

NEW Guidelines on BCA Fitness Class Registration

Due to the increasing popularity of BCA's fitness classes, many have reached maximum capacity. We have developed the following guidelines to facilitate the process:

1. Registration for all BCA fitness classes is mandatory. Registration can be done by mail, in person or by email to info@bcaott.ca.
2. You must fill out a registration form and waiver, sign them and return them to BCA in order to complete registration for a BCA fitness class. This form is available at the office and online at www.bcaott.ca. They must be returned to the BCA office by mail, email or in person before you attend any classes. **(We will not accept registration by fax or telephone)**
3. You may choose up to 3 classes **ONLY**. Please indicate clearly choice # 1, #2 and # 3. You will be offered your 2nd and 3rd choices **only if** there is room in the class.
4. **We will not be able to process any registrations which are illegible and unclear.**
5. If we have a signed valid waiver on file you may send us an email listing the classes you wish to attend in order of preference.
6. The signed waiver is good for a period of one year beginning September 1st and ending August 31.
7. The beginning of each registration period will be communicated by email, on the website and in our quarterly newsletter.
8. Registrations will be accepted when the information is disseminated to the membership. (2-3 weeks prior to session).
9. In fairness to all participants, we will not accept early registrations.
10. Registration for a class is open until the maximum number of participants for that particular class has been reached.
11. If you wish to take additional classes your name will be put on the wait list for up to two classes. You will be notified approximately one week before a class starts if there is room to allow you to take your second and/or third choice of class.
12. It is assumed that participants are able to attend the majority of the classes in the session for which they have registered. If at any time you are unable to complete or attend your session, please contact the BCA office so that someone on the wait list can be given the opportunity to participate.

These guidelines were developed to assist BCA staff in processing registration in an efficient and equitable manner. We appreciate your cooperation and compliance.