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MEMBERSHIP POLICY MANUAL

Updated
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MEMBERSHIP POLICY MANUAL

1. Membership Overview

1.1 Policy Manual Purpose

Speed Skating Canada (SSC) is the national governing body for speed skating in Canada. As a National Sport Organization (NSO), SSC supports speed skating across the country at the national level. As per SSC's By-Laws, Members of SSC include the collective group of National Program Athletes and Provincial and Territorial Sport Organizations (PTSOs).

SSC is committed to maintaining a unified system where every person involved with speed skating in Canada is connected to the NSO and their respective PTSO. SSC works with PTSOs to provide valuable benefits and services for our clubs and registrants in exchange for membership fees. Through this process, we aim to align, strengthen, and grow the sport experience from grassroots to high performance.

SSC believes that the growth and management of speed skating in Canada is a joint responsibility of SSC, PTSOs and clubs. The services a registrant receives in the sport are the result of combined action by all three levels of our system. As such, this Policy Manual serves to set out the parameters of these relationships and the rights and responsibilities of each group within the Canadian speed skating community.

1.2 Implementation

This Policy Manual is implemented in a phased approach to ensure adequate time for compliance by all affected parties. Unless otherwise stated below, the provisions of this Policy Manual come into effect on September 1, 2024.

The transition to the new Membership Year, as outlined in Section 1.6, occurs during the 2024-2025 season, which is extended until June 30, 2025.

The following provisions of the Policy Manual are enforceable only as of July 1, 2025.

- Section 3.3
- Section 4.3

1.3 Definitions

Definitions used within this Policy Manual can be found in Appendix A.

1.4 By-Law Provisions

The classification of Members and registrants is defined in Section 2 of Speed Skating Canada's By-Laws.

For clarity, the broad term “membership” within this Policy Manual refers to the annual affiliation of all individual and organizational participants within the Canadian speed skating community to SSC, including PTSOs, clubs and registrants. When the term membership is used in relation to clubs and registrants within this Policy Manual, it is understood that they do not have the same rights and responsibilities bestowed upon PTSOs and National Program Athletes, who are defined as Members in the SSC By-Laws, in accordance with the Canada Not-for-profit Corporations Act.

1.5 Organizations and Roles

The image below illustrates the general framework of SSC in relation to its Members (PTSOs and National Program athletes), as well as clubs and registrants.



1.5.1 Speed Skating Canada

As the NSO, SSC is responsible for the overarching development of speed skating across the country. SSC is responsible for establishing national policies, procedures, rules, and standards that set the landscape of expectation throughout our sport community. In addition, SSC creates programs and tools that support PTSOs and clubs in areas such as athlete development, coaching, officiating, competition structure, safe sport, membership databases and software.

SSC connects the speed skating community domestically and represents the sport with national and global bodies such as Sport Canada, the Canadian Olympic Committee, and the International Skating Union. Finally, SSC is responsible for the operation of the national High Performance programs that support athlete development and team selection with an aim of success in international performance in both Long Track and Short Track speed skating.

1.5.2 Provincial/Territorial Sport Organizations

PTSOs are Members of SSC. They are the governing body of speed skating for a province or territory and support speed skating clubs within their borders. They are recognized by their provincial/territorial governments and are also accountable to those entities.

In alignment with SSC, PTSOs engage in a variety of activities that may include: coordinating provincial/territorial speed skating programs and competitions serving High Performance and development skaters; providing direct financial and operational support to clubs and delivering courses to train coaches, officials and volunteers.

1.5.3 Clubs

Clubs are local organizations overseen and directly supported by PTSOs. They offer training and/or competition environments in which registrants can participate. Clubs deliver programming for all levels, ages and abilities using resources and programs provided by the PTSO and/or SSC. Clubs are at the front line with registrants and play a central role in the recruitment and retention of participants in our sport.

1.5.4 Affiliated Organizations

Affiliated organizations are facilities, training centres, or third-party groups or programs that offer speed skating activity in Canada, but that do not identify as a club and may or may not have a connection with their PTSO. While affiliated organizations do not hold specific responsibilities within this Policy Manual, SSC strongly encourages these organizations to exercise a good working relationship with their respective PTSO and to abide by established protocols within the speed skating community, such as those contained in SSC's Safe Sport Policy Manual and Complaints and Discipline Policy.

1.5.5 Registrants

SSC registrants make up the dedicated and passionate speed skating community in Canada. Registrants include skaters, coaches, officials, and volunteers who register with their club, PTSO and SSC annually.

1.6 Membership Year

A Membership Year runs from July 1 in any given calendar year, to June 30 of the following year. SSC may extend a Membership Year at its sole discretion due to unforeseen circumstances.

1.7 IceReg

IceReg is SSC's online membership and events management platform that is used to facilitate the annual registration process and house registrant data. IceReg is a multi-tiered system that collects fees for SSC and PTSO membership and, in some cases, for club programming. All registrants must have their own profile within an IceReg account and be registered in IceReg annually. When a registrant registers with a club, they are also registering with the PTSO and SSC. IceReg uses the term "membership" to classify these connections.

SSC funds the annual licensing costs and development fees for IceReg which allows access to the platform at no cost to PTSOs and clubs. Depending on how each PTSO and club chooses to use the IceReg platform (online credit card payments or offline payments), additional fees may apply for membership, program and event registration and these processes may not be uniform from one area of the country to another.

2. Registrant Policy

2.1 Purpose

This Policy outlines the requirements of all SSC registrants during a Membership Year.

2.2 Application

This Policy applies to all individual SSC registrants, including skaters, coaches, officials, and volunteers.

2.3 SSC Membership Number

Upon registering for the first time in IceReg, registrants will be assigned a unique SSC Membership Number. To ensure accurate data and record keeping of registrant information and accomplishments, registrants must always register in IceReg using the SSC Membership Number they were initially assigned.

In cases where multiple SSC Membership Numbers are accidentally created for a single registrant, the relevant IceReg accounts must be merged as soon as possible by contacting the PTSO.

2.4 Registrant Categories and Fees


Individual registration is administered at the club level for most registrants. A registrant must be registered with a club, a PTSO, and SSC in IceReg before participating in any speed skating activity in a given Membership Year. If a club does not use IceReg as its main platform for club registration, the club must ensure that each registrant attains a PTSO and SSC membership through IceReg. Registration does not automatically renew; registrants must complete a new registration each Membership Year using their existing SSC Membership Number.

SSC's registrant categories, fees, and their associated hierarchy, as defined in Appendix B, are determined annually by SSC's Board of Directors. When participating in multiple categories, a registrant must register in all applicable categories and shall only be required to pay the fee associated with the highest-ranked category in the hierarchy. *Note that PTSO registrant categories are determined by each province/territory and are associated by the PTSO to the appropriate SSC registrant category.*

Registrant fees are paid in full online through IceReg or via a club's alternative payment process in circumstances where a club does not support online payments. Fees are not prorated and are only applicable for the current Membership Year. SSC fees are not refundable after December 31st in the applicable Membership Year.

2.5 In Good Standing Requirements

All categories of registrants must comply with the following requirements to hold an *in good standing* status with SSC. *Note that additional requirements may be imposed on registrants by their respective PTSO and club.*

- 
- a) Register in the appropriate category prior to participating in any speed skating activity in a given Membership Year.
 - b) Provide full payment of SSC fees through IceReg (or a club's alternative payment method).
 - c) Sign all corresponding national waivers as part of the IceReg registration process, including but not limited to:
 - i. Data Use Consent and Release Agreement
 - ii. Assumption of Risk and Release Agreement
 - d) Acknowledge the responsibility to comply with the SSC Code of Conduct and other relevant policies and procedures as part of the IceReg registration process.

A registrant's status will be classified as issued in IceReg when a registrant is *in good standing*. Registrants *in good standing* have access to many benefits, including the list found in Appendix C.

2.5.1 Additional Coach Registration Requirements

In addition to the above requirements, coaches have the responsibility to:

- Hold a NCCP Speed Skating Coach status and renew certification as required by the Coaching Association of Canada's Maintenance of Certification Policy.
- Complete all screening, training and conflict of interest requirements as outlined in the relevant policies of the organization(s) with which the coach is employed or volunteers (SSC, PTSO and/or club).

2.5.2 Additional Official Registration Requirements

In addition to the above requirements, officials have the responsibility to:

- Hold the appropriate level of certification, training, and experience for the role(s) to which they are assigned in any given competition.
- Complete all screening, training and conflict of interest requirements as outlined in the relevant policies of the organization(s) with which the official volunteers (SSC, PTSO and/or club).

2.5.3 Additional Volunteer Registration Requirements


In addition to the above requirements, volunteers that are in a position of trust or authority or supervision have the additional responsibility to:

- Complete all screening and training requirements as outlined in SSC's, PTSO's and/or club's Screening Policy, Safe Sport Policy, or other relevant policy.

2.6 Not in Good Standing

Registrants are responsible for maintaining the membership requirements for their SSC registrant category.

When the following statuses appear in IceReg, a registrant is considered *not in good standing* and is not permitted to participate in any speed skating activity or event in any province/territory of Canada.



Registrants may seek clarification and/or support from SSC or the appropriate PTSO regarding their status as required.

Cancelled status: The registration has been cancelled (but not necessarily refunded).

Expired status: The registration is no longer valid.

Incomplete status: The registration process has not been completed or payment has not been received.

Manual hold: An administrator is verifying a requirement on behalf of the registrant, or the registration needs to be manually approved by an administrator.

Pending requirements status: The registration has been paid but the registrant needs to complete other requirements in the registration process.

Processing status: The registration has been paid but the registrant has not signed all waivers in the registration process.

Suspended status: The registrant is subject to provisional or ongoing disciplinary measures.

2.7 Termination of Registration

Registration with SSC may be terminated, at any point, in accordance with SSC's policies and procedures. Registration with SSC may also be terminated, at any point, at the discretion of SSC Management or the SSC Board of Directors.

The registrant and their appropriate PTSO and club will be notified in advance of any termination taking place and the rationale for such a decision.

A registrant may not terminate their registration with SSC when the registrant is subject to an ongoing investigation or disciplinary action by SSC.

3. PTSO Member Policy

3.1 Purpose

This Policy outlines the requirements for SSC's PTSO Members during a Membership Year. SSC commits to working collaboratively and in good faith with all PTSOs to assist in their fulfillment of these requirements and resolve any issues that may arise in the course of a PTSO's efforts to remain compliant.

3.2 Application

This Policy applies to all Provincial and Territorial Sport Organizations (PTSOs).

3.3 *In Good Standing* Requirements

To hold *in good standing* status with SSC, PTSOs must meet the requirements outlined in By-Law 2.4.1.

This includes compliance with SSC's By-Laws, policies, procedures, rules and regulations, in addition to completion of all documents as required by SSC, and payment of all required membership fees to SSC. For further clarity PTSOs will:

- Pay assessed Member fees in full, from the previous Membership Year, by October 1.
- Pay outstanding offline registrant fees in full, from the previous Membership Year, by October 1.
- Provide an updated list of members on the PTSO's Board of Directors annually, including contact information for the President.
- Provide a list of clubs in good standing annually.
- Provide SSC with copies of the PTSO's approved policies or procedures (and any updates to such documents as necessary) meeting the requirements outlined in the following SSC policies:
 - Code of Conduct
 - Safe Sport Policy
 - Complaints and Discipline Policy
- Ensure that all registrant data from clubs within the province/territory is inputted into IceReg by the end of each Membership Year.
- If using alternative insurance not secured through SCC, provide SSC with proof of insurance in place to protect registrants (Accidental Death & Dismemberment, Liability) and the PTSO (Commercial General Liability, Directors & Officers) annually, at minimum levels as established by SSC.
- Comply with the Brand Guidelines established for PTSOs.
- Ensure that training and certification requirements for coaches and officials are monitored using the Certification Tracking System in IceReg.
- Ensure SSC is informed of any Major Disciplinary Decisions involving the PTSO, its clubs and/or registrants, pursuant to the Reciprocation Policy.
- Complete additional questionnaires and checklists when distributed by SSC.

3.3.1 Benefits of *In Good Standing* Status

All PTSOs that comply with the above requirements will be considered *in good standing* and will receive the following benefits:

- Eligible to vote at meetings of the Members.
- Access to use the IceReg platform.
- Access to programs and resources offered by SSC, including athlete, coach and official development material and training programs.
- Eligible to host SSC sanctioned competitions within the province/territory.
- Eligible for funding opportunities offered by SSC.
- Participation in dedicated PTSO communications channels, including email distribution lists and teleconferences.
- Opportunity to provide feedback on SSC operational and strategic decisions.
- Access to SSC's insurance program, if required.

3.3.2 Failure to Be *In Good Standing*

A PTSO will be *not in good standing* if it has been suspended or expelled from membership, has had other restrictions or sanctions imposed, or is subject to ongoing disciplinary investigation or action by SSC.

As outlined in the SSC By-Laws, the consequences of any Member ceasing to be *in good standing* shall be determined by the Board in accordance with any applicable policies or procedures. SSC will provide any PTSO *not in good standing* with forty-five (45) days' notice of such status prior to the Board's consideration of any available consequences.

A PTSO that remains *not in good standing* with SSC following the notice period will risk consequences including but not limited to:

- Suspension of voting rights at meetings of the Members.
- Removal from stakeholder communications (e.g., PTSO distribution lists).
- Inability of PTSO's members (skaters, coaches, officials) to participate in competitions, events, activities, or training opportunities run or sanctioned by SSC.
- Ineligibility for funding opportunities offered by SSC to PTSOs and/or clubs – e.g., Club Excellence Award, National Open House, grant programs, etc.
- Letter of *not in good standing* sent to provincial/territorial sport regulator.
- Termination of membership at the discretion of the SSC Board of Directors.

3.4 Fees

3.4.1 Member Fees

Member fees are outlined in Appendix D and are calculated annually based on each PTSO's number of in good standing registrants at the conclusion of a Membership Year. These fees are set by SSC's Board of Directors. Upon the conclusion of each Membership Year, SSC will produce a report through IceReg to determine Member fees for each PTSO, which will be shared with the PTSO for validation.

3.4.2 Outstanding Registrant Fees

SSC registrant fees that are collected by clubs through payment groups, rather than paid by the registrant directly through the IceReg credit card payment processing system, are owed to SSC by the PTSO no later than October 1 following conclusion of the given Membership Year. PTSOs are responsible for collecting the applicable SSC registrant fees from its club(s); SSC will not invoice clubs or registrants directly.

3.4.3 Insurance Premiums

SSC provides an opt-in insurance program that is available for PTSOs to use at their discretion. The program includes Accidental Death and Dismemberment Insurance and General Liability Insurance for the registrants of participating PTSOs. Insurance premiums are established on a per registrant basis and are invoiced to PTSOs upon renewal of the insurance program each October. PTSOs who do not use SSC's insurance program must find their own provider and provide SSC with proof of insurance annually.

3.4.4 Payment of Fees

Upon conclusion of a Membership Year, SSC will invoice each PTSO for its annual Member fee and any outstanding registrant fees. PTSOs are responsible for payment of each invoice no later than October 1 to maintain *in good standing* status.

Insurance premiums for PTSOs opting into the SSC insurance program must be paid by December 31.

3.4.5 Late Fees and Penalties

The following penalties will be applied to a PTSO failing to meet the applicable deadline for fee payment.

- Failure to pay Member fees by October 1 will result in a late penalty of \$100.
- Failure to pay outstanding registrant fees by October 1 will result in a late penalty of \$250.
- Failure to pay insurance premiums by December 31 will result in loss of insurance coverage (*as applicable*).

Members who have outstanding payments are not considered to be *in good standing* with SSC and may risk consequences as outlined in Section 3.3.2 of this Policy.


3.5 Voting Numbers at Member Meetings

As outlined in the SSC By-Laws, each PTSO in good standing is entitled to cast votes at all Member meetings based on the number of registrants in good standing affiliated with the PTSO, as of March 31 immediately preceding the date of the meeting. The voting structure can be found in Appendix D.

3.5.1 Eligible Registrants

The following registrant categories are tallied in determining voting numbers:

- SSC Team Athletes
- National Athletes
- Provincial/Territorial Athletes
- Club Athletes

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- Coaches
 - Officials
 - Volunteers

Only registrants *in good standing* (see Section 2.5) will be included in the calculation of a PTSO's number of registrants for the purposes of vote determination. Each registrant will be counted only once for each PTSO with which they are registered.

Try Speed Skating registrants are not included in the tabulation of voting numbers as they hold an event-specific membership rather than an annual membership. When a Try Speed Skating registrant upgrades their membership to another registrant category, they will then be included in a PTSO's voting numbers.

3.5.2 Determining the Votes

In advance of any meeting of the Members, SSC will produce a report through IceReg to determine the voting eligibility for each PTSO, based on the number of registrants as of March 31 immediately preceding the date of the meeting, if applicable. The report will be shared with PTSOs for validation.

4. Club Policy

4.1 Purpose

This Policy outlines the requirements for clubs during a Membership Year.

4.2 Application

This Policy applies to all local organizations operating speed skating activities in Canada and considered to be a club in good standing by the appropriate PTSO.

4.3 Requirements for Club Affiliation

To be affiliated with SSC, any club offering speed skating activities must meet any requirements set out by its PTSO to be considered *in good standing* with that PTSO.

In addition, clubs must annually provide SSC with:

- All registrant data for club participants through the IceReg platform, including registration to the appropriate PTSO and SSC categories, at minimum.
- Updated contact information for the club, including for its President and staff / coaches (as applicable).
- A signed annual declaration form acknowledging the club's understanding of its responsibility to comply with SSC's policies, procedures, rules, and regulations, where applicable.
- Payment of outstanding offline SSC registrant fees, in full, through the appropriate PTSO, at the end of the Membership Year.

4.3.1 Benefits of *In Good Standing* Status

All clubs that comply with the above requirements will be considered an SSC-affiliated club and will receive the following benefits:

- Listed as a club on SSC's website and searchable in the Find a Club tool.
- Access to use IceReg.
- Access to club programs and resources offered by SSC.
- Eligible to apply for SSC competition sanctions and for registrants to represent the club at SSC sanctioned competitions.
- Eligible for funding opportunities offered by SSC.
- Eligible to participate in SSC's Club Town Halls.

5. Governance

5.1 Review and Approval

The SSC Board of Directors will review and/or revise this Policy Manual as new information becomes available and, at a minimum, once every three (3) years. Any significant policy amendments must be approved by the SSC Board of Directors.

SSC reserves the right, in its sole discretion, to waive or modify any or all of the above criteria or procedures, if it deems that waiving or making modifications to this Policy Manual is in the best interests of SSC.

This Policy Manual was approved by the SSC Board of Directors in August 2024.

This Policy Manual was last reviewed by the SSC Board of Directors in August 2024.

5.2 Language

SSC policies are published in both English and French. In the case of conflicting interpretations, the English version will prevail.

5.3 Related Policies

SSC's full policy suite is accessible on the [SSC website](#).




APPENDICES

APPENDIX A: DEFINITIONS

The following terms have these meanings in this Policy Manual.

- a) **Affiliated Organization** – A facility that offers speed skating activity in Canada, but which does not identify as a club and may or may not have a connection with a PTSO.
- b) **Club** – A local organization overseen by a PTSO that delivers programming and offers training and/or competition environments in which registrants can participate.
- c) **IceReg** – SSC’s online membership and events management platform, used to facilitate the annual registration process and house registrant data. There are three tiers of IceReg designed to support SSC, PTSOs, and clubs.
- d) **In good standing** – Status applicable to registrants, clubs and PTSOs who have met all annual requirements of membership or affiliation to SSC as outlined in this Policy Manual. Registrants, clubs and PTSOs holding an *in good standing* status have access to the benefits associated with membership or affiliation to SSC.
- e) **Major Disciplinary Decision** – As defined in Section 2.13 of SSC’s Complaints and Discipline Policy.
- f) **Member** – As defined in SSC By-Law 2.1.1. In this Policy Manual, the terms Member and Provincial/Territorial Sport Organization are interchangeable.
- g) **Membership** – Refers to the annual affiliation of all individuals and organizational participants within the Canadian speed skating community to SSC, including PTSOs, clubs and registrants.
- h) **Membership Year** – July 1 of any given calendar year to June 30 of the following year.
- i) **Provincial/Territorial Sport Organization (PTSO)** – Provincial and territorial governing bodies of speed skating. PTSOs are Members of SSC as defined in By-Law 2.1.1.
- j) **Registrant** – As defined in SSC By-Law 2.1.2. Registrants include skaters, coaches, officials, and volunteers who register with their club, PTSO and SSC annually.
- k) **Speed skating activity** – Refers to any programming, training or competition activity sanctioned, organized or run by SSC, a PTSO or a club within a Membership Year.
- l) **Speed Skating Canada (SSC)** – The National Sport Organization (NSO) acting as the governing body of speed skating in Canada.

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- m) **SSC Membership Number** – A unique identification number given to each registrant. Registrants who do not have an SSC Membership Number will be assigned one when registering in IceReg for the first time.

APPENDIX B: REGISTRANT CATEGORIES AND FEES

Skater Category	24-25 Fee	25-26 Fee
SSC Team Athlete A skater who is selected to SSC's National or NextGen Team. SSC Team Athletes may be required to pay an annual Athlete Fee that is separate from the membership fee structure.	N/A	
National Athlete A skater who participates in Senior or Junior Canadian Championships, Canada Cups, national Open or Invitational events and/or the Canada Winter Games.	\$71	\$74
Provincial/Territorial Athlete A skater who participates in the Canadian Youth Championships, provincial/territorial championships and/or inter-provincial/territorial competitions.	\$49	\$51
Club Athlete A skater who participates in recreational and introductory programming (Learn to Skate programs, etc.) and/or participates in regional or club level competitions only.	\$10	\$10
Try Speed Skating A skater who only participates in a special event, such as, but not limited to, an open house, festival, or school event. A special event may last a maximum of two days. Additionally, upon special request, Try Speed Skating registration can also apply to a skater participating in a program (longer than two days or at a regular frequency) offered at no cost by the PTSO and club. For this type of programming, SSC approval is required to waive the national fee typically associated with an annual membership.	\$0	\$0

Supporter Category	24-25 Fee	25-26 Fee
Coach An individual who actively participates in the delivery of speed skating programs and/or competitions and holds an In-training, Trained or Certified status in an NCCP coaching context.	\$9	\$10
Official An individual who actively participates in the delivery of speed skating competitions and/or events and has completed a minimum of Level 1 training in SSC's officials' development program.	\$9	\$10

<p>Volunteer An individual who actively supports the delivery of activities and competitions for the betterment of speed skating in their community and beyond.</p> <p>Registration as a Volunteer is required for all individuals who:</p> <ul style="list-style-type: none"> - Are in direct or close contact with other registrants on behalf of a club, PTSO and/or SSC; and/or - Have an active role in the training or competition environment (including all on-ice responsibilities). 	\$0	\$0
<p>Honorary Skater/Supporter Community members who have made long-standing contributions to the sport of speed skating in Canada.</p>	Through SSC invitation	
<p>SSC Alumni Former skaters, coaches, and staff members of the National Program.</p>	Through SSC invitation	

Registrant Category Hierarchy

SSC's registrant categories are listed below in a hierarchical order to ensure that registrants to whom multiple categories apply only pay one SSC membership fee annually and are only counted once, per PTSO, within SSC's membership reporting structure.

1. Honorary Skater/Supporter – *Lifetime registrants in this category are exempt from paying any SSC registration fees on an annual basis*
2. Skater (including the SSC Team Athlete, National Athlete, Provincial/Territorial Athlete and Club Athlete categories)
3. Coach
4. Official
5. Volunteer
6. Alumni

Note that the Try Speed Skating category is considered an event membership rather than an annual membership and is therefore not included in the hierarchy. Individuals registering for multiple Try Speed Skating events will be charged any associated membership fees for each registration. Those within the Try Speed Skating category will also be charged the full SSC membership fee upon registering for any other registrant category.

APPENDIX C: REGISTRANT BENEFITS

Registrants *in good standing* have access to the following benefits:

- Participation in Canada's most successful Olympic sport as part of a community of over 13,000 stakeholders.
- Access to insider services and information distributed by SSC directly to registrants.
- Access to SSC's Safe Sport Speak Up Line and other programs offered by the organization as part of its commitment to providing a safe environment for all participants.
- Ability to compete in SSC sanctioned events and competitions.
- Access to national programs and initiatives including skater, coach, and official development.
- Opportunities to participate in educational clinics, events, and workshops offered by SSC.
- Access to exclusive discounts or promotional opportunities offered by SSC sponsors.
- Other privileges as determined by the SSC Board of Directors.

APPENDIX D: ANNUAL MEMBER FEES AND VOTING NUMBERS

Annual Member Affiliation Fees	
First three (3) years	\$150
PTSO with 0 to 499 members	\$150
PTSO with 500 to 999 members	\$200
PTSO with 1000 or more members	\$250

Member Voting Numbers	
Number of Registrants (as of March 31)	Number of Delegates and Votes (in aggregate)
1 – 200	Two (2)
201 – 500	Three (3)
501 – 1000	Four (4)
1001 – 1500	Five (5)
1501 - 2000	Six (6)
2001 – 2500	Seven (7)
2501 – 3000	Eight (8)
3001 – 3500	Nine (9)
3501 – 4000	Ten (10)
4001 – 4500	Eleven (11)
4501 - 5000	Twelve (12)
5001 – 6000	Thirteen (13)
6001+	Fourteen (14)

APPENDIX E: SCHEDULE OF KEY DATES

Date	Activity
July 1	Beginning of Membership Year
August 1	Invoicing of PTSOs for Member Fee and outstanding registrant fees from previous Membership Year, based on number of <i>in good standing</i> registrants as of June 30
October 1	Deadline for PTSO payment of Member Fee and outstanding registrant fees
October 31	Invoicing of PTSOs for insurance premiums (<i>as applicable</i>)
December 31	Deadline for PTSO payment of insurance premiums (<i>as applicable</i>)
March 31	Calculation of <i>in good standing</i> registrants per PTSO for purposes of voting at meetings of the Members
June 30	Conclusion of Membership Year