



# Canadian Fencing Federation Policy Document

## Provincial Club Registration

### POLICY

#### *Existing Clubs:*

All provincial branch members must submit by September 31 each year a complete list of approved provincial clubs with the following information:

- CFF approved 3 letter designation
- Full name of the club
- Mailing address of club
- Primary contact name
- Primary contact CFF licence number
- Primary contact email address
- Primary contact telephone number
- Club website address (if any)

#### *New Clubs:*

Clubs approved by provincial branch members during the course of the season should be sent to the CFF national office for inclusion in the current club list. This is done by the provincial branch member.

The branch member should provide a recommendation for the 3 letter designator for the club, which will be used subject to CFF approval.

Upon receipt the national office will have the new club added to the member licence registration system within 30 days.

### RATIONALE

Canadian Fencing funding partners are increasingly asking for club demographic information.

The CFF online licence registration system requires all clubs to be listed.

Adopted: By the CFF Board of Directors, 7<sup>th</sup> March, 2010