

### **Post Tryouts: Adding a New Player**

- confirm with coach that the player is being offered a spot on the team
- email family with cc to [treasurer@pacnwsc.org](mailto:treasurer@pacnwsc.org), payments, [registrar@pacnwsc.org](mailto:registrar@pacnwsc.org), coach
- subject of email should contain B/G##MBWG New Player: First, Last  
**example:** B99M New Player: Johnny Striker

#### **Here is an example email:**

Welcome **Striker** Family to PacNW! Please register **Johnny** by clicking on the Player Registration link on the left side of the PacNW website home page ([www.pacificnorthwestsoccerclub.org](http://www.pacificnorthwestsoccerclub.org)) Please finish all steps and continue until you receive an email confirmation.

The club registrar will also need a copy of **Johnny's** proof of birth (POB) this can be a birth certificate or passport. Please scan or photograph the POB and email it to [registrar@pacnwsc.org](mailto:registrar@pacnwsc.org).

I have also included the club treasurer on this email. She will reply with your payment information for the remainder of the season as well as your "due now" payment. There will be a link provided for you to click on to make your "due now" payment.

Once **Johnny** is registered, POB provided, and payment received the registrar will add him to the roster and issue a player card request.

Welcome to the team,

Awesome Manager

- For Manager's info: no card requests are processed until registration on Bonzi occurs, POB is provided, and payment has been made.
- Every effort is made to process new player requests quickly, providing 4-5 days lead time is greatly appreciated

### **Post Tryouts: Transferring a Player within the club**

- confirm with coach that the transfer is permanent (not a player pass or just extra training situation)
- email registrar at [registrar@pacnwsc.org](mailto:registrar@pacnwsc.org), copy coaches of receiving and sending teams and manager of other team, if player is playing up to an older age group copy [td@pacnwsc.org](mailto:td@pacnwsc.org)
- subject of email should contain B/G##MBWG First, Last Transfer Request  
**example:** B99M Johnny Striker Transfer Request

#### **Here is an example email:**

Hi Registrar,

We need to transfer B99M player Johnny Striker to B98M. I will put Johnny's B99M player card in the B99M folder in the clubhouse. Please put the new B98M card in the B98M folder. We are hoping to play Johnny with B98M on 2/15/14. Thanks!

- For Manager's info: no player should ever have a player card for more than one team. A player can player pass but not have player cards that list him/her on more than one team at any given time. All cards must be turned in when a player transfers to a new team and cards for the new team will be issued.
- If a player is playing up 1 or 2 years – the technical director should be involved in the decision.

**Post Tryouts: Exiting a Player from the club**

- confirm with coach that the player is no longer going to play with the club
- confirm whether any team fees are owed by the player family
- email the family and let them know you will be notifying the club that their player is leaving
- email the registrar, treasurer, payments
- subject of email should contain B/G##MBWG First, Last Exit Request

**example:** B99M Johnny Striker Exit Request

**Here is an example email:**

Johnny Striker of B99M has left the club/is leaving the club as of 2/15/14. His family has been transferred to Kansas/cannot afford to pay/has joined another club/He has a health concern etc...

Johnny does not owe any team fees. I will put Johnny's cards in the lock box in the club house.

Awesome Manager

- For Managers info: the treasurer and payments will verify whether family is financially clear and follow up with family
- Registrar will release player AFTER player is deemed financially clear