## Coach and Player Registration Checklist

All items must be turned in at the same time as a single packet. Incomplete packets will be returned. Electronic submission of paperwork will not be accepted except for player additions and corrections.

All copies of forms, concussion awareness certificates and birth certificates must be legible and clearly show names and dates.

Before turning in your packet, review the following checklist and make sure you are submitting the proper paperwork. Packets that do not meet the conditions identified in the Coach/Player Registration Packet Guide will be returned without review.

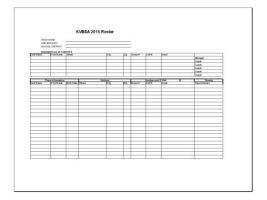
Roster	- Printed
	Is the official roster provided on the KVBSA web site
	Is filled out using Microsoft Excel. (If you do not have Excel, contact Steve Sutton at <a href="mailto:steve.sutton@kvbsa.com">steve.sutton@kvbsa.com</a> for an
	alternative method for entering). Handwritten or alternative roster forms will not be accepted.
	Team name, league age and school district filled in.
	Lists all coaches and players for the upcoming season.
	All fields filled in for each person.
	Player birthdates match birth certificates.
	It is the first page of your packet.
Roster	- Electronic
	Excel file has been emailed to <a href="mailto:steve.sutton@kvbsa.com">steve.sutton@kvbsa.com</a> . Must be sent before paperwork will be reviewed.
Coach/	Manager Registration and Concussion Awareness Certificate
	Your packet contains a completed and signed Coach/Manager Registration form for each coach/manager on the roster.
	Your packet contains a copy of a certificate for each coach/manager on the roster confirming they successfully
	completed a concussion awareness program as set forth by the State of Michigan.
	These forms are sorted as specified in the guide – registration form for coach #1 followed by the certificate for coach #1.
	Then repeat for each coach.
	These forms immediately follow the printed roster in the packet.
Player	Participation and Birth Certificate
	Your packet contains a completed and signed Player Participation form for each player on the roster.
	Your packet contains a copy of the birth certificate for each player on the roster.
	These forms are sorted as specified in the guide – player participation form for player #1 followed by the birth certificate
	for player #1. Then repeat for each player.
	These forms immediately follow the coach/manager registrations and concussion awareness certificates in the packet.
The Pa	cket
	All forms placed in order in a large envelope or clipped together with a large binder clip.
	Envelope or first page of the packet clearly identifies the Team, Age Group, and Manager
	No staples or paper clips
	No other forms included other than those listed above and in the guide



## Coach/Player Registration Packet Guide

Prior to playing your first game, you must submit the following items <u>and receive approval confirming your paperwork is completed satisfactorily</u>. Any games played prior to receiving approval <u>will result in a forfeit loss and loss of the team's forfeit deposit</u>.

All items must be turned in at the same time as a single packet. Incomplete packets will be returned. Electronic submission of paperwork will not be accepted except for player additions and corrections. All forms are available for download on the KVBSA website.



An official KVBSA roster must be filled out completely and accurately. A printed copy of the roster must be included in your team paperwork packet. In addition, an electronic version in <a href="mailto:Excel format must be emailed to steve.sutton@kvbsa.com">Excel format must be emailed to steve.sutton@kvbsa.com</a>
<a href="mailto:BEFORE">BEFORE</a> your paperwork will be reviewed.





A Coach/Manager Registration Form must be completed and signed by <u>each</u> coach/manager of the team. All coaches/managers must appear on the official KVBSA roster. In addition, <u>each</u> coach/manager must provide proof they completed a concussion awareness course as specified by the State of Michigan.





A Player Participation Form must be <u>completed and signed</u> by each player/guardian. A <u>copy</u> of the player's birth certificate must be provided. SSN should be blacked out. <u>Every</u> player listed on the roster <u>must</u> have a participation form and birth certificate in your team packet.





5. Player 1's Birth Certificate. Copies only. No originals!

4. Player 1's signed Player Participation Form.

form and birth certificates for each player.

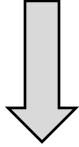
Alternate participation

3. Coach #1's proof of completion of a concussion awareness course

Alternate registration form and certificates for each coach.

2. Coach #1's signed Registration Form.

1. Place printed roster on top



6. Place the items in a large envelope or secure with a binder clip. Please do not staple or use a binder.





**OR** 



