

# 2009 Season GEVA Adult Division Registration Procedures

## 2009 Season Adult Registration

GEVA will be enforcing the registration requirements for the 2009 season in a similar manner to last year.

### How does Registration Work?

In order to play in a GEVA sanctioned tournament (Friendship Season and Regular Season) players must be registered. The following paragraphs will explain how the registration procedure will work during both parts of the season.

**Friendship Season** – During the Friendship season, **all teams are required to complete the One Day membership (League registration form (one page per team)) at every tournament (this is your registration)**. The Tournament Director will review the registration forms and send the completed forms to the office after every tournament. Teams may complete the regular registration forms as detailed below instead.

**Regular Season** – During the Regular (Sanctioned) season, all teams must be registered with a minimum of 6 registered players on their roster. **One Day memberships are not allowed during the regular season.**

### Member Registration:

This season GEVA will continue the online registration system. The following steps are to be followed for player registration:

- a. The player will go to the GEVA web site and follow the links to the online registration page.
- b. The player will complete the registration procedure. Online payment is not available.
- c. The player will print out the Waiver and Consent form.
- d. The player will sign the Waiver and Consent form. It will be submitted at a tournament along with the proper fees as part of a team registration.

**Note: there is a \$5.00 registration surcharge if the online procedures are not followed and handwritten registration forms are used.**

### Team Registration:

- a. This year GEVA will utilize an online registration procedure for tournaments. In order for this to work all Team Each Club/Team Representative must register their team in order to be able to enter tournaments online.
  1. The club/team representative must go to the GEVA web site and follow the links to the online registration page. Click on the button 'Clubs and Teams' on the right of the page.
  2. Complete the User registration.
  3. Login when prompted. Establish your Club and then your team.
  4. If a club will have more than one team the club representative must add the team representatives as club staff. This will allow them to register for tournaments.
- b. At the first tournament the team enters, the team must:
  1. A team who will submit the completed **Team Registration form, 3 completed team roster forms**
  2. A **minimum of six** signed **Waiver and Consent forms**.
  3. A check to cover both team and player registrations will be submitted at the same time.
  4. The Tournament Director will check that the proper money is included and that all of the names appear on the roster. If correct, the Tournament Director will initial one copy of the roster and return it to the Team Representative. Copies of this roster will be used as entry forms for future tournaments until the team is able to print their official GEVA roster from the web site.
- c. The team may register additional players at subsequent tournaments:
  1. The new player will submit a signed **Waiver and Consent form along with the proper fee.**
  2. The Tournament Director will add the new player's name to the captain's **copy (supplied by team)** of the roster and initial it. Copies of this may be used in subsequent tournaments until the GEVA office updates the official roster. If a team roster is not provided, then the player will need to re-register at subsequent tournaments until such time that the team's updated roster is available online.
  3. **Tournament Directors will not allow write-ins on the team roster. It is the team's responsibility to bring a copy of their latest roster to the tournament. Tournament Directors will not supply rosters.**

### Member Verification –

Teams may access their rosters on the GEVA website and print them out to bring to a tournament. Teams **must** bring their latest roster (printed from the GEVA web site or annotated by a Tournament Director) to a tournament to insure that all players are on it. **No write-ins** are allowed during the sanctioned season.

During the sanctioned season the following registration verification procedures will be followed:

- a. Only GEVA issued roster/entry forms or the initial hand written and signed roster will be allowed as entry forms. All players' names must appear on this roster.
- b. If a player from a companion club team wishes to play, a copy of the GEVA issued roster/entry form for that team will be attached to the entering team's roster. Tournament Directors will have the right to ask that team members produce identification if they have any doubts of a player's identity.
- c. If a player shows up at a tournament claiming that they registered the week before but their name does not appear on an annotated team roster, they will be required to fill out a registration form and submit it along with a check. Mark the form 'Second Submittal'. If it is truly the second submittal, then the check and form will be destroyed in the GEVA office. Team representatives are responsible for supplying updated rosters to the Tournament Director.

**Enforcement –**

Because of past problems GEVA will be instituting spot checks at tournaments during the season. Board members will perform the spot checks and may ask players to provide picture ID (i.e. Driver's license).