



CLUB REPORTING FORMS

These forms are some of the most important documents that our Association has. They are sent to the club executive from National Headquarters to obtain information about the club and its operations. Information requested includes the number of hours and dollars donated to the community and the addresses of the club executive for mailings.

Besides helping to assess membership fees, information from the membership fees billing form also helps in formulating membership statistics for the Association. The growth of each club can be charted and, if there is any significant decline in membership, steps can be taken to try to rectify the problem. Membership statistics are also of value to our Association's administrators to determine if their budgets and goals are in line with membership.

The membership fees billing forms are also accompanied clubs' rosters, showing members' information. If there are any errors in the addresses, they should be updated immediately, as these are used to send the members KIN Magazine and many district newspapers. You should stress in your newsletters that club presidents should carefully check over the address list, as wrong addresses can leave members uninformed and waste a great deal of time and money.

1.1 NATIONAL DUES BILLINGS

Clubs are assessed for their membership based on their clubs average number of members taken from the year before (if applicable). The billing is ran in early October and emailed directly to the club president. The first instalment is due on November 15 and the second instalment is due on March 31st. The dues billing is based on the national budget approved by the delegates at National Convention in August.

1.2 NEW MEMBER'S REGISTRATION FORM

The new member registration form is of vital importance to our Association as this is the only way to add new members to the official club's roster at National Headquarters. When National receives a New Member Registration Form with payment for the New Member Registration/Kit, his or her New Member's Kit, including a standard name badge, is sent out as soon as possible, directly from our supplier.

1.3 MEMBERSHIP STATUS REPORT FORM

This form is used to re-activate or de-activate a member; change member's information or change to Life Membership status. It's imperative that you make every effort to ensure the accuracy and completeness of this form since we use the information for various



communication pieces from National to the individual members, including Kin Magazine print issues.

1.4 MEMBERSHIP APPLICATION FORM

The membership application form replaced the Proposal for Membership form and is for the club's use only.

1.5 ANNUAL CLUB REPORTING FORM

Clubs are requested to complete the club's Annual Club Reporting Form and return it to National Headquarters by June 15 each year. This form is used to obtain vital information about the club (i.e. incoming president, meeting days and time, service dollars raised, etc.) and some of this information is needed for the Association's Annual Report.

1.6 ANNUAL CLUB INSURANCE REPORTING FORM

All clubs are required to file their annual Club Insurance Reporting Form by **November 15 every year.**

This online form is found on the National Website in the Risk Management section under Insurance Reporting title.

This form is used to gather information regarding events, contracts and properties. The information will give our insurer's a picture of what they are insuring, it allows us to determine the kind of insurance that is required to properly insure kin events and it shows are insurer's that we have good risk management planning in place. The information gathered also helps the National office in determining the kind of research/information we need to provide clubs to ensure safe events. National will provide each District with a Risk Management Update on a regular basis to inform the Governors, District Risk Managers and Deputy Governors of the status of their clubs in regards to meeting this requirement.

How to fill out your Club's Insurance Reporting Form Update

The form is based on what your club expects to be relevant for the year of the update. Therefore the Insurance Update 2018 will include projections of club events for the upcoming year. **Keep in mind that the events indicated on this form are not**



automatically covered by our insurance policy. Please ensure that all necessary steps are taken to ensure your event is covered.

Club Address and Contact Information

The address listed should be your club's mailing address. It is preferable **not** to use a member's home address for consistency and privacy issues. Make changes where needed. The person that fills out the form should be the contact for your club, **either the President or the Club Risk Manager**. Therefore if any clarification is needed the proper person is contacted by National. **If you have indicated the name of the club's President as a contact person please complete the Club Risk Manager section.**

Club Business number

Your club will now be asked to provide the club's business number. The business number is the number used when filing the club's income tax. Please note that this is not the club incorporation number.

Sections 1 through 7

The information listed in each of the sections was the data supplied for the year 2017/2018. Each of the sections must be reviewed to determine if changes need to be made to reflect what your club expects to do for the club year 2018/2019.

- Please ensure that the information indicated on this form is correct and accurate.
- If there are no changes for a particular section please check the "Changes: NO box".
- If there are changes please check the "Changes: YES box ". You can cross off events that will not take place, add or delete specific information or add new information in the area provided in each section.

Section 8

Corporate Status Update: Please make sure you provide the missing document or an explanation as to why the document is missing. Clubs that have a no beside 2017 could risk losing insurance coverage and have their charter suspended. Please see the attached document for more information.

Liquor Functions

This section deals with the projected number of Liquor Functions your club will be responsible for during this calendar year. Liquor functions that need to be reported are functions in which the club is responsible for a liquor license and or



the serving of the alcohol. Liquor served by a local restaurant during a function or club meeting is not the clubs responsibility therefore it does not need to be reported. Please report two numbers – one for Member Events and one for Public Events (see Sections 3 & 4 for details on the difference between the two).

Clubs are now required to provide their total liquor revenue from all their liquor events. Please indicate the gross amount.

Club Contract Information

This section deals with any contracts your club may have with a Third Party (i.e. rentals, bingo licenses, leases). Please make sure that the information listed under Club Contracts still pertains to your club.

Member Events

This section deals with any events your club holds where only members and/or member's families attend. (I.e. club meetings, family Christmas parties) Please make sure the information listed under the Members Events is still current.

Public Events

This section deals with events your club holds where the Public is involved (i.e. dances, bartending). Make sure to state whether your club operates and/or sponsors the event.

- Operating an event means that your club organizes (or helps organize) and runs (or helps to run) an event or activity that involves the public.
- Sponsoring an event means that your club is contributing financially to make it happen (i.e. giving money to a Minor Hockey team for them to buy jerseys, or paying for a Public Skate hour).

Please make sure the events listed under the Public Events Section are still current

Note: A Public event can be both operated and/or sponsored.

Club Property Information

This section deals with any Property your club owns, rents or leases (including: no charge rent, sponsored, operated, managed, or controlled). Also listed are any assets that your club has donated or sponsored in the past.

If there is any Property listed here that your club no longer owns, leases or rents please cross it OFF the list. If your club has changed possession of the property (i.e. no longer rent but now own the property) please make the proper changes.



If your club OWNS or LEASES any property your club must have Liability Insurance for that Property (\$2,000,000 coverage with Kin Canada named as Additional Insured) and must send a Certificate of Insurance, stating such to National Headquarters with the form.

Under the NEW Club Property Information, list any new acquisitions to your club. Make sure you check all applicable boxes.

- **Facility Managed by Club** – Your club manages the property on its own (maintain, etc.).
- **Facility Co-Managed by Club** – Your club shares managing responsibilities with a third party.
- **Third Party** – If a third party is involved in any aspect of the property (ownership/management) please list them here.
- **Facility only Sponsored by Club** – Your club only gives money towards the equipment/property.
- **Rents or leases to Third Party**- Your club rents or leases the property to third parties.
- **Club Liability Insurance** – If your club owns or leases the property, you must have liability insurance on the property.
- **3rd Party Liability Insurance** – Your club is covered under someone else's insurance for this property (i.e. the Town has insurance for the building you lease a room in, naming you and Kin Canada as additional named insureds).
- **Club Included** – If a third party has insurance on the property, your club must be named as an additional insured under their insurance. This is important if your name is on the property but you do not own it.
- **Certificate of Insurance Attached or Sent to HQ** – For every owned or leased property, attach a Certificate of Insurance (whether the insurance is carried by the club or by a 3rd party).
- **Annual Inspection** – Do you plan to or did you have the property inspected for the update year.
- **Copy of Inspection Sent to HQ** – Have you forwarded a copy of your inspection report to National?



Asset Information

This section deals with any Assets your club donated or sponsored to a third party. Please specify if your club donated or sponsored the Asset.

- **Donation** - A one-time gift to a third party (your club actually bought the asset and donated it). An Asset Transfer Waiver is required.
- **Sponsorship** – The giving of money towards the purchase of an asset by a third party (meaning your club did not buy the asset for them). A Sponsorship Waiver is required.

For a copy of any Waiver please review the Step-by-Step Risk Management Guide or contact the Risk Management Coordinator at headquarters. **We recommend that you send the original Waivers to National HQ and keep a copy for your club files. This will allow for the safe keeping of the document.**

Club Vehicle Information

This section deals with any vehicles your club RENTS (whether for a fee or at no cost) for club purposes. Under the New Club Vehicle information please put down the number of vehicles and the reason why your club plans on renting said vehicles for the current update year

Corporate Status Update

Please review the information indicated on the form to ensure that we have received your club's proof of filing for each year. If no appears beside 2016/2017 please submit your proof of filing for the missing year(s) with your insurance reporting form by November 15th.

Certification:

You must sign the form to certify that you have reviewed and completed it to the best of your ability. Once completed please forward by November 15th to National Headquarters.