



## **Guidelines for Setting Club Registration Fees**

September 20, 2009 - Draft

# GUIDELINES FOR SETTING CLUB REGISTRATION FEES

The purpose of this document is to provide guidelines for clubs in setting registration fees. The application of the guidelines will enable the club to set fair and reasonable club fees. This guideline will assist Club executive in budgeting and planning.

## **Registration Fee – Components**

A) Skate Canada Registration Fee	\$30.00
B) Skate Canada Insurance cost per individual skater (member).	\$ 0.65
C) Club fee per skater (member)	Varies by Club

## **A) and B) Skate Canada Membership Fee and Insurance - Reference**

### **POLICY: INDIVIDUAL MEMBER REGISTRATION FEE & INSURANCE PREMIUM**

**REFERENCE:** By-law 1202 (1) (f), 1202 (2) (d) and 1202 (3) (d)

#### **1.0 GENERAL**

Individual members shall be registered by the Association upon payment of the annual registration fee and applicable insurance premium. The individual members registration fee and insurance premium is set by the Association Board of Directors and is subject to change from time to time. For Associate members, the registration fee and insurance premium are payable through the member's designated home organization.

#### **2.0 ASSOCIATE MEMBER & RESTRICTED MEMBER FEES AND INSURANCE**

##### **PREMIUMS**

Annual Registration Fee \$30.00

Group Accident Insurance \$ 0.65 (plus applicable provincial sales tax)

Insurance coverage is only extended to skaters that are skating on ice booked by a Skate Canada Club.

#### **C) Club Fees**

Club fees are set by individual skating clubs. Club fees are in addition to the required Skate Canada fee and insurance costs. Club fees are required to cover the costs of club administration and providing programs for skaters. A club executive must consider the following to determine the club fees per skater:

## A = Administration Cost

- All expenses that are related to the operation of a club that would occur regardless, of which programs are offered.
- Calculate using yearly projected figures based on last year's financial records.

EXPENSE	CONSIDERATIONS	SAMPLE FIGURES	YOUR CLUB
Insurance – for club, participant and volunteer. Liability, property, fire, theft, fidelity, and accident	Determine insurance coverage required for year-round protection. Will you carry the optional accident insurance for participants and volunteers?	\$1200.00	
Advertising / Promotion – Media costs, posters, brochures and handouts, registration brochures for all programs	Determine yearly promotional budget. How often do you need to advertise for new registration? Include costs for preparing and distributing registration brochures. Include costs for advertising for Carnivals.	\$300.00	
Equipment	New requirements, replacing and/or maintaining existing equipment. Example: (New CD player required for this club)	\$400.00	
Office Expenses	Internet / e-mail account costs, paper costs, postage, photocopying (these are over and above the distribution of material for Advertising and Promotion), newsletters, meeting announcements – how many? How often?	\$200.00	
Club Skate Canada Membership	Club Membership Fee, Executive members and officials. (Skaters membership fees are separated on registration forms.) Note that Coaches should register with Skate Canada by themselves.	\$300.00	
Awards Banquet	Award presentations, cost of hosting event, room, meals, equipment. Are you inviting special guests? Do you offer training grants that are awarded to skaters, coaches, etc?	\$100.00	
Other	Club Carnival, Exhibitions, Achievement Nights, etc.	\$200.00	
	TOTAL ADMINISTRATION COST	<b>\$2700.00</b>	
Fundraising	If total club membership participates in fundraising, it is easiest to deduct income here. However, if only one program participates, perhaps income should reduce cost of that program only. Club objectives need to be determined.	-\$500.00	
	<b>NET ADMINISTRATION COST</b>	<b>\$2,200.00</b>	
Formula	$\frac{\text{NET ADMINISTRATION COST}}{\text{TOTAL SKATING MEMBERSHIP}} = \text{ADMINISTRATION COST PER SKATER}$	$\frac{\$2,200.00}{50 \text{ members}} = \$44.00 / \text{Skater}$	

## B = Program Specific Cost

- Expenses directly related to the needs of each program.
- Simplify calculations by determining costs for single session; extend calculation for overall budget projections if there is more than on session
- Calculate costs for every program and extend to overall budget.

<i>EXPENSE</i>	<b>CONSIDERATIONS / WORKING CALCULATIONS</b>	<b>CALCULATIONS FOR SAMPLE SESSION</b>	<b>YOUR CLUB</b>
Ice Rental (Hours x weeks x rate)	_____ Hrs / wk x _____ weeks x \$ _____ rental fee (Divide by portion of shared ice as this club shares ice with another group)	$\frac{1}{2} \text{ hr.} \times 10 \text{ wks.} \times \$80.00 =$ 2 (shared ice)	
Coaching (Hours x weeks x rate)	_____ Hrs / wk x _____ wks x \$ _____ rate		
Program Assistant Recognition	Are Program Assistant's needed for this program?  _____ Hrs / wk x _____ wks x _____ number of Program Assistant's \$ _____ / credits		
Awards & Incentives	Determine what awards & incentives will be offered.  \$ _____ cost / skater x _____ (#) of skaters		
Other	Teaching aids, music, special day activities, etc.		
	<b>TOTAL PROGRAM COSTS</b>		
Formula	<u>PROGRAM RELATED COSTS</u> = PROGRAM COST PER SKATER PROJECTED NUMBER OF SKATERS	\$ _____ = #	

**Remember these are calculations for one session only**

## Determining Club Registration Fees

A (ADMINISTRATION)	+	B (PROGRAM)	=	C (BREAK EVEN)
\$ _____	+	_____ \$	=	_____ \$
		Registration Fee	=	_____
		+		
		Skate Canada Fee	=	_____
		Fee for Program	=	_____

### Considerations:

1. Do a cost comparison of other group programs in the community. Is the calculated fee an acceptable registration fee?  
If the calculated fee is too high, consider options including:

- Fund raising
- Reducing costs
- Viability of program

2. Prepare a contingency plan. What will the club do if fewer registrations than expected are received?

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What will the club do if more participants than may be accommodated are received?

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