

2011-2012 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 25**
Spring Sport – Additional Teams to be added to the Declaration by **March 6**

_____ 2) Complete the 2011-2012 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

*Complete PLAYER REGISTRATION FORMS “on-line” for grade 8, 9, junior, senior and open teams (print a copy for your records)

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

Fall Player Registration Forms Due for the following Sports:

•Aquatics •Cross Country •Field Hockey •Football •Soccer Boys •Volleyball •Rugby (Gr 8 & 9 Van Only)

_____ **October 24** - FINAL Deadline to add Student's Names to the Roster:

Student's names can be added to the Exnet Roster up until October 24 or seven (7) days before the zone qualifying event (*whichever is earlier*).

WINTER SPORTS CHECK LIST

_____ **December 5** - Winter Sport DEADLINES to register a Team:

Winter Player Registration Forms Due for the following Sports:

•Basketball •Curling •Gymnastics •Wrestling •Volleyball (Gr 8)

_____ **January 16** - 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

_____ **April 5** - Spring Sport DEADLINES to register a Team

Spring Player Registration Forms Due for the following Sports:

•Badminton •Golf •Rugby •Soccer Girls •Tennis

(Locally designated age-group seasons different than senior / open seasons)

•Basketball gr.8 (NCD) • Volleyball (gr.8, gr.9 FVE, LM, Pr.G only)

• Volleyball gr.8 Central Okanagan

_____ **April 17** - Track & Field, Mountain Biking

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

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