

# 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 [steve.sutton@kvbsa.com](mailto:steve.sutton@kvbsa.com) 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 [steve.sutton@kvbsa.com](mailto:steve.sutton@kvbsa.com). 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

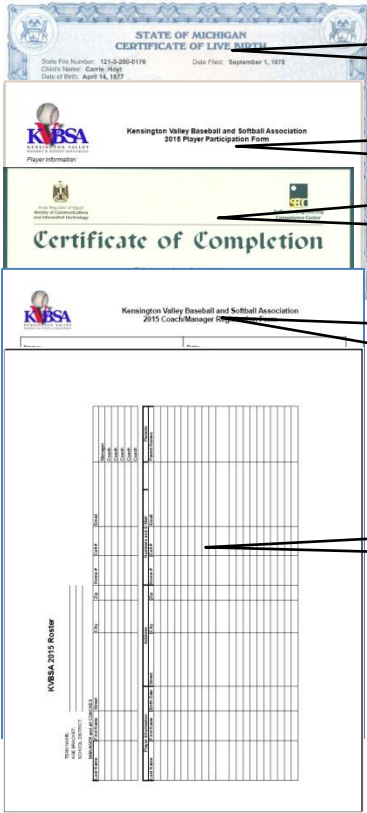
- Your packet contains a completed and signed Player Participation form for each player on the roster.
- Your packet contains a copy of the birth certificate for each player on the roster.
- These forms are sorted as specified in the guide – player participation form for player #1 followed by the birth 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 Packet

- 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







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

Alternate participation form and birth certificates for each player.

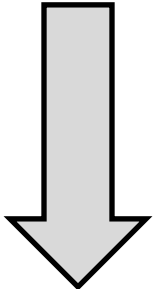
4. Player 1's signed Player Participation Form.

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

