

BCA Officials Workshop Registration Procedure 2018

Background and requirements

This procedure is intended to provide the program information required by BCA office staff, the workshop registrar, and the Officials Committee. Typically, some participants in officials' workshops register "informally" at the workshop. This procedure will allow this to continue, but provides a way for participants to register through BC Athletics. In all cases the participant information is captured in a standardized format, which provides the end users with their requirements.

Process

The Workshop Registrar provides BCA office staff with the required information for the web posting, using the Workshop Request Form (attached). This should be submitted at least 1 month prior to the Workshop. The Officials Committee can help with this step if necessary. The Workshop Request Form is now also available on-line, and can be filled out and submitted electronically. The electronic form is posted [here](#).

BCA Office Staff prepares the posting for the Officials web page, using the information in the Workshop Request Form. BCA Office Staff will also include the posting in the BC Athletics Bulletin (Blog). Participants are requested to register on line, using the embedded form.

The Registrar will request a spreadsheet of online registrations from BCA staff after the registration deadline has closed. He/she will register any local entries on blank forms, and collect any payments due. After the workshop He/she will:

- Enter local registrants into online registration forms.
- Send to BCA Officials Committee (John Cull):
 - Names of any "no-shows"
 - Payments (or credit card information) from local entries
 - Participant Feedback forms (or preferably, a summary)
 - Expense form for workshop expenses (rentals, copying, travel etc.), with bills attached.

The BCA Officials Committee will

- Approve expenses and an honorarium for the presenter
- Forward names of "no-shows" to BCA
- Request a final registration spread-sheet from BCA
- Compile workshop information for its records

BCA Officials Workshop Registration Procedure 2018

- Workshop Request Form

Workshop Registrar completes all fields and sends this form to the BCA office. List information for the posting In the “workshop details” box , e.g.:

- Provision (or not) of refreshments, or availability on site
- Instructions to participants (things to bring, or conditions to prepare for)
- Special features; materials provided to participants

Specify a deadline date for registration In the “Notes for BC Athletics” box, and include requests for:

- Equipment
- Office assistance, rule books, materials etc.

Title of the Workshop			
Level of the Workshop			
Date(s)		Time	
Location (include address)			
Registration Fee			
Hosted by			
Instructor(s) name			
Instructor(s) contact information			
Registrar’s name			
Registrar’s contact information			
Workshop details (for posting). Continue on a separate page if necessary			
Notes for BC Athletics			

BCA Officials Workshop Registration Procedure 2018

BC Athletics Officials Workshop Registration Form

Workshop Title		
Workshop Level		Date
Location		

Name	_____		_____	
	(First name)		(Last name)	
Gender	Male () Female ()	Birthdate	____/____/____ dd/ mm/ yy	
Mailing Address	Street _____ City _____		Postal Code V__ __	
Email				
Phone	() ____ - _____	BCA Number		
Affiliation	Club	Unattached () None ()		

Survey Information. Check all that apply

Educational Level	Secondary () University () College ()
Federal Program Status	First Nations descent () Canadian Forces () RCMP ()

For office use (Registrar)

Payment information (if applicable)	_____
Receipt to be issued	Y/N

The collection, use and disclosure of personal information.

BC Athletics collects, uses and discloses only such information as is required to manage programs and provide services, and comply with Government requirements. BC Athletics does not sell, trade or exchange for consideration any personal information obtained