



## 2018-19 Membership Reporting Packet

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December 5, 2018

Dear USCA Member Clubs:

To continue to support our existing and future member clubs and their growing memberships, strengthen our junior program, increase curling's exposure, continue to build on the competitive success of 2017-18, and plan ahead for the 2022 Olympic Quad, the Audit/Finance Committee and the USCA Board of Directors unanimously supported a \$3 due increase for the 2018-19 season during its July 26, 2018 board meeting. This increase does not apply to juniors and youth to reflect a further commitment to strengthen and grow our younger membership.

In July 2017, the USCA Board approved a budget with a deficit for the 2017-18 season. The Board agreed to take on the budget challenges presented it due to the fact that there were priorities for more junior program investment and crucial Olympic year competitive program initiatives that were not fully funded by the U.S. Olympic Committee that might have otherwise cut into grassroots programs.

It was determined at that time that the organization could look at rebuilding the surplus over the next three years to prepare for any incremental investment that may be needed in the 2022 Olympic year.

Today, we can confirm this investment paid off with continued growth and success of the junior program as well as a gold medal at the 2018 Olympics and stellar results at Women's and Men's World Championships.

This investment has also led to significant growth of our game throughout the United States. Existing clubs are seeing unprecedented expansions, along with the creation of new clubs throughout the country.

It is now time to reinvest in our organization to ensure we are good stewards of USA Curling's reserves and also to be prepared to support the growth experienced at the grassroots level. In the coming year, USA Curling will be expanding existing programs and implementing new ones which directly support the grassroots activities of curling clubs around the country, including the new developing clubs.



MEMBER: UNITED STATES OLYMPIC COMMITTEE ■ WORLD CURLING FEDERATION



These programs are funded with monies provided by dues, entry fees, donations, grants and sponsorships. Specifically, the FY2019 budget identifies funding for the following programs:

- New club development kit with stones and other equipment
- WCF Stone Loan program support
- More sport education programs in officiating, instruction, coaching and ice making
- Additional web streaming equipment and national event coverage
- Fifth Curling Night in America TV series
- Nielsen Media Research fan demographic project, to be shared with membership
- Additional ice scraper for USCA icemaker use at Club and Arena National Championships, among other events
- Fifth annual Members' Assembly
- Continued U.S. Curling News magazine and digital publishing
- SafeSport Center and SafeSport program investment (Olympic community's initiative to recognize, reduce and respond to misconduct in sport.)

Our junior program continues to be the future of USA Curling competitive success. With the approval of the FY2019 Budget, the annual investment in the junior athlete development program is a 46% increase from last year, on top of an 80% increase from the year prior. These funds are invested in the following categories:

- Developmental Pool program/resources for juniors age 16-18
- International U18 championship travel support
- U.S. National championship travel support
- Fall Junior High Performance program camp
- U.S. Olympic Training Center junior camp
- Support of athletes and coaches on four Junior High Performance Program teams
- Strength & conditioning consultant and online training platform
- Sports psychology services
- Positive Coaching Alliance resources

In closing, the USCA board and staff are expecting the organization's membership to increase at a faster rate than it has ever experienced. With this grassroots expansion of curling throughout the US, this presents more opportunities to support new and growing clubs. We want to be there for you with the support you need.

Thank you for all that you do for the sport we all love.

Sincerely,

Courtney Schmidt  
USCA Chair

Catharine Persinger  
USCA Vice Chair & Audit & Finance Chair



## USA CURLING DUES 2018-19

Curler is defined as an individual member of a member club or an individual using a member club facility on a regular basis (at least 6 times per year).

Membership Categories	Fee Type	Dues Price	Playdown Eligible
Adult (22-49)	HH (Household Head)	\$34	YES
	AHM (Additional Household Member)	\$30	YES
Senior (50+)	HH (Household Head)	\$34	YES
	AHM (Additional Household Member)	\$30	YES
Junior (14-21)	JR (No Curling News )	\$24	YES
	JRC (With Curling News )	\$28	YES
Youth (13 and under)	Y (No Curling News )	\$8	YES
	YC (With Curling News )	\$12	YES
Social (Non-curler)	SNC (No Curling News )	\$9	NO
	SC (With Curling News )	\$31	NO
Other (primary membership w/another club)	ONC	\$9	YES - if primary membership is not Social

### Multi-Tiered Dues Structure for New Clubs

Clubs granted Provisional Membership status prior to January 31 of any USCA fiscal year (beginning with FY2016-17) and those Clubs in the first USCA fiscal year after being voted into Full Membership will pay 1/3 of the total for each dues category. The following USCA fiscal year these clubs will pay 2/3 of the total for each dues category. Full dues will be required thereafter.

USCA dues are based on membership category and whether or not a member receives the *US Curling News*, which is mailed one per household. The Household Head (HH) receives the News; their dues are \$34. Youth, Juniors, and Social members (who may or may not be household heads), may receive the *Curling News* at their option, but their dues are then increased accordingly. The default for Youth, Junior, and Social Memberships is "no *Curling News*."

#### NOTES ON THE "NO CURLING NEWS" CATEGORY:

The purpose of this category is to indicate which household heads, IF ANY, are not to receive the *Curling News* as part of their membership in your club. Such members MUST fall into one of the following categories:

**SOCIAL with no *Curling News*** (\$9 dues without *Curling News*)

**JUNIOR with no *Curling News*** (\$24 dues without *Curling News*)

**YOUTH with no *Curling News*** (\$8 without *Curling News*)

**OTHER** is by definition a "no *Curling News*" category (\$9 dues; a member of more than one club, electing to receive the *Curling News* through their primary club membership; your club is not their primary club)



## MEMBERSHIP REPORTING INSTRUCTIONS

The membership reporting process for 2018-19 will be handled in the same way it was last season. Please have a club officer contact Shane Stein at [shane.stein@usacurl.org](mailto:shane.stein@usacurl.org) to retrieve a copy of your membership roster from the 2017-18 season, which you can update with your 2018-19 season information. Once you have made all pertinent changes as outlined below, return the file to Shane Stein for upload into the USCA database.

Once your roster has been received by USA Curling, a summary report calculating the dues owed by your club will be generated. The summary report, along with a final copy of your club's member roster as it now appears in our database will be provided to you for review. You will want to make sure that everything is accurate before submitting your dues. Important information about the membership roster and dues submission deadline can be found at the end of these instructions.

### **STEP 1: UPDATING YOUR CLUB DATA**

In order for your member information to upload properly, it must be provided to us in a specific format. The spreadsheet you retrieve from USA Curling (as noted above) will contain your 2017-18 member roster, pre-formatted to meet the upload requirements. All you need to do is update your club data by:

1. deleting those who are no longer members,
2. updating contact information for those who are still members (address, email, phone, etc.), and
3. adding those who are new members.

We ask that you provide as much information as possible according to the fields that are listed. Here are a few helpful hints:

#### **A) CURRENT MAILING ADDRESSES**

Please make sure to provide us with the **most current mailing address** for each of your members, especially those that are to receive the Curling News as part of their membership. After each edition of the Curling News is mailed, we receive address updates from the U.S. Postal Service. Since the last mailing of the magazine, over 2,000 address updates have been made in our database to capture these address changes. To help ensure that your members' addresses do not revert back to an old address prior to the changes being made, it is important that you provide us with current information for uploading into the database.

#### **B) CASE SENSITIVE**

Please provide all text (names, addresses, cities, etc.) in proper case format rather than all caps. As the database also serves as a communications platform, the text type that is uploaded will also appear within correspondence sent to members. Though there is a formula for converting text to proper case format, it will require additional time on our end to complete before your roster can be uploaded. Any assistance you can provide on the front end would be sincerely appreciated.

Below is an example of how to format your information. Please pay special attention to the address and phone fields. Additional column information can be found in **Section C**.

A	B	C	D	E	F	G	H	I	J	K	L	M
Club ID	USCA ID	LastName	FirstName	Address1	Address2	City	State	Zip	Phone	Email	Fee Type	Club Name
530173	12345	Stein	Shane	5525 Clems Way	Apt 1	Stevens Point	WI	54494	715-344-1199	<a href="mailto:shane.stein@usacurl.org">shane.stein@usacurl.org</a>	HH	TRI-CITY CURLING CLUB

### C) EXPLANATION OF COLUMNS

- Column A: Contains the numeric ID for the club and should **not** be changed.
- Column B: Contains what is commonly known as the “USCA ID.” For new members, it is okay to leave blank. Please do not change them for existing members as they are used as a unique identifier during upload.
- Column C: Contains the member’s last name. Please ensure accuracy of spelling.
- Column D: Contains the member’s first name. Please ensure accuracy of spelling.
- Column E: Address 1. See above note and example for addresses.
- Column F: Address 2. This is typically only used for members with apartment numbers.
- Column G: City
- Column H: State
- Column I: ZIP
- Column J: Phone
- Column K: Email
- Column L: Fee Type (HH, AHM, JR, JRC...etc.) Please use the exact capitalized codes as used in the “Fee Type” column of the table on the “USA Curling Dues” document.
- Column M: Club Name (This will be auto generated by our database – do not change any formatting/spelling. If you notice any errors, please notify Shane directly.)

### D) E-MAIL ADDRESSES

In an ongoing effort to foster better communication with our 20,000+ members, email addresses are very important. We use members’ email addresses for forwarding important USA Curling announcements; promoting member benefits such as Instructor, Ice Technician, and Officiating courses; and distributing Stone Soup and the digital editions of our Curling News. We encourage clubs that have not provided email addresses in the past to do so. Please note, the USCA does not sell or share our members’ email addresses.

### **STEP 2: UPLOADING YOUR DATA**

In past years, clubs had the ability to make changes to their member rosters online. Our current database does not presently allow administrative access to clubs. This means that all club member rosters must be entered by the USA Curling office. Once you have finished updating your club roster (retrieved from USA Curling as directed above), please submit/upload via the following link:

<https://usacurling.wufoo.com/forms/201819-membership-reporting-roster-upload/>

You will receive an automatically generated email confirming receipt. If you do not, please contact Shane Stein at [shane.stein@usacurl.org](mailto:shane.stein@usacurl.org).

### **STEP 3: SUBMITTING YOUR DUES**

Once your roster has been received by USA Curling, a summary report calculating the dues owed by your club will be generated, along with a copy of the updated roster as it will display in our database. Please make sure that everything is accurate before submitting your dues. Once you've had a chance to confirm that records match, please mail your payment along with a copy of the summary report to:

USA Curling  
Attn: Annual Dues  
5525 Clem's Way  
Stevens Point, WI 54482

**Please note that your club roster and dues payment must be post-marked by January 31, 2019, in order for your club to have a vote during the 2019 annual Members' Meeting.** As such, we ask that you take measures to provide us with these items as far in advance as possible. **If you are nearing the deadline, you may wish to mail your dues payment prior to receiving a summary report from the national office to avoid administrative delays.** The number of curlers you report and we receive payment for by the deadline will be the number of votes your club and/or region will be allowed for any 2019 voting purposes.

If you have any questions regarding these instructions and/or the dues and rosters reporting process, please call:

Shane Stein  
USA Curling  
888-287-5377 ext. 209.  
Shane.Stein@usacurl.org



## IMPORTANT REMINDERS

### Multi-Tiered Dues Structure for New Clubs

In support of the U.S. Curling Association's mission to promote the growth of the sport in the United States, the board of directors adopted a multi-tiered dues structure for new member clubs. Under this structure Clubs granted Provisional Membership status prior to January 31 of any USCA fiscal year (beginning with FY2016-17) and those Clubs in the first USCA fiscal year after being voted into Full Membership will pay 1/3 of the total for each dues category. The following USCA fiscal year these clubs will pay 2/3 of the total for each dues category. Full dues will be required thereafter.

### Demographic Information

In addition to information about each individual member, we are also requesting some general demographic information from your club. This information will not only be used to develop and improve programs and services, but is often requested by sponsors and granting agencies. By providing this information, you will help USA Curling solicit more grants and sponsorships to support member service programs and help keep member dues low. Please take a moment to complete our online demographic questionnaire at:

<https://usacurling.wufoo.com/forms/club-demographics/>

### Member Benefits

USA Curling has been working to grow the sport through various member benefit programs and outreach efforts. Among other projects, the staff at USA Curling is working to help clubs implement abuse and harassment prevention policies. These efforts not only facilitate compliance with recent federal legislation, they assist clubs with ensuring the safest possible environment for all curlers.

To learn more about the benefits of membership in the USCA, please browse through the attached Benefits of Membership document and share with your members. Stay tuned as the organization is actively working to develop more programs that directly impact member clubs.

### E-mail Addresses are Important

In an ongoing effort to foster better communication with our 20,000+ members, email addresses are very important. We use members' email addresses for forwarding important USA Curling announcements; promoting member benefits such as Instructor, Ice Technician, and Officiating courses; and distributing Stone Soup and the digital editions of the *U.S. Curling News*. We highly encourage clubs that have not provided email addresses in the past to do so. Please note, the USCA does not sell or share our members' email addresses (see our email privacy policy included within this 2018-19 Membership Reporting Packet), and individuals can opt out of receiving electronic correspondence from us at any time.

**For reporting and database support**, please contact Shane Stein, USA Curling Development Associate, at 888-287-5377 x209 ([shane.stein@usacurl.org](mailto:shane.stein@usacurl.org)).