



## **PLAYER/TEAM REGISTRATION PROCESS FOR CLUB REGISTRARS**

To have registration work processed by the CDYSL office, (official approved rosters with watermark and passes stamped and laminated), the following process must be followed: (no exceptions)

- 1) All registration work from the club must first be electronically submitted by the club's registrar to the League Registrar through the registration system. Electronically submitting teams to the league is **only the first step** in the registration process. Electronic submission of rosters **DOES NOT** mean that the work will be completed by the League Office if the remaining requirements are not also met.
- 2) **Hard copies** of the documents listed below must be received by the office. Emailed documents WILL NOT be accepted. Items can be sent via US mail, dropped off in office or left in CDYSL drop box (located on the outside of the CDYSL building).

### **Required Documents:**

- a) 2 copies of the completed Registration Worksheet (found on the CDYSL website under Forms and Documents and under Registrars)
- b) 1 copy of each formal NOT APPROVED team roster for each team you need to be processed or changes being made to that team
- c) Player/Coach passes on correct league provided card stock
- d) Payment for the work to be processed

**ALL** registration work, regardless of what it is, **MUST** come in with two copies of the Registration Worksheet. The Registration worksheet also includes a "check list" to remind registrars what is needed in the office before work will be processed.

If you are unsure if a coach or assistant coach listed on a Travel team has a coaching license on file with the office, please ask. If you are unsure if an adult (over 18 years old) listed as a helper on a roster has their risk management background check up to date, please ask.

The CDYSL Office will not print any items that you may be missing in the work you submit unless you specifically put a note on the work you drop off. If we don't receive passes, we don't process them.

Work brought into the office is processed in the order they are received. It should be expected that you will not receive your completed registration work processed before ten (10) business days. If you have not completed items that needed to be completed such as payment, coach licenses, and/or risk management, this time frame becomes void until the work is up to date so the office does not have to wait for items before processing. However, after February 28<sup>th</sup>, any work brought into the office until the beginning of the CDYSL Spring League season, it could take up to two months or more before you will receive the completed registration work. That is the time frame that the office is the busiest with registrations. **Please plan accordingly.** **DO NOT** ask that your work be put ahead of another club's work. We will **not** accommodate those requests.