

Registration Calendar

Insert all items that are applicable to your region into the attached yearly calendar.

Six Months Before Registration

- Make a list of all expenses associated with registration and submit it to the board
- Set date for registration
- If using school or town facility ask permission. You may also need a building permit. Try to pick a location with an entrance and exit door for better traffic flow.

Four Months

- Call the NSTC and request pre-printed forms for returning participants (players and volunteers), a supply of blank player registrations and volunteer applications, insurance handouts and player and volunteer printout.

Two Months

- Ask permission to send fliers to each of the schools in your region
- Call each of the schools and find out what the enrollment is
- As registrar, you may be in charge of typing the registration flier and the volunteer sign-up sheet. Make sure you check with the commissioner on the specifics.
- At a regional board meeting 2-3 months prior to registration, let every board member know that they all are expected to help at registration. Each board member is in charge of recruiting volunteers for his/her specific discipline.

One Month

- Run off registration fliers (you know the amount)
- Have AYSO posters available for schools, supermarkets, gyms, pizza stores, pharmacies, dancing academies, nursery schools, malls, etc.

Three Weeks

- Call volunteers (at least 6 - 8 in addition to board members) and let them know what their job responsibility will be at registration and what time to be there. Ask them not to bring their own children. When registering over 200 players at each registration day, workers will be busy.
- Call treasurer and ask her/him to bring the cash drawer, receipts and startup cash.
- Pass out fliers in the schools. Count them in packs of 25 for easier distribution.
- Publicity – visit your local newspaper and bring a flier for its advertising department. Request that the information be put in the Sports section during the entire week before registration.
- Call all Junior and High School soccer coaches and ask them to personally talk to their players about AYSO registration and give them extra fliers to pass out.

Two Weeks

- Organize all handouts for registration. Staple or paperclip all handouts for the parents.
- Make signs for registration: (Team Parents, Uniforms, Coaches, Referees, Treasurer, etc.)
- Call janitors and reconfirm times that you will be setting up.
- Decide on the layout of the room and the sequence of each station.

Day of Registration

- Supplies – pens, telephone book, extension cord, masking tape, stapler, paper clips, nametags, plastic shoeboxes to separate player forms.
- Have all preprinted player registration forms and volunteer application forms listed in alphabetical order and placed in a file box. These and a supply of blank player and volunteer forms and any other literature that needs to be handed out should be placed near the entrance table.
- You will need at least two workers to pass out forms at the entrance. The CVPA for the region should be there to collect the volunteer applications. Each volunteer must fill out an application form and in some regions, every family must also fill out a volunteer flier and hand it in where forms are reviewed.
- You will need at least two workers to check correct birth dates, signatures, etc. Again, the CVPA should be present. All volunteer forms should be collected individually by one or two hand picked workers, and then parents should be escorted and introduced at the appropriate volunteer table.
- Although we don't honor any requests, special circumstances should be marked on the form and initialed by the RC or registrar only. Put up posters or fliers on the tables saying: "Thank you for understanding why we are not able to honor any special requests." Or: " We appreciate the fact that you have not asked for any special requests. It makes our volunteer job so much easier."
- Staple sibling forms together only if they belong in the same division.
- Checks are made out to AYSO and a receipt is given. Ask parents to put the first and last name of the child in the memo spot. Many children do not have the same name as their parents.
- Refreshments: **For morning registration** – coffee, powdered cream, sugar packets, stirrers, coffee pot, cups, napkins, donut holes (easier to eat) and juice. **Afternoon or evening registration** – pizza cut into small pieces, cookies, pretzels, small candy bars, soda or juice. Put out baskets of small candy bars with signs that say: "This candy will give you the energy you need to volunteer."