



UCWDC® ASSOCIATE MEMBERSHIP ON-SITE REGISTRATION PROCEDURE

Version 1.0

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1. INTRODUCTION

The United Country Western Dance Council® is an international organization which promotes country western dance by producing festivals and competitions across the world. We host the annual Country Dance World Championships® for couples and line dancers and we advocate country dancing as a social activity for people of all ages and abilities.

1.1 Purpose

The document provides guidance to help event directors within the UCWDC or registration personnel at an event, to register a new UCWDC Associate Member. As a reminder we would like to recall here that all competitor (individual or Team) who wants to compete at any UCWDC event need to be an active member.

1.2 Recommendation

On-site registration should be limited to last minute cases, when access to internet is not possible, or if payment in cash or by check is the only available option. Online registration is always a best choice to register new members, as more information is collected via the registration tool and it's allowing a faster process.

2. REGISTRATION PROCESS

2.1 Completion of the Associate Membership Form

All event directors and scoring providers will received an updated UCWDC Associate Membership registration document at the beginning of the dance season. The document consists in two different sheets: the registration form itself and an explanation.

Each new associate member needs to complete the entire mandatory field on the form after choosing the appropriate membership presented in the explanation and sign the form.

The event director or registration staff in charge will complete the information regarding the event. Please make sure that all information is properly registered to ease the registration process.

2.2 Processing of the Associate Membership Form

In order to ensure a fast and effective process of the associate membership form, each Event Director is responsible to send, as soon as possible and not later than the Sunday night of the event, to the Associate Membership office's email - associatemembership@ucwdc.org - the completed forms.

To do so, the event director is free to use any of the following tools:

- a. scan of the forms to be sent by email, text message or WhatsApp;
- b. readable picture of the forms to be sent by email, text message or WhatsApp.



2.3 Membership Fee Collection

1. The membership fee should be collected by the local event on behalf of UCWDC.
2. The money collected as well as the original form should be sent as soon as possible to the UCWDC Treasurer by mail.
3. The membership will be confirmed as 'active' after reception by the treasurer.
4. UCWDC Treasurer Address is located on the explanation page.

2.4 Associate Member Creation or Update

Once received, the Associate Membership office will create or update the information into the membership database within a week timeframe to avoid issue with the data manger work regarding scoring information. As soon as the information is in the system, it will become public information and will be displayed onto the UCWDC website, member section.

The Associate Membership director will issue a Membership update report that will be shared with the event director that submitted the forms, the scoring supplier in charge of this particular event, the data manager and the treasurer.

The report will include the total number of memberships created or updated, the total amount value that correspond to creation or update, as well as individual members information.
(See example below)



UCWDC – Membership Registration

Event: Ze City Of Light 2018
Date: 5 July 2018

Reference payment: #BVA1807002
Payments: 7
Total Amount: 215 USD

#	Family Name	Given name	UCWDC#	Paid	Membership	Receipt Ref
1	McKeever	Shane	29451	35	Adult – 1 year	#BVA1807002-001
2	Nédellec	Kathleen	107040	35	Adult – 1 year	#BVA1807002-002
3	Van Oosterwyck	Xena	104334	35	Adult – 1 year	#BVA1807002-003
4	Royer	Soline	105977	35	Adult – 1 year	#BVA1807002-004
5	Wouters	Jamie	106086	35	Adult – 1 year	#BVA1807002-005
6	Grimault	Julia	105989	35	Adult – 1 year	#BVA1807002-006
7	Visigalli	Lea	108330	5	Adult – First Time	#BVA1807002-007
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2.5 Final Approval

Based on the Membership Update report and the fee collection, the Treasurer will issue a final validation and confirm the creation or update of the membership.

Upon this final approval, registration receipt will be issued by the Associate Membership director directly to the associate member.

3. CONTACT INFORMATION

UCWDC Membership information webpage:

<https://www.ucwdc.org/become-a-ucwdc-member/>

UCWDC Membership status webpage:

<https://www.ucwdc.org/associatemembercenter/ucmembercheck.php>

UCWDC Associate Membership:

associatemembership@ucwdc.org

UCWDC Treasurer:

treasurer@ucwdc.org

END OF POLICY