

General Instructions:

First of all, determine which of the forms you will need and print **only** those forms.

All Associations and Clubs **must** submit ***a list of Officers and Executive.***

In addition to the list of Officers and Executive:

Each Caller Cuer Association should complete and submit a Caller Cuer BC Square & Round Dance Federation and Canadian Square & Round Dance Society Application (#2), along with a ***complete membership list AND a list of Officers and Executive.***

Each Regional Dancer Association, or combined Regional Dancer Caller Cuer Association should complete and submit a Regional Association BC Square & Round Dance Federation and Canadian Square & Round Dance Society Summary (#3), along with completed Club BC Square & Round Dance Federation and Canadian Square & Round Dance Society Applications (#4a) for each member club, as well as a ***complete membership list for each club, AND a list of Officers and Executive for each club and for the Association.***

Each Club should complete and submit a Club BC Square & Round Dance Federation and Canadian Square & Round Dance Society Application along with a ***complete membership list AND a list of Officers and Executive.***

- a) If your club is a member of a Regional Dancer Association or combined Regional Dancer Caller Cuer Association, then use Form #4a, and submit the forms, lists and payment to your Regional Association;
- b) If your club does not belong to a Regional Dancer Association or combined Regional Dancer Caller Cuer Association, then use Form #4b, and submit the forms, lists and payment directly to the B.C. Square and Round Dance Federation Treasurer.

The Club Regional Association Application (#5), is provided solely for the convenience of Regional Associations which charge a Regional Association Fee.

Officers and Executive – this is a requirement from the Canadian Square and Round Dance Society. Please note that the Officers and Executive are the persons in the positions of President, Vice President, Secretary, Treasurer, etc. If a club is

run by a caller/cuer/leader, then that person constitutes the Officers and Executive. ***Please also note that when there is a change in the Officers and Executive, the B.C. Square and Round Dance Treasurer must be provided with a revised list of Officers and Executive, along with the effective date of the change.***

Membership Lists – *please ensure that the list is complete and legible.* If possible, please forward an electronic copy (preferably an Excel file) of the membership list – a sample listing is available (#6). Please also ensure that any names on the membership list for whom the CSRDS and BC Federation fees are paid through another club or association, and any non-dancing, charter, life or honorary members for who no fees are being paid, are clearly indicated on the list, and not included in the total member count for the CSRDS and BC Federation. Membership lists can be as simple or as informative as your club or association chooses – all that is required is a name. Keep in mind, however, that in the event of a claim, we may need to prove that the “John Smith” on your membership list is the “John Smith” who signed in at the dance and is now making a claim – if a residential address, phone number and/or email address is included on your membership list, that could assist the insurance company as well as the dancer making a claim in the event of a claim.

New Dancers – If you are requesting membership for new dancers, please be advised that all new dancers are covered until the end of December 2018 **if** you submit the numbers to me. However, as of January 1, 2019, you will also have to submit a list of names and payment in order for the new dancers to be members of the BC Square & Round Dance Association and the Canadian Square & Round Dance Society for 2019.

Insurance Binder Requests – You will find more information on the third party liability insurance that your membership in the Canadian Square and Round Dance Society provides on the CSRDS Website - <https://csrds.ca/insurance/> - but for your convenience, I have attached a PDF copy of the Binder Request (#7).