

REGISTRATION PROCESS FOR CLUBS TRAINED IN AIMS REGISTRATION PORTAL

1. Clubs will register players and qualified coaches in the AIMS registration portal after they have completed your club registration process.
2. **Two rosters** are to be printed for the team that includes **only** those players and coaches that have books to be submitted. One roster will be attached with the **completed** player books and one with the coach books all of which have **eligible photographs**.
3. Coaching Staff must fill in one registration form for **each team** he/she will be coaching/managing with. Likewise the coach book must have a page filled in for each team.
4. **PLEASE MARK IN THE "OSA VALIDATION STICKER" BOX**
HC FOR HEAD COACH
AC FOR ASSISTANT COACH
M FOR MANAGER

This will assist in getting the coach books verified and stamped in a timely manner.

5. If the coach has taken new courses to be verified by the District Coach, please include the original certificates.
6. The District Coach will verify the coaching certification for each coach and the team he/she is coaching.
7. It is preferable to submit registrations during office hours or by X-press Post Packages for distant clubs. We will be unable to process any registrations that are not **complete** as per this document. Incomplete packages will be returned to the club.
8. Every effort will be made to have the team ready for pick up the Friday of the week following the drop-off.

EXAMPLE: books dropped off any day of week #1
books can be picked up on Friday week #2

THIS PROCESS WILL REQUIRE THE COACH BOOKS TO BE SEPARATED FROM THE PLAYER BOOKS SO IT IS IMPORTANT THAT THE ABOVE INSTRUCTIONS BE FOLLOWED.

NO EXCEPTIONS

Thank you in advance for your co-operation in this endeavour.