



REGISTRATION PROCEDURES

- Tryout dates must be submitted to Chico Cal president by mid January. All tryout rankings must be turned in to Chico Cal president 2 weeks after tryouts are complete.
 - Fill out Team Registration form and turn in to club president by the Chico Cal May meeting. President to give copy to registrar. Player adds/deletions can be done online.
 - Complete District VI Team application online. <http://www.calsoccerleague.org/login.htm>. Player ID is twelve digits long consisting of: 1-First name initial(f), 2-Last name initial,(L) 3,4-birth Month(mo), 5,6-birth Day(DA), 7,8-birth Year(yr), 9,10-mothers birth Month(MO), 11,12-mothers birth Date(da). See example to right. Notify club registrar when complete. Keep updated if there are changes to roster or team contact information during season.
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- Schedule team meeting. Collect birth documents, registration forms (1601 & 1628), pictures, etc. Discuss upcoming season, costs, tournaments, travel, car-pooling, etc.
 - Compile registration packet. Registration packet consists of:
 1. **TEAM ROSTER:** Make a table of team officials and players. Include team name at top, then team officials by rank, then all players in alphabetical order. Columns include; player name, shirt #, & birth date
 2. **REGISTRATION FORMS (1601 & 1628):** Make sure registration form is filled completely and correctly with name and birth date EXACTLY as it appears on birth document and signature. Keep original registration form for team binder and make copy of form for registration packet.
 3. **BIRTH DOCUMENT:** Copies of birth document must be included with each registration form. If legal name has changed since birth, a Legal Name Change Court Filing needs to be included. No hospital birth certificates. Official birth documents include:
 - ✓ Birth Certificate (US/State/County Government Issue)
 - ✓ Driver's License issued by the Department of Motor Vehicles
 - ✓ Court Records of Adoption (With County Seal/Stamp)
 - ✓ Passport
 - ✓ Legal Name Change Court filing (With County Seal/Stamp)
 - ✓ Board of Health Records
 - ✓ Registration card issued by the United States Government
 - ✓ Certificate issued by the Immigration and Naturalization Service and State agencies attesting to age
 - ✓ Certification of an American citizen born abroad issued by the appropriate government agency
 - ✓ Certified Abstract of Birth
 4. **PICTURES OF ALL PLAYERS AND TEAM OFFICIALS:** Pictures must be 1" x 1-1/2" with the face taking up about 80% . Include the players' full head. No hats, sunglasses, or any kind of obstruction. For examples see <http://www.cysanorth.org/images/pdfs/forms/registration/cysa-membershippasspolicy.pdf>. NO EXCEPTIONS. Put name of player or official on back of picture. All pictures go in one zip-loc bag.
 5. **REGISTRATION FEE:** \$110 per player put all in one envelope. Make sure player's name is on memo of check or on a note with cash.
 - Put completed packet in 9" x 12" clasp envelope in this order: pictures (in zip-loc), fees (in envelope), team roster, and registration form with birth document (in same order as roster). Don't seal envelope
 - Turn in to Chico Cal Registrar by JUNE 15 and at least 30 days prior to first tournament. The team is responsible for any express mail fees.
 - Compile team binder to bring to ALL team events.
 - Most recent approved roster (Goldenrod)
 - Registration forms signed in "wet ink"
 - Copies of birth documents are NOT to be included in binder (privacy, official document, etc.).