

## Registrar Check List

August 1: See Aug 1 list

August 9<sup>th</sup>

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

September 17<sup>th</sup>

- Printed Fall 2018 Initial Reconciliation Form (to be sent with payment)
- Goal Inspection Report (& Certificate of Insurance request forms)
- Payment
- Full list of your club Board Members with their contact information (name, role, phone # and email, minimum)
- Proof of nonprofit (most recent IRS 990)
- A copy of your club's latest Constitution, By Laws, and any rules of play
- Proof of registration for any non CAYSA/STYSA/USYS registered player
- [Email](#) Fall 2018 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 2018 Final Reconciliation Form
- Payment of balance
- [Email](#) Fall 2018 Final Reconciliation Form

January 24<sup>th</sup>

- 14U and younger Team registration in CAYSA leagues closes
- League team fees (14U and younger) due at CAYSA with printout of team names/division

February 28<sup>rd</sup>

- 15U and older Team registration in CAYSA leagues closes
- League team fees (U15 older) due at CAYSA with printout of team names/division

March 15<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 15<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 22<sup>st</sup>

- Printed Spring 2019 Reconciliation Form due with payment
- Goal Inspection Report for any spring fields for which you did not provide the form in the Fall
- [Email](#) Spring 2019 Final Reconciliation Form (preferably as a spreadsheet)