

How a PHRF BC Application/Change form is processed:

Once an application/change form (or renewal) and payment is received at the BC Sailing administrative office a PHRF BC certificate is generated from the PHRF BC database. The application form and the certificate are then forwarded to the Chief Handicapper.

In the case of renewals without changes the new certificate is forwarded to the Chief Handicapper.

Once the certificate is reviewed and all information screened for accuracy the administrative office is okay'd to release the certificate to the yacht owner.

If the applicant's yacht is new to the area the application form is sent to the Chief Handicapper for class measurements and a base rating assignment. The certificate then follows the above process for review and release. All certificates generated with new database information are reviewed by the Handicappers Committee at the next Handicappers Meeting.

All changes must be forwarded to the BC Sailing office on a signed application/change form. Certificates are not released by BC Sailing until the procedure outlined above is complete. Note that, as stated in the PHRF BC Rules, it may take up to 3 weeks for a certificate to be generated - please plan ahead.

This process has been developed to catch inaccuracies and produce reliable, complete and up to date certificates. It is successful through multiple levels of scrutiny but still *depends on accurate input information by the applicant*. Please review your application for accuracy prior to submitting the form.

Handicappers are familiar with the specifics of the application form and its completion and make themselves available to assist with application form questions.