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P.O. Box 722 • South City Delivery Office • Togher • Cork • Ireland

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September 20, 2008

Dear Team Manager/Official,

With planning under way for another year's programs and competitions, it's time to begin the registration process for the 2008-2009 season.

Registration is the most important task of the season for IHI. With the information you provide:

- We determine who is playing, how old they are and where they are playing.
- We figure out who is eligible to participate in different programs, and make choices on which programs to offer based on this information.
- We gather the contact information we need to communicate effectively to players and organizers alike.

The registration process is the same as last year, with few exceptions. There are three parts of the registration process:

**1) Member Registration Forms**

A form filled out by each member, indicating they wish to register with Inline Hockey Ireland as a member.

**2) Team Registration Report**

A spreadsheet collecting the data from all member forms in one place to simplify record keeping for teams and IHI.

**3) Team Registration Form**

Where you identify yourselves as organizers of the team, so IHI has the right information for communicating with you.

Copies of all forms are attached to this letter, as well as samples of how they should be completed. You can download electronic copies of the forms from the IHI website.

Memberships are complete only after receipt of the original registration form and payment of applicable fees is received and acknowledged by IHI. Competitions will have registration deadlines this year, so be sure to register your players and coaches well in advance to ensure they are eligible to participate!

Please, if you have any questions, email me or call me.

Jason Tessier  
IHI General Secretary  
general.secretary@inlinehockeyireland.org  
+353 (0)86 1609431

# Member Registration Forms

The member registration form is the basis of registration!

Each person who is a member of your club should fill out a form. This includes all players, coaches, managers and other on-floor officials. Any other person is welcome to become a non-playing member.

Fully completed forms are required, both for your information and the IHI registration database. Please make a copy of the registration form, and keep the originals for sending to IHI.

This form can be filled out electronically and then printed using Adobe Acrobat Reader (free). Forms must be complete, legible and signed!

- √ One form for every member and official in your club
- √ Complete, legible and signed
- √ Keep a copy, originals go to IHI by post

September 1 - August 31

Member Information			
Surname	Tessier	First Name(s)	Jason
Date of Birth	03/11/1980 <small>DD/MM/YYYY</small>	Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
Citizenship	Irish		
Parent/Guardian (Required if player is under 18 years of age)			
Surname	First Name(s)		
Contact Details			
Address	124 Adler Avenue		
City	Douglas	County	Cork
Postcode		Country	Ireland
Telephone	021 555 1212	Mobile	083 555 1212
Email	myemail@inlinehockeyireland.org		
Emergency Contact Details			
<small>Emergency Contact Details are for club information only. This information is not collected for IHI purposes or retained by IHI.</small>			
Name	Geoff Mills	Contact Number	087 8721211
Registration Details			
<small>Select the box corresponding to the desired membership type. For a junior or ladies player who wishes to participate in the senior league, select Senior. For multiple membership types, select the highest priced. For example, a referee who is also a senior player should select Senior.</small>			
Club Name	Bruisers	Jersey #	27
Junior (Under 16 yrs)	<input type="checkbox"/> €10	Game Official (Referee)	<input type="checkbox"/> €10
Ladies	<input type="checkbox"/> €25	Team Official (Manager/Coach)	<input type="checkbox"/> €10
Senior (16 yrs and older)	<input checked="" type="checkbox"/> €25	Total Enclosed	
Declaration			
<small>I acknowledge that I am aware of the physically demanding nature of the sport of Inline Hockey. I agree to release and discharge Inline Hockey Ireland (IHI), its representatives, members, and officials, from all liability arising from their actions or omissions, which may result in any damage, loss or injury being sustained by the aforementioned player, during any competition sanctioned or organized by IHI.</small>			
<small>I declare that the particulars given on this form are correct. I hereby consent to be registered as a Member of Inline Hockey Ireland. I agree and undertake to abide by, adhere to and observe the rules and regulations of the Association as prescribed in its constitution, bye laws, disciplinary code and code of conduct.</small>			
Member Signature	Date		
		<small>(DD/MM/YYYY)</small>	
Parent/Guardian Signature	Date		
<small>(if member under 18)</small>		<small>(DD/MM/YYYY)</small>	

# Team Registration Form

The Team Registration Form is where you identify yourselves as organizers of the team. This is critical so that IHI has the right information for communicating with each team.

You should have a corresponding member form for anyone also listed on the team registration form.

If you have several different teams functioning within your club, such as a ladies, under 14, under 18 and a senior team, it is a good idea to fill out one of these for each.

For Club Management Details, fill in as many positions as you can, and change the titles if you use something different.

For Club Contact Information, please list the mailing address and email you want IHI to use to get in touch with you.

# Inline Hockey Ireland - Team Registration Form

v3.0

September 1, 2005 - August 31, 2006

## Team Details

Team Name	<u>Bruisers</u>	Club Name	<u>Bruisers Inline Hockey Club</u>
Team Type	<input checked="" type="checkbox"/> Senior <input type="checkbox"/> Ladies <input type="checkbox"/> Junior		
Home Colour(s)	<u>Blue / White</u>	Away Colour(s)	<u>White / Blue</u>

## Club Management Details

Manager	<u>Geoff Mills</u>	Asst. Manager	<u>Walter Georges</u>
Coach	<u>Frank Mills</u>	Asst. Coach	<u>Peter Williams</u>
Chairperson	<u>Victor Edwards</u>	Secretary	<u>Jonathan Davies</u>
Treasurer	<u>Jonathan Davies</u>	Club Constitution?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## Club Contact Information

Address	<u>456 Thistlewood Road</u>		
City	<u>Douglas</u>	County	<u>Cork</u>
Postcode		Country	<u>Ireland</u>
Telephone	<u>021 444 1111</u>	Mobile/Fax	<u>086 888 8124</u>
Email	<u>bruisers@bruisersihc.org</u>		
Website	<u>www.bruisersihc.org</u>		

Venue Name	<u>Little Island Sports Complex</u>		
Address	<u></u>		
City	<u>Little Island</u>	County	<u>Cork</u>
Postcode		Country	<u>Ireland</u>
Telephone	<u>021 485 9245</u>	Mobile/Fax	<u></u>
Email	<u>lica@oceanfree.net</u>		

## Declaration

I declare that the particulars given on this form are correct. I hereby consent to the aforementioned team being registered with Inline Hockey Ireland. The team agrees and undertakes to abide by, adhere to and observe the rules and regulations of the Association as prescribed in its constitution, bye laws, disciplinary code and code of conduct.

Manager Signature	<u></u>	Date	<u>02/08/2006</u>
		(DD/MM/YYYY)	

# Team Registration Report

This spreadsheet uses the information from the member forms and should list every member on the team.

The data entered on this spreadsheet needs to be accurate because it helps IHI:

- to determine eligibility for programs based on age
- to communicate with members
- to keep track of registration by club

This should also serve as a handy spreadsheet for team managers to have all the information they need on their members/players in one place.

You will need to email a copy of this form, as well as enclose one with the registration forms when submitting your registration.

## Inline Hockey Ireland - Team Registration Report 2008-2009

**Club:** Bruisers Inline Hockey Club  
**Team:** Senior A  
**Date:** September 20, 2008  
**Manager:** Jeff Roberts

#	Member Information				Parent/Guardian Info				Contact Information				Reg Details				
	Surname	First Name	DOB	Gender	Citizenship	Surname	First	Address	City	County	Postcode	Country	Telephone	Mobile	Email	Jersey	Amt Paid
1	Tessier	Jason	03/11/1972	Male	Canadian			69 West Avenue, Parkgate	Frankfield	Cork		Ireland	+353214891056	+353861609431	jason.tessier@inlinehockeycork.com	17	25
2	Roberts	Jeff	09/09/1975	Male	Irish			123 Red Roof Road	Bangor	Down	BT20 38H	N. I.	02891464071		junior.frank@mail.com	98	25
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- 1 Please use one registration form per team (eg. Senior, junior, ladies, etc)
- 2 Fill in the club, team, date, and manager information
- 3 Parent Guardian information required if player is under 18 years old
- 4 Include full address minus city, county in address field
- 5 At least one mobile or telephone required. Please use area/city code (0869999999 for example)
- 6 Email address will be used for IHI communication

# Registration Checklist

Here are the steps you should follow to make sure registration is as painless as possible.

- ❑ Have each member COMPLETE a LEGIBLE Member Registration Form and submit payment to you.
- ❑ Make copies of each Member Registration Form for your own records!
- ❑ Complete the Team Registration Form, with information for the organizers of each team operating within your club (ie, Ladies, Senior, Under 14, etc).
- ❑ Complete the Team Registration Report for each team operating within your club, using the information from the registration forms.
- ❑ Email copies for the Team Registration Reports to [general.secretary@inlinehockeyireland.org](mailto:general.secretary@inlinehockeyireland.org) and I will confirm everything is complete and ready for your final posting
- ❑ Gather the following:
  - all original Member Registration Forms
  - printouts of all Team Registration Forms
  - printouts of all Team Registration Reports
  - a cheque payable to Inline Hockey Ireland for the total amount of all registration fees
- ❑ Post everything to:

Inline Hockey Ireland  
ATTN: Registration  
P.O. Box 722  
South City Delivery Office  
Togher  
Cork  
Ireland

**CONTACT ME IF YOU NEED A STREET ADDRESS FOR A COURIER SERVICE!**

Cheers,  
Jason Tessier  
+353 (0)86 1609431  
[general.secretary@inlinehockeyireland.org](mailto:general.secretary@inlinehockeyireland.org)