

## Registrar Check List

August 1: See Aug 1 list

August 10<sup>th</sup>

- Team registration in CAYSA leagues
- League team fees due at CAYSA with printout of team names/division

September 15<sup>th</sup>

- Printed Fall 2017 Initial Reconciliation Form
- Goal Inspection Report (& Certificate of Insurance request forms)
- Payment
- Full list of your club Board Members with their contact information
- Proof of nonprofit or most recent IRS 990
- A copy of your club's latest Constitution, By Laws, and rules of play (if any)
- Proof of registration for any non CAYSA/STYSA/USYS registered player
- [Email](#) Fall 2016 Initial Reconciliation Form, preferably in spreadsheet form

October 8<sup>th</sup>

- Transfer/Release Deadline Do not wait until this week to submit all at once; send them in as they are ready (one or two at a time is fine). There shouldn't be many of these in the Fall.

October 15<sup>th</sup>

- Printed Fall 2017 Final Reconciliation Form
- Payment of balance
- [Email](#) Fall 2017 Final Reconciliation Form

January 25<sup>th</sup>

- U14 and younger Team registration in CAYSA leagues closes
- League team fees (U14 and younger) due at CAYSA with printout of team names/division

February 22<sup>rd</sup>

- U15 and older Team registration in CAYSA leagues closes
- League team fees (U15 older) due at CAYSA with printout of team names/division

March 16<sup>th</sup>

- Transfer-Release Paperwork deadline (due in CAYSA Office). This does not mean you submit all of them on this date. You should submit transfer release forms as they come in. March 16<sup>th</sup> is the last date you can initiate a transfer release process online or submit forms. Please note that

players transferring to or from teams playing in State and Presidents cups **will have earlier deadlines**. Keep those in mind!

March 23<sup>st</sup>

- Printed Spring 2018 Reconciliation Form due with payment
- Goal Inspection Report for any fields you may not have used in the Fall
- [Email](#) Spring 2018 Final Reconciliation Form (preferably as a spreadsheet)