

## **How to register a Player** **(during the season)**

If you are signing a player during the season, we suggest that the first thing you do is send an email to Darlene Quintanar and Rose Covert with the player's full name and birthdate so we can check them in the system and give you player specific instructions. There are calsouth and league rules to consider when registering players in the middle of a season. However, the general procedure is listed below for your reference.

If the player is transferring from another club team, please follow the instructions on "How to Release and Transfer a Player" on the Manager's Information Page.

If the player is new to club soccer, or has not registered to a team for the current season, then follow the procedure below:

First, you can find the club fee amount due on the appropriate Fee Schedule which can be found on the [realsocal.org](http://realsocal.org) website under "Player Registration". If the family is applying for Financial aid, submitting that application should be the first thing that you do. Please make sure that it is complete and submitted with all appropriate documentation.

If a family wants to pay in full but under a different payment plan than is listed on the fee schedule, they must also fill out and submit a complete financial aid application.

Financial Aid applications should be faxed, sent or delivered to:

Howard Fink  
6430 Variel Avenue #103  
Woodland Hills, CA 91367  
Fax # 747-226-3199

Once there is an agreed upon payment plan, you will need to collect from the player the following:

1. Two copies of the registration form originally signed in a pen color other than black. Make sure the family initials the roster freeze box at the bottom right side of the form.
2. Original Birth certificate (You will return) and one copy (you will keep).
3. Check (payable to Real So Cal) or credit card receipt for the minimum amount due.
4. Promissory Note if not paying in full. All Financial Aid Recipients need to include a promissory note also, reflecting the payment agreement.

5. Picture of player in .jpg format. Name the file with the player's name and date of birth.
6. Team account money – The maximum you may collect is \$200. Families should be made aware that these funds are nonrefundable. Information on team accounts can be found on the manager's information page.
7. If a family is opting out of volunteering, they must also pay a \$200 opt out fee either online or provide a check payable to Real So Cal.

You will need to scan/send the following:

1. Original Birth Certificate in .pdf format
2. Signed registration form in .pdf format
3. Promissory Note if applicable in .pdf format
4. Check or online payment receipt in .pdf format
5. Headshot of player in .jpg format

Send to:

Rose Covert – [realsocalrose@gmail.com](mailto:realsocalrose@gmail.com)

Darlene Quintanar – [darlenequintanar@gmail.com](mailto:darlenequintanar@gmail.com)

On the email, you will need to provide the team name (B05 White), Player's Name and Date of Birth requesting that the player be rostered onto your team.

As part of the registration process, all players and their families will be electronically signing and accepting our refund policy, parent/player agreement and volunteer agreement. As a result, no additional Membership and volunteer agreement form will be necessary.

If you have a family that does not have a computer and they are doing everything manually, you will need to have them fill out a blank registration form (You can get this at [www.calsouth.com](http://www.calsouth.com) under "resources" and then "forms and downloads") and a signed hard copy of the Parent/Player agreement and volunteer form (you can find this at [www.realsocal.org](http://www.realsocal.org) in the manager's section). Then you should enter that player into the system, print the registration forms and have them sign them. Keep the original handwritten copies on file for reference.

Complete registration instructions can be found at our website [www.realsocal.org](http://www.realsocal.org) under "Player registration". You can send your families there to get started. The only thing you will need to add is your team account information (i.e. how much you need now and approximately when you will be collecting again)

If you have ANY questions, please do not hesitate to contact Darlene Quintanar at [darlenequintanar@gmail.com](mailto:darlenequintanar@gmail.com) or 805-390-6933.