

## **CONTACT PERSONS NEEDED!!**

There is one additional form for all Clubs and Associations this year!! One of the major items of discussion at both the Federation Executive Meetings and at the Federation Annual General Meeting was the need for improved communication between the British Columbia Square & Round Dance Federation and **all** of the members of the Federation.

To assist in this, we are asking each Club and Association to appoint a representative who will be the contact person between their Club / Association and the Federation. The contact person needs to have an email address which they check regularly, and be willing to relay the information that they receive to their Club / Association. This can be by forwarding it to the Executive, or by sending it out to all members – that is up to each individual Club / Association.

However, in order for the Federation to have a contact list which they can share, they need to have the written consent of the contact person. Please be assured that the contact list will only be shared appropriately – ie, with the other Executive members of the Federation. Upon request, it may also be shared with the publicity chair for a Convention or Festival being held in British Columbia. It will **not** be made available on the website.

The Appointment and Consent Form (#8) is included with the package of forms that is being sent out. Once you have a contact person, please complete the form by inserting the name of the Club / Association, the name of the contact person, the email address and phone number for the contact person, and then have the contact person sign the Consent portion. After the form is completed, please return it to me either by mail (4030 Raymond Street North, Victoria, BC V8Z 4K8) or by email ([bcfedtreasurer@gmail.com](mailto:bcfedtreasurer@gmail.com)). If you wish to make a change to the contact person in the future, please send me a new form with a note to indicate that the form is for a new contact person to replace the existing contact person.

If you have any questions about this, please feel free to email me, or the President of the Federation, Jean Wood ([jeanwood@telus.net](mailto:jeanwood@telus.net)), or phone one of us (Pat – 250-661-3516 / Jean – 250-833-9227) and we will be happy to answer as best we can.

Thank you

Pat Zeeman, Treasurer

## **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** and **a Contact Appointment and Consent Form (#8)**

In addition to the list of Officers and Executive and the Contact Appointment and Consent Form:

**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, a list of Officers and Executive, and the completed Contact Appointment and Consent Form (#8)**

**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, a list of Officers and Executive for each club and for the Association, and the completed Contact Appointment and Consent Form (#8)**

**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, a list of Officers and Executive, and the completed Contact Appointment and Consent Form (#8)**

- 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, and does not need to be completed and forwarded to me.

**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 2019 **if** you submit the numbers to me. However, as of January 1, 2020, 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 2020.

**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).