

# 2025 Coach/Player Registration Checklist

All items must be turned in at the same time as a single packet. Electronic submission of paperwork will not be accepted except for player additions and corrections.

All copies of forms, concussion awareness certificates and birth certificates must be legible and clearly show names and dates.

KVBSA recommends that you retain copies of your packet especially concussion certificates and birth certificates.

Before turning in your packet, review the following checklist and make sure you are submitting the proper paperwork. Packets that do not meet the conditions identified in the Coach/Player Registration Packet Guide will be returned without review.

## Roster – Printed

- ☐ You must use the official 2025 roster provided on the KVBSA web site.
- ☐ You must fill out using Microsoft Excel. (If you do not have Excel, contact Steve Sutton at [steve.sutton@kvbsa.com](mailto:steve.sutton@kvbsa.com) for an alternative method for entering). Handwritten or alternative roster forms will not be accepted.
- ☐ Team name, league age and school district filled in.
- ☐ Lists all coaches and players for the upcoming season. A minimum of 2 coaches must be listed.
- ☐ All fields filled in for each person.
- ☐ Player birthdates match birth certificates.
- ☐ It is the first page of your packet.

## Roster – Electronic

- ☐ The 2025 Roster Excel file has been emailed to [steve.sutton@kvbsa.com](mailto:steve.sutton@kvbsa.com). Must be sent before paperwork will be reviewed.

## Coach/Manager Registration and Concussion Awareness Certificate

- ☐ Your packet contains a completed and signed Manager/Coach Registration form for each coach/manager on the roster.
- ☐ Your packet contains a completed and signed Manager/Coach Waiver form for each coach/manager on the roster.
- ☐ Your packet contains a copy of a certificate dated on or after **9/1/2022** for each coach/manager on the roster confirming they successfully completed a concussion awareness program as set forth by the State of Michigan.
- ☐ These forms are sorted as specified in the guide – registration and waiver forms for coach #1 followed by the certificate for coach #1. Then repeat for each coach.
- ☐ These forms immediately follow the printed roster in the packet.

## Player Participation and Birth Certificate

- ☐ Your packet contains a completed and signed Player Participation form for each player on the roster.
- ☐ Your packet contains a completed and signed Player Waiver form for each player on the roster.
- ☐ Your packet contains a copy of the birth certificate for each player on the roster. If a birth certificate is not available, passports or other legal documents showing a birth date are allowed.
- ☐ These forms are sorted as specified in the guide – player participation and waiver forms for player #1 followed by the birth certificate for player #1. Then repeat for each player.
- ☐ These forms immediately follow the coach/manager registrations and concussion awareness certificates in the packet.

## The Packet

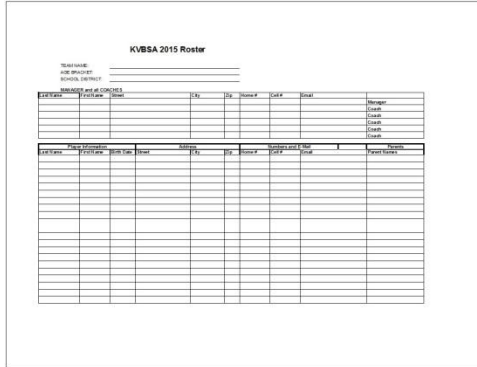
- ☐ All forms placed in order in a large envelope or clipped together with a large binder clip. No staples or paper clips.
- ☐ Envelope or first page of the packet clearly identifies the Team, Age Group, and Manager
- ☐ No other forms included other than those listed above and in the guide



# Coach/Player Registration Packet Guide

Prior to playing your first game, you must submit the following items and receive approval confirming your paperwork is completed satisfactorily. Any games played prior to receiving approval will result in a forfeit loss and loss of the team's forfeit deposit.

**All items must be turned in at the same time as a single packet. Incomplete packets will be returned. Electronic submission of paperwork will not be accepted except for player additions and corrections. All forms are available for download on the KVBSA website.**

The image shows a 'KVBSA 2015 Roster' form. It includes a header section for team information (Team Name, City, State, Coach, etc.) and a large table for listing players. The table has columns for Player Name, Position, Height, Weight, Age, and other details. There are also sections for coaches and managers.

An official 2025 KVBSA roster must be filled out completely and accurately. A printed copy of the roster must be included in your team paperwork packet. In addition, an electronic version in Excel format must be emailed to [steve.sutton@kvbsa.com](mailto:steve.sutton@kvbsa.com) BEFORE your paperwork will be reviewed.

The image shows two documents. On the left is the 'KVBSA 2015 Coach/Manager Registration Form' with fields for personal and contact information. On the right is a 'Certificate of Completion' from the 'Michigan Department of Education' for a 'Concussion Awareness Course'.

A Manager/Coach Registration and Manager/Coach Waiver must be completed and signed by each coach/manager of the team. All coaches/managers must appear on the official KVBSA roster. In addition, each coach/manager must provide proof they completed a concussion awareness course as specified by the State of Michigan.

The image shows two documents. On the left is the 'KVBSA 2015 Player Participation Form' with fields for player and guardian information. On the right is a 'STATE OF MICHIGAN CERTIFICATE OF LIVE BIRTH' for a child named 'Carmie Hagg'.

A Player Registration and Player Waiver must be completed and signed by each player/guardian. A copy of the player's birth certificate must be provided if they were not rostered on your team last year. SSN should be blacked out. Every player listed on the roster must have these forms in your packet.



Player 1's Birth Certificate. Copies only. No originals!

Alternate registration / waiver forms and birth certificates for each player.

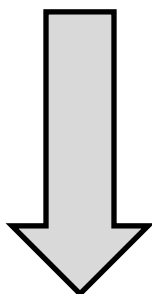
Player 1's signed Player Registration and Waiver forms.

Coach #1's proof of completion of a concussion awareness course

Alternate registration / waiver forms and certificates for each coach.

Coach #1's signed Registration and Waiver forms.

Place printed roster on top



Place the items in a large envelope or secure with a binder clip. Please do not staple or use a binder.



OR

