

Team Registration Form Submission Guidelines

Going into the busy registration season, we are going to ask for your cooperation and help to get through the roster verification quickly. This will also allow your qualifier rosters to be verified and submitted on time.

Every year we get team paperwork that is incomplete - missing birth certificates or required forms, no payment included and/or faxed forms or birth certificates that do not identify which club the player is with.

The process has been better in the past few years for the majority. However, we are asking for your assistance to continue the improvement we have seen. This helps us greatly when trying to approve the rosters and the people on the rosters the first time through.

Seeding Forms are Due by Dec 1st. The team seeding information is due by Dec 1st. This can be done electronically via the online form or on the paper form and submitted electronically to the Region Office. This will allow our Seeding Committee to know what teams we have in each age group and can get the quartiles out to the club directors earlier in December. This also allows us to plan for the correct number of courts for the first tournaments in January before the schools shut down for the Christmas break.

Team Paperwork - We are not going to process partial team paperwork. If the members of your teams do not have current memberships in your system and/or all the forms from your coaches/players have not been collected, please do not send in the Team Registration materials. Wait until you have all of the required forms and your players and coaches are registered for the current season before you turn it all in. If we receive incomplete paperwork or find that your team members are not current members, we will set the club aside or ask you to come pick up the packet until all is completed.

The registration process requires follow up by the Club Director or Admin. Please do not have your parents submit forms directly to our office. All forms should come from the club directly so that we know which club and team to associate the paperwork with.

Due in December –

- **Team Contracts** – including the first payment of the contract fees
- **Payment Summary Form** – documenting what you paid for
- **Club Director Agreement, Out of Region Agreement, Team Not Participating Agreement** – if these forms have not already been turned in prior.
- **Age Waiver Request Form** – these forms must be submitted and approved before formally placing the older age player on the younger age team. It is your responsibility to determine if an age waiver is necessary for the player and is submitted early for approval.
- **Team Registration Fees** - \$1000 for team registering but not participating in the Region tournaments.
- **Team Registration Form** – please assemble each team's packet in this way:
 - Team Registration form on top – please include date of birth and jersey # for each player. Do not mark in the boxes to the left of the member's name.
 - In the order you listed the players on the Team Registration form please attach the following:
 - Birth Certificate – from all that are new to the Arizona Region play
 - SafeSport Form/Concussion Form – hopefully copied back-to-back, ok if not
- **Do not turn in the Medical Release forms. Those are to be held by the coach for all practices, tournaments and check-in.**

Please help us get through this registration process quickly by making sure your paperwork is complete. If the paperwork is not complete, it will slow down your roster verification and completion – which will affect your ability to submit rosters for National Qualifiers or other interregional tournaments.

Thank you for your help and cooperation.

Lisa Naughton
Registrar – Arizona Region of USA Volleyball