Administrative Guidelines
Membership

1. This Guideline deals with the basis of membership and membership insurance for the Ontario Square and Round Dance Federation.

Membership

2. Membership in the Ontario Square and Round Dance Federation is open to all organizations or individuals participating in square dancing, round dancing, line dancing, contra dancing, clogging, country/western dancing, or other forms of dancing.

3. A member is defined as an organization or individual who has paid the prescribed membership fee. The full rights and privileges of a member of the Federation become effective when the membership fee is received by the Federation.

4. Except as noted in paragraph 6 below, individuals or organizations who have not paid the prescribed membership fee are not members of the Ontario Federation.

Membership Fee

5. The Membership fee is set by the Annual Meeting of the Federation. At the date of this Guideline, the Federation's membership fee is $3.00 per individual (dancers, callers, cuers, or leaders and partners) and $6.00 per organization (Clubs, groups, or Associations). *This includes the Canadian Societys membership fee.* Fees for an individual only need to be paid once, regardless of the number of Clubs at which the individual dances. It is expected that individual members would belong to Clubs, that Clubs in turn would belong to Associations, and that Associations would belong to the Federation. However, in areas of the Province with dancing Clubs but no local Association, or if a local association opts out of Federation membership, membership fees may be accepted directly from organizations or individuals. New Clubs and/or new dancers starting in January/February of the registration year should submit fees for the club/dancers with a registration form. To encourage Clubs from Northwestern Ontario (Dryden, Kenora, Barwick and Fort Frances) or elsewhere to register with the Ontario Federation, registration fees will be reduced by the amount of the CSRDS fees, provided they can provide proof that the club and their members to be registered have paid these fees through a Manitoba Association/Federation.

New Dancers

6. All new organizations, clubs and dancers which begin participating in the activity following June 30th in any year, are considered to be members of the Ontario Square & Round Dance Federation until the next membership year which starts on January 1. No fee is required until that time. *Note, this exemption applies only to Federation membership. The Canadian Society requires all members and Clubs to pay the annual membership fee regardless of when they join. The Society will not give insurance coverage for the current annual year for dancers and Clubs joining after December 15th of the previous year.*

Individual Membership

7. The method of collecting fees for individual members is left to the discretion of member organizations.

8. The names of individual members are not *currently* required by the Federation. Dance Clubs are expected to maintain a record of the names of their members *and allocated membership card numbers* in a manner that would satisfy the requirement of establishing membership for insurance purposes. This is discussed later in this Guideline.

Organization Membership

9. The method of collecting fees for organization members is left to the discretion of member organizations.

10. The name and municipality of a member organization is required by the Federation. A record of member organizations shall be kept by the Treasurer and/or Membership Chairman.

11. For contact and directory purposes, the name and dance location of the organization, level and frequency of dancing, Caller/Leader's name and address, and the name, address, and phone number of a contact for that organization are required. For ease of communication, an e-mail contact address is recommended for each member organization. A suggested Club format information sheet that provides both Club directory and membership information is attached to this Guideline, although any format providing the basic information is acceptable.

Membership Period

12. The Membership fee for the Federation covers the period from January 1 to December 31, of each year. Membership is in effect as soon as the fee is received by the Federation. Membership lapses, if not renewed, on or before January 1 of the year directly following a year of membership.

Remitting Fees

13. Fees and information forms should be remitted to the Federation *Treasurer-Membership Chairman*. Cheques should be made payable to the Ontario Square & Round Dance Federation. In areas served by a local association, fees should be remitted to the Association Treasurer, or other designated person, and the cheque made out to that particular association. In areas not served by an association, or if an association opts out of Federation membership, organizations or individuals may remit membership fees directly to the Federation Treasurer *or Membership Chairman*, with the cheque made out to the Ontario Square & Round Dance Federation.

Certificate of Membership

14. A Certificate of Membership shall be provided to member organizations by or through the Membership Chairman. The Certificate shall show at a minimum the member organization's name and location.

Member's Liability Protection Insurance

15. As part of membership, the Federation provides or arranges for provision of third party liability protection insurance. The intent of the insurance is to protect members from claims for bodily injury, or damage to the property of others, should the Federation or Federation member become legally liable to pay. Settlements are usually the result of legal action, although small claims may be handled by the insuring company, without the involvement of the legal system.

Policy

16. The Treasurer shall be responsible for ensuring that the minimum policy limit shall be at least $*5,000,000* Comprehensive and Tenants Legal Liability. The policy shall include the following areas:

a. Bodily injury;
b. Property damage;
c. Medical payments;
d. Personal injury;
e. Tenant's Legal Liability (limit *$250,000.00*)
f. Cross liability; and,
g. Defence, settlement, investigation, and negotiation costs.

17. Unless otherwise directed by the Board, appropriate insurance coverage shall be obtained as part of the Canadian Square and Round Dance Society membership. The Society's membership fee shall be collected as part of the Federation fee.

18. The policy duration shall be the calendar year, or from January 1 to January 1 of the following year depending upon the issuer.

Establishing Insurance Protection

19. For insurance purposes in the event of an accident or incident, two facts must be proven to establish protection of a member under the policy:

a. The organization or individual was a member at the time of an accident or incident; and,
b. The accident or incident occurred during a dancing related activity.

20. For an accident or incident that occurs during a club sponsored activity, it is the responsibility of the club executive to establish the two facts outlined above.

21. For an accident or incident that occurs during an open dance, or a dancing related activity attended by more than one club, it is the responsibility of the dance executive to establish attendance at the activity, and if required, the home club of an individual to establish Federation membership.

22. For a dancer travelling outside Ontario who is involved in an accident or incident, the home club shall be responsible for establishing Federation membership, and the dancer involved for establishing proof the accident or incident occurred during a dancing related activity.

23. Note that establishing the right of an individual to protection does not involve club badges, or how long a person has been dancing with a club, or whether fees are collected by the night, by the season, or by the year, or whether tickets, ribbons, or cash are used for admission to an open dance. An individual's right to protection must be established through adequate records. These records may face legal challenge.

Keeping Club and Open Dance Records

24. For insurance purposes, there are two type of records required: membership lists, and attendance records. Clubs are responsible for maintaining a membership list of individuals. Club and dance executives are responsible for maintaining a record of individuals attending a dancing activity. A dated sign-in book, dated sign-in sheet, or a dated attendance book provides an acceptable method for Club activities. For open dances or other similar activities, a dated sign-in sheet, sign-in book, or guest book is an acceptable method.

25. In the event of an accident or incident, members should render first aid and assistance as considered practical in the situation. If warranted, emergency services should be contacted. At the first available opportunity, notification should be given by phone to the Director for Membership/Insurance providing the following details:

a) time, place and description of accident or incident;
b) name(s) and address(es) if the injured party or parties;
c) names and addresses of all available witnesses

Note This insurance is 3rd party liability not medical insurance.

Directors and Officers' Liability Insurance

26. As part of membership, the Federation also provides or arranges for provision of liability insurance for Directors and officers of member Associations and member Clubs' executives against suits brought for errors and /or omissions. The limit of this insurance is *$2,000,000* annually. Similar specifications to those stated previously are required to establish coverage should a suit be lodged against a Director or Executive of an Association or Club. Note: This policy does not cover bodily injury, property damage, acts of libel or slander, nor income security.

Changes from previous version are indicated in italics.

Ontario Federation Membership and Directory Information Sheet

This form should be forwarded through your area Association or to the Federation at the address below. Any other format is acceptable provided the basic information is supplied. **To be returned by Oct.31**. Please complete the full form so that we can update the directory, noting changes from last year.

For a multi-section club, indicate the level, night, location, and caller/leader for **each** section. Use a photocopy of this form for each section for clarity.

Please fill in or circle the appropriate words.
Club Name:_____
Club City:_____
Club Province: ONTARIO - or_____
Dance Hall Name & Location:_____

Club Type: Square, Square & Round, Round, Contra, Line, Clogging, Country/Western,
Square Dance Level: New Dancer/Basic, Mainstream, Plus, Advanced 1, 2, Challenge 1,2,3,4
Round Dance Level: New Dancer, 2, 3, 4, 5, 6 (usually two level 2/3, 3/4, 4/5, etc.)
Contra, Line, Clogging, or Country/Western Level: _____
Day & Time: SU, MO, TU, WE, TH, FR, SA Morning _____ Afternoon_____ Evening_____
Frequency of Dancing: Every Week _____Every Other Week _____ Other_____
Club Dances All Year: Yes ____ No___ indicate start _____ and stop _____
Number of Dancers in club: _____ (Census information only - not published)

Caller/Leader/Cuer Information:
Surname:_____ First Name:_____ Partner: _____
Address: _____
City: _____ Postal Code: _____
Phone: (____)_____ **e-mail**: _____
Date Caller/Leader started calling _____ **started for Club**_____

Club Officer/Contact Information:
Same as above: Yes _____ No _____ If no, please provide the following:
Position: _____
Surname:_____ First Name:_____ Partner:_____
Address:_____
City: _____ Postal Code: _____
Phone: (____)_____ **e-mail** contact for club: _____
Date Club was formed _____

Ontario S&RD Federation Membership Return:
For EOSARDA, T&D, SWOSDA Clubs, please return through your Association, with cheques payable to the Association. All other Clubs, please send this form and your cheque to the Membership Chair of the Federation:
Peter Courdin, 28 Goldora Private, Kanata, ON K2T 1K7 (613)270-9371 e-mail: petercourdin@rogers.com
MAKE CHEQUES PAYABLE TO: Ontario Square and Round Dance Federation

The annual membership fee per organization/Club, Caller/leader/partner, or individual dancer is made up of the Canadian Society membership/insurance fee ($5/2) and the Ontario Federation membership fee ($1). Dancers with a valid Federation membership card are not required to register with more than one club. Clubs and dancers which are members of another provincial federation are not required to pay the annual CSRDS membership/insurance fee - see Membership Guideline. **Note: Local Association fees are in addition to Federation fees.**

Please note insurance coverage is for the calendar year.
Club ___1_ X $6.00 = $ 6.00
Total number of club dancers: _____ X $3.00 = $_____
Total number of Callers/Leaders/Partners: _____ X $3.00 = $_____

MEMBERSHIP REGISTRATION FORM Page __ of __

Name of Association: _____ Date Remitted: _____

NOTE: "Membership must include callers, cuers, leaders and instructors.
"Fees paid" must include $6.00 per organization and $3.00 per member.

	Name of Club/Assn	City/Town	Assn	Club	Members	Fees Paid
1.						$
2.						$
3.						$
4.						$
5.						$
6.						$
7.						$
8.						$
9.						$
10.						$
11.						$
12.						$
13.						$
14.						$
15.						$
16.						$
17.						$
18.						$
19.						$
20.						$
		Totals				$

Number of Associations: _____ X $6.00 = $ _____

Number of Clubs: _____ X $6.00 = $ _____

Number of Members: _____ X $3.00 = $ _____

Totals _____ $ _____

MEMBERSHIP REGISTRATION SUMMARY

Submitted by:

Name: _____ Title: _____

Address: _____ Apt # _____

City: _____ Province: _____

Postal Code: _____ Phone: (____)

Name of Area Association

_____

Summary:

1. Number of Associations _____ X $ 6.00 = $ _____

2. Number of Clubs _____ X $ 6.00 = $ _____

3. Number of Members _____ X $ 3.00 = $ _____
(Including callers, cuers, leaders, etc. and partners)

(Items 1, 2, and 3 are totals from Members Registration Form)

Total Remittance $ _____

Please make all cheques payable to the
Ontario Square and Round Dance Federation

Remarks:

Please duplicate locally as required.

Canadian Square and Round Dance Society

CERTIFICATE OF MEMBERSHIP

This is to certify that, _____

and its _____ dancers are paid up members in good standing of the Canadian Square and Round Dance Society for the period 01 Jan 201X to 31 December 201X.

The membership card serial numbers for 201X issued:

The Canadian Square & Round Dance Society was formed in 1978 to promote square and round dancing in Canada, it is governed by a Board of Directors elected at the annual meetings. (Consult the CSRDS web site)

The insurance policy purchased by the Society for its members, and summarized on the reverse of this Certificate, places certain obligations on those insured in case of an accident or incident. Please familiarize yourself with the procedures given on the reverse side of this Certificate of Membership should such an event occur.

Sign-in procedures are required for dance functions effective 01 January, 201X. The insurance company does not require any record of attendance at functions, but it is in the *Members* best interest to keep a record in the event of an accident. It is the recommendation of the CSRDS Board of Directors that all Clubs, Associations, Federations and Canadian National Conventions use whatever method they wish to record attendance, but some record should be kept. (Revised 01 Jan 2009)

Questions regarding the work of the Society should be sent to the Society Secretary or Director for the Province concerned. Names and addresses can be found on the website.

Questions regarding insurance coverage should be sent to the Insuring Agent (See Reverse side) or the Director responsible for Membership. Information is also available on the Society web site at: http//www.csrds.ca

Stephanie Charters & Mathieu Laporte
Directors Membership. email : smlapdance@gmail.com
Revised 19 September 2011

STATEMENT OF INSURANCE COVERAGE (Effective Jan 1, 200X)

Insuring Agent Aon Reed Stenhouse Inc.
Susan Fedyck
Suite 1000
2103 - 11th Avenue
Regina, SK S4P 3Z8
Ph: (306) 569-6715
FAX: (306) 359-0387 e-mail: susan.fedyck@aon.ca

Name of Insured: Canadian Square and Round Dance Society, A/O Member Provincial, Territorial, Regional Federations, A/O Member Associations and other organizations, A/O Member Clubs, A/O Member dancers, Callers, Leaders

Insuring Company: AVIVA Insurance Company of Canada

Policy Number: AVIVA; AS2569
Allianz: AON1788

Effective Term: 1st January, 200X to 31st December, 200X inclusive

Coverage:

Commercial General Liability	$5,000,000
Directors & Officers Liability	$2,000,000 subject to $500 deductible
* Tenants Legal Liability	$ 250,000 Property Damage subject to $500 deductible

* Does not cover normal wear and tear of floor, ,only sudden or accidental damage. **"Sudden and Accidental refers to an action which occurs without prior knowledge of that action occurring"** (dragging of chairs, tables, furniture, etc over floors is not sudden or accidental.) Cloggers should inform the owners of the facility where they are dancing that they are wearing taps on their shoes, particularly if it is a wooden floor. **Please read the CSRDS website on floor care.**

This Statement of Insurance coverage is furnished for information only; further information will be available from the Society's web page http://www.csrds.ca. The actual policy is held by the Society Director responsible for Membership. Copies will be available on the web or from your CSRDS representative shortly.

If you are in need of a "Certificate of Insurance", please contact:
Susan Fedyck @ Aon Reed Stenhouse Inc. (above) after January 1, 200X

In the Event of an Incident, have the incident reported directly to Susan Fedyck (above) and a copy to the Director responsible for Membership (T.M. Mallard, #202 - 405 Nelson Rd., Saskatoon SK, S7S 1P9 (306)472-0899 e-mail: sqduck@aol.com)

Details required include:
1 Time of the incident.
2. Location or place of incident.
3. Description of incident with all relevant details.
4. Name(s) and Address(es) of any injured person(s).
5. Names and addresses f all witnesses.
(Make notes of the incident to assist in any resulting inquiry. Try to answer "who", "where", "what","when", and "how".)