

Procedures to Register your Teams for the 2008 Season

- 1) Registrar will be notified of completion of team registration online.
Notification will indicate
 - a. Town
 - b. Division
 - c. Boys/Girls
- 2) Registrar will send to coach and town representative the team composition as it appears in our database within 72 hours of receipt of notification. (Assuming that the coach has a valid email address).
- 3) A registration package must be prepared for each team. This package should be placed into the "IN" box at the Registrar's residence and should contain:
 - a. Player cards (if new, player picture must be glued on the card and card must be SIGNED by player)
 - b. Proof of birth date (if new player)
 - c. Coach's cards (if new, coach picture must be glued on the card and card must be SIGNED by coach)
 - d. Medical release form
 - e. "Safe Kids" release forms
 - f. "Parent's Code of Conduct" forms
- 4) Coach/Town Representative will be notified by email that their team registration package is complete, validated and is ready for pick-up. The completed team registration package that goes into the "OUT" box will contain:
 - a. Player cards (laminated/punched)
 - b. Coach's cards (laminated/punched and dated)
 - c. Team roster (2 copies, transmit 1 copy to Town Rep)
 - d. Game roster(2 copies)
 - e. Proof of birth date (for new player)

NOTES

- The "IN/OUT" boxes are located in 531 Tilden Ave., Teaneck (front porch)
- The back of the player card **MUST** show the current season (2008) of play. If it does not show the current season of play, a new card **MUST** be filled out for the player. (Exception: If the current season of play is the **LAST** season for the player, the "old" card can be presented as "proof of birth date" and will be part of the completed team registration package).
- New coaches that are certified must present a coach's card at game time. (Although your name appears on the team/game roster, you cannot "coach" unless you present a valid coach's card.