

Policy on BCA Fitness Class Registration

Because BCA's fitness classes have gained in popularity and many classes have reached maximum capacity, it has become necessary to have a policy regarding registration for the classes. This policy attempts to be fair to both new and previous participants and to allow access to the greatest number of participants.

1. Registration for all BCA fitness classes is mandatory. Registration can be done by phone, in person or by email to exercise@bcaott.ca. You may only register yourself for a BCA fitness class. It is not possible to register someone else.
2. You must fill out a registration form, sign it and return it 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. It must be returned to the BCA office by mail or by fax before you attend your first class. A separate registration form must be filled out for each fitness class that you attend so that BCA and the relevant instructor have a signed waiver and an emergency contact.
3. The registration form covers only the time period indicated on the form for that particular class. You must re-register for the next session you wish to join even if it is for the same fitness class.
4. The beginning of each registration period will be communicated to those currently enrolled in a fitness class and will be indicated on BCA's web site, in BCA's newsletters and is available by calling the office.
5. No registrations will be accepted before 9 am on the opening day of that registration period. Registration for a class is open until the maximum number of participants for that particular class has been reached.
6. You may initially register for only one BCA fitness class. If the class is held more than once a week at the same location, you may only initially register for one of the days.
7. If you wish to take additional classes, you may put your name on the wait list for up to two additional classes and indicate what your second and third choice of class is. You will be notified approximately one week before a class starts if there is sufficient space to allow you to take your second and/or third choice of class and if this is not possible which classes still have availability.
8. The wait list closes on the last day of registration for that session. The wait list applies only to that session and does not give any priority to the following session of that class.
9. It is assumed that participants are able to attend the majority of the classes in the session for which they have registered. If you register for a session and find that you are unable to attend, please contact the BCA office so that someone on the wait list can be given the opportunity to attend.