



Team Administrator Checklist

1. Download and review the *Player Registration Checklist* and make sure you have all the materials required to register each player. You may want to bring copies of some of the forms to the team meeting just in case.
2. Review the information on your team's league site to be sure you know all the deadlines for registering the team. Note that if your team is playing the *Buckeye Premier League* and any other league, you must register with the BPYSL first.
3. Download the *BSA Celtic Liability Form* and bring it to your first team meeting for everybody to sign.
4. Download the *Coach's Commitment Letter, Notice to Volunteers* and the *USYSA Registration Form for Coaches* (all on the Coaches web page) and bring 3 copies of each form to the first meeting. Have the coach/s fill out and sign the forms. They will forget to bring them so that is why you need to do it.
5. It is recommended that you purchase a 3-ring binder to keep all the player registration materials.
 - a. Put the official roster in a plastic sheet and into the binder.
 - b. For each player, put a copy of the birth certificate, the notarized *Medical Release Form*, the *Parent Commitment Letter*, and the *USYSA Player Registration Form* in a plastic sheet and into the binder. Keep the *USYSA Registration Form* and the *Notarized Medical Release Form* on the outside because you will need to show those two forms when you register your team for tournaments.
 - c. For each coach, put a copy of the *USYSA Coach Registration Form*, the *Coach Commitment Letter*, and the *Notice of Volunteers* in a plastic sheet and into the binder. Coaches must fill out any Risk Management forms as required.
 - d. Get a ring for the player cards so you can clip them into the binder.
6. At the team meeting, be sure to cover the following:
 - a. Get all signatures on the *BSA Celtic Liability Release Form*.
 - b. Make sure all players and coaches have turned in all required registration materials.
 - c. Find out what tournaments the team will be attending. The early tournaments have registration deadlines in early July (as early as July 4) so you may need to begin the tournament registration process soon.
7. Prepare a team roster from the Tryout Database and distribute to the team.
8. Use roster information to register team with league and begin registration as soon as possible.

Thank you for volunteering with BSA Celtic!

