



Naming Zone Representatives

For a BC Winter Games project, a Zone Rep is a volunteer positioned assigned by the Sport's Provincial Advisor (PSO representative). The primary function of the zone rep is to promote the selection/qualification process for the sport-zone, and then to collect and submit the participant registration information.

Zone Reps should have good communication skills, access to emails, familiar with excel, and have a basic understanding of the sport they are representing. The volunteer work of a zone rep is modest, and for a BC Winter Games the work engages from October 2021-February 22, but may vary by sport.

Some sports assign staff to manage all registration for the Games and to assume the role of the Zone Reps for one, more, or all zones.

Role of Zone Representatives

It is the job of Zone Reps to ensure that all eligible athletes in the zone have an opportunity to qualify for the Games. They do so by planning and promoting the qualification events for the zone. Each PSO manages zone qualification events differently, so Zone Reps will need to work with the Provincial Advisor and/or the PSO to determine processes, eligibility, timing, fees, etc.

Zone Reps should review the technical package for their sport to ensure they are familiar with eligibility requirements. They should also review the BC Games General Rules. These are both available on the BC Games website – www.bcgames.org.

Promoting the qualification events and the zone team selection is a good way to gain exposure for your sport. Zone Reps will have access to media contact lists on the BC Games resource site. The site also includes sample press releases and promotional ideas.

Once the qualifications have taken place, the Zone Reps are responsible for registering the zone athletes and coaches for the Games (via the BC Games online registration system). Registration must be done by the deadline noted in the BC Games Rules and the technical package for each sport. This will include assigning the correct transportation pick-up/drop-off location. The registration deadline for the 2022 BC Winter Games is Monday, January 28, 2022.

An information package, registration details and BC Games staff support is available to support Zone reps.

After registration is complete, each registered participant will receive a confirmation package with Games information by mail. Zone Reps will receive a copy of this and should ensure their zone team members have received and reviewed this information.

For some sports, the Zone Reps may also be the Zone Coach. The Zone Rep should confirm other responsibilities with their Provincial Advisor.