

# STEPS FOR COMPLETING PLAYER CARDS

12/02/08



- 1) Check to be sure the roster is correct and you have a card for each player who is going to participate.
- 2) Gather current picture from each participating player.
- 3) Gather certified birth certificates from each player.
- 4) Attach picture to back of “member pass” portion of card – if necessary, cut picture to fit onto card.
- 5) Each player needs to sign card.
- 6) Contact Kelly Hearn, Mark Owen, Buker Beaumont, Cassandra Messmer, or Troy Anderson to sign your player cards. You must have birth certificates available prior to calling for signatures.
- 7) Separate “member pass” from “membership card”.
- 8) Laminate cards.
- 9) Punch hole in top of card and place in alphabetical order onto a snap ring. (The cards will be given to the referee before each game. This is an easy way of keeping your cards together.)
- 10) A binder with page protectors will work great to organize your birth certificates and medical releases. Place your roster at the front and again, in alphabetical order, your birth certificates and medical releases on facing pages. If you have these organized it makes check in time much easier.
- 11) Any questions email [office@rcysl.com](mailto:office@rcysl.com).