

Chapter 3

Annual Registration Process

3.1 Getting Started

- a) In early August, the Registrar prepares the covering letter and registration form for the upcoming dance season. The current version of these documents will be appended to this Chapter, as soon as available, on an annual basis.
- b) The Canadian Square and Round Dance Society, the Ontario Square and Round Dance Federation and EOSARDA establish their registration fees on an annual basis. The time frame for this is mid-end August of each year. Once the Registrar has been advised of the total amount of registration fees for the year, the covering letter and registration forms will be amended as necessary and sent to Member Clubs and Member Associations either electronically or by regular mail.
- c) As per the instructions on the registration form, clubs and member associations return a complete registration form to the Registrar. Payment may be made either by cheque payable to EOSARDA or by e-transfer.
 - Cheques, accompanied by a completed registration form, are to be submitted directly to the Registrar.
 - Electronic transfers are sent to EOSARDA's Treasurer. The completed registration form is sent to the Registrar indicating that the payment is being made by e-transfer.
 - The Registrar will advise the Treasurer to expect the e-transfer and the expected amount. The Treasurer will confirm when payment is received and the Registrar will then update the database. This database is maintained for Membership and Accounting purposes pertaining to the registration process.
- d) Square Time subscriptions with payment are sent to the Registrar who advises both the editor of Square Time and the Treasurer 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, in addition to and also as part of the registration process, executive run clubs and member associations are asked to identify, where applicable, a current executive contact list, specifically those responsible for the following:
 - President
 - Vice-President
 - Announcements/News
 - Registration
 - Website
 - Publicity
 - New Dancer Celebrations

The Registrar will send out a Bulletin at the end of the dance season (May/June) to request this information.

- b) Some Clubs are run by the Dance Leader. Where this is the case, all communications regarding registration, announcements/news will be sent directly to the Dance Leader.
- c) 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 prior to the start of every new dance year.
- d) 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, who will in turn advise all Directors of the requested change. The Registrar will update the Club Contact List accordingly and circulate the revised list to all EOSARDA Board members.
- e) 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.
- f) 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) The Registrar enters all registration data into a database.
- b) The Registrar verifies the payments received agree with the data submitted by the Clubs.
- c) The Registrar communicates with Clubs and Associations regarding discrepancies, if any.
- d) The Registrar provides a revised Club Contact List to all members of the Board of Directors for Association use if there are any changes to Club Contact information indicated on the registration forms.
- e) After recording all of the data received, the Registrar prepares the bank deposit slip and deposits all of the monies received by cheque into the EOSARDA bank account. A copy of the deposit slip is then emailed to the Treasurer.

3.4 Registering with Federation and Society (Registrar)

- a) Once the registration packages from all Member Clubs and Associations have been properly completed and recorded, the Registrar prepares the Association's registration package, including the data from all Member Clubs and Associations, and sends the information to Federation for processing. The Registrar will advise the Treasurer how much money is to be paid to Federation in order for the appropriate payment to be made. Payment to Society is made through Federation.

3.5 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" may either request a copy from the Registrar by email at registrar@eosarda.ca or by requesting a copy directly from the Canadian Square and Round Dance Society. This can be done by following the directions found on the Canadian Square and Round Dance Society web page: <http://www.csrds.ca>

3.6 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 the Federation for expenses and mailing costs incurred during the registration process.

3.7 Documentation

The following documents are used when completing the annual registration:

[EOSARDA Club Registration Form](#)

[Sample Call Letter - Member Association](#)

[Sample Call Letter - Member Club](#)