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

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



BC Athletics Officials Workshop Registration

Participant please print information required legibly in all fields

	Workshop Title	•					
	Workshop Leve	əl			Date		
	Location						
Name	(First name)		(Las	t name)			
Gender	Male () Female ()	Birt	hdate	//_ dd/ mm/ yy			
Mailing Address	StreetCity					Postal Code V	
Email							
Phone	()_			BCA Number			
Affiliatio	n Club			Unattached () No	ne ()	
Survey	Information.	Ched	ck all that ap	oly			

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