

# REQUIREMENTS

## FOR ACTIVE MEMBERSHIP

1. All applications are to be submitted in writing to the SRCA office on the prescribed forms. The application must be accompanied by a cheque which includes the Initiation Fee and SRCA annual fee. Membership in the Canadian Roofing Contractors Association is mandatory (Duality of membership) and a pre-requisite to membership in SRCA. Your application for membership in the CRCA must be attached, along with the appropriate fees, to your application for SRCA membership. (These fees are outlined in the fee schedule below)
2. An Active member shall be limited to a business located in Saskatchewan and actively engaged as provided by the Rules and Regulations in at least the installation of all membrane roofing systems.
3. The applicant must be in the Industrial, Commercial or Institutional (ICI) Roofing business in the Province of Saskatchewan for a minimum of five years and must have operated for these five years under the Trade Name in which they are applying for membership.  
EXCEPTION - The Board of Directors may waive this requirement if the applicant is a member of the CRCA and has been operating in Saskatchewan over the last 24 months. The applicant must abide by all other requirements of the Active Membership and is subject to a probationary period of (2) two years.
4. Membership in the Association must comply with the July 2009 Competition Compliance Program. Non-compliance will result in permitting the Board of Directors to 'suspend' or 'terminate' a non-compliant member as contemplated at page 11, #2 of the Competition Compliance Program.
5. The applicant must conduct business located in a commercial/industrial zoned property.
6. The applicant must employ no less than 1 **Red Seal** Journeyperson for the Roofing Trade that is full time and actively working in the field engaged in the installation of the roofing systems.
7. The applicant must be actively involved in the Apprenticeship Program.
8. The applicant must have maintained a SCSA Certificate of Registration (COR) for a minimum of 36 consecutive months and have successfully completed an external audit within the 24-month period prior to application.
9. The applicant must provide 3 CRCA Membrane Warrantable completed projects from each of the last 5 years plus 3 current or future projects. The list of projects submitted must be a combined minimum of 300 squares per calendar year. Projects must have been completed by the applicant's own workforce located in the province of Saskatchewan. All projects in each of the previous 5 years and current projects are subject to inspection. (form attached)
10. The applicant must furnish proof of financial stability on a form acceptable to the Board of Directors.
11. The applicant must be approved by the SRCA Board of Directors.
12. The applicant must be approved by the CRCA Board of Directors.
13. Once approved, the applicant will be on a probationary period for (2) two years.
14. All roofing projects over 30 squares require a CRCA Warranty.

**All membership forms must be completed in full.**

**SRCA FEE SCHEDULE (plus GST)**

Application Fee: \$3,000.00 (Application Fee is a one-time Non-Refundable fee)  
Annual Membership Fee: \$3,500.00 **plus** \$2,625.00 (A minimum of 750 squares)

A Current copy of:

- Certificate of Liability Insurance,
- Current WCB Report,
- Copy of current COR Certificate,
- Copy of Journeyperson's Certificate must accompany any renewals once approved.

Square Fees: \$75 for all CRCA warranty requests under 30 squares. \$3.50 per square for CRCA warranty requests on all projects over 30 squares.

<b>CRCA FEE SCHEDULE (plus GST)</b>	<b>Provincial Share</b>
All Saskatchewan Active Members	\$1,650.00



Saskatchewan  
Roofing Contractors  
Association

# MEMBERSHIP APPLICATION

- 1. B of D Approval \_\_\_
- 2. Email list \_\_\_
- 3. Mailing list \_\_\_
- 4. Plaque \_\_\_
- 5. Accounting \_\_\_

**Date:** \_\_\_\_\_

**TO:** Saskatchewan Roofing Contractors' Association

The undersigned hereby makes an application for membership in the **SASKATCHEWAN ROOFING CONTRACTORS' ASSOCIATION**. Upon acceptance we agree to conform to and abide by the Bylaws of the Association, its policies, regulations, and the CRCA Code of Ethics now and hereafter in force. We also agree to pay such membership dues and other fees as may be levied by the Board of Directors.

**NAME OF FIRM:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **POSTAL CODE:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **CELL:** \_\_\_\_\_

**CONTACT 1:** \_\_\_\_\_ **CONTACT 2:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**WEBSITE:** \_\_\_\_\_

**YEARS IN BUSINESS UNDER THAT NAME:** \_\_\_\_\_

**PRINCIPALS OF BUSINESS:** \_\_\_\_\_

**PRESIDENT**

**VICE PRESIDENT**

**TREASURER**

\_\_\_\_\_

Proprietor	Partnership	Corporation	Date of Incorporation _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**TYPE OF MEMBERSHIP APPLIED FOR:**

Active	Associate	Industry	International
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Saskatchewan  
**Roofing** Contractors  
 Association

# FINANCIAL DATA/TRADE REFERENCES

1. **Workers' Compensation Board Firm #** \_\_\_\_\_

Must provide a copy of the most current WCB Report

2. **Business License** \_\_\_\_\_

3. **GST No.** \_\_\_\_\_

4. **PST No.** \_\_\_\_\_

5. **Bank Name** \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone No. \_\_\_\_\_

6. **Insurance Company** \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone No. \_\_\_\_\_

◆ Bonding **YES**  **NO**

◆ Commercial Liability **YES**  **NO**

Must provide a copy of your most current Certificate of Liability Insurance

7. **5 Major Suppliers**

Company \_\_\_\_\_ Phone No. \_\_\_\_\_

Company \_\_\_\_\_ Phone No. \_\_\_\_\_

Company \_\_\_\_\_ Phone No. \_\_\_\_\_

Company \_\_\_\_\_ Phone No. \_\_\_\_\_

Company \_\_\_\_\_ Phone No. \_\_\_\_\_

I, \_\_\_\_\_ hereby give the Saskatchewan Roofing Contractors Association Membership committee permission to contact any of the above referenced to confirm stability.

**DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_



Saskatchewan  
Roofing Contractors  
Association

# PROJECT LIST

(For each of the last 5 years)

Projects listed below must be 30 squares or larger (NO residential projects allowed)

YEAR: \_\_\_\_\_

Job Name	_____	
Address	_____	
Owner	_____	Phone Number _____
Architect	_____	Phone Number _____
General Contractor	_____	Phone Number _____
Inspector	_____	Phone Number _____
Date Completed	_____	Phone Number _____
Roof Specification	_____	Phone Number _____

YEAR: \_\_\_\_\_

Job Name	_____	
Address	_____	
Owner	_____	Phone Number _____
Architect	_____	Phone Number _____
General Contractor	_____	Phone Number _____
Inspector	_____	Phone Number _____
Date Completed	_____	Phone Number _____
Roof Specification	_____	Phone Number _____

YEAR: \_\_\_\_\_

Job Name	_____	
Address	_____	
Owner	_____	Phone Number _____
Architect	_____	Phone Number _____
General Contractor	_____	Phone Number _____
Inspector	_____	Phone Number _____
Date Completed	_____	Phone Number _____
Roof Specification	_____	Phone Number _____

I, \_\_\_\_\_ hereby give the Saskatchewan Roofing Contractors' Association Membership Committee permission to contact any of the above references to allow for inspection of these projects.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_