

GAASA

LATE REGISTRATION PROCEDURES

FALL 2011

Late registration will open JULY 31 and ends on AUGUST 31, 2011. Please read the following information carefully so that your registration can be processed without delay. Any pass needing to be remade due to loss after AUGUST 31 will be charged a \$25 late fee per pass.

Be sure your late registration is in an envelope and dropped off in the blue container on the porch of 2215 Canterbury Circle.

All late registrations must include all of the following information:

Each player being added to a team must submit:

- Every fall season: New printed player pass with color picture attached and signed
- Every fall season: Completed Player Membership form (printed from GAASA website or club membership form with same information included on form as GAASA membership form). Must have parent/guardian signatures at Waiver of Liability section, General Consent for Medical Treatment section, Code of Conduct section, and Player Release section
- Every fall season: Birth certificate or previous season's player pass
- Two copies of the Official Roster with the new player added to the team
- At least one copy of the Game Roster and Referee Report (two pages) with the new player added to the team.
- (Spring only) U19 player must have proof of currently being in high school

Each coach being added to a team must submit:

- Every fall season: New printed coach pass with color picture attached and signed
- Every fall season: Completed Coach Membership form (printed from the GAASA website) including signature in the Code of Conduct section
- Risk Management Confirmation
- Copy of the coaching license (minimum U10-12)
- Two copies of the Official Roster with the new coach added to the team
- If a new head coach is added to a team: include a new Game Roster and Referee Report and email Tom Pickett of the new head coach change for the team.

If changing players after being registered at Player Registration please follow instructions below:

- The club's most recent official copy of the roster prior to any changes being made.
 - On this copy mark in the left margin as follows:

- “D” for players being dropped from this official roster. Must include dropped player’s player pass OR
- “CF” for players being changed from this team to another team.
- Two copies of the new roster with the changes already made through the SoccerWorks® Online Software.
 - On all of these newly printed copies mark in the left margin as follows:
 - “A” for players being added to this roster - Must have the USYSA/Club Registration form/code of conduct and proof of age
 - “CT” for players being changed to this team (from another team in your club)
 - “T” for players being changed to this team from another club. Must include transfer form (Player Status Form) and player pass unless you know that I already have it.

1. PAYMENT – You will be notified of the amount due at the time you are emailed that your late registration is completed. When you pick up your completed envelope leave a check or money order for the amount requested (in an envelope) in the GAASA box.

2. Name, phone number or Email address of the person that should be contacted when the late registration is completed. This information **MUST** appear on the outside of the envelope.

LATE REGISTRATION TIMELINE

Late registrations will be assessed a \$10 late fee for each transaction between July 31 and August 12 at 9:00 PM.

Late registrations will be assessed a \$25 late fee for each transaction beginning August 12 through August 31 at 9:00 PM. Envelopes will be processed on a first-come, first-served basis.

For any packages received via mail or UPS the club will be called to pick up.

DROP OFF/PICK UP LOCATION

Lu Ann Blazeff, GAASA Registrar, 2215 Canterbury Circle, Akron OH 44319

CONTACT ME AT: lblazeff@aol.com