

2015 MEMBERSHIP PACKAGE

Table of Contents

Karate BC Membership Benefits	2
Mission, Value & Vision Statements	3
Registration Instructions	4-5
Club Registration Form	6
Zone Map	7
Credit Card Form	8
Criminal Records Check Letter	9

Member Benefits

1. Insurance coverage:
Accident and \$5 million Liability for Members & Instructors; Dental accident coverage
2. Association Newsletter and e-News
3. High School Sport Credits Program for athletes, officials & coaches:
4 credits available each year for grades 10, 11 and 12
4. Vince Redfern Bursary awarded yearly: \$500 each to a male & female qualifying applicant
5. Athlete Assistance Funding for athletes on the Karate BC Provincial Team who meet criteria
6. CSI carding opportunities for high school and university students
7. Government of Canada Children's Fitness Tax Credit
8. KidSport funding through Sport BC
9. Sporting Life on the Coast: BC Ferries/Sport BC Travel grants
10. Technical seminars conducted by high performance coaches
11. National Coaching Certification Program (NCCP) Technical Courses
12. Courses on sport safety in conjunction with the Sport Medicine Council
13. Organizes competitions for both Recreational and High Performance athletes:
Provincial Championships
Open Tournament
BC Winter Games
Northern BC Winter Games
14. Provides access to higher level competition through Team BC:
National Championships – International Championships
High Performance Seminars & Fitness Testing
15. Ensures safe competitions through tournament sanctioning process
16. Administers Officials program:
Offers officiating courses conducted by highly skilled instructors
Ensures competent officials for tournaments
Provides opportunity to excel at officiating at National and International levels
17. Promotes exposure to media including newspaper coverage of events and individuals
18. Province-wide referral service for member clubs, including internet club listing
19. National Sport Trust Fund - tax deductible receipt program
20. Sport BC Discount Programs:
AVIS Car Rentals, Holiday Inn, Charter Bus Lines of British Columbia
21. And more - there are too many to list.

KARATE BC MISSION STATEMENT

To promote the traditions and integrity of Karate-do and to provide opportunities to excel in a competitive environment.

Through its programs and leadership, Karate BC, in cooperation with its affiliates, supports the development of karate and the aspirations of its members by offering opportunities and setting procedures, standards and policies.

KARATE BC VALUE STATEMENT

We believe that karate is enjoyable and life-long for all. Its many facets are:

- Martial art, culture, and philosophy
- Character development
- Life-style
- Sport
- Self-defense
- Fitness and health
- Recreation

Through karate we learn, teach and promote values of respect, discipline, self-control, truth, harmony, perseverance, and responsibility. Karate BC operates on the principles of democracy, respect, fairness, accountability, equal opportunity, openness, and accessibility.

KARATE BC VISION STATEMENT

Karate BC is the recognized governing body for karate-do (karate) in British Columbia. We are a unified and democratic organization representing and supporting all legitimate systems of karate and its different sport expressions. Our activities are non-discriminatory, and values-based.

We are financially self-sufficient and professionally managed in the progressive development of procedures, standards, and programs. We provide a supportive and nurturing environment for all of our members in their pursuit of the Association's common goals.

DEADLINE: NOVEMBER 1, 2014

CLUB INSURANCE COVERAGE

- If you are operating a club in a completely self-controlled space, **proof of basic business insurance is required.** For further information, contact Karate BC.

CLUB REGISTRATION

- Each club requires separate registration (details on attached club registration form).

MEMBER REGISTRATION

- Clubs will be sent via email, an Excel spreadsheet containing a list of past and current members, and instructions on updating.
- **Please do not alter the headings on this spreadsheet in any way.**
- Please review your list, identify all active members, and add new members if applicable.
- Enter all required fields for each member: **postal codes are mandatory**; if you do not have this information at the time of data-entry, please use the club's postal code; do not leave blank
- When complete, return via email to: cheryl.gray@karatebc.org
- **An administration fee of \$100.00 will be charged for manual registration.**
- According to Karate BC policy, clubs must register all new members within **thirty (30) days**. The exception to this policy is for recreational programs of three classes or less in duration, and the following limitations apply in this situation:
 - i) There is no Kyu or belt examination
 - ii) There is no free-sparring of any kind
 - iii) There is no participation in any Karate BC activity

DAN CERTIFICATE

- Please submit a copy of the **most recent Dan certificate** for all black belts; if you have already done so, there is no need to resubmit every year.
- If a black belt member achieves a higher Dan ranking, **that member must submit a copy** to Karate BC for our records.

NCCP - NATIONAL COACHING CERTIFICATION PROGRAM

- **Coaches: please submit an updated record of your NCCP certification** if there have been any changes since the last registration.
- **Instructors have the responsibility to update Karate BC.**
- Karate BC policy states that all Chief Instructors are required to have **Certified at Instruction Beginner and Trained for Competition Introduction or its equivalent** (all old NCCP Levels are required to take the Make Ethical Decision Module and Evaluation by December 31, 2015 to maintain "Certified" status), or will be fined \$100.00.
- Clubs failing to provide either proof of completion of NCCP requirements, or payment of \$100.00, **will not be registered.**
- **NEW CLUBS:** The Chief Instructor has **one year** to complete the NCCP requirements.

CRIMINAL RECORDS CHECK

- **All Chief Instructors must undergo a Criminal Records Check every THREE YEARS.**
- Instructors can contact their local RCMP/police station for an application form.
- Karate BC now requires that you complete a “**Vulnerable Sector Check.**”
- Make this request to the police and provide them with a letter from Karate BC (attached).
- The **original results must be submitted** to Karate BC.
- Expenses incurred can be credited towards your membership fees.
- Include the receipt with your payment and deduct the amount from the total owing.
- **NEW CLUBS:** The Chief Instructor must complete a Criminal Records Check **prior to membership registration.**
- Chief Instructors who have not completed a Criminal Records Check and submitted the **original document** to Karate BC will be fined \$100; and
- The club and all its members will have all Karate BC privileges suspended immediately, including removal from Karate BC's club listing page on the website.

MEMBERSHIP FEE SUMMARY FORM

- Fees are based on age at the time of registration.
- Use the “Auto-Sum” feature in Excel to perform calculation.
- You can also add up the number of students in each category and enter details on the attached Membership Fee Summary form; submit along with payment.
- **Please do not send individual cheques.**
- If payment is being made using VISA or MasterCard, use credit card form attached.

ANNUAL MEMBERSHIP FEES

<u>Category</u>	<u>Full-year fees September to August</u>	<u>Half-year fees for Non-competitive members only March to August</u>
Junior Colour Belts (15 years & under)	\$ 35.00	\$ 17.50
Adult Colour Belts (16 years & over)	\$ 55.00	\$ 27.50
Black Belts (all ages)	\$ 70.00	no ½-year fees
Club Fee	\$175.00	
NCCP/Criminal Check Fine	\$100.00	
Late Fee	\$ 50.00	

CLUB PROFILE FOR ONLINE DIRECTORY

- Karate BC is now using **MEMBEE**, an online portal which allows club instructors to update and manage their club profile using a widget found on our new website. Details to follow.

EACH CLUB MUST BE REGISTERED SEPARATELY

Definition of a Club:

- A Karate BC club may practice at more than one location; however, it is defined by the activities of the Chief Instructor and the individual members who ordinarily train together.
- A club is a group of Karate BC members where a Chief Instructor, as recognized by Karate BC, regularly offers karate instruction or training for Karate BC members. All Karate BC members must ordinarily train at the club through which they maintain membership in the association.
- Chief Instructors are expected to register all of their clubs (if they have more than one) separately if different groups of Karate BC members practice or train at different locations and at different times.
- Clubs which practice separately should not be combined for Karate BC registration purposes.
- Any request for recognition of a club which does not comply with this regulation must be made in writing and must be approved by the Karate BC Executive.

NAME OF CLUB			
Style		Association	
CHIEF INSTRUCTOR			Rank
Address			P/Code
Res	Bus	Fax	e-mail
CONTACT PERSON			
Address			P/Code
Res	Bus	Fax	e-mail
Club Phone		Club Fax	Club e-mail
Club website			
Mailing Address - send information to: (check one only)		<input type="checkbox"/> Chief Instructor	<input type="checkbox"/> Contact Person
The following information is required for insurance purposes:			
Indicate whether your club is:		<input type="checkbox"/> Non-profit	<input type="checkbox"/> For-profit
Facility type:	<input type="checkbox"/> Municipal (rec. centre, church, etc.)		<input type="checkbox"/> Commercial space
DOJO ADDRESS (include facility name, street address & p/code)			Zone _____
Class (Age/Level)	Day(s)	Time	Fees

Submit to: Karate BC, Fortius Athlete Development Centre
 Sydney Landing Suite 2002A, 3713 Kensington Avenue, Burnaby, BC V5B 0A7



Zone 1 (Kootenays): Regional Districts of Central Kootenay, East Kootenay, Kootenay Boundary and Electoral Area A of Columbia/Shuswap Regional District, and including major centres: Castlegar, Cranbrook, Creston, Fernie, Golden, Grand Forks, Kimberley, Nelson, Radium, Rossland, Trail.

Zone 2 (Thompson/Okanagan): Regional Districts of Central Okanagan, Columbia/Shuswap (excluding Electoral Area A), North Okanagan, Okanagan/Similkameen, Thompson/Nicola, Electoral Areas A & B of the Squamish/Lillooet Regional District, and including major centres: Armstrong, Ashcroft, Enderby, Kamloops, Kelowna, Lillooet, Merritt, Peachland, Penticton, Revelstoke, Salmon Arm, Summerland, Vernon, Westbank.

Zone 3 (Fraser Valley): Regional Districts of Central Fraser Valley, Dewdney Alouette, Fraser/Cheam, and including major centres Abbotsford, Chilliwack, Coquitlam, Hope, Langley,

Maple Ridge, Mission, Pitt Meadows, Port Coquitlam, Port Moody, Surrey, White Rock.

Zone 4 (Fraser River/Delta): Burnaby, the District of Delta, New Westminster, Richmond.

Zone 5 (Vancouver/Squamish): The Regional Districts of Squamish/Lillooet (excluding Electoral Areas A and B), Sunshine Coast, Electoral Areas A, B, and C of the Greater Vancouver Regional District, the Village of Lions Bay, the Corporations of the Districts of North and West Vancouver, North Vancouver and Vancouver.

Zone 6 (Vancouver Island/Central Coast): The Regional Districts of Alberni/Clayoquot, Capital, Central Coast except Bella Coola, Comox/Strathcona, Cowichan Valley, Mount Waddington, Nanaimo, Powell River, and including major centres Campbell River, Comox, Courtenay, Cumberland, Duncan, Esquimalt, Ladysmith, Nanaimo, North Cowichan, Oak Bay, Ocean Falls, Port Alberni, Port Hardy, Powell River, Saanich, Sayward, Sidney, Victoria

Zone 7 (North West): The Regional Districts of Bulkley/Nechako, Kitimat/Stikine Region, and including major centres Burns Lake, Fort St. James, Houston, Kitimat, Masset, Port Clements, Prince Rupert, Smithers, Stewart, Terrace, Vanderhoof.

Zone 8 (Cariboo/North East): The Regional Districts of Cariboo, Fraser/Fort George, Peace River/Liaird, and including major centres Bella Coola, Chetwynd, Dawson Creek, Fort Nelson, Fort St. John, Hudson Hope, Prince George, Quesnel, Tumbler Ridge, Williams Lake.



Fee Summary Form

Club Name: _____ Date _____

Full Year: September 1 to August 31

Half Year: March 1 to August 31
non-competitive members only

Juniors (15 years & under) Coloured Belts

full-year _____ x \$ 35.00 = \$ _____

½-year _____ x \$ 17.50 = \$ _____

Adults (16 years & over) Coloured Belts

full-year _____ x \$ 55.00 = \$ _____

½-year _____ x \$ 27.50 = \$ _____

Black Belts (all ages)

full-year (no ½-year) _____ x \$ 70.00 = \$ _____

Club Fee \$ 175.00

Other _____ \$ _____

(NCCP fine: \$100, Criminal Records fine: \$100, late fee: \$50)

Total Remitted \$ _____

Submitted by _____

Address _____ P/Code _____

email _____ Phone _____

Make cheque payable to: Karate BC
#2002A - 3713 Kensington Avenue
Burnaby, BC V5B 0A7
Tel: 604-333-3610 ~ Fax: 604-333-3612



Fortius Athlete Development Centre
Sydney Landing Suite 2002A
3713 Kensington Avenue
Burnaby, BC V5B 0A7
email: info@karatebc.org
tel: 604-333-3610 fax: 604-333-3612

CREDIT CARD CHARGE FORM

Check one: VISA MasterCard

~ PLEASE PRINT ~

Description of charge _____

Your Name _____

Address _____

Phone: (Res) _____ (Bus) _____

Your name as it appears on card _____

Credit Card Number _____

Expiry Date: _____/_____/_____ Amount to be charged: \$ _____

Signature _____
(same as card)

~~~~~  
For Office Use Only:

Date Processed \_\_\_\_\_ Authorization Number \_\_\_\_\_



Fortius Athlete Development Centre  
Sydney Landing Suite 2002A  
3713 Kensington Avenue  
Burnaby, BC V5B 0A7  
email: info@karatebc.org  
tel: 604-333-3610 fax: 604-333-3612

Date: \_\_\_\_\_

To: Law Enforcement Personnel  
Criminal Records Division

Re: Criminal Records Check

Karate BC, a non-profit organization, is the recognized sport governing body for karate in British Columbia. The person named below is a member of Karate BC and engaged in the instruction of karate in a recognized club of this association. According to Karate BC policy, he/she is required to submit a completed Criminal Records Clearance form, **including a Vulnerable Sector Check**, to this office every three years in order to maintain their status with our organization. Your assistance in the provision of that Criminal Records Clearance is greatly appreciated.

Instructor's name: \_\_\_\_\_

Thank you in advance for your cooperation in this matter.

Yours truly,

Dan Wallis  
Executive Director



Funded by the Ministry of Community,  
Sport & Cultural Development

Affiliations: Karate Canada, Pan-American Karate Federation, World Karate Federation, viaSport, Sport BC, Canadian Sport Council, Canadian Olympic Association, BC Winter Games Society, Coaches BC, BC Recreation & Parks Association, Volunteer Vancouver