



BC ASSOCIATION OF KINESIOLOGISTS
102 – 211 Columbia Street
Vancouver, BC V6A 2R5
p: 604-601-5100 f: 604-681-4545
e: office@bcak.bc.ca www.bcak.bc.ca

November 27, 2009

Dear **BCAK Practicing Member**,

Re: 2010 BCAK Practicing Member & CKA Membership Renewal – Deadline is 4:30 p.m. Thursday, December 31st, 2009.

Practicing Members who need to have their membership renewal & E&O & CGL Insurance Certificates processed for January 1, 2010 must submit all their renewal information, including dues & fee payments by 4:30 p.m. Wednesday, December 16, 2009.

See the '2010 Errors & Omissions (E&O) & Commercial General Liability (CGL) Insurance' section below for details & instructions regarding insurance.

Contents of this Practicing Member 2010 Membership Renewal Package

This membership renewal package contains the following documents:

- Cover letter which includes important instructions on membership/insurance renewal (to be kept by the member).
- The '2010 BCAK & CKA Practicing Member Renewal Form & Annual Dues Notice' (**required to be completed, signed & returned with full payment by the deadline**) (please keep a copy for your files).
- The BCAK Continuing Education Credit (CEC) Tracking Form (**required to be filled out & returned by the deadline**) (please keep a copy for your files).

Meeting the Conditions for Membership Renewal

- It is the sole responsibility of members to meet all the conditions of membership renewal by the deadline. This is a requirement of membership.

The 2010 BCAK & CKA Practicing Member Renewal Form & Annual Dues Notice

General Information

- This is the only notice of annual membership renewal & annual dues you will receive.
- It renews your membership in the British Columbia Association of Kinesiologists (BCAK) and the Canadian Kinesiology Alliance (CKA) & identifies your membership dues & fees for the 2010 membership year (January 1 through December 31, 2010).
- The deadline for return of your signed forms & full payment of dues and fees (and all other supporting information required for renewal) is **no later than 4:30 p.m., Thursday, December 31, 2009** to the BCAK office, by regular mail, hand, courier, or facsimile.
- Renewals received between January 1st through January 30th, 2010 must include a \$75.00 late renewal fee.
- Please note that any membership payment that is returned to the office with non sufficient funds, will be charged an \$80.00 NSF/Administration fee.

2010 BCAK Practicing Member & CKA Membership Renewal Cover Letter

- Those individuals who do not renew by the end of January 30th, 2010 will cease to be a member of the BCAK, as set out in its bylaws, and the CKA and must apply for Reinstatement and pay the 75.00\$ Reinstatement fee.
- Those who do not want to renew their membership are required to indicate this on the Renewal Form where indicated, sign it, and return it to the BCAK by the renewal deadline (this is required by the Society Act).

BCAK Member Categories & Titles

- A Practicing Member (formerly 'Registered Member') as a person who
 - a) has received a four year university degree in kinesiology from a post-secondary educational institution in Canada that is recognized by the Board, or who has educational qualifications deemed by the Board to be equivalent,
 - b) is employed or practices in British Columbia as a kinesiologist, and
 - c) meets the continuing education requirements set by the Board.
- A Non-Practicing Member (new category) is a person who
 - a) was but no longer is a Practicing Member, and
 - b) is not currently actively employed or practicing in British Columbia as a kinesiologist. This membership category is specifically designed to meet the needs of those members who take a leave of absence from work (maximum 2 years) for parental, illness, stress or *other reasons (*requires prior approval of the BCAK board of directors on an individual basis).
 - c) Please note that non-practicing members may choose to purchase E & O insurance to cover them for the 2010 membership year, this may be of particular interest to those taking parental or maternity leave, as this will ensure you have liability insurance against any claim that may come against you or arise while on leave
 - d) Is exempt from the CESP for the term of the leave (prorated quarterly)
- A Student Member is a person who is enrolled in a course of studies leading to a bachelor's, master's or doctoral degree in kinesiology from a post-secondary educational institution in Canada that is recognized by the Board.
- An Academic Member is a person who is or was employed as a professor, instructor, or member of the faculty of a post-secondary educational institution in Canada that is recognized by the Board, in a faculty or department which offers courses in kinesiology, human kinetics, and related subjects.
- An Associate Member (includes the former 'Affiliate Member' category) is a corporation, association, organization, or individual that supports the purposes of the Society.
- If you wish to change membership categories for the coming year, contact the BCAK office immediately to meet the renewal deadline and/or download the appropriate forms online at www.bcak.bc.ca.

2010 BCAK/CKA Membership Dues:

- The BCAK and the CKA are separate organizations, have their own membership categories, and set their own annual membership dues.
- The 2010 BCAK dues remain at their 2009 level.
- The 2010 CKA dues remain at their 2009 level.

2009 Errors & Omissions (E&O) & Commercial General Liability (CGL) Insurance:

2010 BCAA Practicing Member & CKA Membership Renewal Cover Letter

- To ensure you have your membership renewal & E&O & CGL policies processed for January 1, 2010, you MUST meet the deadline to submit all of the required renewal information including payment of dues to the BCAA office **no later than 4:30 p.m. Wednesday, December 16, 2009.**
- All the renewal information may be submitted by regular mail, hand, courier, or facsimile, except for the names to be added as 'Additional Insured Interest' (additional names insured), which must be sent by e-mail to the BCAA office as detailed below.
- Every effort will be made to process practicing membership renewals & insurance policies by January 1, 2010. Please note that those Practicing Members who do not submit their information by December 16th; cannot be guaranteed to receive their documents on time.
- Practicing Members are required to have Errors & Omissions (E&O) insurance as a condition of membership & renewal.
- Practicing Members have the option of purchasing the BCAA/CKA E&O insurance policy or providing written proof at the time of renewal that they have E&O insurance that provides equivalent coverage to BCAA/CKA's E&O policy.
- The BCAA/CKA E&O insurance policy is superior to many professional liability insurance policies and blanket policies of many employers. It covers not only errors but omissions as well (most PLI policies only cover errors). It has been tailored to cover the scope of practice of Kinesiologists specifically (blanket policies usually are not), and provides coverage at premiums far less than Kinesiologists are able to find on their own in the market place.
- Proof of non BCAA/CKA E&O insurance must show that the policy provides coverage for the scope of practice of Kinesiology as defined by the CKA and has at least \$2 million in coverage.
- The CKA defines the scope of practice of Kinesiology as follows:
 - "Kinesiologists provide services through the application of the science of human movement and deliver quality solutions through prevention, objective assessment, and evidence based intervention."
- The deadline for submitting written proof of equivalent E&O insurance to the BCAA office with all other required renewal forms, payments, and meeting of all other conditions of renewal is 4:30 p.m., Wednesday, December 16, 2009.
- It is the sole responsibility of the renewing member to provide proof of equivalency acceptable to the BCAA.
- Acceptance of proof of equivalency is at the sole discretion of the BCAA.
- Practicing Members will be notified of the acceptance or rejection of their proof of equivalency by the end of Monday, December 21st, 2009 via e-mail.
- Practicing Members who have had their proof of equivalency accepted and have met all the other conditions of renewal will have their membership renewed.
- Practicing Members who do not have their proof of equivalency accepted must purchase the BCAA/CKA's E&O insurance policy, however this must be done by the renewal deadline.
- The names of those who are to be added as 'Additional Insured Interest' must be sent in an e-mail to the BCAA office via MS Word attachment to office@bcak.bc.ca before the renewal deadline of December 16, 2009.
- Names provided in other formats or by other means will not be accepted. Please ensure the subject line of the e-mail reads: '2010 CGL Additional Insured Interest' and make it clear whose policy they are to be added to by including the Practicing Member Name and membership number.
- The BCAA/CKA E&O & CGL insurance policies can be reviewed at www.bcak.bc.ca. Please direct all questions regarding this policy to the CKA at 1-877-252-5467 or by e-mail at info@cka.ca.

2010 BCAA Practicing Member & CKA Membership Renewal Cover Letter

- It is the responsibility of those who take out the BCAA/CKA E&O & CGL insurance policies to ensure that they meet the conditions of coverage and that the coverage meets their requirements.

The BCAA Continuing Education Credit (CEC) Tracking Form

- Practicing Members have to meet continuing education (CE) requirements as a condition of renewal.
- Practicing Members are required to submit proof that they have met the CE requirements by completing, signing, and submitting the BCAA CEC Tracking Form by the deadline.
- The BCAA may randomly audit members to ensure they have met the continuing education requirements.

Membership Renewal Processing, Membership Dues Receipts, & Renewal Information:

- It is up to the members to submit their renewal information early enough to provide sufficient processing times to meet their needs.
- When members submit their renewal information, is beyond the control of the BCAA, and the BCAA cannot be held responsible for consequences caused by not meeting the submission date.
- Any delay, the correcting of the incompleteness, & providing the required information to the BCAA office to meet the renewal deadline are the sole responsibility of the member.
- A receipt for 2010 membership dues which verifies membership in the BCAA and CKA, certificates of insurance as appropriate, and other member renewal information will mailed to members after the renewal submission deadline has passed.

Questions About this Renewal Package, BCAA & CKA Membership Questions, & Additional Information

- If you questions about this renewal package or your membership in the BCAA, please contact the BCAA in Vancouver at 604-601-5100 or by e-mail at office@bcak.bc.ca.
- Additional information on membership in the BCAA is available at www.bcak.bc.ca.
- If you have any questions about your membership in the CKA, please contact the CKA at 1-877-252-5467 or by e-mail at info@cka.ca.
- Additional information on membership in the CKA is available at www.cka.ca.

Sincerely,

Elizabeth Bettles

Elizabeth Bettles, BCAA President
On Behalf of the BCAA Board of Directors