

# ARCHDIOCESE OF BALTIMORE SOCCER PROGRAM [www.abspweb.com]

## INSTRUCTIONS FOR COMPLETING PLAYER REGISTRATION FORMS (ROSTERS)

All questions concerning the completion of the Player Registration Forms (Rosters) or the Waiver Requirements should be directed to the Board Member assigned to your Parish Soccer Program ( as indicated on the reverse side of these Instructions).

1. The **deadline** for submitting all Rosters and Waivers is **Monday, September 19, 2016**. Rosters are deemed to be filed on the date that they are received.
2. **PLEASE NOTE** that a late fee of \$25.00 per team will be charged for each week (or part of a week) that a roster is late. For example, if a parish soccer program has three teams and if the three rosters are ten days late (which would count as two weeks), the late fee would be \$150.00.
3. All rosters must be complete before they will be accepted. If a roster is incomplete in any way (for example, addresses, birth dates, etc...), it will be deemed to have **not** been filed. This will subject the individual team involved to the sanctions provided in the rules for failure to file a roster.
4. Fill in the information at the top of the roster including the coach's name and the League Number. The League Number for a team will be shown on the league schedule that you receive from the Scheduling Committee in early September.
5. The Parish Soccer Coordinator **and** the coach **must** sign the statement at the bottom of the Roster.
6. Please refer to the rules shown below concerning the Waiver Requirements for players who are not considered to be Parish Members. Failure to submit a completed Waiver where necessary will subject the team and the Parish Soccer Program to severe penalties (including but not limited to monetary penalties and game forfeits).
7. Completed Rosters and Waivers must be submitted to the Board Member designated for your parish (see the list on the reverse side of these instructions). You should contact the Board Member by phone and/or e-mail to confirm that the registration materials have been received.
8. A Request for an Exception to the Eligibility Rules must be submitted to the Board Member designated for your parish. The Request must be **approved** by the Board **before** the player is eligible to participate.
9. It is strongly recommended that the Parish Soccer Coordinator keep a copy of **all** registration materials.

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## WAIVER REQUIREMENTS

In order to be considered a "Parish Member" in your Parish, a player must satisfy at least one of the following conditions:

- Attends or has graduated from your Parish School.
- Is an officially-registered member of your Parish and participates regularly in the Parish's worship and social life. A player's family must be registered for one full year prior to the beginning of a season. This one-year requirement will not apply if the family has also changed its residence.
- Lives within the geographical boundaries of your Parish.

For each player who wishes to participate in your Parish Soccer Program, you must determine whether he/she is a Parish Member in your Parish. If not, you must then determine the Parish in which the player would be considered to be a Parish Member.

If a player is not a Parish Member in your Parish and is a Parish Member in a Parish that also sponsors a Parish Soccer Program in the Archdiocese of Baltimore Soccer Program, you must obtain a Waiver from his/her Parish Soccer Coordinator in order for the player to participate in your program.

**Please refer to the ABSP Handbook for complete rules relating to player eligibility and registration.**

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