



NORTAC REGISTRATION INSTRUCTIONS

These instructions are intended to guide you in registering your team and your players for the upcoming season. If you have any questions, please contact Nora de Sandoval at nortac72@yahoo.com.

CHANGES FOR THE 2010-2011 SEASON FOR REC-LEVEL TEAMS

Please note these deadline changes. If you have a pre-formed team, **ALL PLAYERS must be registered online and paid for by June 15th**. If they aren't registered and paid for by the June 15th deadline they are **NOT** guaranteed a place on your team. I will start placing "free agent" players on June 16th into unfilled slots. Select-level teams are not affected by this change.

All registration forms mentioned are available online at www.nortac.org by following the "Coaches" link.

REQUIRED FROM ALL TEAMS

- Players have registered online.** All players must register online. If a player is unable to register online, it is the responsibility of the coach/manager to register him or her.
- Coaches have registered online.** All coaches must register as a coach for the age bracket of the team they are coaching at www.nortac.org.
- Team Player Registration Form is submitted with ONE CHECK for all players' fees.** Only players on this form that are registered and paid for will be officially registered by the registrar. *This form must be filled out and submitted whenever changes are made to the roster (add or drop a player).* Please copy this form for your records before submitting to the registrar.

Age Category	Registration 2010-2011
U7-U10	\$85
U11	\$90
U12	\$100
U13-U14	\$110
U15-U18	\$125

- Nortac Team Affiliation Application is submitted.** This form lists coaches & managers as well as what division the team would like to play in. **THE COACHES & MANAGERS STILL MUST REGISTER ONLINE!**
- Nortac Medical Release is on file with COACH/MANAGER.** All players must have this form on file with the coach. It is the responsibility of the coach to have these forms at all practices, games and tournaments. The registrar has enough paper and doesn't want these.
- Official Birth Certificate is on file with the Registrar.** All players must have an official state birth certificate on file before they can be registered.
- Nortac Scholarship Applications are filed if necessary.** If needed, all teams are allotted two scholarships. If a player is unable to pay the full player fee, the parent of the player must submit this form AND a check for 50% of the registration fee.
- Pre-season WSYSA Insurance is paid.** If you have any players on your team that were not registered with WSYSA last year, they must submit an additional \$12.07. This covers the required WSYSA insurance they will need prior to the season start date of August 1st. If you DO NOT plan on practicing or playing any tournaments prior to August 1st, this insurance fee is not necessary.

STATE LEAGUE

All state teams need to submit their application and fee online.

DISTRICT III LEAGUE

If you plan on entering the District III Sanctioned Leagues, you will need to submit a Nortac Team Affiliation Application and the \$50 District III team fee to the Nortac registrar by June 1st.

TPCJSA LEAGUE

Team fee for this league is \$35. Payment should be submitted with your Nortac Affiliation Application by June 1st.

SUCCESSFUL REGISTRATION HINTS

- Start early to contact your players.
 - Fill out all forms completely. Incomplete forms may be returned to you and delay registration.
 - Submit **STATE-ISSUED birth certificates**.
 - Pay attention to deadlines. Missing deadlines can prevent your team from being registered and, in some cases, cause fees to increase.
 - When collecting registration fees from parents, consider any other season costs you may also incur (tournaments, equipment, etc) and let them know these costs as well.
 - This year, players have the option of paying by credit/debit card online. This will hopefully simplify the payment process for coaches.
 - **Include your Registration Category (ex. BU14) and team name (ex. Leprechauns) in the subject line of all email correspondence (ex. RE: BU14 Leprechauns) with the registrar.**
- THANKS!**
- **All players are required to register online at www.nortac.org.** Please advise your players' parents that registration should be done by the parents. Players who were registered online last year are still in the system. They must, however, log into their account and register their player for the new season. Until a player is registered and paid, he or she is not considered a player on a specific team. Please remember all deadlines.