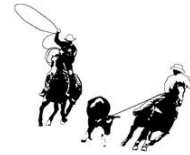


# B.C. Team Roping Association



## Office Information and Checklist

Thank you for hosting an approved BCTRA roping. In your package you will find a checklist of what needs to be sent back to the BCTRA office, after your roping, along with membership forms, Global membership report, team roping entries report from Global for each roping, pay out sheets, and time sheets. Please note that these forms are available on our website at [www.ropebc.ca](http://www.ropebc.ca) if you need it.

The BCTRA has a **\$25.00 approval fee for each day** that is approved. If a roping is split over 2 days, the hosts will only pay for one approval day, and any roper that attends will receive one day towards their total attendance, not 2. The approval fees need to be sent to the BCTRA office with an approval form 2 weeks prior to the roping date.

Our membership and waiver is a duplicate copy, containing one white copy and one yellow copy or you can print off the membership form directly from the website which consist of one page. **Please have the member fill out all the information and sign the bottom on the signature line.** The member receives the yellow copy, we no longer send out cards as all information of the member is accesable on the Global website. **The original page with signatures needs to be sent back to the BCTRA,** with the correct amount of membership fees. There are 2 different memberships, a full and a junior. **A full membership is \$150.00** and it allows the roper to rope at any BCTRA approved roping and the finals if he/she has attended 4 or more approved ropings. **A junior membership is \$100.00** and it is for any roper that is 14 years of age and younger, and it allows them to rope at the BCTRA finals if he/she has attended 4 or more approved ropings. **\*\*Please note that everyone that ropes at the finals needs to have a membership, all memberships expire December 31, 2023.**

The pay out sheet is designed to help with the financial break down for each roping category. The BCTRA asks for **\$2.00 per team** in each roping category, if there is an incentive please take total number of teams and pay on that. This is taken off of the total monies collected, before the total pay out. The pay out scale is based on how many teams have enter that specific category. Please note that it is up to the stock contractor and the roping office to determine the percent they take off for stock charge. Please send all pay out sheets back to the BCTRA along with the correct amount of fees from each roping category.

Make sure the time sheets get sent into the office with your package. In order to calculate each roper's attendance, please send all the timers sheets to the BCTRA office along with the Global Team Roster Report for each roping along with the Global Results for each roping. You will also need to send a copy of your Global Membership Report (this is the list of people that purchased Global Memberships at your roping).

If you have any questions please feel free to contact the BCTRA office @ 541-233-7039.



