

## TEAM BC ATHLETE CHECKLIST

To ensure you are eligible for Team BC, the following items must be completed no later than the due date. You MUST complete all items on this list, so please review thoroughly.

**Team BC Registration – DUE NOW**

[CLICK HERE](#) to fill out the registration form. MAKE SURE YOU HIT SAVE!

**Proof of Vaccination – DUE BY JUNE 1**

All participants at NAIG 2023 MUST be fully vaccinated. **You must show your proof of vaccination to our team prior to June 1, or you will be ineligible for Team BC.** Our last two Zoom sessions will be:

**Tuesday May 30 and Thursday June 1**

**4:00 – 6:00 pm PST.**

**Zoom link –**

<https://us02web.zoom.us/j/88023622709?pwd=QnpvR0tYSEo0QXJYRjhEcUF0N0pMUT09>

Please reach out to Wasyn at [wrice@isparc.ca](mailto:wrice@isparc.ca) if you have any questions.

**Declaration of Ancestry – DUE BY JUNE 1**

To be eligible for NAIG, you must complete a Declaration of Ancestry. For step-by-step instructions please [CLICK HERE](#). Athletes who do not complete the uploading of their ancestry documents by **June 1 will not be eligible for Team BC.** Please reach out to [ancestry@isparc.ca](mailto:ancestry@isparc.ca) if you require any assistance.

**Team BC Fee – DUE BY JUNE 1**

All athletes who have been selected to the final roster must pay the \$450.00 CAD Registration Fee. Alternates/long list athletes do not pay a registration fee yet. If they are moved on to the team, they will pay at that time. To pay the Team BC Fee, please [CLICK HERE](#). You can pay by credit card, cheque or etransfer. If paying by the last two methods, when prompted during fee payment, please use the code “CHEQUE” or “ETTRANSFER”.

If paying by ETRANSFER:

eTransfer funds to [payments@isparc.ca](mailto:payments@isparc.ca)

Password: **23NAIG**

Question: What event is this for?

Message: **Please add the athlete's name and sport.** If you are unable to add a message to your eTransfer comments, please take a screenshot of the payment confirmation screen on your phone and email it to [payments@isparc.ca](mailto:payments@isparc.ca) to say payment was sent.

If paying by CHEQUE:

**Cheques are to be written out to:** ISPARC Sport, Physical Activity & Recreation Society.

**IMPORTANT - In the memo section:** Please add which sport the payment is for, and the athlete's name. Otherwise attach the cheque with a note.

**Mailed to:** Suite 208, 5462 Trans Canada Hwy Duncan, BC V9L 6W4

**Host Society GemsPro – DUE JUNE 8**

If you haven't already, you will shortly receive an email from GemsPro with your NAIG registration. This important communication would have been received from the following email address: [noreply@gems.pro](mailto:noreply@gems.pro).

Within the email, you would have been provided with login credentials to login and make changes to your information such as uploading your head shot photo, adding important medical information, biography information, and more. Please ensure you have logged into your account and completed all the necessary sections. To login, please [CLICK HERE](#).

Please be aware that the above link will direct you to a page featuring a prominent blue "Registration" button. You do not click on that button, but instead click the LOGIN button located in the upper right-hand corner of the screen. Please click on that button to complete your registration.

Your headshot photo will be vetted by the Host Society and rejected if you are wearing sunglasses, a hat or if it is not a head/shoulders shot. So, think of a passport photo, but smile!

**Criminal Record Check – DUE JUNE 15**

Coaches and Athletes who turned 19 prior to April 15, 2023, are required to provide a Criminal Record Check (CRC). If you have not already done so, please start your Criminal Record Check process at no charge by [CLICKING HERE](#). **Access Code: ENXFZL8X2G**

NOTE: You must have a valid BC Service Card to access the online CRC application. If not, you may be asked to go to a local police or RCMP detachment to complete a formal request for a criminal record check. If this is the case, please contact [crc@isparc.ca](mailto:crc@isparc.ca) to obtain a letter from I-SPARC confirming you are a volunteer with Team BC.

**Code of Conduct – DUE JUNE 15**

All Team BC athletes are required to read and sign our Team BC Code of Conduct. To sign the Code of Conduct, please [CLICK HERE](#).

**Host Society Consent for Care Form** – we will be sending out instructions on this in the near future.