



FEDERATION WEEKEND 2010



REGISTRATION & BOOKING PROCEDURE

General Principles

Clubs are requested to appoint a Co-ordinator for this event. This person will have the job of co-ordinating all Registrations and On-site Accommodation Bookings for their club and is the person responsible for sending the Forms and payment to WBC (refer below for further details).

In turn, club members are requested to direct both their Registration and Booking for On-site Accommodation through their Club's Event Co-ordinator.

To avoid the problem of delaying Registration and Accommodation Bookings until all interested members have 'made up their minds' and paid their dues, Registration and Bookings from clubs will be accepted in two batches. Because on-site accommodation is expected to fill fairly quickly it is suggested that Registration & Accommodation Bookings for members requiring on-site accommodation be included in the first batch.

Walk Preferences

Each person is requested to nominate their first, second, third and fourth preferences for walks on each day - refer to the [Federation 2010 Walks Program](#) document.

Every attempt will be made to allocate walkers to walks on a fair basis, however, the principle of first-come-first-served will also apply.

On-site Accommodation

All bookings for on-site accommodation will be processed promptly and rooms will be allocated on a first-come-first-served-basis.

Should the requested accommodation not be available the club concerned will be immediately notified in order that adjustments or other arrangements can be made.

All clubs will be notified via email immediately various accommodation options are fully subscribed.

For further information regarding on-site accommodation refer to the [Federation 2010 Accommodation](#) document and to the [Federation 2010 Fee Schedule for YMCA Accommodation](#) document.

Lodging your Registration & Accommodation Bookings

Registration plus Bookings for on-site accommodation must be lodged by mail using the Forms provided (refer: [Federation 2010 Registration Form \(Part A\)](#), [Federation 2010 Registration Form \(Part B\)](#) and [Federation 2010 Accommodation Booking Form](#)).

Each Registration and Accommodation Booking batch from clubs (refer above) should be accompanied by a single club cheque.

Registration and Bookings will only be accepted when accompanied by full payment.

Completed Forms and cheques, payable to Waverley Bushwalking Club Inc, should be mailed to Waverley Bushwalking Club Inc, PO Box 685, Glen Waverley, Vic 3150.

Refunds

No refunds will be made after the Close of Registration (3 Sept 2010).