must adhere to the following requirements:
    - i. “Club Member” 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
    - ii. Club Members will provide, upon registering a team for an OCF competition or OCF sanctioned competition, a team list which states each participant’s name and proof of age (via a copy of birth certificate, driver’s license or passport);
    - iii. Club Members must 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 members.
    - iv. Random age checks will take place at OCF Events. The head coach is responsible for providing proof of age.
    - v. A team representing a Club Member that does not adhere to the above guidelines will be unable to compete in any OCF competition.
    - vi. 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
  - b) Club Members must have a coach and/or representative who will:
    - i. Be 21 years of age or older and be designated as the coach and/or representative for each team, and who is not a team member
    - ii. Accompany the team to any OCF competition and OCF sanctioned competition and accept financial commitment, legal liability, and responsibility for the conduct of the team members at all times

- iii. Be present with the athletes at all times when in designated warm up area and performance floor
- iv. Sign all registration forms.

#### **Membership Category – School Member**

6. A School Member must have characteristics and requirements as follows:
- a) School Members will have a team that is composed solely of full-time student-athletes who are currently registered at said school. Athletes may be registered only at the school that holds their Ontario Student Record (OSR), which is consistent with Ontario Federation of School Athletic Associations (OFSAA) eligibility requirements.
  - b) A School Member's team must have a coach and advisor in attendance at all events. This person must be a school board employee, or a community coach designated by the school principal to be responsible for the team at all times. The designated coach and advisor must be at least 21 years of age and cannot be a team member.
  - c) The coach and advisor for the School Member's team must:
    - i. accompany the team to all OCF competitions and OCF sanctioned competitions and accept financial commitment, legal liability and responsibility for the conduct of the team members at all times, including during practice and performance;
    - ii. be present with the athletes at all times when in designated warm up area and performance floor; and
    - iii. School Team Moderators/Coaches/Program Directors shall procure and carry the Student Information Biographics from their schools' electronic records system for each individual student, which states the name of the school and the grade the student is in and be prepared to provide this documentation when required.
  - d) School Members must provide proof of a minimum of \$2,000,000 Commercial General Liability for their team 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 school must provide proof of sport accident insurance covering all club members.
  - e) School Members must adhere to the above requirements or else the team will be unable to compete in any OCF competition.
  - f) Post Secondary School Members eligibility requirements must be in line and comply with applicable regulations as determined by the Ontario University Athletics (OUA) or Ontario Colleges Athletic Association (OCAA), as applicable. The coach/advisor must carry their certificate of eligibility with them at all events and produce the certificate when required.

#### **Renewal of Membership**

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

#### **Minimum Requirements for Renewal**

8. Potential Members must comply with the following minimum requirements to maintain and renew membership with the OCF:
- a) Register with the OCF all athletes, coaches, and officials ("Registrants") and submit the following applicable information:
    - i. The identity and contact information of an individual to act as the Member's representative

- ii. The Member's contact information including address, telephone number, email and web address
- iii. A copy of the Member's most recent rules, regulations, policies and procedures (*for Club Members only*)
- iv. The identities and contact information of the Member's staff and directors (*for Club Members only*)
- v. Information about each Registrant, which at minimum must include the Registrant's name, birth date, gender identity, address, email address, and role (athlete, coach, or official)
- vi. A dispute resolution mechanism for complaint and discipline management
- vii. Any other information requested by the OCF

### **Good Standing**

9. 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 Bylaws, policies, procedures, rules and regulations of the OCF;
  - e) Has accurately reported their registrant and membership 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
  - g) Has paid all required membership dues or debts to the OCF, if any.
10. 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**

11. Members in good standing are entitled to:
- a) Receive communications and up to date financial reports from the OCF
  - b) Attend the OCF's Annual and Special Meetings
  - c) Nominate and vote for the OCF's Directors in accordance with the OCF's Bylaws
  - d) Call a Special Meeting at any time, upon the written requisition of Members holding not less than ten percent of the total Members' votes
  - e) Remove a Director by ordinary resolution, provided that the Director has been given proper notice and the opportunity to respond at a meeting duly called for that purpose
  - f) Amend the Bylaws in accordance with applicable legislation
  - g) Submit a proposal for consideration at a meeting of the Members in accordance with applicable legislation
  - h) 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
  - i) A copy or summary of the documents described in subsection (h) twenty-one (21) days prior to the Annual Meeting
  - j) Examination, on payment of any reasonable fee, the following documents of the OCF:
    - i. The Bylaws
    - 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**

12. Membership in 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 Bylaws
  - 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) Having had disciplinary sanctions imposed in accordance with the OCF's Bylaws 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**

13. The OCF has the following categories of Registrants:
- a) Cheerleader / Dancer
    - i. Participates in the activities of the OCF as an athlete
    - ii. Is registered with a Member
    - iii. Registers through the OCF CheerReg Portal
  - b) Coach
    - i. Trains or coaches a team of Cheerleader / Dancer registrants
    - ii. Meets the age requirements / coaching credentials to coach the team
    - iii. Coaches a team that is a part of a Member
    - iv. Obtained International Cheer Union (ICU) or Cheer Canada Coaches Certification or agrees to ICU and/or USA Cheer Cheerleading Safety and Risk Management Course (formerly AACCA) within six (6) months of registration
    - v. Ascertain and submit a police record check/vulnerable sector check within six (6) months of registration
    - vi. Registers through the OCF CheerReg Portal
  - c) Manager & Club Administrator
    - i. Assists or supports coaches or sits on the Board of a Member or gym
    - ii. Registers through the OCF CheerReg Portal
    - iii. Ascertain and submit a police record check/vulnerable sector check within six (6) months of registration
  - d) Judges/Officials
    - i. Judges or officiates Cheerleading competitions
    - ii. Meets the credentials required to judge or officiate cheerleading competitions
    - iii. Obtained ICU or Cheer Canada judge or officiating certification
    - iv. Registers through the OCF CheerReg Portal

- e) Non-Affiliated - The non affiliated membership class is not for businesses or partners. It is in place for athletes or other individuals that wish to be registrants of the OCF and Cheer Canada but are not affiliated with a school or club.
  - i. A registrant that is not registered with a member organization – School or Club
  - ii. Can be used to satisfy membership requirement of the National Team program
  - iii. Registers through the OCF CheerReg Portal
- f) Honoured
  - i. Is an individual who the Board unanimously determined has contributed greatly to the development or promotion of cheerleading in Ontario

#### **Registrant Dues**

14. Registrant dues are established annually at the discretion of the OCF's Board of Directors.

#### **Registrant Discipline and Termination**

15. The OCF may discipline and terminate Registrants pursuant to its Bylaws and policies and procedures, in particular the *Discipline and Complaints Policy*.

#### **Partners**

16. The OCF has the following category for Partners:

- a) Corporate
  - i. Is an organization that offers activities that have a direct link with the promotion and/or developing of cheerleading or its disciplines, but whose activities do not resemble clubs (tumbling, cheer, competitive team, etc.)
  - ii. Is a municipality, event producer, and/or other company
  - iii. Members or employees of a Corporate Partner may not become an employee or Director of the OCF
  - iv. Submits an application form to the OCF which includes a detailed description of the Corporate Partner's activities
  - v. Partners are approved at the discretion of the Board of Directors
  - vi. Pays Partner fee to the OCF

#### **Communications**

17. All communications to the OCF are to be sent via email or telephone and not via social media.

#### **Interpretation**

18. If this Policy conflicts or contradicts the OCF's Bylaws, the Bylaws shall take precedence.