

Instruction for the new verification checklist

1. The checklist has been created in Microsoft Excel. You should find somebody in your organization that has the program, if not you can get a copy online. If this is not possible then you can fill out the checklist by hand as it has also been provided in pdf format. The one thing we would like is that if you are doing the forms by hand that you tape pictures of the kids to it then scan and print them in color so the picture is embedded in the form and is not easily change at the field of play.
2. Start by filling in the information in the grayed boxes, as you fill them in, they will turn white. The document is protected so only fields you can change are accessible.
3. Team mom or league repetitive from your organization will be verifying the child's Birth Certificate, Report Card and Residency. There is no need for you to retain copies of these documents.
 - a. Certified Copy of Birth Certificate or original
 - b. Report Card should be for the final marking period prior to the start of the season
 - c. Residency – Drivers License, utility bill, bank statement, anything to prove the player lives in your town.
** Public Schools labeled as Choice must make sure Player is registered to attend in that district
4. The person submitting the documents for review as well as the league representative reviewing them must sign in the space provided. If discrepancies are found in any checklist the information will be sent to the disciplinary committee for review
5. In the team section of the checklist circle the level of play and fill in the birthday in the space for that level. The form will calculate the age of the player in years, Months, and Days. Ex. 14y, 6m, 30d if a player's birthday falls out of the range which is acceptable for the level of play the box will highlight RED. If the date is correct it will turn WHITE. If the player falls outside a relevant birthday and is granted an age waver circle the "Y" in the waver section. A copy of the signed league wave with the check list would be helpful but not required in the book.

Example of a bad Birthday

Team: (Circle One)

A Birthday must be after 02-01-2004 Birthday: **02/01/04** Age: 14y,7m,0d Waver: Y N

Example of a good birthday

Team: (Circle One)

A Birthday must be after 02-01-2004 Birthday: 02/02/04 Age: 14y,6m,30d Waver: Y N

6. Add the players weight and jersey number
7. Adding the players picture
 - a. Pick "INSERT"
 - b. "Picture"
 - c. Find the pictures location and click on it
 - d. Click "Insert"
 - e. Move picture into the boxed area and size to fill
8. All Head coaches will have the book present at every game. If questions come up, it may be reviewed by the opposing teams coaching staff. If required you may be asked to produce the book to league officials for review.

Thank you for your cooperation in helping to insure the integrity of this league and of the game itself. If you have any questions, areas for improvement or would like me to review with your league please feel free to contact me.

Regards,

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