

# TEAM REGISTRATION PROCEDURES

## Team Applications, ALL Paperwork, Fees, Due February 15<sup>th</sup> for Youth!

The following is a list of all forms to be turned in and/or submitted online by the above due dates. All forms are found at [www.nwoysl.org](http://www.nwoysl.org) under the “forms” section. (All forms may be copied.)

### NEW TEAMS – never registered with NWOYSL in the past year or since 2008-09:

- Team Application and Payment Due. (Online version forms only accepted.)
- Team Calendar – due at the Mandatory Scheduling Meeting on March 11<sup>th</sup>.
- Team Code of Conducts – signed by all players, parents and coaches.
- Player Membership Forms for all players. All Player Membership Forms must be accompanied with a birth certificate. (*All U15 players, formally known as trapped eighth graders, Membership Forms must be accompanied by official proof that they are in 8<sup>th</sup> grade.*)
- The Roster Template located on our forms page. This is an EXCEL document. For instructions on how to complete the template (for all new players), and submit it to the League, please print a copy of the Roster Template instructions also located on our forms page.
- Coach Registration Form for all coaches is also due.
- Risk Management (Kids Safe) Online version form for ALL coaches. All Coaches and Assistant Coaches are required to submit this form with proof given to the League Office. Coach passes will not be approved until the Risk Management Form is completed. This must be filled out every year - even if you have completed in the past.
  - **Coaches will need to use this password/ ID Number: 33103, in order for the League to pay for your Risk Management. (Ohio North now charges a \$5.00 processing fee.)**

### RETURNING TEAMS – that have registered with NWOYSL since the fall 2008:

- Team Application and Payment Due. (Online version forms only accepted.)
- Team Calendar – due at the Mandatory Scheduling Meeting on March 11<sup>th</sup>.
- Team Code of Conducts – signed by all players, parents and coaches.
- Player Membership Forms for all players. (*All U15 players, formally known as trapped eighth graders, Membership Forms must be accompanied by official proof that they are in 8<sup>th</sup> grade.*)
- The Roster Template located on our forms page. **THIS IS ONLY FOR NEW PLAYERS WHO HAVE NOT BEEN REGISTERED IN NWOYSL in 2008-09 thru 2010-11 year.** This is an EXCEL document. For instructions on how to complete the template (for only NEW players who NEVER registered with NWOYSL in 2008-09 thru 2010-11), and submit it to the League, please print a copy of the Roster Template instructions also located on our forms page.
- Coach Registration Form for all coaches is also due for every team they are on.
- Risk Management (Kids Safe) Online version form for ALL coaches. All Coaches and Assistant Coaches are required to submit this form with proof given to the League Office. Coach passes will not be approved until the Risk Management Form is completed. This must be filled out every year - even if you have completed in the past.
  - **Coaches will need to use this password/ ID Number: 33103, in order for the League to pay for your Risk Management. (Ohio North now charges a \$5.00 processing fee.)**

If a player has registered with NWOYSL in the 2008-09 thru 2010-11 year NO BIRTH CERTIFICATE will be required. ONLY new players that appear on the templates will need to provide a copy of their birth certificate.

## **Spring 2012 Fees:** *(see Fee Sheet for more details.)*

Spring Team Registration Fee - \$200.00 for NEW TEAMS - \$175.00 for teams returning to us from fall 2011.

New Player and Coach Fee – \$15.00 per player/coach. The cost to add a player or coach after the due date – February 15<sup>th</sup> will be \$30.00 per player/coach.

New Club Bond Fee - \$100.00 per club. (New clubs only.)

Player Drop Fee: \$25.00 per player/coach.

Player Transfer Fee (Switching Clubs): \$40.00 per player/coach (charged to the new team).

Inter-Club Transfer Fee: \$15.00 – if completed before February 15<sup>th</sup>.  
\$20.00 – if completed after February 15<sup>th</sup>.

### **Additional Information:**

#### **PLEASE Do Not Include:**

**Photos** – The League will notify the team coaches/managers when rosters and player/coach passes are ready for pickup. Once the passes have been picked up, photos must be adhered to the cards and returned to the League Office for final approval and lamination.

**Medical Release Forms** - To be maintained by the team's coach/manager. Please do not send them to the League Office.

### **Roster Changes:**

- Include the \$15.00 fee for any player/coach additions and the \$25.00 fee for any player/coach drops, with Team Applications on or before the posted due dates.
- Any player/coach additions received after the due dates will result in a \$30.00 fee per addition. All roster changes must include payment before they will be processed.
- Include a Team Number on all roster changes. The Team numbers are found on all current rosters.

### **Mandatory Scheduling Meeting – March 11<sup>th</sup>, times to be announced**

You will receive the following:

- A copy of your team's calendar, as submitted at time of registration.
- Two working schedules and home game labels.
- Game Reports and envelopes for all home games.
- Misc. information deemed necessary by the League.

### **Travel Permits**

All Teams participating in a tournament outside of the Ohio North Area (OYSAN) must apply for a travel permit. Applications can be found on their website at [www.oysan.org](http://www.oysan.org).

**GUEST PLAYER PERMITS FOR TOURNAMENTS** can also be obtained at [www.oysan.org](http://www.oysan.org)

### **Cards and Rosters:**

- Cards and rosters will be released to the teams once the League Office receives all paperwork and fees.
- Player/Coaches Cards must be signed by the player or coach. Colored photos of each player or coach must be glued to the card. Cards are then returned to the League Office for Signature of Registrar and League Stamp. The cards will then be laminated. **No card is complete until it has been signed and stamped by the Registrar and Laminated by the League Office.** All cards must be completed before the first scheduled League game.