

REGISTRATION INSTRUCTIONS

U9-18 Teams Registration due July 10th

Registration packets will be available to pick up by June 8th. Registration papers and payments are due to me no later than July 10th, 2009.

1. Duke City will not take registrations from team managers or coaches
2. I will not register players without payment
3. I will not release pass cards without payment and online registration being completed
4. Please have parents verify that all information is correct in the online registration, especially email addresses.
5. Managers are responsible for collecting all Fees and turning them in with registration.
 - a. One check will be turned in per team for All Fees
 - b. Credit Card payments will be noted on the deposit form that managers will complete and turn in with all payments.

FEE SCHEDULE:

U9-U14 - ½ due July 1, balance due Feb. 1.

U15 and Up - \$100 non-refundable deposit due July 1, balance due Nov. 1.

Scholarship players – If a player receives a partial scholarship, the balance is due upon receipt of scholarship, not Nov. 1. See the club dues form for fees. League fee is included in Club fee.

FORMS TO TURN IN TO DAWNE FOR REGISTRATION:

1. **NMYSA Membership/Medical Release Form:** Use the blank form to sign up new players. Use the pre-printed forms for returning players. Make changes as needed. 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.
2. **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.
3. **Playing up Policy.** This report needs to be completed only if your TEAM is playing up in the Duke City Soccer League.
4. **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. All copies will be returned to the coach and should be kept with each player's registration paperwork as proof of age for tournament check-in.
5. **Parent Education Certificate. (NEW PLAYERS ONLY)** This program link is available on the Rio Vista website and in the online registration. If you have a player who doesn't turn in a certificate, that pass card will be held. These will be returned to the team manager. One certificate needed per family. Parents who completed the program previously will not need to do it again.

6. **A. 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 2009 – 2010 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.**

Other Information:

Please pass out the Soccer Pocket guide to each family. If you need more let me know.

Pass Cards – Pass cards will only need to be signed by players U13 and up, and coaches must sign their own cards. Managers will be responsible for getting cards laminated. The Duke City registrar stamp is no longer required. All pass cards must have a 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.