

## **Instructions for starting a new Junior Olympic (Youth) Team**

- All of Utah's ASA youth teams are registered at [www.registerASA.com](http://www.registerASA.com). Go to the website and register, you will receive your own password via e-mail, then you can register the players and coaches/team personnel.
- List EVERY player and EVERY coach/team personnel on your team. The registration cards are \$35.00 for each per player and coach/team personnel. The player must have her card with her at all times during play. The coach/team personnel must have their card showing around their neck on a lanyard or clipped to their person during ASA play; leagues and tournaments.
- For each coach/team personnel listed, the website will direct you to print off a form for a background check which must be signed. You also need to send a clear readable copy of your driver's license.
- After you get everyone listed, print off a copy of the invoice which tells you how much you owe.
- The website also directs you to send a copy of the player's birth certificate if they are registering for the first time. If they were registered in a prior year, then a copy of their birth certificate is not needed.
- You are then directed to mail the following: (to the address of your District Commissioner depending where you live).
  - The invoice you printed off
  - Copy of the birth certificates, if needed
  - Check made out to "Utah ASA" for the amount you owe
  - Background check form and copy of Driver's License for each coach/team personnel

**WHEN YOUR DISTRICT COMMISSIONER RECEIVES YOUR PACKET, HE/SHE WILL THEN GO INTO THE WEBSITE AND IF EVERYTHING IS CORRECT, HE/SHE WILL APPROVE IT.**

Within 48 business hours, your registration cards will be mailed to you from RegisterASA.com. (It is a good idea to make photo copies of all the cards and keep with your roster).

You will then go back into the website and print off an Official Roster. You will need to get signatures of all the parents on your Official Roster. Girls, who are 18 years of age, can sign for themselves. When you go to a tournament, make a copy of this Official Roster; do not give anyone your original. (Most of the coaches keep a copy of the girls' birth certificates also).

After you are registered, you can pick up a copy of the ASA Official Rules of Softball from your District Commissioner. You can also go online at the ASA national site [www.asasoftball.com](http://www.asasoftball.com) and read the national code. Go to the Utah website which is [www.utahasa.com](http://www.utahasa.com) and read our state code. Whatever age the girls are on January 1, is the age they can play. The state is divided into three districts and you can only choose girls from your district except for 18U and 16U teams. NOTE: 16U teams – trial basis for one year (2009).