



2009 BC COMMUNITY FOOTBALL ASSOCIATION

REGISTRATION & INSURANCE PROCEDURES





October 20 2009

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 BC Community Football. BCCFA now has two categories of membership: a full membership and associate membership. Your club must choose one of the categories to register with BCCFA.

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

The deadline for both registrations is November 20 2009.
If you have, any questions please contact: patwaslen@aol.com

Thanks!

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

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



BC COMMUNITY FOOTBALL ASSOCIATION

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

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

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

BCCFA has two categories of membership: full and associate.

Full membership: entitles the club to receive information from the association, to vote at the BCCFA meetings and to participate in BCCFA Provincial playoffs and the three BCCFA Championships. \$3.00 per player in 2009 the Minimum payment is \$200.00

Associate membership: entitles the club to receive information from the association and to attend BCCFA meetings \$50.00

The deadline for payment is November 20 2009.

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

BC Community payments can be mailed too:
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 2009. Once your club has completed the registration and insurance requirements, Football BC will instruct the insurance company to extend the clubs coverage to July 3 2010.

*Please pay special attention to the information required under the Society Act Section for renewal of insurance in 2009.

SOCIETY ACT

All Football BC member clubs are required to be non profit societies registered under the BC Societies Act.

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

*Please note the following change. As of April 1 2008, Football BC will only renew a club's insurance for the 2009-10 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 2010, and in Football BC's possession by June 15 2010.

If you do not normally request a "Certificate of Good Standing".

Please contact the BC Ministry Of Finance Society/Cooperative Unit at 250 356-8673 or 604 775-1046 for further information and assistance.

2009 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 the government has 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 volunteers' information. Casual, game volunteers, such as stick crews, concession people, etc., 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 have developed a Microsoft excel file that we requested you fill out and return by the deadline. The file can be downloaded at bccommunityfootball.ca Once completed it should be returned to Football BC, either by downloading the information to a cd or emailing it too playfootballbc@aol.com. Each field indicated must be filled out by the club this year. You can use an excel spread sheet with the same categories as last year. Failure to do so will result in the loss of insurance.

WHERE TO SEND INFORMATION

VIA MAIL ONLY TO:

**Football BC
Suite 434 6540 Hastings st
Burnaby BC
V5B 4Z5**

**BCCFA
113 Windsor Drive
Port Moody BC
V3H 2T1**

The information you provide 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.

2009 FEES

MEMBERSHIP

Football BC's fees are as follows, registration \$10.00 per person.

INSURANCE

Insurance coverage for any person who is 18 years of age and under is \$15.00.

The fee for insurance coverage for any person 19 years of age and older is \$20.00.

WHAT YOUR CLUB PAYS?

The total combined insurance and membership fee:

FOR PERSONS 18 YEARS OF AGE AND UNDER IS \$25.00.

FOR PERSONS 19 YEARS OF AGE AND OLDER IS \$30.00.

WHERE AND WHEN TO SEND PAYMENT?

**PLEASE MAKE CHEQUES PAYABLE TO "Football BC"
and send to:**

**Football BC
Suite 434 6540 Hastings Street
Burnaby BC
V5B 4Z5**

DEADLINE IS November 20 2009

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 extra ordinary situations prior to our November 20 2009 deadline. Thanks!



2009 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: _____

BCCFA WEBSITE INFORMATION www.bccfa.org

ASSOCIATION: _____

CONTACT PERSON: _____

CONTACT NUMBER: _____

CONTACT EMAIL ADDRESS: _____

WEBSITE ADDRESS: _____

EMAIL: _____



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.bccfa.org

ASSOCIATION: _____

CONTACT PERSON: _____

CONTACT NUMBER: _____

CONTACT EMAIL ADDRESS: _____

WEBSITE ADDRESS: _____

EMAIL: _____



2009 HEAD INJURY/CONCUSSION REPORT FORM

Football BC is collecting data on concussions and possible concussions for the 2009 season and we ask that all clubs complete the following information on any player suspected of a concussion. We are working with SportMed BC to further develop a concussion program for Football BC.

Athlete Name: _____

Age: _____ **Gender:** _____

Association Name: _____

Date/Time of Injury: _____

Date/Time of Assessment: _____

Game or practice: _____

Did the athlete return to play: _____

Was athlete cleared by a physician to return to play: _____

Please return this form to Football BC By December 11 2009

**Football BC
Suite 434 6540 Hastings Street
Burnaby BC
V5B 4Z5**