

REGISTRATION REMINDERS (WHEN SENDING IN REGISTRATIONS TO BE PROCESSED)

- ✓ Make sure registration worksheet is filled out (even when making changes to a team(s) where a charge is not needed (such as coaches, assistant coaches, team managers, etc.). Two (2) copies of the registration worksheet should be sent in with the work you send to the office
- ✓ Make sure you send in one (1) copy of the formal team roster for each team you want work to be processed on (we need this, so we don't have to keep counting the players when a game roster is sent in ~ it slows the office processing down to send in the game roster). This roster should be **NOT APPROVED** listed in the right top hand corner
- ✓ Make sure the roster has the correct registration type listed on it (this is generally in the middle of the roster and it should say **Travel, Intra** or **Rec Plus**. These are the only three types of registrations we use. Intra is used for our Rec players. This process is needed to ensure that what you are paying for, matches what the roster states as a registration type
- ✓ Total costs per **travel player is \$35.00** total costs **per rec plus player is \$15.00**, total costs per **intra (rec) player is \$10.00**. When filling out the worksheet, please make sure you filled out the registration worksheet properly to show the correct money amounts
- ✓ Make sure you review the player and coaching staff passes. All photos should be a close photo of the face. No Sunglasses, Costumes, More than one individual in the photo, etc. This will ensure that there is no hold up on having the items processed when we get to that work
- ✓ If you need a pass printed out, for whatever reason (adult hasn't passed risk management, parent hasn't uploaded photo, etc.), you need to put a note on the work asking for the pass to be printed. If there is no note, we do not print out those passes. We do not make sure you have all your passes accounted for. **We ONLY process what is given to us during our busy time.**
- ✓ If making changes to a team that was already processed for the season, we need a copy of the latest roster showing the team, the add/drop/transfer form filled out (does not need President signature and/or pass ID information)
- ✓ If sending in League Guest Player passes, follow instructions on website under Guest Player Policy. These aren't processed until after April 1st of each season
- ✓ There is **NO transferring** of players between clubs **on or after March 1st**. However, clubs can transfer players **within their own club** during the full season

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- ✓ Copy of Coach and Assistant Coach coaching license. If you are unsure if we have one on file, send us an email with your coach and assistant coach names and ask the status of their coaching licenses with us. All Coaches and Assistant Coaches **MUST** have a coaching license to coach on a **TRAVEL** roster. Familiarize yourself on what is needed to have a coach obtain a license. There are **NO EXCEPTIONS**, if a coach or assistant coach is listed on a travel team, they **MUST** have a coaching license on file with CDYSL.
- ✓ Make sure the adults on the rosters have completed risk management background check. All adults **MUST BE** at least 18 years old to be listed on a roster as a “helper” (coach, assistant coach, manager). If you are unsure if the individuals are good with their risk management, send us an email with the individuals names and ask their risk management status. No individuals will be approved on a roster if they have not cleared the risk management background check process. It could take up to 60 days for an individual to clear so plan accordingly. Some individuals do clear quickly but there are some who do not clear quickly
- ✓ A copy of the registration worksheet (located on the CDYSL website) has a registration check list in the middle of the form, please follow these items to be sure you are sending in all items that are needed when wanting work to be processed
- ✓ Make sure you send in payment for the registration work. If your club is mailing or sending in a check separately, please communicate with that individual in your club. Work **WILL NOT** be released if monies are owed on registration work. It takes too much of staff time to chase clubs around continually to receive payment for the work processed
- ✓ Please **do not ask staff** to move players or adults around on the rosters or in your system. Staff has other work to process without having to do what the club registrar should be doing with your own club. Having to stop and make changes that the club should make on their own, delays the processing of other club registrations that are waiting to be processed and who have followed the processes outlined.
- ✓ From **September through February 27th**, you can expect it can take up to **ten (10) business days** to receive your processed work back (if you did all the steps properly and nothing is holding up the release of the registration work). Please do not keep asking when your work is done. You will be notified via email when the work can be picked up

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- ✓ **After February 28th**, you will be notified when the work is completed. There is no longer a ten (10) business day wait because unfortunately, most clubs send their work in on this date or later and the registrar is buried in work. Our mission is to get your work back to you before the first day of the CDYSL Spring League starts. **Do not keep asking when it is completed.** It takes up staff time to keep answering the question with the answers listed above and it puts the registration process at a slow pace in being processed. Full teams that are sent into the office on or after this date who are participating in the CDYSL Spring Program, will be given a fine per week based on when the work is finally handed in. These fines must be paid in full prior to receiving the work back from the office. This does not mean your work will be completed prior to the first Spring Program date, anything received after February 28th has no guarantee the work will be completed before the first Spring Program date.
- ✓ Plan accordingly to when your coaches need their work. **CDYSL will NOT push your work ahead of others because your club did NOT plan accordingly.** The work is done on a first come, first serve basis.
- ✓ Please send your work into the office sooner than later to be processed.
- ✓ **Please do not have your parents, coaches, managers, etc., call the office to find out the update on the registrations.** As stated above, there is at least a ten-business day process turnaround time and in late winter, it could take several months if the workload is large to receive your work. Plan accordingly
- ✓ If registrations are received where the procedures above are not followed, you will be notified that the work has been put into the pickup box for you to pick up. You will then need to fix what is needed and return to the office again for processing. Remember, this puts you to the back of the processing line again and your work does not get pushed ahead of others. If it was handed in wrong, it goes to the end of the line to be processed
- ✓ Any questions, please contact the office and we will be happy to help in whatever issues you may have
- ✓ Thank you for helping staff do their job more efficiently and quickly by following the above procedures!