

## DARTMOUTH FC REGISTRATION INSTRUCTIONS



### General Instructions:

- Review your package which should contain:
  - Draft ***MYSA Roster***
  - Coach and Player ***pass cards***
  - ***MYSA Registration Forms*** for each player on roster
  - Team ***Paid List***
  - ***Uniform Sheet***
  - One copy of blank ***MYSA Registration Form*** (make copies if more are needed)
- Coaches **MUST** sign their pass cards. Players **DO NOT** have to sign their pass cards.
- Hospital birth certificates, town/city issued birth certificates and passports are accepted as proof of birth.
- **Collect unpaid registrations.** Registration costs are \$125 for first player and \$110 for each additional sibling.
- **Use only glue stick** to attach pictures to pass cards, staples and tape are not acceptable and liquid glue seeps through pass cards.
- **DO NOT** wait until the last minute to complete packages.
- Incomplete packages may result in players being removed from rosters and **may not be eligible to play** the first game of the season.

### Team Registration Instructions:

1. Review the draft MYSA Roster. Only players that registered online are on the roster. Those that did not register online must do so immediately.
  - a. **FOR PLAYERS LISTED ON THE ROSTER:**
    - i. Have parent or guardian complete and sign pre-filled ***MYSA Registration Form***.
    - ii. Collect a 1"x1" ***picture (no hats)*** and glue stick it onto the appropriate player pass card.
    - iii. Collect a copy of the player's ***birth certificate*** onto a full sheet (8.5x11) of paper.
    - iv. Review team paid list and collect payment if not paid.
    - v. Paper clip together ***MYSA Registration Form, birth certificate, pass card*** and ***payment*** if not paid by credit card.
    - vi. Complete ***Uniform Sheet*** with player name, number and size.
  - b. **FOR PLAYERS NOT LISTED ON THE ROSTER:**
    - i. Have parent or guardian register online and complete ***Late Registration Form***.
    - ii. Have parent or guardian complete and sign a ***MYSA Registration Form***.
    - iii. Collect a 1"x1" ***picture (no hats)*** and glue stick it onto the appropriate player pass card.
    - iv. Collect a copy of the player's ***birth certificate*** onto a full sheet (8.5x11) of paper.
    - v. Collect ***payment***.
    - vi. Paper clip together ***Late Registration Form, MYSA Registration Form, birth certificate, pass card*** and ***payment*** if not paid by credit card.
    - vii. Complete ***Uniform Sheet*** with player name, number and size.
    - viii. **Print** player's information on the draft ***MYSA Roster***.
  - c. **FOR PLAYERS LISTED ON ROSTER BUT DECIDED NOT TO PLAY:**
    - i. Cross player name off the draft ***MYSA Roster*** with a single dark line through their name.
2. After your ***Team Registration Meeting*** and all information and documents have been collected:
  - a. Glue stick a 1"x1" ***coach's picture (no hats)*** on the appropriate coach's pass card and SIGN the pass card. All coach's pass cards must be signed.
  - b. Sort paper clipped player information in alphabetical order.
  - c. Place paper clipped player information, coach's pass cards and edited MYSA Roster back in folder.
3. **RETURN** completed packet on **Saturday, December 16th from 9AM-10AM** to the DYSA Fieldhouse.