

ARA 2009 Registration Instructions

The Registration Process

When you are ready to submit your club's participant list, it is most important that RCA ID numbers are provided with membership renewals. To receive a list of past members and their RCA ID numbers, e-mail RCA directly at rca@rowingcanada.org.

When you e-mail registrations in to the ARA office (albertarows@can.rogers.com) you should be attaching:

1. the ARA summary form
2. the ARA registration excel data sheet(s)
3. You mail the cheque and the summary form to the office.

Note: Hand-written excel registration forms mailed into the ARA office will not be accepted and will be mailed back to the club.

Once the ARA office receives a complete new membership registration package we will:

- deposit the registration fee cheque from the club
- issue an ARA cheque to RCA for the clubs RCA portion of the fees due
- forward the data files via e-mail to RCA

Please note that the ARA does not send the registrations on to the RCA until the registration monies have been received. Registrations received in the office will be processed as soon as payment is received via "snail mail".

Please ensure that if you are registering athletes in anticipation of their participation in a week end regatta that the Excel documents are e-mailed and the cheque is snail mailed far enough in advance that ARA office receives both and has the time to process them and forward the registration to RCA before the regatta is to begin. (This ARA policy was instituted due to problems in past years where some clubs were sending registration summary forms weekly but not sending in the corresponding monies until weeks and sometimes months later.)

The registration template and the summary form have also been placed on the ARA web-site. They can be found on the ARA - What We Do - page under the 'club resources' section.

If you have any questions, please do not hesitate to contact me here at the ARA office.

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