

The Perfect Roster and Binder

Everyone should have one master "Team Binder" and one copy. We want to provide you with the correct information required to make your "Team Binder". Our goal is for everyone to have a **ZERO** mistake roster at the Association Championships. This simple process will help keep your team organized.

Items required before roster and team can be approved

- Fully completed Player/Coach All Star Team Roster
- Fully completed Team Registration Sheet
- Proof of age document for each player, **Names must match**
- If applicable, court ordered name change document
- Recent photo for each player
- Signature of each player
- Current year ASA ID/Insurance Card for each player

Roster checklist

- Legible Team and League name, **circle** correct classification and age group
- Legible Player's name, physical address with date of birth
- Legible Manager/Coach information including contact and ACE information

Team Registration Sheet

- Fully Completed registration sheet including team and coach information
- Circle "B" or "C" division and state reason why
- Must include payment for team and any additional registration fees
- Coach's signature validating players and team registration
- League president's signature validating players and team registration
- Must make three copies of registration sheet

Team Binder

Items needed:

- A simple three-ring binder
- Plastic page sleeves (available at any office supply store)

Binder make-up:

- Team contact information
- Original team registration sheet
- Original Player/Coach All Star Team Roster
- Place on a single page each player's birth certificate, current year ASA card, photo & signature
- Place in binder in **exact name order** as team roster
- Place on a single page, a copy of each coach's current year ASA Card

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ASA Official National Championship Roster:

Needed for all championship play (Fully completed ASA Official National Championship)

- Team name, city and state, division and classification. Example: **GFP-B 10U**
- Use information from completed Player/Coach All Star Team Roster
- Place players' names in **exact name order** as team roster
- **Parent's** signature, not player unless 18 years or older
- Bonafide physical address
- Parents must initial last column to acknowledge waiver on reverse side
- On reverse side, completely fill out 'Team Manager's Affidavit' section
- **Make 3 copies of the completed Championship Roster with front and back on one sheet of paper**
- Fully completed ASA Official National Championship Roster must be 'red lined' by JO Commissioner prior to Association Championship to be valid for championship tournament play
- Insert fully completed ASA Official National Championship Roster into team binder prior to page containing each player's birth certificate, current year ASA Card, photo and signature.

NOTE:

Your binder will be turned in to the Tournament Director at each Association Championship event. **Do not** give your original documents to anyone other than an Association Championship Event Tournament Director.