

Registrar Check List

August 1: See Aug 1 list

August 11th

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

September 15th

- Printed Fall 2016 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 17th

- Printed Fall 2016 Final Reconciliation Form
- Payment of balance
- [Email](#) Fall 2016 Final Reconciliation Form

January 26th

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

February 23rd

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

March 24th

- 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 18th is the last date you can initiate a transfer release process online or submit forms.

March 31st

- Printed Spring 2017 Reconciliation Form due with payment
- Goal Inspection Report for any fields you may not have used in the Fall
- [Email](#) Spring 2017 Final Reconciliation Form (preferably as a spreadsheet)