

2009-2010 ATHLETIC DIRECTOR'S CHECKLIST

(This is for the Athletic Director's use – print this so that you have an ongoing record throughout the year.)

ANNUAL TASKS TO BE COMPLETED

Completed ✓

_____ 1) Submit the SPORT DECLARATION FORM for ALL seasons “on-line” by **October 7**

REMINDER: Winter Sport – Additional Teams to be added to the Declaration by **November 23**
Spring Sport – Additional Teams to be added to the Declaration by **March 1**

_____ 2) Complete the 2009-2010 MEMBERSHIP APPLICATION FORM by inserting your schools enrolment numbers
“ON-LINE” on Exnet by **October 7**

_____ 3) Pay the BCSS Membership Fees before **October 7** (Invoice in your package)

FALL SPORTS CHECK LIST 2009-10

*Complete PLAYER REGISTRATION FORMS “on-line” for grade 8, 9, junior, senior and open teams (print a copy for your records) {Read C2.2.1} Section C2 Registration Requirements

_____ **October 7** - Fall Sport DEADLINES to register a Team:

Aquatics, Fall Badminton (LML Gr.8, Junior and Senior), Cross Country, Field Hockey, Football, Fall Rugby (Gr. 8, 9 & Junior for Ric, Van, Van Isl), Soccer Boys, Volleyball

_____ **October 26** - FINAL Deadline to add Student's Names to the Roster:

Student's names can be added to the Exnet Roster up until October 26 or seven (7) days before the zone qualifying event (*whichever is earlier*).

WINTER SPORTS CHECK LIST 2009-10

_____ **December 7** - Winter Sport DEADLINES to register a Team:

Basketball, Winter Badminton, Curling, Gymnastics, Winter Volleyball (Gr.8 OCSSAA only), Wrestling,

_____ **January 18** - Skiing and Snowboarding

_____ **February 1** - FINAL Deadline to add Student's Names to the Roster:

Student's names can be added to the Exnet Roster up until February 1 or seven (7) days before the zone qualifying event (*whichever is earlier*).

SPRING SPORTS CHECK LIST 2009-10

_____ **March 22** - Spring Sport DEADLINES to register a Team

Spring Basketball (Gr.8 NCD), Rugby, Girls Soccer, Boys Jr. Soccer, Spring Badminton, Golf, Tennis, Spring Volleyball

_____ **April 19** - Track & Field, Mountain Biking

_____ **May 3** - FINAL Deadline to add Student's Names to the Roster:

Student's names can be added to the Exnet Roster up until May 3 or seven (7) days before the zone qualifying event (*whichever is earlier*).