**SAMPLE LETTER TO PARENTS FOR 2009 PLAYERS**

**During Team Registration**

Hello Team,

Welcome to the 2017-2018 season. It is now time to register your player.

Detailed registration instructions are on our website at [www.realsocal.org](http://www.realsocal.org) under “Player registration”.  However, I am listing some key points on this email and giving you a checklist of what you will need to provide me to register your player.

**FINANCIAL AID APPLICATIONS** – For those of our players who need to apply for financial aid, this is the first and most time critical thing for you to do.  This must even be filled out if you are only requesting a different payment plan. The forms can be found by clicking this link for the English version <http://www.realsocal.org/docs/Financial%20Aid%20Form%202017-18%20English.pdf> or this link <http://www.realsocal.org/docs/Financial%20Aid%20Form%202017-18%20Spanish.pdf> for the Spanish version. These forms can also be found on the player registration page of our website if you have a problem with these links directing you to the appropriate page.  Please send the completed form with all requested documentation as soon as possible but no later than May 19th to Howard Fink as indicated on the form.  When you receive your payment plan via email, you will need to respond with your acceptance of the plan.  Your player cannot be registered until we have the financial agreement in place, the acceptance email from you and your first payment is made.

**PAYMENTS** – Your first payment is due no later than **June 1, 2017**. Attached is the fee schedule for this year.  You can also find this on our website at <http://www.realsocal.org/docs/Fee%20Schedule%202009%20-%202017-2018%20Season.pdf>.  For anyone not receiving financial aid, the minimum $950 (minus any deposits made) needs to be paid now either by check (payable to “Real So Cal”) or credit card.  If you are paying in full to receive the early pay discount, you can either pay the entire amount of $1,710 now (minus any deposits made) or $950 now (minus any deposits made) and the balance of $760 no later than June 23rd at 5:00pm.  Please note that your team fund fee also needs to be paid in order to receive an early pay discount (see below).  Financial Aid recipients will be instructed by Howard what your initial payment will be which must accompany registration.   Credit card payments can be made online on our website.  However, here is the direct link for your convenience.   <http://www.realsocal.org/Online_Payments/index_E.html>

**PROMISSORY NOTE** -  If you are not paying in full, you must fill out a Promissory Note for the unpaid balance.  For instance, if you are paying $950 now, your promissory note should be made out for $950 reflecting that $475 will be paid on 9/1 and $475 will be paid on 11/1.  An example of a correctly completed promissory note can be found at this link <http://www.realsocal.org/docs/Sample%20of%20Promissory%20Note-2017.pdf> and is also on our website under “player registration”. All Financial Aid Recipients need to include a promissory note also, reflecting the payment agreement made with the club.  You can find the promissory notes on our website or by clicking this link <http://www.realsocal.org/docs/managerinfo/Promissory%20Note%20Sample_1.PDF> for the English version or this link http://www.realsocal.org/docs/managerinfo/Promissory%20Note%20-%20Spanish\_1.pdf for the Spanish version.

**ONLINE REGISTRATION** – You begin this process on our website at [www.realsocal.org](http://www.realsocal.org) under “Player Registration”.  **Read this page in detail and follow the instructions.**  If you would like a hard copy to refer to while going through the registration process, that is also available to print.  If you have any problems, please call me while you are doing it and I will walk you through it.  Once you have completed the registration online, it will prompt to you to print the registration form.  Make sure you have two copies of your registration form, both originally signed with an ink color other than black. You also need to initial the roster freeze box at the bottom right side of the form.

**BIRTH CERTIFICATES** – If your player was on this team last year, I do not need your birth certificate.  If you are new to this team, but coming from another RSC team, I will need a copy only of your birth certificate. However, if you are new to the club I will need the original Birth Certificate and one copy for your player. The original will be returned as soon as our registrar has viewed it.

**PLAYER PASS PICTURES** – Pictures for our player cards will be taken on our practice field. I will notify you when our team has its picture appointment. Keepsake picture day will be in the fall. I will notify you when that date has been determined.

**TEAM ACCOUNT** – For those of you who don’t know what team account fees are, they pay for tournaments, referee fees, coach’s expenses and miscellaneous expenditures.  Each family’s beginning nonrefundable contribution will be $200.00.  If you have not provided this already, please do so immediately so we can sign up for our summer tournaments.  If you are past due on last year’s team fees, we cannot register your player until those fees are made up so please make arrangements to clear that up as well. An accounting of our team account will be provided when additional funds are requested.

**VOLUNTEERING** – All families will owe just 4 hours this year per player. The complete details are on the attached document entitled “Volunteer Hours 2017/18”. However, when registering with Real So Cal, every member agrees to volunteer (according to the requirements on this document) in support of Real So Cal’s refereeing for WVSL, tournament or other fundraising activities (casino night, silent auction, club picnic, awards banquet, etc.). This volunteer work is in addition to that which may be required for my team throughout the year in lining fields, etc. Please read this policy prior to submitting your registration paperwork. If your family is planning on opting out of volunteering, there is a financial advantage to opting out at time of registration rather than waiting. Also, for those families that have not completed their hours for the current season (2016/17), you must buy out your remaining hours now at the rate of $60/hour. Players will not be registered until they have paid off their remaining hours. If you are unsure of the number of hours you have outstanding, please ask me.

**UNIFORMS** – This is a new uniform year so everyone will need to purchase a new uniform. Soccer Stores in Granada Hills is our uniform retailer. Our contract with Nike requires us to purchase new uniforms every two years. You can purchase a uniform at Soccer Stores, have it numbered and take home the same day. Please make sure you confirm your number with me prior to going in. You can find the uniform pricelist on the website under “player registration”.

A grey practice shirt will be distributed from the club to our team during August. Please give me the size you wish for that shirt when you provide me with your registration paperwork. (Youth S, Youth M, Youth L, Youth XL, Adult S, Adult M, Adult L, Adult XL)

**CHECKLIST** – Listed below is a checklist of what you need to provide me:

1. Two copies of your registration form originally signed
2. Payment – Check (payable to “Real So Cal”) or credit card receipt for payment
3. Promissory Note if not paying in full
4. Original and/or copy of Birth Certificate (see above)
5. Team Account check (payable to ???) for $200.00 plus any unpaid balance from last year.
6. If you are opting out of volunteering, an online payment receipt for $200 or a check made payable to Real So Cal.
7. If you have volunteer hours outstanding from this year an online receipt or check for $300 or $60/hour for each remaining hour (i.e. 2 hours remaining = $120).
8. T-shirt Size

All of your registration documentation is due to me **NO LATER THAN (Insert date here)**. I have an appointment set up to register our team with the club so your prompt attention to getting this all together would be appreciated.  If you have any questions at all, please do not hesitate to ask me.

Thanks.