



Approved By:

Effective Date: Jul, 2011

Updated: January, 2013

## Alberta Alpine Ski Association

### Policy Title

4.1 Administrative Assistance to Clubs

### Policy Objective

The Alberta Alpine Ski Association (AASA) is pleased to provide its members with administrative support. This may change from time to time but our efforts are to ensure each club can access services like benefits for staff retention and credit card machine processing.

### Procedure

Alberta Alpine uses a real time credit card machine to charge various fees. This is available to all clubs for their needs provided it is available.

#### Using the credit card machine:

- Book the machine via an email to [memberservices@albertaalpine.ca](mailto:memberservices@albertaalpine.ca)
- Member services will confirm availability via return email
- Should the club wish to physically take the machine to their event, you may do so and as a result all credit card payments will incur a surcharge of 3.5% and all debit card transactions will be charged at \$.15 per transaction.
- A club may opt to leave the machine in our offices and bring their credit card information in on the soonest day possible after their event and run through all charges themselves. If that is the case, all credit card payments will incur a surcharge of 3.5% and all debit card transactions will be charged at \$.15 per transaction.
- Should a club send along all their credit card slips for us to run through any credit card payments the charge is 5.0%.
- The CFO will provide payment back to you within 10 days of the event

Alberta Alpine is able to offer employee benefits coverage for staff at the clubs. This is done in partnership with our benefits provider Morneau Sobeco and with the support of Alberta Sport Recreation Parks and Wildlife Foundation and is a useful recruitment and retention tool for ski clubs throughout the province.

- Any club in good standing with Alberta Alpine will be able to make available to their permanent staff a complete group benefits plan. The following criteria must be met:
  - must be a permanent position (work no less than 9 months per year)
  - must work a minimum of 20 hours per week
  - should the position take a 3 month hiatus during the off season, insurance premiums continue to be paid during the 3 months of not working
  - The club must offer it to all paid staff who meet the criteria
  - The invoice will be sent directly to each club to remain in good standing with the insurer

- See the appendix to learn more. Please print, complete and email this to Nathan Roeters [nroeters@morneausobeco.com](mailto:nroeters@morneausobeco.com)

## **Scope**

All qualifying member clubs for benefits and all clubs for the credit card machine.

## **Related Policies**

## **Appendix**

Please see form following.