



**2011 BC Community Football
Association**

**Registration & Insurance
Procedures with**





September 6, 2011

Dear BC Community Club President,

The following package has been put together to assist you in your registration process with BC Community Football Association (BCCFA) and Football BC.

Please take a moment and familiarize yourself with the enclosed documents.

The first stage of the process is registering with the BCCFA. The BCCFA now has two categories of membership: a full membership and associate membership. Your club must choose one of the categories to register with the BCCFA.

The second part of the package is your insurance and registration with Football BC.

The deadline for both registrations is **Monday, October 17, 2011**. If you have any questions, please contact Football BC Executive Director Patrick Waslen at patwaslen@aol.com.

Thanks,

Joe Gluska
President, BCCFA
604-469-2029
jgluska@shaw.ca

Patrick Waslen
Executive Director, Football BC
604-677-1025
patwaslen@aol.com





BC COMMUNITY FOOTBALL ASSOCIATION

The BC Community Football Association (BCCFA) is the umbrella organization that assists all community football clubs in British Columbia.

The BCCFA is responsible for sanctioning the BC Community playoffs and BC Community provincial championships.

The BCCFA also acts as a clearinghouse for relevant information for all of community football played across British Columbia.

The BCCFA has two categories of membership: Full Membership and Associate Membership.

Full Membership: Entitles the club to receive information from the association, to vote at the BCCFA meetings and to participate in the BCCFA Provincial playoffs and the three BCCFA Championships. \$3.00 per player in 2011 (minimum payment is \$200).

Associate Membership: Entitles the club to receive information from the association and to attend the BCCFA meetings. \$50.

The deadline for payment is **Monday, October 17, 2011.**

If you need any further information, please contact one of the association directors via <http://www.bccommunityfootball.ca>.

BC Community payments can be mailed to:

BCCFA
113 Windsor Drive
Port Moody, BC V3H 2T1





CLUB RESPONSIBILITIES

INSURANCE COVERAGE

If you have questions, you may contact Football BC or the insurer directly.

Please note that the certificate your club has been issued expires on December 31, 2011. Once your club has completed the registration and insurance requirements, Football BC will instruct the insurance company to extend your club's coverage to July 3, 2011. If this is a problem for your association, then you need to notify us by November 1, 2011.

SOCIETY ACT

All Football BC members are required to be non-profit societies registered under the BC Society Act.

Within 30 days of their annual general meeting, clubs are required their form 11 with the Registrar of Societies in Victoria.

*Please note the following change from 2008: Football BC will only renew a club's insurance for the next season after the club provides a copy of its "Certificate of Good Standing" from the Registrar of Societies. Certificates must be issued **after** March 31 of that year and in Football BC's possession by June 15, 2012.

If you do not normally request a Certificate of Good Standing, please contact the BC Ministry of Finance Society/Cooperative Unit at: <http://www.bcregistryservices.gov.bc.ca/>





2011 REGISTRATION PROCEDURES

INSURANCE AND REGISTRATION FEES & INFORMATION

Part of Football BC's responsibility is to collect and maintain information on all our membership. Some of this information is reported to the Provincial Government so that they have adequate information on sport in BC. Other information is shared with municipalities when they are planning future facilities and fields.

For insurance purposes, Football BC holds records indefinitely. Football BC does not rent or sell private personal information.

Please pay special attention to the deadlines for your club to forward registration and insurance fees and documentation. If your club has any concerns regarding the ability of the club to meet any of the deadlines, please contact Football BC immediately.

Clubs must provide Football BC with player, cheerleader, coaches, board members and volunteer information. Casual game volunteer such as stick crews and concession people do not need to be registered and will be covered by Football BC blanket insurance coverage. Also, please list any player that has withdrawn prior to the final roster. You do not pay registration or insurance for any withdrawals but we must know that they were originally registered with the club.

WHAT INFORMATION TO SEND

In 2008, we developed a MS Excel file that we requested you fill out and return by the deadline. As a result of new reporting requirements, we have since updated this file for 2011. The new file can be downloaded at http://www.playfootball.bc.ca/bc_community.html or at <http://www.bccommunityfootball.ca>. **Please note that all fields are mandatory.**

Once completed, the form should be returned to Football BC either by downloading the information to a CD and mailing it to their office or by emailing it to communications@playfootball.bc.ca. Failure to return this form will result in the loss of insurance.

WHERE TO SEND INFORMATION

Football BC
#434 – 6540 Hastings St.
Burnaby, BC V5B 4Z5

BCCFA
113 Windsor Drive
Port Moody, V3H 2T1

The information you provided is protected by Football BC's privacy policy. Our insurance agreement requires us to collect and keep information on all insured players, coaches, cheerleaders, directors, officers, etc.





2011 FEES

MEMBERSHIP

Football BC's fees are as follows:

Registration - \$20 per person

INSURANCE

Insurance coverage for any person who is 18 years or under is \$14.

Insurance coverage for any person 19 years or older is \$16.

WHAT YOUR CLUB PAYS

The total combined insurance and membership fee:

For persons 18 years and under is \$34.

For persons 19 years and older is \$36.

WHERE AND WHEN TO SEND PAYMENT

Please make cheques payable to "Football BC" and send to:

Football BC
#434 - 6540 Hastings St.
Burnaby, BC V5B 4Z5

The deadline is **Monday, October 17, 2011.**

With the current fiscal situation impacting our members we understand clubs may have delays in paying their fees. It is important that the club president communicate in writing any extraordinary situations prior to our October 17, 2011 deadline. We thank you for your cooperation in advance.





2011 BCCFA REGISTRATION FORM

NAME OF ASSOCIATION: _____

PRIMARY CONTACT: _____

POSITION WITH THE ASSOCIATION: _____

MAILING ADDRESS: _____

CITY: _____ POSTAL CODE: _____

PHONE: _____ FAX: _____

EMAIL: _____

SECONDARY CONTACT: _____

POSITION WITH THE ASSOCIATION: _____

ADDRESS: _____

CITY: _____ POSTAL CODE: _____

PHONE: _____ FAX: _____

EMAIL: _____

INSURANCE INFORMATION

This will assist us to make sure a certificate of insurance is sent to all cities, parks associations etc., that your club uses. Please fill out.

Name of Home Field: _____ City _____

Additional Home practice/game fields: _____ City _____

Other Facilities you utilize: _____ City _____

Please e-mail this completed form to communications@playfootball.bc.ca **and** jgluska@shaw.ca. Alternatively, you can mail one copy of the form each to:

Football BC
#434 – 6540 Hastings St.
Burnaby, BC V5B 4Z5

BCCFA
113 Windsor Drive
Port Moody, V3H 2T1





COMMUNITY ASSOCIATION REGISTRATION FORM

NAME OF ASSOCIATION: _____

PRIMARY CONTACT: _____

POSITION WITH THE ASSOCIATION: _____

MAILING ADDRESS: _____

CITY: _____ POSTAL CODE: _____

PHONE: _____ FAX: _____

EMAIL: _____

BCCFA WEBSITE INFORMATION www.bcccommunityfootball.ca

ASSOCIATION: _____

CONTACT PERSON: _____

CONTACT NUMBER: _____

CONTACT EMAIL ADDRESS: _____

WEBSITE ADDRESS: _____

EMAIL: _____

Please e-mail this completed form to communications@playfootball.bc.ca **and** jgluska@shaw.ca. Alternatively, you can mail one copy of the form each to:

Football BC
#434 – 6540 Hastings St.
Burnaby, BC V5B 4Z5

BCCFA
113 Windsor Drive
Port Moody, V3H 2T1





INFORMATION ON DATA COLLECTION

Why does Football BC require all this information from our players, volunteers and executives?

In February 2011, the Federal, Provincial and Territorial (FPT) Deputy Ministers for Sport agreed to adopt a system to acquire consistent sport organization membership data for organizations that receive public funding. Governments have long recognized the need to have accurate membership information to capture a better pan-Canadian understanding of sport and its impact on Canadian society. It is also important for sport organizations to know and understand their own sport involvement information for planning and programming purposes.

What information is being submitted to government?

We are asked to submit the following information:

- Sport (Football)
- Postal Code
- Gender
- Date of Birth

***Note:** Although we are required to collect your first and last names insurance policy purposes, only your first and last initials are currently being submitted to the government. Beginning in 2011-12, no first initial or last initial information will be submitted any longer although we will continue to collect names of members for our own information purposes. Your address, phone number and email are **NEVER** submitted.

Beginning in 2012-13, we will also be required to provide the following:

- Primary Involvement with Football BC (e.g. participant, coach, official, volunteer, other)
- Secondary involvement with Football BC (if applicable)
- Coaching certification level (if applicable) and active / non-active coaching status
- Ethnicity and Aboriginal Status (members are expected to provide a yes/no answer regarding Aboriginal status and be provided with a drop-down menu option with an ethnicity list parallel to the Canadian census data ethnicity list)

What are the benefits to governments of receiving this data?

Uniform sport membership data will provide government officials with reliable demographic information to track trends and inform future policy and program decisions. Once a complete and accurate membership picture is in place, participation program data can more readily be captured.

The sum of all membership in sport organizations is an indicator of the reach of programming investments made by governments. It can also be a tool used by government to help determine funding support to organizations.





PRIVACY POLICY

At Football BC, we respect the privacy of our members and clients.

The following is a brief summary of our privacy practices.

Why we collect personal information:

If you are a Football BC member or client, Football BC has some basic information about you. We understand that some of this information is private, which is why we collect personal information only for the following purposes:

1. To establish and maintain a personal relationship with you and to provide ongoing service. For example, when you apply to our insurance coverage we must collect relevant information to identify the insured party.
2. To understand your needs and preferences. We maintain a record of the services you receive from us, and we may ask for additional information so that we can serve you better.
3. To manage and develop our operations. For example, we analyze member usage of our services to help us manage them efficiently and plan for future growth.
4. To meet legal and regulatory requirements.

When do we disclose personal information?

There are a variety of circumstances where we may need to disclose some personal information about our members or clients. Here are some examples:

1. We may disclose a member's personal information to a person who, in the reasonable judgment of Football BC, is seeking the information as an agent of the member.
2. We may disclose a member's personal information to a public authority or agent of a public authority if, in the reasonable judgment of Football BC, it appears that there is imminent danger to life or property which could be avoided or minimized by disclosure of the information. If a member calls 911, we will provide the member's name, address and telephone number to the emergency agency.
3. In conjunction with special offers or programs, we may disclose adult members' personal information to our member organizations, program partners, or to third-party responsible for administering such offers or programs. Any such disclosure is made on a confidential basis with the members' express consent.

Football BC on the Internet: <http://www.playfootball.bc.ca>

Phone: 604.677.1025

Office Address: #222 – 6939 Hastings, Burnaby, BC

Mailing Address: #434 6540 Hastings, Burnaby, BC, V5B 4Z5

communications@playfootball.bc.ca

[facebook.com/footballbc](https://www.facebook.com/footballbc) | twitter.com/football_bc



How do we protect your personal information?

In order to protect your personal information and your right to privacy, Football BC:

1. Will not collect , use or disclose personal information for any purpose other than those identified above except with your consent;
2. Will protect your personal with appropriate security safeguards;
3. Will never share any personal information on our members who are minors in the province of British Columbia;
4. Will protect the confidentiality of your personal information when dealing with other organizations;
5. Will strive to keep your personal information as accurate and up-to-date as is necessary for the purposes identified above; and
6. Will honour any request you may make for access to your personal information.

What are your choices?

We would like to have your consent to collect, use and disclose your personal information for the purposes identified above. However, you do have choices and can refuse or withdraw your consent as follows:

1. You may have your name removed from our telephone, mail or email lists. We use these lists to inform you of relevant services and other information that may be of benefit to you.
2. You may refuse to provide personal information to us. You may also withdraw your consent at any time, subject to legal or contractual restrictions and reasonable notice. However, in either case, this may limit our ability to serve you.

Questions or concerns

If you have any questions or concerns about our privacy practices, please call us at (604) 677-1025.

Football BC Privacy Officer

Daniel Fung
Director, Communications
communications@playfootball.bc.ca

Football BC on the Internet: <http://www.playfootball.bc.ca>

Phone: 604.677.1025

Office Address: #222 – 6939 Hastings, Burnaby, BC

Mailing Address: #434 6540 Hastings, Burnaby, BC, V5B 4Z5

communications@playfootball.bc.ca

[facebook.com/footballbc](https://www.facebook.com/footballbc) | twitter.com/football_bc