



## Membership Fees & Data Reporting for 2020-2021 FAQ

**Q: How will my club be invoiced and how much will Alberta clubs and curlers pay in membership dues this season?**

A: Clubs will receive two invoices in early December both electronically and in the mail.

- One invoice will be for Curling Canada's Individual Member Fee (IMF) for \$2 per curler. For your reference, Curling Canada's definition of a member is anyone enrolled as a curling club member, as defined by that club, for at least one half a curling season. Rental league members are excluded. Curling Alberta will remit the funds to the national body. Note that Curling Canada's IMF will not be included in the refunds.
- The other invoice will be for Curling Alberta's club membership dues.
  - Communities with a population under 20,000 will pay \$80 per sheet
  - Communities with a population between 20,000 and 125,000 will pay \$180 per sheet
  - Communities with a population over 125,000 will pay \$325 per sheet

Remember that although Curling Alberta's membership dues will be collected as per the usual process, the funds will be returned to you in full upon your submission of your club's membership/participation data to Curling Alberta.

**Q: How will clubs claim their reimbursement of Curling Alberta's club membership dues?**

A: All you need to do is email your club's membership and participation data detailed below to Shannon Kleibrink ([shannon.kleibrink@curlingalberta.ca](mailto:shannon.kleibrink@curlingalberta.ca)) prior to the January 31<sup>st</sup> deadline. Shannon will respond by email to confirm our receipt of your data and arrange for the funds to be sent back to the club.

**Q: What data is required?**

A: Please report on all participants who curl at your club regardless of age, league type, or program (including school programs, drop-ins, and rentals). The mandatory information includes participants' first name, last name, postal code, date of birth, and sex (option to identify as gender variant). Optional information includes address and city, primary and secondary roles, and able-bodied or adaptive.

**Q: What type of format should our data be in?**

A: You may submit your membership and participation data in whatever format you collect it. However, we do encourage you to use the sample spreadsheet that has been sent to you and posted on the Curling Alberta website [Data Intake Form 2020-2021](#). If you have any questions related to reporting, please contact Shannon Kleibrink at [shannon.kleibrink@curlingalberta.ca](mailto:shannon.kleibrink@curlingalberta.ca) or 403-461-5498.

**Q: How will the data be used and why is it Curling Alberta collecting it?**

A: Curling Alberta must collect the mandatory information identified as a requirement of the assessment and reporting process in order to receive grant funding from the Government of Alberta (and will also meet Sport Canada requirements). The information identified as requested will further help us understand the composition and needs of the curling population, which in turn, will help us to make the best possible decisions to support the growth and development of curling using scarce resources. Our collecting of information will completely respect privacy and privacy laws.

**Q: When are the membership fees and reporting due?**

A: Your membership fees and your membership/participation data to-date will both be due on January 31<sup>st</sup>. Any *new* participants or members at your club (since the original report was submitted) will be due before June 30<sup>th</sup>.

**Q: Does this still apply to our club if we have decided not to open or postpone opening this season?**

A: Even if your club will not be opening this year, or if your season is cut short, we ask that you still pay your membership dues for reimbursement. This will maintain your active membership status with our organization (allowing you to continue to access the many benefits of membership) and help us to establish a database of membership/participation information.

**Q: I am not great working with data spreadsheets, I am busy, and this is stressing me out. How can I claim our reimbursement easily?**

A: We understand that times are challenging for everyone, and that dealing with data is not going to be within everyone's comfort zone. We want to make this as easy as possible for our clubs. Please remember that we will accept your membership information in any format that you have it handy, even if it is hand-written. Shannon Kleibrink, Curling Alberta's Director of Club Development, will be happy to help with any questions. She can be reached at [shannon.kleibrink@curlingalberta.ca](mailto:shannon.kleibrink@curlingalberta.ca) or 403-461-5498.