

A Guide to Managing Your
*2009 South Florida ASA
Championship Play Travel Team*

Amateur Softball Association



TM
**THE NATIONAL GOVERNING BODY
OF SOFTBALL**

South Florida ASA

Amateur Softball Association of South Florida, Inc. – a tax-exempt organization

Serving Broward, Martin, Miami-Dade, Monroe, Palm Beach, and St. Lucie Counties

5201 S.W. 101st Terrace
Cooper City, Florida
33328-4949

954-600-7891 (M-F, 8AM-5PM) * 954-252-7656 (fax)

Table of Contents

Page

	Introduction	3
	Individual Registration	3
	Background Check	4
	ACE Coaching Certification	5
	Insurance Information	6
Communicating with the <i>South Florida Youth ASA</i> Staff		6
	Required Paperwork	7
	Qualifying Procedures	8
	Travel Permit	8
	ASA Official Tournament Entry Form	8
	Pick-Up Player	8
	Registration Form (Required)	9



THE NATIONAL GOVERNING BODY
OF SOFTBALL

INTRODUCTION

Please complete and either mail or fax the **2009 Junior Olympic Championship Play Team Registration** form to the **South Florida ASA** Commissioner as soon as possible. This form is the last page of these instructions.

South Florida ASA will be using online registration for championship play. To register your teams online, you must go to www.registerasa.com. The following steps need to be completed:

1. Secure a team login.
2. Register each player and each adult affiliated with the team.
3. Print your invoice.
4. Mail your invoice and payment payable to **SOUTH FLORIDA ASA**.
5. Enclose a copy of each player's birth certificate if noted on the invoice.
6. Enclose each adult's release form and a copy of their driver's license for a background check.

Having trouble with your online registration? Please call Brian or Jimmy at (214) 331-2500 for assistance. You can also fax Brian or Jimmy at (443) 331-2500.

Your team must be registered by no later than 5:00 pm on the Monday prior to your team's start of championship play. Thereafter, your team will not be eligible for championship play until the following Monday.

Once payment is received, you will then receive your *Official Rules of Softball* (Team Edition) rulebook and scorebook.

INDIVIDUAL REGISTRATION

All players and adults must be individually registered. **As a benefit for registering with ASA,** your players will be provided with the option of either a \$-0- or \$250 excess medical insurance deductible. The registration fee is as follows: (i) \$13.00 per player for the \$-0- medical insurance deductible; or (ii) \$8.00 per player for the \$250 medical insurance deductible. For each adult affiliated with the team, an additional five dollars (\$5.00) will be added for a background check. Each player and all adults that individually registered will be provided with a non-photo ID card. ***Please note: the insurance coverage applies to only those players and adults that individually register. Any adult that is affiliated with the team and does not individually register will be at risk.***

BACKGROUND CHECK

The Board of Directors of *Amateur Softball Association of South Florida, Inc.* has instituted a mandatory background check for any adult staff member affiliated with a Junior Olympic softball team. Prior to your team's approval to play ASA, each adult staff member of your team must have a background check. The cost of the background check is \$5.00 per adult.

When you register online, print out the background check release form for each adult staff member, complete the release forms, attached the required copy of the adult's driver's license, and then submit with the invoice. Each adult affiliated with your team must have a background check in order to participate in any ASA activities. The release form can be found on the *RegisterASA* website.

PLEASE NOTE THE FOLLOWING: The registration of your team indicates your acceptance to the possible disqualification of your team if it should be determined that an adult affiliated with your team refused to have a background check and/or you did not register and submit for a background check all adults affiliated with your team.

Amateur Softball Association of South Florida, Inc. will follow the "ASA's Minimum Criteria for Known Offenses" established by the ASA's Board of Directors for the mandatory rejection of an adult affiliated with a youth team. These standards are as follows: **Registered Sex Offender, Murder, Manslaughter, Robbery, Kidnapping, Aggravated Assault, Burglary, Arson, Reckless Homicide, Aggravated Domestic Violence, DUI – 3 or more in less than 7 years, Contributing to Delinquency of Minor, Child Seduction, Criminal Deviate Seduction, Sexual Misconduct of Minor, Child Molesting, Child Solicitation, Rape, Felony and Class A/B Drug Offenses, Sexual Assault, Embezzlement, Felony Theft, Injury to a Child, Child Pornography.** Violation of any of the above items will render that adult to be deemed INELIGIBLE to participate in any ASA activities.

If an adult is determined to be INELIGIBLE, that adult will receive a letter from the *South Florida ASA* Commissioner advising that adult of their rights to an appeal.

It is *South Florida ASA*'s position to protect our youth players.

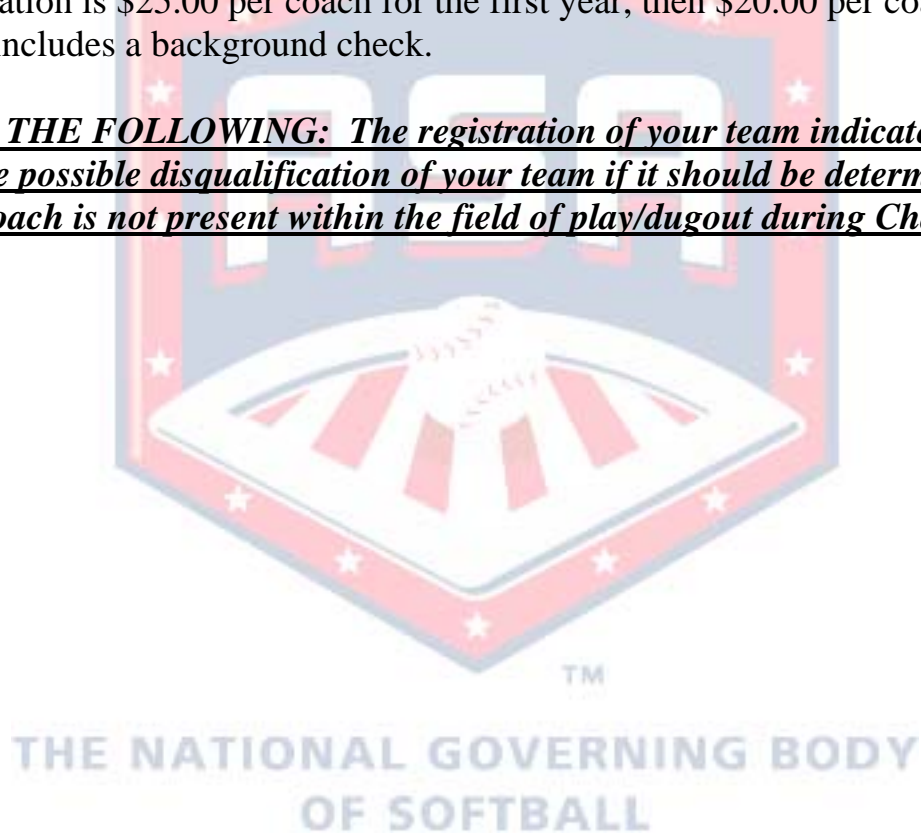
ACE COACHING CERTIFICATION

On 11/15/2008, the ASA National Board of Directors instituted the following policy directive:

Each 2009 JO Championship Play team must have one coach within the field of play/dugout be ACE Certified, which includes a background check, in order to participate in Championship Play. It is highly recommended that all coaches associated with JO Teams complete the ACE Certification program, which includes a background check, in 2009.

The Board of Directors of *Amateur Softball Association of South Florida, Inc.* will therefore follow the ASA National Board of Directors' policy directive and require at least one (1) coach within the field of play/dugout be ACE Certified, including a background check. The cost of the ACE Certification is \$25.00 per coach for the first year, then \$20.00 per coach for each year thereafter. This includes a background check.

PLEASE NOTE THE FOLLOWING: The registration of your team indicates your acceptance to the possible disqualification of your team if it should be determined that an ACE Certified coach is not present within the field of play/dugout during Championship Play.



INSURANCE INFORMATION

Individual registration is mandatory in order to register your travel team in *South Florida ASA*. This procedure has been implemented by *South Florida ASA* to insure that each and every player is recognized with the ASA membership and has the full benefit of being insured by Bollinger Insurance.

When you register your players individually, this insurance stays with the player throughout the calendar year and follows the player if the player is “Picked-Up” by another ASA team. This insurance is designed as a benefit of their ASA registration and is meant to supplement any existing coverage the player may have with their parents’ health plan. There is also a \$2,000,000 liability policy to protect the players, coaches, and team against lawsuits arising out of their softball activities. ***Please note: the insurance coverage applies to only those players and adults that individually register. Any adult that is affiliated with the team and does not individually register will be at risk.***

If a player was individually registered for 2008, then their coverage is effective from 01/01/2009 through 12/31/2009 if the player is individually registered in 2009. For players not individually registered for 2008, their coverage of insurance is effective from the date of payment of individual registration through 12/31/2009.

If a player is injured, it will be your responsibility to secure the claim form from Bollinger Insurance. It will be your responsibility to timely present the claim form for signature of the *South Florida ASA* Commissioner (or designee). There is a link for Bollinger Insurance on the *South Florida ASA* website to secure a claim form.

Please make any request for a certificate of insurance through *RegisterASA*.

Why individually register? The ASA is committed to the goal of providing accident and liability insurance for all participants in the Junior Olympic (JO) program.

COMMUNICATING WITH THE SOUTH FLORIDA ASA STAFF

The *South Florida ASA* website provides a wealth of constantly updated information regarding *South Florida ASA*, as well as links to related sites. If you would like to have a link to your team’s website, please contact the Webmaster. The *South Florida ASA* website address is

www.southfloridaasa.com

In addition, you may also contact the JO Commissioner, Deputy Commissioner, Umpire-in-Chief, or the *South Florida ASA* Commissioner. Their contact phone numbers or email addresses can be found on the website using the “Contact Us” link.

Please remember that the above individuals have regular jobs they need to attend to during normal working hours, so be sure to allow a reasonable amount of time for an ASA representative to get back to you. We try to make every effort to return calls within 48 hours. You can help us help you by following a few simple suggestions when you leave a message:

1. Be sure to leave your name, your team’s name, and a phone number(s) where you can be reached.
2. *Include the reason for your call.* Leave information as specific as possible so that we can get the information you need before returning your call.
3. Don’t ask “*what if*” scenarios. Tell us the name of the player you’re talking about and exactly what you’re trying to do.
4. Let us know how early/late it is okay to call.
5. **Do not call multiple staff members with the same question.**

REQUIRED PAPERWORK

As a team manager, you are required to submit specific paperwork. It is important for both you and *South Florida ASA* that these items be submitted by the established deadlines.

Proof of Age: You are required to submit, prior to your roster being approved, and to have in your possession, a copy of a valid proof of age for every player on your roster. Any of the following documents is valid as proof of age: birth certificate, hospital certificate, driver's license, valid passport, **or a valid copy of the player's 2008 South Florida ASA membership card (for registration purposes only)**. It is not necessary that you have a certified copy, but check each document to be sure it is legible.

ASA Official Championship Roster: In order to participate in championship play (any play that has the potential of leading to a *National Championship Tournament*), you must complete a roster. ***Please be sure that the name on the proof of age is exactly the same as registered online.*** For instance, if a player was born Suzy Smith but has lived with a stepfather since the player was three years old and has been using the stepfather's name, Jones, since that time, you need to provide proof that the proof of age belongs to the player (ASA Code 501-A-08). Generally, you will need a copy of an official document showing the legality of the name change. ***If the name change was not legally accomplished, the player must use their legal name as it appears on their proof of age.*** The player's name as shown on the proof of age is the only name acceptable.

Once you have printed the online roster, secured original **player signatures (18 or older) OR parent/guardian signatures (for players under 18)** and completed the Manager's portion of the roster, then the roster must be in the possession of the *South Florida ASA* Commissioner (or designee) by no later than 5:00 pm on the Monday prior to your team's entrance into championship play. **The completed roster MUST be on one (1) piece of paper (front and back).**

The *South Florida ASA* Commissioner (or designee) will sign the roster. Your original roster will be returned to you by mail. ***Please provide a pre-addressed, pre-stamped envelope to return your roster.*** Once the original roster is returned to you, you should make several copies of the original for submission with championship play tournament registration since it is sometimes difficult to retrieve the original from one tournament director in time to submit it for your next tournament.

There is a **deadline** by which the roster must be turned in for signature by the *South Florida ASA* Commissioner (or designee), that being no later than 5:00 pm on the Monday prior to your team's entrance into championship play. Thereafter, there is a late fee of fifteen dollars (\$15.00) payable to *South Florida ASA* in the form of cash or money order prior to the roster being released. Without the roster, a team cannot play in championship play. Remember, your players depend upon you to do your part in keeping them valid, legal players. Please be sure to meet your obligations.

Please note: Once a player (or parent/guardian for players under 18) signs the roster and the roster is submitted to the *South Florida ASA* Commissioner (or designee), the player will be locked to that roster until the team is no longer eligible for championship play.

Picture Identification: All players who participate in championship play **MUST HAVE** picture identification with signature. A valid driver's license, state issued identification card, or passport will be the only acceptable form of photo identification for Championship Play. For an additional ten (\$10) dollars, you can upgrade your non-photo ID card to two (2) photo ID cards for players (one (1) photo ID card for coaches). ***This is highly recommended if your team advances.***

QUALIFYING PROCEDURES

Your team must be registered with *South Florida ASA* by no later than 5:00 pm on the Monday prior to your team's entrance into championship play in order to be eligible for championship play. *South Florida ASA* is in Region 5 (Southern). Also in Region 5 are *Central Florida, Florida's First Coast, North Florida, West Central Florida*, and *Alabama*.

TRAVEL PERMIT

You are required to provide an *ASA Travel Permit* as part of your registration for any non-championship play tournament outside of the *South Florida ASA* area and for the *Sunshine State Games* (Class "A"). Please make your request for an *ASA Travel Permit* at www.registerasa.com **ONLY AFTER YOUR INVOICE HAS BEEN APPROVED** for registration. Your travel permit must show all of your players prior to approval by the *South Florida ASA* Commissioner (or designee).

ASA OFFICIAL TOURNAMENT ENTRY FORM

You are required to provide an *ASA Official Tournament Entry Form* for entry into any ASA qualifying tournament. Please make your request for an *ASA Official Tournament Entry Form* by sending an email to the *South Florida ASA* Commissioner.

PLEASE NOTE THE FOLLOWING: *This form is required if your team advances to a National Championship Finals Tournament.* Please have the tournament director complete the form upon winning a berth.

PICK-UP PLAYER

Once your team secures a berth into the *National Championship Tournament*, your team's roster is frozen. However, up to three (3) additional players may be added to your roster by using the *Pick-Up Player Form*. Please note there is an overall limit of twenty (20) players. Please review Article 503 of the ASA Code as to who is eligible to be picked-up by your team.

The *Pick-Up Player Form* can be located on the *South Florida ASA* website. You can complete the form on the website, then print the form, or download the form onto your computer, then complete and print the form.

Please complete and mail the *Pick-Up Player Form* to the *South Florida ASA* Commissioner (or designee), along with a copy of the roster from the team the player was registered with. Once the player is verified as a currently registered *South Florida ASA* player, the *Pick-Up Player Form* will be completed and mailed or faxed back to the team. ***If you want the form mailed back to you, please also include a self-addressed prepaid envelope.*** Otherwise, the form will be faxed back to you at the fax number provided.

2009 Junior Olympic Championship Play Team Registration

Team Name: _____
Manager's Name: _____
Street Address: _____
City, State, Zip _____
Business Phone: _____
Cellular Phone: _____
Fax Phone: _____
Email Address: _____

Team Classification

Age (Check One): 10U: ___ ★ 12U: ___ ★ 14U: ___ 16U: ___ 18U: ___

Classification (Check One): A: ___ B: ___ ★ Gold (18U Only): ___

In order to be eligible for championship play, this form must be in the possession of the *South Florida ASA* Commissioner (or designee) by no later than 5:00 pm on the Monday prior to your team's entrance into championship play.

Once you have printed the online roster, secured original **player signatures (18 or older) OR parent/guardian signatures (for players under 18)** and completed the Manager's portion of the roster, then the roster must be in the possession of the *South Florida ASA* Commissioner (or designee) by no later than 5:00 pm on the Monday prior to your team's entrance into championship play. **The completed roster MUST be on one (1) piece of paper (front and back).** **Please note: Once a player (or parent/guardian for players under 18) signs the roster and the roster is submitted to the South Florida ASA Commissioner (or designee), the player will be locked to that roster until the team is no longer eligible for championship play.**

PLEASE NOTE THE FOLLOWING: The registration of your team indicates your acceptance to the possible disqualification of your team if it should be determined that an adult affiliated with your team refused to have a background check and/or you did not register and submit for a background check all adults affiliated with your team.

PLEASE NOTE THE FOLLOWING: The registration of your team indicates your acceptance to the possible disqualification of your team if it should be determined that an ACE Certified coach is not present within the field of play/dugout during Championship Play.

I hereby acknowledge my understanding of the registration process. These registration instructions can be downloaded from the *South Florida ASA* website.

Manager's Signature: _____ Date: _____