

MSSA COMPETITION REGISTRATION POLICY

Date: January 15, 2009

Effective Date: January 15, 2009. Amended November 1, 2010.

Approved by: January 15, 2009. Amended November 1, 2010.

1.0 PURPOSE:

- 1.1 To establish consistency for meet registration.
- 1.2 To provide a timeline that allows the recorders appropriate time to perform meet set up.
- 1.3 To provide a timeline that allows the meet coordinator to generate a schedule of events.
- 1.4 To establish a standard that is consistent with SSC regarding meet registration.
- 1.5 To ensure smoother meet operation and eliminate delays prior to commencement of the meet.

2.0 POLICY:

- 2.1 All clubs and respective membership affiliated with MSSA shall comply with this policy.
- 2.2 Any club or individual outside of MSSA shall comply with this policy if engaged in a MSSA sponsored event.

3.0 PROCEDURE:

- 3.1 MSSA will provide each club with a list of meet registration deadlines at the beginning of each skating season.
- 3.2 It is the individual club's responsibility to provide the required registration information in the format designated by the MSSA by the designated date/time.
- 3.3 Registration deadline for meets organized by MSSA and / or MSSA clubs will be 2 Fridays prior to the actual meet (i.e. 8-9 days prior to date of meet).
- 3.4 Each club is responsible for submitting its respective list of registered skaters as one list.

3.5 the registration information will be compiled and forwarded back to the club 'registrars' by 5pm on the Monday prior to the meet to be reviewed and corrected.

3.5.1 The Recorder is NOT to be contacted by the club representative or the individual / parent.

3.5.2 If the Recorder is contacted, the person will be directed to speak with the Meet Coordinator and/or the MSSA Executive Director.

3.6 Skaters arriving at meets who have not registered through MSSA will not be permitted to skate.

4.0 PAYMENT PROCESS:

4.1 Total Registration fees dues will be based upon the number of registrations received from the club. There will be no refund for skaters who do not attend. An exception is considered with provision of a medical certificate.

4.2 Payments will be submitted by the clubs to MSSA office by the end of day the Friday following the meet. Invoices will be provided by MSSA.

5.0 REFERENCES:

5.1 Policy Developers:

5.1.1 MSSA Competitions VP – Peter Birse

5.1.2 MSSA Officials VP – Jane MacDonald

5.1.3 Chief Recorder – John McLean

5.1.4 Chief Referee – Rick Rempel

5.1.5 Chief Meet Coordinator – Brian McConnell

5.1.6 MSSA Executive Director – Nicolle Moskven