

## **Guidelines for Registration Process**

### Pre-Registration

- Publicity (Publicity Chairperson)
- Blank registration forms at Kirkland Town Library (Registrar)

### Items to bring to registration (who brings it)

- Pre-printed registration forms (RC-part of registration kit ordered from AYSO)
- Blank player registration forms (RC-part of registration kit ordered from AYSO)
- Blank volunteer registration forms (RC-part of registration kit ordered from AYSO)
- Posters for registration dates (RC-part of registration kit ordered from AYSO)
- AYSO insurance brochures (RC-part of registration kit ordered from AYSO) - MANDATORY
- AYSO Introduction to Soccer pamphlets (RC-part of registration kit ordered from AYSO)
- AYSO volunteer (coaches and officials) pamphlets (RC-part of registration kit ordered from AYSO)
- Clinton AYSO budget (treasurer) - MANDATORY
- AYSO Board Organization (secretary)
- Job descriptions and position openings (secretary)
- List of current coaches (RCA)
- List of officials (RRA)
- Clinton AYSO Guidelines (RC)
- Registration, Kindergarten, Age Requirement Information for Parents (RC/Registrar)
- School calendar, pens, tape, phone book (Registrar)
- Slip-in shin guards, size 3 balls for U06-U08, and maroon socks for U12-U19 (Equipment manager)
- Shirt samples for sizes (Uniform Administrator)

### Post-Registration

- Late/waiting list with columns for: player name, birthdate, grade, gender, parent name, phone number, time/date of call, time/date registration received

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- Order registration kit, with pre-printed forms, when the prior season starts, nominally beginning of May for the fall and mid-September for spring.
- Fill out building request form as early as possible, at least two weeks ahead of time. Typically, reserve CCS High School hallway for evening registration and cafeteria for Saturday registrations.
- Registrar should set up a half hour ahead. Need minimum of three cafeteria tables (six table tops).
- Need to hang posters and lay out material for viewing:
  - 1) copy of Board of Directors organization, 2) a few copies of the annual budget, 3) several copies of the Registration Information for Parents, Kindergarten Registration Information, and AYSO Registration Age Breakdown (3 pages all together), 4) open job position descriptions
- Need to have copies for parents to take of:
  - 1) Guidelines, 2) AYSO Insurance brochure, 3) AYSO Introduction to Soccer pamphlet, 4) Volunteer brochures
- Registration volunteers should show up at least 15 minutes early
- Set up in a line along the tables:
  - two people (Asst. Registrar, Secretary) handling registrations and questions
    - need pre-printed forms sorted by division and gender, blank forms, pens, registration information sheets, and volunteer brochures
  - two people (RCA, RRA) reviewing completed forms and asking for volunteers (Board members, coaches, officials, high schoolers for kindergarten program)
    - need list of coaches and officials, list of open positions, pre-printed and blank volunteer forms, which must be filled out for each new registration year
  - two people (Treasurer, Asst. Treasurer) handling the money, selling equipment, and handing out parental information
    - need to have petty cash, record book, equipment to sell, parent information sheets
  - one person (Registrar) overseeing everything
    - needs to have note pad for things that will come up

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### Player Registration Checklist

- Player name, birthdate, age, mailing address, phone number,
- Parents names and phone numbers and whether they volunteered
- Emergency contact, insurance, physician name and phone number
- Blank box of the registration form that notes grade (in the season that player will play), whether uniform is needed and, if so, its size
- Check number and amount paid
- Signature by parent or guardian

### Volunteer Registration Checklist

- Volunteer name, Social Security Number, Driver's license number, mailing address, phone number, references (for new volunteers), signature on the back of the form