

NWI UNITED FC IYS REGISTRATION PROCEDURES

- EVERYTHING must go through the NWI United FC Registrar.
- Adding or dropping players or coaches must have DOC approval. Please make sure to obtain this approval prior to contacting Registrar.
- All requests are dated and processed in order of complete information being received by Registrar.
- Please have complete information to the Registrar by the deadline set.
- Traveling outside the state will most likely require a travel permit. These must be applied for 8 days or more in advance! Refer to the Travel Permit Procedures for more details.
- Double check the date of birth you submit to the Registrar for accuracy. Members should be registered by the name that appears on their birth certificate.
- Check with the NWI United FC Registrar's schedule if you must request something that is urgent. Please keep in mind that your team is one of many with requests.
- All player and coach registration processes are to be submitted to the IYS State Office by **NWI United FC's club Registrar only**.
- Gotsoccer is to be used by Team Managers and/or Coaches for game day game sheets **only**. NOTHING else should be changed in Gotsoccer by anyone other than the NWI United FC Registrar.
- All club members should contact the NWI United FC Registrar for questions regarding registration. The Registrar may contact the IYS State Office if further assistance is needed.

Dated: 8-14-09

Kelly Green, Registrar