Registration Information Survey for PTA's

1. Tax Rules
   a. Provincial Sales Tax:
   b. HST/GST:
   c. Describe any tax rules that need to apply for your events/services.

2. Seasons
   a. Do you have specific definition of "seasons" beyond what is defined at the national level (i.e. Sept. 1 thru August 31)?

3. Regions
   a. Can you provide the list of geographic Regions that you may wish to use for provincial/territorial partitioning

4. Membership Categories and Rules
   a. Describe all membership categories and associated fees, and how you map them to the NF membership categories
   b. Describe the rules you apply in determining which the membership category a registrant needs to be able to participate in a type of event (for example: "registrants for a youth provincial championship require membership at the Youth Competitive category.")
   c. Can you provide the number of members in each category for the most recent completed season?

5. Accounting
   a. General Ledger Codes – would you use these if available on the VRS? Describe if you have any field format requirements for this.
   b. Do you have any existing relationship with a payment processor? If so, which one?
   c. Would you wish to be able to download a transaction report into a CSV file for import in your accounting software? What type of accounting package do you use and does it support that type of upload?

6. Event Eligibility – describe the rules you would expect to be checked by a Registration System when a participant/team registers for the following types of events:

   a. Age-Class Provincial championship
   b. Age-Class tournament or league
   c. Age-Class clinic or camp
   d. Adult Provincial championship
   e. Adult tournament or league
   f. Adult clinic or camp
   g. Coach's clinic
   h. Officials' clinic

   i. Youth related camps/clinics
   j. Other types of events?

7. Personal Information Protection
  a. Do you provide any form of personal information consent text when a participant registers for membership or for an event? Can you provide a sample of the text you provide?
  b. Do you have distinct provincial/territorial regulations relating to personal information protection that we need to consider for a Registration System?
  c. Does your provincial/territorial regulations relating to personal information protection impose any requirements on data residency (i.e. does the database need to reside in Canada, for example)

8. Personal Record Checks / Vulnerable Sector Screening (PRC/VSS)
  a. Describe if you currently require PRC and/or VSS to be done in your PTA and if so what are the rules relating to that.
  b. Do you anticipate that you may use PRC/VSS checks in the future and if so, how?

9. Sanctioned events
  a. Do you support any concept of event sanctioning in your PTA and if so, what do you and how might it affect the Registration System?

10. Rosters and Roster checks (Team Competitions)
  a. Do you do any roster checks for any of your competitions? If so what type of information do you need to be checked? (provide a sample roster check report if possible)

11. Waiver of Liability forms
  a. Please provide your standard waiver of liability form.
  b. Is this required only once per season during membership signup? Or is it event specific?

12. Existing Systems
  a. Do you have one or more existing systems you use for registration purposes? If so, what is the name of the system supplier?
  b. If you have an existing system that you are using, what volume of activity do you use it for:
   i. Total revenue per year that flows through the system?
   ii. Number of transactions per year?
   iii. Number of individuals/accounts in the system?