

Dear Coaches and Team Managers,

Thank you for starting your team's registration with SFPAL in GoalLine. You are well on your way to being prepared for your in-house SFPAL registration appointment starting next week!

Please **read** the following steps to assure you are ready for your registration appointment with SFPAL.

1. Make Your Team Registration Appointment:

There are still a number of teams who have yet to sign up for an actual in-house appointment. Please remember **you MUST request an appointment** in order to get your team registered in the SFPAL spring League. To [make a registration appointment \(Jan. 30 to Feb. 10\) please use our on line appointment guide.](#)

Spots are filling up so sign up for your preferred time. Note that teams that complete registration first will get a higher registration completion code for practice field priority, so it is in your best interest to sign up for your appointment today.

In the comments section, please indicate your age group, team name, GoalLine Team Code, and a contact phone number (i.e., U8 Boys Panthers 12T-00285878 415-555-5555) This will help us have everything ready for your appointment.

If you have more than one team, **please make an appointment for each team.**

2. Coaches and Team Mangers new to PAL -- call the office to ensure your fingerprint results have arrived from the Department of Justice (415) 401-4666

By law, results are confidential so each coach and team manager who has been fingerprinted will need to call for themselves. Your fingerprints need to have cleared before your registration appointment.

3. Come to Your Registration Appointment and Bring the Following:

SFPAL is hosting in-house registration appointments starting **Monday, January 30th – Friday, February 10th**. All appointments will run between the hours of **9:30am-4:30pm**. Please note that on **Tuesday, January 31st and Tuesday, February 7th appointments will run as late till 7:30pm.** When you come into SFPAL, **please bring the following:**

- PAL liability waivers from players without internet access who were registered online by coach/team manager rather than parent.

- All players registered on GoalLine and paid for.
- Checks or cash from families who chose this payment method (you can tell by looking at the player's registration confirmation.)
- Hardship waivers and copies of documentation for those who need financial assistance (i.e., free lunch qualification letter, Medi-Cal card, State Benefits card, Unemployment letter, etc.)
- Medical clearance formed signed by a doctor for any player who stated that they have an existing medical condition.
- [Bye request form](#) Even if you filled it out back in December, SFPAL needs a hard copy.
- Viking or Mission roster.
- Player and coach passes

4. All or Nothing Policy:

Please remember that when you come to the team registration appointment with SFPAL, **we have an all or nothing policy.** By making a registration appointment, you understand that if for any reason, your registration is incomplete (**missing forms, no payments, no live-scan results for coach/team managers, required minimum, etc.**) paperwork **will be returned** to you and you will be asked to make another appointment.

5. Field Space Limitations:

If you were a team that either filled out the SFPAL intent to register form **AFTER December 9th, 2011** OR did not fill one out at all, **your team could be placed on a waitlist for spring play.** What this means is that depending on your age division, we may not have enough field space, even if your team fully registers with SFPAL. Unfortunately, they're a finite number of fields in San Francisco, and many competing demands for fields in the spring (baseball, competitive soccer, lacrosse, etc.) Rec & Park has allocated us the maximum number of fields.