

Policy 11.0

Creation Date: August 2015

Amendment Date:

Policy Title – New Members

Policy: The BCFOA will establish a procedure that identifies the roles and responsibilities of each person involved in ensuring that new members are properly documented and provided consistent instructions on how to become a member of BCFOA.

Rationale: A process has been in place for a number of years but is undocumented. There are numerous ways that person's interested in becoming football officials can be identified to BCFOA. All BCFOA members need to know who is responsible for what and who to communicate information about potential new members to ensure that these people are consistently followed up on and that they do not fall through the cracks.

Procedure: When a person is identified as a potential new official the following procedure will apply.

1. The new member or his referrer will advise the Member Services Director of his interest.
2. The Member Services Director will contact the new member and assist the new member to fill out an application form.
3. The new member will return the completed form to the Member Services Director.
4. The Member Services Director will send the completed form to the Treasurer. (email)
5. The Treasurer will assign the new member to one of the four regions, assign a uniform number and enter the member into the BCFOA database and accounting system.
6. The Treasurer will send the completed form to the Arbiter Administrator.
7. The Arbiter Administrator will enter the new member information into the Arbiter system and scope the new member into the Arbiter system.
8. The Arbiter Administrator will send the new member a welcome message from Arbiter that instructs the new member on how to log on and become active in the Arbiter system.
9. The new member will log onto the Arbiter system and update their personal information and indicate they are ready to be assigned.
10. The Arbiter Administrator will advise the Regional Director and Member Services Director that the new member has been scoped and is available for assignments.
11. The Treasurer will forward copies of the completed application form to the Secretary who will add the new member to their database and the website.
12. The Treasurer will forward a copy of the completed application form to the Vice Presidents who will add the new member to the education lists.
13. The Regional Allocator will contact the new member and provide their contact info.
14. The Member Service Director will contact the new member and provide contact info and help the new member obtain equipment, uniforms and any other essential information to assist the new member.
15. The Member Services Director will continue to liaise with the new member to ensure that they obtain all benefits of membership.