



86th ANNUAL FAR WEST SKI ASSOCIATION CONVENTION  
Atlantis Casino Resort Spa • Reno, NV • June 7-10, 2018

*"High Sierra Stampede"*



## DELEGATE REGISTRATION INSTRUCTIONS

Please complete the registration forms as described below in their entirety.

### **1. CLUBS: Assign a Delegate Chairperson and Convention Delegates**

Convention delegates are those who will have voting privileges at the Sunday business sessions. It is very important that they be designated as voting delegates and attend the Sunday sessions (8:30 am – 1:00 pm). All individuals submit their Registration Form and fees directly to the Convention Registrar. If you want to submit a club check, you MUST contact the Convention Registrar to make arrangements. The ski club needs to submit their Delegate Credentials Form to the Convention Registrar. The registration materials are also available in PDF format on the Convention website at [www.fwsa.org](http://www.fwsa.org).

### **2. Registration Form – One for Each Attendee**

Enclosed are copies of the Convention Brochure with the Registration Form. Each individual attending the FWSA Convention from your club fills out the Registration Form and mails the form and check to Jean McCasey, 10635 Esmeraldas Drive, San Diego, CA 92124. They need to record their registration selection(s) on their Individual Registration Form. *It is very important that the registration type (i.e., Delegate, Alternate Delegate, Non-Voting Delegate, FWSA Direct Member or Guest) be marked on the Form.*

### **3. Online Registration**

Convention attendees have the option of registering online. Go to the 2018 Convention site on [www.fwsa.org](http://www.fwsa.org) to link into the site. **In order to register online, you MUST pay online.**

### **4. Delegate Credentials (Affiliated Member Voting Bloc) Form**

- Refer to the "Affiliated Member Voting Bloc Schedule" on the form to calculate the number of voting delegates your club can register for this year's Convention based on your current number of members.
- Record the names of the designated voting delegates to be registered from your club.
- **You must attach your Club's current Member Roster (names only, please) to your Delegate Credentials Form.**
- DO NOT include non-members or prospective individuals who are pending full active membership in your club.

**Note: Delegate numbers will only be issued to those:**

- Who are listed as a member on your Club Roster.
- Who are listed as a Voting Delegate on your Delegate Credentials Form.
- Whose payment of their Convention Registration has been received by the FWSA Convention Registrar.
- Whose Individual Registration Form has been submitted to the Registrar.

### **5. Optional Activities**

Delegates can register for the optional activities **NOW**, on the Registration Form, any time prior to the May 7 deadline. Some of these activities are expected to sell out, so delegates should not delay in sending in their payment.

**Make checks payable to FWSA. Please send the Delegate Credentials Form to:**

**FWSA Convention Registrar, c/o Jean McCasey, 10635 Esmeraldas Drive, San Diego, CA 92124.**

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### **Convention Delegation Chairperson**

- Classify all club delegates as voting or non-voting based on each delegate's commitment to attend the Sunday business meeting. Delegates who do not intend to be at the business meeting should be classified as non-voting.
- Inform each delegate of their individual responsibilities, general Convention program and special invited guests.
- Remind any of your members who are attending the FWSA Convention for the first time to attend the Convention 101 Orientation on Friday, June 8 from 5:00 – 5:30 PM led by Jane Gutierrez, FWSA VP of Membership. The location will be listed on the Schedule of Events.

### **Convention Delegate Responsibilities**

- Attend council caucus on Saturday and participate in voting on Sunday during the business portion of the Convention.
- Be cordial and respectful to invited guests and industry representatives.
- Respect the industry seating arrangement at each table for Saturday lunch.
- Display honesty and integrity in representing your ski club to the industry.