

# GAASA

## LATE REGISTRATION PROCEDURES

Fall 2010

Late registration will open July 25 and end on September 8, 2010 at 9:00 pm. 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 September 8 will be charged a \$25 late fee per pass.

Be sure your late registration is in an envelope and dropped off in the blue/gray container on the porch of 2215 Canterbury Circle. All late registrations must include all of the following information **AS WELL AS PAYMENT OF ALL REGISTRATION AND LATE FEES.**

### 1. Information needed:

- 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
    - "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 **current** USYSA/Club Registration form 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) unless you know that I already have it.

### 2. Completed players pass for each player being added.

- New Player- A newly completed player pass (front and back with the picture attached and signed by the player). All color photos must be current, NO Xerox copies of photos and no photos from old player passes will be accepted. Also include the proof of age for the player.
- If a player is being dropped, the player pass of the player being dropped must accompany the roster.

- ### 3. Any new coach being late registered must have a current completed Coach Registration Form with Code of Conduct paragraph signed; updated risk management confirmation; color picture and new pass printed and signed. This coach must be listed on the official roster and this roster must be included.

4. **One copy of the Referee Game Roster/Report** for each team that has had changes made **AND the page 2 on back or attached**. This report will be stamped and returned to you.
  
5. **Updated code of conduct signed form OR signed paragraph on the Registration Form is acceptable.**
  
6. **PAYMENT** - a check made out to GAASA for the REGISTRATION AND LATE FEES MUST ACCOMPANY THE LATE REGISTRATION INFORMATION IN ORDER FOR THE CHANGES TO BE PROCESSED. If you do not know the correct amount, leave that blank. A copy of the completed check will be sent back to you along with an invoice statement and the completed late registrations.
  
7. **Contact Name, Club 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 25 and August 13 at 9:00 PM.

Late registrations will be assessed a \$25 late fee for each transaction between August 14 and September 8 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.

PAYMENT OF ALL FEES MUST ACCOMPANY REGISTRATION DATA.

## DROP OFF/PICK UP LOCATION

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

\*\*\*\*\*

**[lblazeff@aol.com](mailto:lblazeff@aol.com) (preferred communication)**