

To: North Country Region Team Reps
From: Ken Miller, NCR Junior Coordinator
Date: October 2011

The 2011-12 sanctioned season is almost upon us. Enclosed please find all the materials to register your team(s). You will need to make copies of some of the materials/forms for your team members. **Please read through the entire packet carefully!** If you have any questions, please contact the NCR office. **Remember, all teams and individuals must be registered in the NCR office at least two weeks before playing!**

***DO NOT SEND IN YOUR REGISTRATIONS IF THEY ARE NOT COMPLETE. THEY WILL BE SENT BACK. USE THE CHECKLIST TO ENSURE THAT YOU HAVE FOLLOWED ALL OF THE STEPS! ***

Important reminders in your registration process:

Checklist: The enclosed checklist must have everything checked off and mailed as a cover sheet for your registrations. Registrations will be returned if this checklist is not attached with the registrations.

Roster Form: A roster form **must** be used for all teams in your club. This means for each team that you are registering, that team **must** have a completed roster form on top of the team's individual forms. **(Please put the coach's forms first, and then the players in the same order as they appear on the roster form, then put the roster form on top!)**

Payment: Please send in only one check or one credit card form for your whole team(s). This means that you add up all of your individual membership fees and your team fee(s) and put the total on one check or credit card form.

Practice Insurance: If you would like liability insurance to cover your practices, complete the Application for Sanction of an Event form and return it to the NCR office with your registrations. If you have a player with a serious medical condition, you must contact the NCR office for a special waiver. If you would like or need an insurance certificate please contact our office with that request.

Membership Form: On the membership form, all junior members must sign in **three** places and all players under 18 must have their parents sign in three places. **The forms will be returned if they are not completely filled out and signed in all places – and your team will not be considered registered until all forms are in and completed.**

Age Definitions: When you are making your team(s), please refer to the Junior Olympic Information form for the age requirements. Make sure the players you put on each team fit the age requirement. The office will check all birth dates to make sure they meet the age of the team for which they are registered.

Background Screening: The Region requires all junior affiliated adults (coaches, assistant coaches, team reps/club directors, chaperones, trainers, etc.) to be background screened! Please refer to the background screening information for more details!

Impact Certification: Remember, all coaches must be Impact certified (certification is REQUIRED to coach at any NATIONAL QUALIFIER OR NATIONALS). Please make sure all your coaches meet this requirement. If they do not, you need to make sure they become certified this season!

If you have any questions, please contact Ken Miller at 952-831-9150 or 800-657-6967 ext. 2 or e-mail ken@ncrusav.org.