

Fines for Registration Mistakes:

Most if not all of the mistakes in registration packets can be fixed prior to the system closing if clubs receive completed packets from coaches a week prior to the system closing and they take the time to properly complete the registration checklists. For example, wrong birthdates identified prior to the system closing can easily be changed. Players for which you have no information or missing information can be deleted from the system by the coach prior to the system closing and then be added back when the system opens.

The following outlines the administration of fines to clubs for mistakes, etc. in registration packets discovered after the system has been closed, up to and including registration day. This proposal will also cover any packet given to a league registrar to pre-register as well as roster changes submitted to league registrars throughout the season.

The League Registrar will keep track of mistakes in packets for team registration and will assess fines to CLUBS according to the list shown below.

The money from these fines will be donated by CUSL to the TOPS Soccer Program.

The following is a list of mistakes (not necessarily inclusive) that will incur fines.

1. Packets without appropriately completed checklists - \$200
(Packets with 3 or more mistakes will be deemed to not have been appropriately checked and this penalty will apply in addition to the individual fines.)
2. Player with incomplete information (\$25 per violation)
 - a. No proof of Birth
 - b. No membership form or form not properly filled out
 - c. No signature on player card
 - d. No picture glued on player card
 - e. Player did not sign their own card
 - f. Wrong birth date (i.e. proof of birth does not match roster)
 - g. Incomplete transfer paperwork
 - h. Player card not showing all the appropriate colors (i.e. printed in one color or with a color printer out of one of the colors)
(The fine for 2 or more mistakes for the same player will be \$50)
3. Coach with incomplete information (\$25 per violation)
 - a. No Risk Management form
 - b. No Membership form
 - c. No Card or Card not signed
 - d. No Picture glued on card
(If a coach is listed on the roster and there is no RM, Membership form or Card, the fine will be \$75 for the three mistakes.)

4. Roster size violation - \$50
5. Entire team not registering on time – will be considered a mistake for each and every player on the roster (i.e. \$25 times 12 = \$300 { 10 players, 2 coaches })
6. Any of the following instructions not followed (\$50 per violation)
 - a. Once checked, please paper clip the packet for each player and coach in the following order, player card, registration and proof of birth for each player and coach (RM). And stack in the same order as listed on the roster. Please fold passes to crease them, then unfold and clip to paperwork.
 - b. All registrations for each team are to be in a large envelope with the club name, team number and coaches name printed on the outside of the envelope at the top. Also sex and age of team (i.e. U12Boys) on the envelope as well as the club packet number out of total club packets (i.e. 1 of 22).
 - c. Once checked, **do not** include CUSL Roster in this packet – Registrar will print roster for checking at registration
 - d. Birthdate is not highlighted on the proof of birth and membership form
 - e. Pre-registered team packets without Checksheets and copies of approved rosters.