



CLUB REGISTRATION FORM

Registration Year – September 1st to August 31st

CLUB INFORMATION

Items identified with a * will be published in the Judo BC Directory and website.

Name of Club*:		
Legal name if different from above:		
Type: (select one):	<input type="checkbox"/> Not for profit society	Incorporate on _____ Society # _____
	<input type="checkbox"/> Private member business	Business # _____
Mailing Address*:	City*:	Postal Code*:
Courier Address if Mailing address is PO Box:	City:	Postal Code:
Location of Dojo (Name of recreation centre, school etc...) *:		Zone (BC Winter Games):
Phone number*:	Fax Number*:	Club E-mail address*:
Website*:	Alternate E-mail address:	

FACILITY INFORMATION

Check one of the following:

<input type="checkbox"/>	Our club rents the space and IS responsible for the maintenance and management of the space/facility.
<input type="checkbox"/>	Our club rents the space and IS NOT responsible for the maintenance and management of the space/facility.
<input type="checkbox"/>	Our club owns the space/facility.

HEAD INSTRUCTOR/COACH & CLUB CONTACT

Items identified with a * will be published in the Judo BC Directory and website.

Head Instructor*:	Rank:	NCCP # / Certification:
Telephone*:	E-mail*:	
Club Contact*:		
Telephone*:	E-mail*:	
Club Registrar:		
Telephone:	E-mail:	

CLUB INSTRUCTORS/COACHES

This information is collected to assist Judo BC with its annual reporting to its funding partners. This information will not be published.

Instructor/Coach:	Rank	NCCP # / Level
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Note: Please use a blank page to submit additional Instructors or Coaches.

Judo BC Club Membership Compliance Statements

Judo BC collects information from its members in accordance with the *Personal Information Protection Act* (British Columbia "PIPA") and the Judo BC privacy policy. Judo BC may from time to time provide information to partner organizations. Partner organizations are those organizations which Judo BC has engaged to assist in the operations and furtherance of judo in British Columbia. The information provided to partner organizations may include club contact information and statistical information. Judo BC will not disclose personal information unless consent has been obtained or PIPA permits the disclosure.

As representative of a member club of Judo BC, we have read the Judo BC Constitution, Bylaws, Policies and Procedures available on the Judo BC Website and agree to adhere to all published policies, including but not limited to the following:

- Provide a safe training environment for all participants and members.
- Adhere to the Judo BC Codes of Conduct.
- Ensure all coaches and instructors are registered with Judo BC and have met the minimum coaching requirements, including first aid.
- Ensure that all individual members are registered. Use and retain appropriate waivers & releases for all individually registered members.
- Track, record and submit membership data and payments as outlined in the membership policy for all individual club members by the requested deadlines.
- Track, record, retain and submit required participant list data and payments (where applicable) by month end for all special programs and one-day events.
- Understand that from time to time Judo BC staff or Board appointed member may conduct a field audit and verify membership registration, request supporting documentation to ensure registration compliance.
- Adhere to all established deadlines for all program activities administered by Judo BC.
- Inform Judo BC of any out of facility activities to ensure appropriate insurance coverage is available (i.e. Mall displays, school presentations).
- Notify and file incident reports and accident claim forms with Judo BC for all injuries which occur with your Judo BC sanctioned programs and activities.
- Participate only in Judo BC sanctioned activities and submit the appropriate documents for sanctioning requests with Judo BC for all out of province activities.

Failure to comply with the Judo BC policies and procedures may result in placement into bad standing. Insurance coverage applies for clubs in good standing, when all requirements of registration are fulfilled. Failure to register individual members or provide required summary of participant lists will be considered an act of misrepresentation and may adversely affect the club's membership. There will be no insurance coverage for unregistered members or unlisted participants.

Club President or Head Instructor (print name)

Signature

Date

Club Registrar (print name)

Signature

Date

Return to the Judo BC Office, 3295 Coast Meridian, PO Box 78049, Port Coquitlam, BC, V3B 7H5 by **SEPTEMBER 1st**.