

# **BCA Officials Workshop Registration Procedure**

## ***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, participants in officials' workshops register "informally", by informing the registrar verbally or by e-mail, or even register at the workshop itself. 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 BCA Officials Committee** provides BCA office staff with the required information for the web posting, using the Workshop Request Form (attached)

**BCA Office Staff** prepares the posting for the Courses and Camps section of the web page, using the information in the Workshop Request Form. BCA Office Staff will also include the posting in the BC Athletics Bulletin (Blog). BCA staff send the Registrar a batch of registration forms for the workshop.

**BCA Office Staff** may receive registrations by mail or fax. Staff will inform the registrar of the registration by e-mail...individually, or in a batch, prior to the workshop.

**The Registrar** will register any local entries on the form. He/she will also compile a Workshop register, using the attached form

**The Registrar** will collect all payments due. He/She will send to BCA:

- Workshop register and Summary
- Participant Feedback forms
- All payments
- Expense form for any approved workshop expenses (rentals, copying etc.), with bills attached.

**The Registrar** will also send a copy of the Workshop register to the Officials Committee.

## BC Athletics Officials' Workshop Request Form

To be submitted to the BCA office by the Workshop registrar. All fields must be completed.

In "workshop details" list information for the posting, 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

In "Notes for BC Athletics", include requests for :

- Equipment
- Office assistance, materials etc

|  |  |             |  |
|--|--|-------------|--|
| <b>Title of the Workshop</b>                 |  |             |  |
| <b>Level of the Workshop</b>                 |  |             |  |
| <b>Date(s)</b>                               |  | <b>Time</b> |  |
| <b>Location<br/>(include address)</b>        |  |             |  |
| <b>Registration Fee</b>                      |  |             |  |
| <b>Hosted by</b>                             |  |             |  |
| <b>Instructor(s)</b>                         |  |             |  |
| <b>Instructor(s) contact<br/>information</b> |  |             |  |
| <b>Registrar</b>                             |  |             |  |
| <b>Registrars contact<br/>information</b>    |  |             |  |
| <b>Workshop details<br/>(for posting)</b>    |  |             |  |
| <b>Notes for BC Athletics</b>                |  |             |  |

