



2009 WINTER DAY SEASON PROCEDURES FOR LATE REGISTRATIONS

Step 1: Email advice of late registration must be sent to the PRNA email address approximately 48 hours prior to Saturday 7am. This means that late registration will be accepted up to 7.00pm Thursday night.

THE FOLLOWING INFORMATION MUST BE EMAILED

- Team Registration Sheet (fully completed – including D.O.B. & Addresses)
- Reconciliation Form (completed)

EMAIL IS TO BE SENT TO

- prna@pineriversnetball.org.au

Step 2: Make payment for the new registration, at the PRNA Club house by 9.00am on Saturday morning. Payment is to be made by cheque (NOT CASH) and attached to a copy of the Team Registration & Reconciliation forms forwarded earlier by email.

DO'S and DON'TS

- **A SEPARATE** 'Team registration sheet' must be used for each team.
- **NUMBER TEAMS** in from Senior down to Junior / Netta.
- **SUBMIT ALL INITIAL TEAM REGISTRATIONS** on 1 spreadsheet only do not use more than one spreadsheet.
- **WHEN SUBMITTING SECOND AND SUBSEQUENT REGISTRATIONS** only submit the registrations for the teams players that are to be registered, and delete Team sheets not used.
- **DO NOT** add new registrations to the bottom of original form.
- **DO NOT** leave out any information requested such as birth date etc.
- **DO NOT** swap-in a 'new registration' for an 'old registration'.
- **REGISTRATION REFUND REQUESTS** must be done on a 'Refund Request' form.

FAILURE TO SUBMIT REGISTRATIONS WITH CHEQUE TO CONTROL BY 9.00AM EACH SATURDAY MORNING WILL DEEM THE PLAYER NOT REGISTERED FOR THAT DAY

If a Club has an '**Out of the Ordinary**' problem in abiding by this procedure, ring make contact with PRNA's Register directly to discuss. If a Coach wants to check that a player has been registered, go to '**CONTROL**' prior to the commencement of the game in question.

REMEMBER: THE FOLLOWING PAPER WORK MUST BE SUPPLIED

- Team Registration Form (emailed by 7.00pm Thursday)
- Reconciliation Form (emailed by Thursday 7.00pm)
- Cheque or Money Order (**not cash**) attached to a copy of Reconciliation Form (delivered to PRNA's club house by 9.00am Saturday morning game day).