

# **INFORMATION BULLETIN**

**Bulletin #:** I-2023-011

**Date:** August 28, 2023

**To:** All Members

**From:** Barry Petrachenko  
Executive Director

**Copies:** Board of Directors, Softball BC Staff

**Subject:** Call for BC Summer Games 2024 Zone Representatives

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BC Summer Games will be held in Maple Ridge from July 18-21, 2024, and applications for the position of Zone Reps are now open.

Individuals interested serving in one of these positions can note the following information:

## **BC Games Zones**

- Zone 1 - Kootenays.
- Zone 2 - Thompson/Okanagan.
- Zone 3 - Fraser Valley.
- Zone 4 - Fraser River.
- Zone 5 - Vancouver Coastal.
- Zone 6 - Vancouver Island - Central Coast.
- Zone 7 - North West.
- Zone 8 - Cariboo North East.

## **[BC Summer Games 2024 Zone Rep Application](#)**

A description of the Zone Rep position is attached.

Anyone requiring further information or having any questions regarding this information can contact Haili Pettifer at [hpettifer@softball.bc.ca](mailto:hpettifer@softball.bc.ca).





## The Role of the Zone Representative

Zone Representatives are appointed by the Provincial Advisor and/or the Provincial Sport Organization (PSO). As the sport's main contact in each BC Games zone for any individuals or teams wishing to qualify for the BC Games, Zone Reps, play a key role in the success of the BC Games.

Zone Reps are responsible to the Provincial Sport Organization, through the Provincial Advisor.

The role of the Zone Rep may vary from sport-to-sport. The Provincial Advisor will provide specific roles and responsibilities of Zone Reps for their sport. In general, the role of Zone Rep includes:

- *Establishing date(s) and venue(s) for zone qualification event(s) based on the deadline outlined in the sport's technical package (available on the BC Games website).*
- *Promoting the zone qualification event(s) to all eligible participants in their zone.*
- *Promoting the zone qualification events through notices to clubs in the zone and the media.*
- *Coordinating the registration and operation of the zone qualification event(s).*
- *Collecting fees for the qualification event(s), if applicable.*
- *Collecting the necessary information of those who qualified to attend the Games (i.e. name, complete mailing address, email address, date of birth, school attending, travel information, etc.). A checklist is provided with the registration materials sent to Zone Reps approximately four months prior to the Games.*
- *Ensuring that registration of those who qualified to attend the Games is completed via the BC Games Online Participant Registration system by the deadline as specified in the rules on the BC Games website. This includes ensuring that travel to/from the Games is selected based on the BC Games Team Travel policy.*
- *Collecting the BC Games registration fee (as well as any PSO fee, if applicable) and submitting this to the PSO.*
- *Ensuring that Games participants are made aware of the BC Games rules, the sport-specific rules (as outlined in the technical package), the pre-Games Guide to the Games (G2G) information sessions, resources available online, etc.*



- *Consulting and communicating regularly with their Provincial Advisor.*
- *Submitting the final report upon completion of the Games.*

