

## Common Registration Errors 2024

### Registration Forms:

1. Registration Forms with the title “Tri-County Youth Football League (TCYFL)” must be used – sample included – available on the website for download. The form on the website is the only acceptable Registration Form – do not resize.
2. TEAM NAME - needs to be the name of the TEAM (example Mahanoy Bears) NOT PeeWee or Mini, Kneehigh, etc.
3. Team Level box must be checked -- A-team or B/C-team.
4. Address must be the physical residence.  
NO P.O. Box addresses.
5. Age must be AS OF END OF CALENDAR YEAR.
6. Missing Parent/Guardian Printed Name and/or Signature on Registration Form.
7. Missing Head Coach Signature on Registration Form.  
NO typed signatures.
8. Missing any other information.  
Only 3 lines may be left blank if they do not apply:  
“If at above address less than 1 year, previous Address & City/Town”  
“If any Grade was repeated, which grade?”  
“DIFFERENT TCYFL team’s Roster? If YES, which team?” – if the answer was NO this can be left blank.
9. School Attending must not be left blank.
  - A. Middle School or Elementary School name.
  - B. If Home Schooled = name of Governing Agency.
  - C. If PreK = preschool name or print “NO School”.
10. Name change – Make sure to put a note explaining any difference from the Birth Certificate name and the name on the Registration Form/Official Roster.
11. Cannot have 2 players on 1 Registration Form.

12. Registration Form & Birth Certificate must be stapled together in the Upper Left Corner - not Birth Certificate copy on back of Registration Form.

13. Acceptable proof of age:

- (1) birth certificate
- (2) physician document (more than just a bill)
- (3) government document (adoption, custody, guardianship)
- (4) baptismal certificate.

If the document is not in English, please circle/highlight the child's name and date-of-birth.

14. Registration Forms with attached birth certificates must be sorted in alphabetic order by LAST NAME. If you have a last minute addition, it is acceptable to put that form last in order, as well as hand-printed last on the Official Roster.

15. Any missing Birth Certificates must be reported to League Secretary at the Registration Meeting.

### **Official Rosters:**

1. Official Roster with the title "Tri-County Youth Football League (TCYFL)" must be used - available on the website for download.
2. Don't forget the current YEAR (upper right corner).
3. TEAM NAME - needs to be the name of the TEAM (example Mahanoy Bears) NOT PeeWee or Mini, Kneehigh, etc.
4. Team Level is A-team or B/C-team.
5. Make sure to put a note explaining a reason for a jersey number to be missing.
6. Age must be AS OF END OF CALENDAR YEAR.

7. Official Roster cannot be resized or have additional lines added per page. No more than 1/4" to 3/8" margin on all sides.

Only 43 players and 14 coaches per page. Use a second page for additional players/coaches.

Please print a page on your printer to see if the margins are no larger than the width of the sample. If you are having difficulties getting the Official Roster to print with correct margins, call (570) 622-6509. If we are not able to help you to get the form printed correctly, we will waive that fee/fine. Any other questions, please call (570) 622-6509.

8. To complete by hand use downloadable file "22OR.jpg".

9. To complete on a computer in Excel format use "TCYFLor23.xlsx".

The areas to be completed will all "shrink to fit" – if you type more than the box default, the text will begin shrinking. This may be seen mainly on the address box – abbreviate the address as appropriate. Do NOT include "PA" or the zip code when entering the address.

10. All A-team players are to be listed on one Official Roster. The B-team and C-team players are to be listed together on one Official Roster (they are considered playing on the same team even though some players only participate at a scrimmage level).

11. Official Roster must be in alphabetic order by LAST NAME. If you have a last minute addition, it is acceptable to put that player last on the Official Roster as well as place the Registration Form as the last in order.

12. Missing Head Coach Signature on Official Roster. If Official Roster is more than 1 page, ALL pages must be signed.

13. Phone numbers on Official Roster MUST INCLUDE Area Code.

14. Every player listed on Official Roster Form must have a completed Registration Form (even if Birth Certificate is delayed).

15. All coaches and persons to be on the sidelines during games must be listed at the bottom of the Official Roster.

16. Must have 19 SIGNED copies of each level's completed Official Roster.

## **Other Reminders:**

1. Don't forget a Registration check - \$125.00 payable to TCYFL.
2. Must present a roster in NUMERIC order to the press box each game. A form is available on the website but any form can be used.
3. Regarding missing Birth Certificates at the Registration Meeting:

Per By-law #13: *"There will be a 1 week grace period to submit any missing birth certificate copies reported at the Registration Meeting. If the birth certificate copies are not received by the end of the 1 week grace period, a \$50 fine will be imposed and the player(s) may not play until the TCYFL Secretary receives the birth certificate copies."*

Please, keep in contact with the League Secretary to update the status of missing Birth Certificate copies. The fine and grace period will be waived and the player may play in games if WEEKLY updates are made. I should receive weekly notices by 8/29-6pm, 9/5-6pm, 9/12-6pm, and 9/19-6pm.

If there is no weekly contact regarding missing Birth Certificates, the *"\$50 fine will be imposed and the player(s) may not play until the TCYFL Secretary receives the birth certificate copies"*.

If the player with a missing Birth Certificate copy quits, you must notify the League Secretary or the *"\$50 fine will be imposed"*.

Missing Birth Certificate copies must be received by the end of the 4<sup>th</sup> weekend games (9/22/24) or *"the player(s) may not play until the TCYFL Secretary receives the birth certificate copies"*.

It is the team's responsibility to keep the League Secretary informed regarding the missing Birth Certificate copies. Please don't make me chase you. The more I have to chase you, the more likely you are to receive a fine.
4. Adding player(s) after the Registration Meeting requires that a Registration Form with attached Birth Certificate and updated Official Roster be sent to the League Secretary. There is no grace period to turn Birth Certificate copies in later.

Per By-law #13: *"Non-roster players may be added up to (14) days after the Registration Meeting by providing the necessary completed/signed Registration Forms, and birth certificate copies to the TCYFL Secretary. NO players can be added unless there is an accompanying birth certificate – there is no grace period for these players."*

Non-roster players may be added until the closing date of 9/5/24-6pm. Teams may request a vote from the body to permit any new registrations after the Roster registration is closed.

Per By-law #13: *"Roster registration will be closed (14) days after the Registration Meeting. Any exceptions to the closed roster will be voted on by the TCYFL body prior to the end of the regular season."*