

Procedure for Handling Registration Each Season

1. Begin **online** registration 3 months prior to first game day.
 - a. Fall: June 1st
 - b. Spring: January 1st
2. Begin **physical** registration 2 months prior to first game day.
 - a. Fall: July 1st, have two (every other) Saturday's
 - b. Spring: February 1st, have at least two (every other) Saturday's
3. First round of registration will be stopped 5 weeks prior to first game day.
 - a. At this time teams will be established and coaches notified within the following week.
4. Further registration will be allowed after the first round, until all teams are full or more teams are formed.
 - a. Registration forms will be taken and accumulated during the week that initial teams are being formed.
 - b. After the initial teams are formed and coaches notified, then late registrations will be fused into the system and coaches will be notified once a week of new players.
 - i. If coaches notify the registrar of their practice times, then the notification can be established to happen before the next practice.
 - c. Coaches will have the authority to stop further filling of their team by notifying the Coaching Coordinator.
5. When rosters are full, then any further registrations will be put on a waiting list until such time as the Coaching Coordinator and the President make the decision to form another team within that division.