

**TIME LINE FOR CLUB REGISTRARS
2009**

April 06, 2009 Deadline to remit to Regional Registrar \$50.00 Affiliation Fee per Club

A. Winter Maintenance Registration Procedures

April 30, 2009 Last date to register for Winter Maintenance

May 07, 2009 Deadline to remit the following to the Regional Registrar:

1. Team List for the Club – shows membership total for each club plus a copy
2. Club Membership list with new members highlighted plus a copy.
3. Original individual registration forms for each new swimmer since Oct 1, 2008
4. Athlete Fee Form with appropriate fees (\$20.00 provincial fee + \$3 regional fee per athlete - total per athlete \$23) one cheque payable to BCSSA Island region.
3. Email the Regional Registrar the club's exported athlete file with winter maintenance included.
4. Backup the regional database for the regional archives.

B. Summer Registration Procedures

No Athlete or coach is to enter the water until the club affiliation fee is received.
No Athlete or coach is to enter the water until registration form is signed.

May 1, 2009 Date summer swim season starts

Please print out 2009 registration forms for returning swimmers with the demographic and family information included (this way the family can check to see if the registration information is accurate)

Please ensure that all Registration forms (only current BCSSA forms can be used) are filled out correctly and signed by the parent/guardian or athlete over 19. ALL COACHES MUST BE REGISTERED.

June 1, 2009 Remit to the Regional Registrar a list of which aquatic disciplines you club is offering.

July 09, 2009 Registration cutoff for Regionals & Provincials

1. Last day to register to be eligible for Regional Meet & Provincial Meet.
2. Last day for transfers, assignments and formation of regional water polo teams.
3. Coach needs to sign membership list for Diving, Synchro, Water Polo dated July 09, 2009.
4. A list of any new aquatics offered.

July 13, 2009 Deadline to remit to regional Registrar:

1. Summer Athlete Fee form: Provincial Registration fee is \$32.00 + \$8 regional fee for a total of \$40 per

swimmer. Submit **one** cheque made payable to BCSSA Vancouver Island Region.

2. Individual Registration forms for all athletes. Any transfers or assignments MUST accompany the form.
3. Athlete roster with new members **highlighted** plus a copy signed by the coach.
4. Team List for the Club plus a copy. Ensure that the numbers are accurate. Make sure you have the same number of registrations paid as athletes registered.
5. Signed Athlete Rosters from Swimming, Water Polo, Synchro, & Diving.
6. Email exported athlete registration file to the Regional Registrar at ltest@telus.net
7. Back up the clubs' database.

August 31, 2009 Last date for Summer Registrations.

September 05, 2009 Registrations received between July 11 and August 31 are to be submitted to the Regional Registrar by September 05, 2009.

(These athletes are ineligible to compete at Regionals and Provincials).

1. Summer Athlete Fee form: Registration fee is **\$40.00**. Submit **one** cheque made payable to BCSSA Vancouver Island Region.
2. Individual registration forms for new swimmers since July 11, 2008. Any transfers or assignments MUST accompany the form.
3. Athlete roster with new members **highlighted** plus a copy.
5. Team List for the Club plus a copy. Ensure that the numbers are accurate. Make sure you have the same number of registrations paid as athletes registered.
6. Email exported athlete registration file to the Regional Registrar at ltest@telus.net
7. Back up the clubs' database.

October 1, 2009 Winter season begins
Remember Provincial Registration Fee is now **\$20.00** + \$3.00 regional fee for a total of \$23.00 per athlete.

April 30, 2009 Last date to register Winter Maintenance athletes.

PLEASE REMEMBER TO KEEP A COPY OF ALL REGISTRATION FORMS FOR YOUR FILES.

Priority post Mail to: Lynne Testemale
Regional Registrar
1737 Hampshire Rd
Victoria, B.C.
V8R 5T7

Phone: (250) 595-7300
Email: ltest@telus.net

All registration data files may be emailed. Any cheques are to be mailed to Regional Registrar. Thanks.

It is essential that the above information be received by the due dates. If not your athletes may not be registered in time for the Provincial meet and therefore will not be attending.

5/29/09

