



## **Team Documentation Submission Procedures**

*(Applies to all Player Forms and Player Books/Digital Cards)*

1. Books/Documentation will only be sent to SWRSA on Wednesdays. Submission deadline to be included in the weekly run is **Mondays @ 12:00pm**. Books sent on Wednesday will be available after 5 business days
2. Registrations requiring a rush (i.e. not submitting by Monday @12:00pm) will be subject to a \$100.00 rush fee, charged to the team.
3. All Team Books/Cards need to be submitted with a [Team Card/Book Drop Off Form](#).
4. Every player on the team must make payment arrangements in [Power Up](#) prior to the team's books being sent to SWRSA.
5. All team officials must have up-to-date certifications before the books will be sent to SWRSA. *Find more information regarding requirements [here](#).*

### **Club Charges:**

WMSC Rush Fee (Emergency/injury situations excluded) - \$100.00

### **District Charges:**

Rush fee – \$50.00 (In-addition to the Club's fee)

Player ID Cards - \$5.00

Player Book Validations (Stamping) - \$0.50

Lost book/ ID replacement - \$50.00

Temporary Eligibility Permit - \$5.00

Player Transfers and De-registration - \$25.00

Documentation that this procedure applies to can be found below.

- [Transfer/De-Registration Form](#)
- [Temporary Eligibility Permit](#)
- [Trial Registration Permit](#)
- [Short Term Registration Permit](#)