

SEASONAL REGISTRATION INSTRUCTIONS

Part I: What to do first- Initial Deadline- Electronic/Online Filings

1. **Team Strength Charts** forms MUST be completed on-line.
2. **List of Key Contacts** in your organization including Travel Director, President, Vice President, Registrar and Treasurer must be completed on-line.
3. **Non-resident player report form** must be completed even if you do not have players from another town. **Write “none” in the first name box, if you do not have any.** This must be completed even if the player does not require a waiver or release.
4. **Field Availability Form** must be completed on-line
5. **Electronic Registration File** by email to ***registrar@ecysa.org*** prior to the published deadline date

Part II: What needs to be delivered to the Registrar’s House- Second Deadline for “Hard Copies”

1. **Two (2)** paper copies of the roster in each team envelope.
2. For EACH TEAM submitted there must be a minimum of one (1) coach’s card with photograph and:
 - A minimum of eleven(11) players pass cards with color photographs for each team Grade 8 and above
 - A minimum of nine (9) player pass cards with color photographs for each Grade 6 team
 - A minimum of seven (7) player pass cards with color photographs for each Grade 4 team.
 - If a coach is coaching another team and the card is with that packet, include a note stating that.

A PASS CARD WITH AGE APPROPRIATE COLOR PHOTOGRAPH MUST BE SUBMITTED FOR EACH PERSON LISTED ON THE TEAM ROSTER. No handwritten cards will be accepted.

Please submit Registrar’s copies of rosters and cards in a **10” x 13” envelope** (NOT 9”x12”!) to accommodate the laminated roster. Your final package will be returned in the envelope YOU provide. Place team labels in the **upper left corner**.

3. **ECYSA Fee Submission Form** and check made payable to ECYSA.

ALL TEAMS must be submitted and paid for by registration hard copy deadline date. There will be NO LATE REGISTRATION. Checks can be mailed to the treasurer or delivered with your rosters and cards.

4. Concussion Awareness Training Certification Form for your organization.