



REGISTRATION INSTRUCTIONS 2011-2012

1. U9-18 Teams Registration due **July 10th**. You may begin online registration by **June 12th**.
2. Duke City will not take registration paperwork from team managers or coaches.
3. I will not register players or release pass cards without payment.
4. Please have parents verify that all information is correct in the online registration, especially email addresses. Names need to match what is on the birth certificate.
 - Managers are responsible for collecting all Fees and turning them in with registration.
 - One check will be turned in per team for Club fee made out to RVFC for those players who didn't pay online with a credit card, and one check for League Fee made out to DCSL. **Total of TWO checks plus a deposit detail showing who paid what so I can post the payments.**
5. Credit Card payments need to be noted on the deposit form that managers will complete and turn in with all payments throughout the season. Payments will not be posted without a deposit form.
6. Do not turn in scholarship paperwork to me. It needs to go directly to Joe Barreda. Instructions are on the Rio Website.

FEE SCHEDULE:

Full DCSL Fee is due with registration. (\$95/player U9-U18)

Payment is due in full for U5-U8 upon registration. U9-U18 has various payment plans. Refer to the Club Fees form to see payment plans.

Scholarship players – If a player receives a partial scholarship, the balance is due upon registration.

FORMS TO TURN IN TO DAWNE FOR REGISTRATION:

NMYSA Membership/Medical Release Form: This form must be signed by a parent/guardian where indicated. Please make sure all information is filled in. If the player is playing up, complete a playing up consent form.

Playing Up Consent Form: If your child is playing up, this form must be completed and signed by the parent and coach, and turned in with your membership form.

Playing up Policy: This report needs to be completed only if your TEAM is playing up in the Duke City Soccer League.

Proof of Age: I only need proof of age for new players to Duke City Soccer League i.e. they played AYSO, PSA or NWRGSL. A photocopy of the original birth certificate or US passport is required for proof of age. If the player is not a US citizen then a photocopy of the original birth certificate (needs to be translated into English) as well as a photocopy of a Visa, Green Card or

something else issued by a US governmental agency that provides the full name and birth information. No copies will be retained by the club, the league or the state association.

Metro Schedule Team Application Form: This form replaces all previous coach registration forms. The head coach must complete the top section, which serves as the coach registration and the bottom section for the practice location. After reading the 2011 – 2012 Duke City Coaches Handbook the coach must sign and date the form. The bottom section must be completed by the team referee and be signed and dated. If the head coach does not fully complete this form Duke City may not register the team. The referee that you list must be currently registered and certified by the state referee association (DCSL will verify this) or player pass cards will be held. Please also list any assistant coaches on this form.

Out of Town player form: If any of your players are from out of town (more than 70 road miles), please have them complete the out of town player form so their fees can be adjusted.

Coach Waiver Form: If a coach is applying for a waiver for fees they must complete the waiver form and it must be turned in to Chris Brennan. The waiver is only for club fees, not Duke City fees.

Other Information:

- Pass Cards – Pass cards do not need to be signed by players. Coaches must sign their own cards. Managers will be responsible for getting cards laminated. All pass cards must have a color photo. All pass cards must be laminated using the 10 mil. luggage tag size pouches (2 ½ by 4 ¼), which will be provided by me.
- Online Registration - Same program as last year. Use same username and password that you set up last season. If you have a new email address you will still use your old email address as your username. After you log in make sure you update your contact information with your new email address so you receive your confirmation of registration as well as all other club correspondence.
- No credit card fee to pay by credit card anymore. If you choose to pay by card and choose a payment plan, **card will automatically be charged based on the payment plan dates.**
- If you choose to pay by check you **cannot** then make a later payment by credit card. Whatever you choose when you register is how you will pay for whole season check or credit card, not both.
- Manager will be copied on scholarship awards and will need to keep track of player scholarship amounts. If partial award given, balance is due immediately unless a payment plan is set up with me directly.