

CHECK LIST – INITIAL REGISTRATION

1. Two copies of Audit Report.
2. League Roster: Original and (1) copy of roster (front and back on same sheet; BLACK AND WHITE, NO COLOR)
3. Date of birth verified for each player.
4. Players LEGAL Name is the same on roster and front of Member Pass/Membership Card
5. Signature agrees with name on front of Member Pass and on roster and signed in BLACK INK
6. Picture properly sized and glued to upper left-hand corner of the Member Pass
7. No corrections or correction fluid on Member Pass
8. No corrections or correction fluid on roster
9. Member Passes in alphabetical order and clipped to birth date verification documents – **Be sure to use new passes issued for 2006-2007.**
10. International Clearance/International Clearance Waiver paperwork (if applicable)
11. Team Number is correct on Roster and Player Passes
12. State Cup Roster, if applicable: Original & (1) copy of roster (front and back on same sheet; BLACK AND WHITE; NO COLOR)
13. 4 copies of Permission to play across state lines if player does not live in VA. (If a MD player include a check for \$12.00 payable to MSYSA)
14. Code of Conduct – signed by players and parents for ODSL TEAMS
15. Rosters, Member Passes/Membership Cards and birth date verification in large envelope with club, team age group printed on front (provided by league)

CHECK LIST – ROSTER CHANGES (Adds, Releases or Transfers)

PLAYER ADDS: (can be processed anytime during the season)

1. Enter the new player in the system as an ADD PLAYER
2. Print 2 new rosters **double-sided, black & white copies ONLY**
3. Print New Player passes
4. Original and two (2) copies of State Cup roster, if applicable.
5. Signed player pass and birth date verification clipped together.
6. Two (2) signed and dated Audit reports.
7. All paperwork in large envelope with Team Name, Club, Age Group, Contact person, Phone #, e-mail.

PLAYER RELEASES: (A Player leaving your team. Can be processed anytime during the season)

1. Go into database and release the player(s) and then print 2 NEW rosters. Showing the release(s) on the back of the roster.
2. Original and two (2) copies of completed Player/Team Status Form **(Completing sections 1, 2 & 3)**.
3. Original roster and Original State Cup roster need to be turned in
4. Member Pass for player being released
5. For Involuntary release – three (3) copies of the notification letter and verification of mailing.
6. Two (2) signed and dated Audit reports
7. All paperwork in large envelope with Team Name, Club, Age Group, Contact person, Phone #, e-mail.

PLAYER TRANSFER: (A Player transferring onto your team. Can be processed anytime during the season)

1. Go into database and transfer the player(s) onto your team and then print 2 NEW rosters. Showing the transfer(s) on the back of the roster.
2. Original and two (2) copies of completed Player/Team Status Form (Completing sections 1, 2 & 4 – You may use the same Player Team Status form the player was released on)
3. Player pass from previous team.
4. New Player pass
5. Two (2) signed and dated Audit reports.
6. All paperwork in large envelope with Team Name, Club, Age Group, Contact person, Phone #, e-mail.