



Naming Zone Representatives

Each Provincial Advisor is asked to name a Zone Representative in each zone for their sport. It is recommended that a discussion between the Provincial Advisor and the senior staff or Board member of the PSO takes place prior to these appointments being finalized.

It is imperative that Zone Representatives follow through on all requests, especially at the registration deadline time. Given the need for the Zone Reps to manage registration for their Zone via an online registration system, it is recommended that they have regular and reliable access to a computer and the Internet.

Some sports assign staff to manage all registration for the Games and to assume the role of the Zone Reps.

Role of Zone Representatives

It is the job of Zone Reps to ensure that all eligible athletes in the zone have an opportunity to qualify for the Games. They do so by planning and promoting the qualification events for the zone. Each PSO manages zone qualification events differently, so Zone Reps will need to work with the Provincial Advisor and/or the PSO to determine processes, eligibility, timing, fees, etc.

Zone Reps should review the technical package for their sport to ensure they are familiar with eligibility requirements. They should also review the BC Games General Rules. These are both available on the BC Games website – www.bcgames.org.

Promoting the qualification events and the zone team selection is a good way to gain exposure for your sport. Zone Reps will have access to media contact lists on the BC Games resource site. The site also includes sample press releases and promotional ideas.

Once the qualifications have taken place, the Zone Reps are responsible for registering the zone athletes and coaches for the Games (via the BC Games online registration system). Registration must be done by the deadline noted in the BC Games Rules and the technical package for each sport. This will include assigning the correct transportation pick-up/drop-off location. The registration deadline for the 2018 BC Summer Games is Monday, June 18, 2018.

Zone Reps are also responsible for collecting the registration fee for submission to the PSO. The BC Games registration fee is \$175 (for athletes only) but some sports charge additional fees; the Zone Reps should confirm fees with the Provincial Advisor. All fees collected by the Zone Reps are submitted to the PSO; the PSO will be invoiced by the BC Games Society after the Games.

An information package and registration details will be sent to Zone Reps (and Provincial Advisors) in early 2018.

After registration is complete, each registered participant will receive a confirmation package with Games information by mail. Zone Reps will receive a copy of this and should ensure their zone team members have received and reviewed this information.

For some sports, the Zone Reps also play a role in selecting/identifying the zone coaches. The Zone Rep should confirm other responsibilities with their Provincial Advisor.