

PLEASE READ AND FOLLOW CAREFULLY

STEP 1 Complete the **Club Membership Registration Form for 2019 – 2020**
(see pages 5 & 6 of this package)

STEP 2 Presidents or Owners of Clubs must sign the following:

- **Notice & Declaration of Validity form** (see page 7 of this package)
- **Compliance Statement form** (see page 9 of this package)
- **Canadian Anti-Spam Legislation Consent form** (see page 11 of this package)

Please keep a copy of these forms for your records.

For the following steps, please refer to the “**Categories Info Sheet for Coach & Athlete Registrations**” to help you identify which category each athlete and coach falls into and the corresponding fees.
To download the form, [click here](#) or visit abgym.ab.ca/membership/registration.

STEP 3 Complete the **AGF Coach and Athlete Registration Excel Spreadsheet**
([click here](#) or visit abgym.ab.ca/membership/registration to download the spreadsheet)

- This spreadsheet is used to track important information about your coaches and athletes. The tabs at the bottom of the spreadsheet categorize coach and athlete information by program type. Complete these as appropriate.

Once complete, upload the spreadsheet to your club's sync.com link

- If you are unsure of your club's sync.com link, please email membership@abgym.ab.ca.

STEP 4 Complete the **AGF Coach, Athlete and Club Registration Form for 2019-2020**
([click here](#) or visit abgym.ab.ca/membership/registration to access the form)

- Enter total numbers for each category
- Select **ONE** box under Club Registration to obtain your AGF Club Fee
- This is an online form. Once you're done, click “Complete” in the top right corner to submit the form.

STEP 5 **Submit payment to the AGF office** by credit card (Visa, MasterCard, AMEX), cheque or direct deposit.

Please note: Membership information will not be processed until all required forms are completed and full payment has been received.

SUBMISSION DEADLINES

Club Registration or Renewal:

- September 30, 2019

Coach & Athlete Registration:

- Summer: September 30, 2019
- Fall: November 15, 2019
- Winter: February 14, 2020
- Spring: May 15, 2020

REGISTRATIONS POSTMARKED LATER THAN THE DEADLINE WILL BE INVOICED WITH LATE FEES.