

2016 EMPIRE SAINTS PARENT CHECKLIST

CHECK IN BEGINS MONDAY, JULY 18TH AT 5:30 PM @ HILLCREST HS

**** DO NOT ENTER THE FIELD WITHOUT CHECKING IN AT WELCOME TABLE ****

- **REGISTRATION** – If you have an outstanding balance, please see **Melonie Hutchins OR Michelle Harrison** at check in. No equipment distribution with a balance. No exceptions. Thank you in advance for your cooperation.

- **CODE OF CONDUCT (PARENTS)** – ALL parents/guardians, family members and friends participating **MUST** read and sign the ADULT CODE OF CONDUCT. Please return to **Tamara Walker no later than the Friday of the first week of practice.**
 - **CODE OF CONDUCT (ROSTER STAFF)** – ALL Roster staff (Board members, Coaches, Team managers, etc.) must read and sign the roster staff code of conduct (if not done so already) and return to **Tamara Walker before or by the first practice.** No access to the field without a signed COC on file.

- **VOLUNTEERS** – If you plan to volunteer in ANY capacity (coach, team mom, game day official, etc.) you **MUST** complete a background check. The link can be provided to you. The cost is \$10. We are always looking for volunteers so please let us know your interest.

- **BIRTH CERTIFICATE/UTILITY BILL** – Please provide your child's ORIGINAL Birth Certificate and a copy of a utility bill as soon as possible. The copy of the utility bill is due now; however, the original Birth Certificate is due by _____ and will be returned to you AFTER our pre-certification date with OCJAAF (TBD in August). Please turn in to **HEATHER RAMIREZ.**

REQUIRED DOCUMENTS ARE:

- **NEW PLAYERS**
 - Original Birth Certificate with county seal
 - Copy of a Utility Bill (reflecting current address)
 - Adult Code of Conduct (1 for each parent or guardian. This will be kept in our contract book.)
 - OCJAAF Medical Contract signed off by a physician

- **RETURNING PLAYERS**
 - All of the above EXCEPT the Birth Certificate (BC not required for returners)

- **REPORT CARD** - ALL players: Copy of most recent report card. Please turn in to your team mom.

THANK YOU FOR YOUR COOPERATION!