

TEAM REGISTRATION **(At the beginning of the season)**

We would suggest that you register your own child first so you are familiar with how the system works.

A sample instruction letter for you to send your families at the beginning of the season is located on realsocal.org website under "RSC Members", "Team Admin Info". The only thing you will need to add is your registration deadline and your team account information (i.e. how much you need now and approximately when you will be collecting again). Please feel free to alter according to your team situation.

FINANCIAL AID - If you have families that will be applying for financial aid, this is the first thing you should get your families working on. Financial Aid applications must also be filled out if families are paying in full but are requesting a different payment plan. Financial Aid applications, with all documentation, for **youngers (2007-2013) are due prior to team registration date but absolutely no later than April 24, 2020.** For **olders (2002-2006) they are due no later than June 5, 2020.**

TEAM ROSTERS – Please provide a team roster using the roster template that can be found on the website under Admin Info in the Registration section. It is important that you send to me in the excel format that is provided as we copy and paste the information into other excel spreadsheets.

CHECKLIST - You will need to collect for each player the following:

1. Two copies of the registration form originally signed in a pen color other than black. Make sure the family initials the roster freeze box at the bottom right side of the form.
2. If new to the club, original Birth certificate or original valid passport and two copies (one for your team binder and one for the club). If returning player, make sure that you have a copy of their birth certificate/valid passport in your binder. You will need to bring a copy of the birth certificate at team registration.
3. Check or credit card receipt for the minimum amount due.
4. Team account money – A maximum of \$200 can be collected at the beginning of the season to cover tournament costs, coaches travel expenses, referee fees, etc. More information on team accounts can be found on the Admin info page.
5. If a family is opting out of volunteering, they must pay an additional \$200 opt out fee either online or provide a check payable to Real So Cal at the

time of registration. Complete and detailed information can be found on the document entitled "Volunteer Hours 2020".

6. If your family has not completed their volunteer hours for the current season, a check for \$300 or \$75/hour for the remaining hours must be collected before their player can be registered.
7. T-shirt Size

As part of the online registration process, all players and their families will be electronically signing and accepting our refund policy, parent/player agreement and volunteer agreement. As a result, no additional Membership and volunteer agreement form will be necessary.

PICTURES FOR PLAYER CARDS – We will need pictures for all new players. We suggest that you take those at the field during one of your training sessions (you can take on your phone). Instructions are below. Please make sure that they are followed.

1. Find a plain wall/door (preferably white or beige) that doesn't have a lot of shadows. Take a test shot and move locations if there are shadows on the face.

No Hats

No sunglasses

No glasses unless they are prescription and will be worn on the field.

2. Take a headshot only.
3. Save the file in .jpg/.png format (small size) titled lastname, firstname-DOB
4. Email all pictures together with the team name referenced in the subject line to darlene@realsocal.org

UNIFORMS – This is NOT a new uniform year so only NEW players will need to purchase a new uniform. Our contract with Nike requires us to purchase new uniforms every two years. This is the second year of our 2 year cycle. The team admin is responsible for managing the jersey numbers to insure there are no duplicates. Please make sure you have the new parents confirm their number with you prior to purchasing anything. The Jersey Number protocol is listed in the Team Admin section of the website.

A free grey practice shirt will be distributed from the club to our players. Please list the sizes for your team on the roster template provided. (Youth S, Youth M, Youth L, Youth XL, Adult S, Adult M, Adult L, Adult XL)

If you have a family that does not have a computer and they are doing everything manually, you will need to have them fill out a blank registration form (You can get this at www.calsouth.com under "our community", "parents" and then "forms and

downloads”) and a signed hard copy of the Parent/Player agreement and volunteer form (you can find this at www.realsocal.org in the Admin Info section). Then you should enter that player into the system, print the registration forms and have them sign them. Keep the original handwritten copies on file for reference. In these cases our club policy is to use the last name as the password so future administrators do not have a problem gaining access to their account.

If you have ANY questions, please do not hesitate to contact Darlene Quintanar at darlene@realsocal.org or 805-390-6933.