

## **Chapter 3**

### **Annual Registration Process**

#### **3.1 Getting Started**

- a) In early August, the Registrar prepares letter and registration forms for upcoming dance season.
- b) In Mid-August, the Registrar sends covering letter and registration forms to clubs and associations either electronically or by regular mail.
- c) As per the instructions on the registration form, clubs and member associations return a completed registration form to the Registrar and payment to the Treasurer. Square Time subscriptions with payment are sent to the Treasurer who advises the editor of Square Time as to the number of subscriptions and subscriber names.

#### **3.2 Club Contacts**

- a) EOSARDA does not maintain a contact list of all registered dancers. Therefore as part of the Fall registration process, clubs and member-associations are asked to identify a Club or Association Contact (Club Contact).
- b) On the basis of this information, the Registrar compiles and circulates a revised Club Contact list to the Board of Directors as early as possible at the start of every new dance year.
- c) Where circumstances necessitate a change in Club Contact during the year, the club is to send the revised contact information in a timely manner, to the Chair of EOSARDA's Club Liaison Committee ([http://www.eodance.ca/associations/eosarda\\_board\\_of\\_directors.php](http://www.eodance.ca/associations/eosarda_board_of_directors.php)) who will in turn advise all Directors of the requested change.
- d) As the name implies, Club Contacts are EOSARDA's primary contacts with member clubs and associations. It is the Club Contact's responsibility to ensure that information from EOSARDA is distributed appropriately within their club or association.
- e) Clubs may at their discretion choose to designate a separate contact for registration purposes. Where this is the case the registration contact should be identified as such on the club's membership application, as should the regular Club Contact.

#### **3.3 Processing the registration forms (Registrar)**

- a) Registrar enters all registration data into a database
- b) Registrar verifies payments received agree with the data submitted by clubs.

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- c) Registrar communicates with clubs and associations re discrepancies, if any.
- d) Registrar provides a revised Club Contact List to all members of the Board of Directors for Association use.
- e) After recording all data received, the Registrar passes Part B of the registration form to the Treasurer along with any monies received. The Treasurer will deposit all funds received into the Association's bank account.
- f) Registrar forwards the lists of all dancers and Dance Leaders to the Treasurer of the Ontario Square and Round Dance Federation (Federation) for preparation of the membership and insurance certificates.

### **3.4 Processing the registration forms (Treasurer)**

- a) The Treasurer receives the registration and Square Times payments from the Clubs and Associations, verifies the amounts submitted according to Part B of the registration form provided by the Registrar, against payments received, records the payment data and deposits all monies received into the EOSARDA bank account.

### **3.5 Registering with Federation and Society**

- a) Once the registration packages from all Member Clubs and Associations have been properly completed and recorded, the Treasurer issues a cheque to Federation to cover both Federation and Society fees for the new dance year; and submits the Association's registration package, including the data from all Member Clubs and Associations, to Federation for processing. Payment to Society is made through Federation.

### **3.6 Certificates**

- a) Upon receipt of confirmation of registration, Federation prepares a certificate of insurance and an insurance policy summary for each registered club and mails them directly to the club.
- b) An insurance certificate is also provided to the City of Ottawa on behalf of all Ottawa-based Member Clubs.
- c) Clubs requiring a "Certificate naming a third party as additional insured" are requested to follow the directions found on the Canadian Square and Round Dance Society web page: [www.csrds.ca](http://www.csrds.ca).

### **3.7 Cost Recovery**

- a) The Registrar provides the Treasurer with a summary of expenses incurred during the registration process and copies of all invoices. The Treasurer then invoices Federation for expenses and mailing costs incurred during the registration process.

Chapter 3 - Appendix 1

EOSARDA Club Registration Form - Year 2017/18

**PART A: CLUB DIRECTORY INFORMATION**

Club Name: \_\_\_\_\_

Club City/Town/Village \_\_\_\_\_ Prov: ON

Club Website (if any) www. \_\_\_\_\_

Dance Location(s) (Name & full address, postal code of church, hall, school, etc) is required:

\_\_\_\_\_

Please circle all that apply:

Club Type: Square Round Line Other: \_\_\_\_\_  
Other Info: Singles Welcome Couples only Teaching Club Caller Run Executive Run  
Handicapped Tapes Community Dance Program Seniors

Square Dance Program: Basic \_\_\_ MS \_\_\_ Plus \_\_\_ A1 \_\_\_ A2 \_\_\_

Round Dance Program: Beginner \_\_\_ Ph.II \_\_\_ Ph.III \_\_\_ Ph. IV \_\_\_ Ph.V \_\_\_ Ph. VI \_\_\_

Line Dance Program: Beginner \_\_\_ Intermediate \_\_\_ Advanced \_\_\_

Dance Day: \_\_\_\_\_ Dance Time (start) \_\_\_\_\_ (Stop) \_\_\_\_\_ Frequency \_\_\_\_\_

Dancing starts (month) \_\_\_\_\_ Dancing stops (month) \_\_\_\_\_

Caller: Name \_\_\_\_\_

Caller: Mailing address: \_\_\_\_\_

Caller: Phone ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Cuer: Name \_\_\_\_\_

Cuer: Mailing address: \_\_\_\_\_

Cuer: Phone ( ) \_\_\_\_\_ Email: \_\_\_\_\_

**Club Contact: (Announcements/News)**

Name \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Email: \_\_\_\_\_

**Club Contact: (Registration)**

Name \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Email: \_\_\_\_\_

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**PART B: EOSARDA DANCER & 2017/18 DUES INFORMATION**

**Annual Dues**

Associations and Clubs = \$8.00 per year

Callers / Cuers / Dance Leaders, their partners, and Dancers = \$6.00 per year.

Dues are paid once per year, in September. Club members, Callers/Cuers/Dance Leaders and their partners and dancers are required to pay dues to one (1) club only.

Club/Association: \_\_\_\_\_ 1 X \$ 8.00 = Dues each  
\$8.00

**Square Dance**

Callers and Partners: # \_\_\_\_\_ X \$ 6.00 = \$ \_\_\_\_\_

Number of New Dancers: # \_\_\_\_\_ X \$ 6.00 = \$ \_\_\_\_\_

*(New to Square Dancing)*

Number of New Dancers: # \_\_\_\_\_ X \$ 6.00 = \$ \_\_\_\_\_

*(New to Club)*

Number of Returning Dancers # \_\_\_\_\_ X \$ 6.00 = \$ \_\_\_\_\_

**Round Dance**

Cuer and Partner: # \_\_\_\_\_ X \$ 6.00 = \$ \_\_\_\_\_

Number of New Dancers: # \_\_\_\_\_ X \$ 6.00 = \$ \_\_\_\_\_

*(New to Round Dancing)*

Number of New Dancers: # \_\_\_\_\_ X \$ 6.00 = \$ \_\_\_\_\_

*(New to Club)*

Number of Returning Dancers # \_\_\_\_\_ X \$ 6.00 = \$ \_\_\_\_\_

**Line Dancing**

Dance Leader and Partner: # \_\_\_\_\_ X \$ 6.00 = \$ \_\_\_\_\_

Number of New Dancers: # \_\_\_\_\_ X \$ 6.00 = \$ \_\_\_\_\_

*(New to Line Dancing)*

Number of New Dancers: # \_\_\_\_\_ X \$ 6.00 = \$ \_\_\_\_\_

*(New to Club)*

Number of Returning Dancers: # \_\_\_\_\_ X \$ 6.00 = \$ \_\_\_\_\_

Total dues payable to "EOSARDA Inc" \_\_\_\_\_

(Please mail your cheque to:

**EOSARDA Treasurer, Charlene Gardner, 103 Cricket Crescent, Dunrobin, ON K0A 1T0**

Home: 613-832-7759 Email: cmgardner100@gmail.com

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The approximate number of dancers of all levels, including members, guests, non members, and visitors, etc. who dance at your club on an average dance night is: \_\_\_\_\_

\_\_\_\_\_  
Signature of Club Treasurer      Date      2017      613-\_\_\_\_\_  
Telephone number

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**PLEASE RETURN THE COMPLETED FORMS NOT LATER THAN 15 OCTOBER 2016 TO:**

**EOSARDA Registrar; Barbara Englehart, 32 Midwood Private, Ottawa, ON K2J 5L7**

Home: 613-692-1448

Email: barbeng@rogers.com

**PLEASE ATTACH A LIST OF THE NAMES OF ALL PERSONS BEING REGISTERED BY YOUR CLUB FOR 2016/17 - TEMPLATE NEXT PAGE.**

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