

TEAM REGISTRATION PROCEDURES

Team Applications, ALL Paperwork, Fees, Due July 23rd 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 under the "forms" section.

(All forms may be copied.)

- Team Application and Payment Due. (Online version forms only accepted.)
- Team Calendar – due at the Mandatory Scheduling Meeting on Aug. 17th.
- 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 8th grade.)***
- The Roster Template located on our forms page. This is an EXCEL document. For instructions on how to complete the template (for all players and coaches), 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 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.)**

Fall 2008 Fees: (see Fee Sheet for more details.)

Fall Team Registration Fee - \$200.00 for ALL TEAMS

Player and Coach Fee – \$15.00 per player/coach. **IF ALL PAPERWORK IS NOT IN BY AUGUST 3rd, AN EXTRA CHARGE PER PLAYER WILL BE ASSESSED.** The cost to add a player or coach after the due date – August 3rd, 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): \$30.00 per player/coach (charged to the new team).

Inter-Club Transfer Fee: \$15.00 – if completed before August 15th.
\$20.00 – if completed after August 15th.

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

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.
- Your team's division listing.
- 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.

Cards and Rosters:

- Cards and rosters will be released to the teams once the League Office receives all paperwork.
- Player/Coaches Cards must be signed by the player or coach. 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.