

Northwest Nighthawks | Registration Paperwork Details

Pre- Registration Meeting: Add approx. dates...

Registration Team Lead | Paperwork Updates to create before Team Registration Meeting

1. MSHSL Forms: <https://www.mshsl.org/eligibility-resources>
2. Remind parents of expiring sports physicals coming due (Renewed every 3 years)
 - o To register, must be up to date or have appointment scheduled before season starts.
3. Team Website: Admin access so you can gather data needed. To view, go to Users-->Families-->Manage
4. Google Drive: Edit paperwork for current sport season (CC & T&F have separate lists):
 - a. Pre-fill names, School names, etc. on following paperwork as much as possible:
 - MSHSL Cooperative Sponsorship APPLICATION form--print copies (Boys & Girls)
 - MSHSL Cooperative Sponsorship DISSOLUTION form--print copies (Boys & Girls)
 - NHAC Cooperative Sponsorship Agreement --upload one as a sample (blank--no names/school details), link to Paperwork pages, print copies (Boys & Girls)
 - b. Create checklist rosters for each paperwork station
 - T&F: Create additional check list for new athletes or returning T&F only athletes for all documents
 - *Print all rosters at once, one website: Admin- Classes page - Click Print icon at top of the screen.*

All Paperwork Required for Team Registration

A. Printed and Completed by each homeschool family before registration meeting.

1. Resolution for Membership in MSHSL | Homeschool Membership Form | 1 per family, Yearly
2. School District Reporting Form(s) (copy of what will be sent to district) | 1 per family, Yearly
3. Activity Registration Forms | 1 per family, per Sport Season | 1 for CC & 1 for T&F
4. Sports Physical | 1 per athlete, Every 3 years
5. Annual Sports Health Questionnaires (printed from MSHSL Eligibility packet) | 1 per Athlete, Yearly
6. MSHSL Eligibility Statements | 1 per Athlete, Yearly

B. Signed at Registration Meeting

All Families at registration meeting per Sport Season (CC & TF have separate lists)

1. MSHSL Application for Cooperative Sponsorship | Separate boys & girls lists
2. MSHSL Application for Dissolution of Cooperative Sponsorship | Separate boys & girls lists
3. NHAC Cooperative Sponsorship Agreement | Separate boys & girls lists

Bring to the Registration Meeting

- Pre-filled group documents & Clipboards (6)
- Printed rosters & file folders for each stations
- Extra forms
- Last year's paperwork (archives)
- Emergency/medical info (sports physicals) ring binders
- Supplies: pens, pencils, stapler, 3-hole punch, stapler, staple remover, white out, notebook paper, tape flags/sticky notes, packing tape

Registration Meeting Helpers

Team Registration Meeting helpers

- Arrive 30 minutes early for instructions and an example run-through.
- Assist team families in submitting paperwork and signing documents.

Post-Registration Helpers

Stay later after team meeting (approx. 2 hours for cross county, much less for track) to organize paperwork and ensure that all is correctly filled out and complete.

Registration Meeting

Cross Country Paperwork Receiving Stations:

Station 1: All Families. Arrange alphabetically by SCHOOL name. Keep both documents for each family together.

1. Resolution for Membership in MSHSL | Homeschool Membership Form
2. School District Reporting Form(s)
 - Cross country families submit these in the fall only.
 - Track-only families submit these in the spring.

Station 2: All Families. Arrange alphabetically by SCHOOL name.

1. Activity Registration Forms

Station 3: All Families: 2 Folders. Alphabetize by LAST name. Organize in team ring binders- include together:

Folder 1

1. Sports Physicals- renewed every 3 years
2. Annual Sports Health Questionnaires-

Folder 2

1. MSHSL Eligibility Statements

Station 4: Boys Coop Paperwork: Signed at Registration Meeting. 3 Clipboards needed.

1. MSHSL Application for Cooperative Sponsorship **BOYS TEAM**
2. MSHSL Application for Dissolution of Cooperative Sponsorship **BOYS TEAM**
3. NHAC Cooperative Sponsorship Agreement **BOYS TEAM**

Station 5: Girls Coop Paperwork: Signed at Registration Meeting. 3 Clipboards needed.

4. MSHSL Application for Cooperative Sponsorship **GIRLS TEAM**
5. MSHSL Application for Dissolution of Cooperative Sponsorship **GIRLS TEAM**
6. NHAC Cooperative Sponsorship Agreement **GIRLS TEAM**

Track & Field Cross Country Paperwork Receiving Stations:

Station 1: All Families. Arrange alphabetically by SCHOOL name.

1. Activity Registration Forms

Station 2: Boys Coop Paperwork: Signed at Registration Meeting. 3 Clipboards needed.

1. MSHSL Application for Cooperative Sponsorship **BOYS TEAM**
2. MSHSL Application for Dissolution of Cooperative Sponsorship **BOYS TEAM**
3. NHAC Cooperative Sponsorship Agreement **BOYS TEAM**

Station 3: Girls Coop Paperwork: Signed at Registration Meeting. 3 Clipboards needed.

1. MSHSL Application for Cooperative Sponsorship **GIRLS TEAM**
2. MSHSL Application for Dissolution of Cooperative Sponsorship **GIRLS TEAM**
3. NHAC Cooperative Sponsorship Agreement **GIRLS TEAM**

Station 4: New Athletes or returning T&F only athletes or updated Sports Physicals by any athlete.

1. Resolution for Membership in MSHSL | Homeschool Membership Form
2. School District Reporting Form(s)
3. Sports Physicals
4. Annual Sports Health Questionnaires
5. MSHSL Eligibility Statements- Alphabetize by last name.

Paperwork Processing Steps

Step 1: List of Cooperating Teams

Paperwork Team Lead

Upload to the team Google Drive and alert A.D with list of all boys & girls cooping teams in alphabetical order by team name ASAP after online registration closes.

.Athletic Director (A.D.)

Email Section (CC) or Subsection (T&F) A.D.'s and Region Committee, requesting approval of cooperative sponsorships. This is needed to begin the email/A.D. approval process. Required to be completed before submitting paperwork to MSHSL office. Due at office no later than 30 days before 1st day of practice.

Step 2: MSHSL Paperwork Scans

Paperwork Team Leader

- Follow up with any team families who are missing anything else.
- Scan, Upload to the team Google Drive & alert the A.D. File all together in current year MSHSL Coop Doc folder

Cross Country Season:

Zip File #1

1. MSHSL Application for DISOLUTION of Cooperative Sponsorship: BOYS
2. MSHSL Application for Cooperative Sponsorship: BOYS
3. MSHSL Application for DISOLUTION of Cooperative Sponsorship: GIRLS
4. MSHSL Application for Cooperative Sponsorship: GIRLS

Zip File #2

1. Activity Registration Forms: All Families in alphabetical order with sponsoring team (Fieldhaven) first.
2. Resolution for Membership in the MSHSL & Proof of Homeschooling:
 - All Families in alphabetical order by TEAM name with sponsoring team (Fieldhaven) first.
 - Keep both documents for each family together and scan into one document.

Track & Field Season:

Zip File #1

1. MSHSL Application for DISOLUTION of Cooperative Sponsorship: BOYS
2. MSHSL Application for Cooperative Sponsorship: BOYS
3. MSHSL Application for DISOLUTION of Cooperative Sponsorship: GIRLS
4. MSHSL Application for Cooperative Sponsorship: GIRLS

Zip File #2

1. Activity Registration Forms- All Families in alphabetical order with sponsoring team (Fieldhaven) first.
2. Resolution for Membership in the MSHSL & Proof of Homeschooling:
 - New and Returning T&F only families in alphabetical order by TEAM name.
 - Keep both documents for each family together and scan into one document.

Step 3: Finalize Master Eligibility List for each sport season (CC & T/F have separate lists)

The Master Eligibility List must be on file at the school at least 3 days prior to your first competition in that activity. It must be sent to the League Office immediately upon request.

- Found here: <https://www.mshsl.org/eligibility-resources> (scroll down)
- Paperwork Team Lead: Email to A.D.

Step 4: NHAC Internal Document

1. Eligibility forms
 - Alphabetize by last name. File in current year Student Forms/Eligibility folder
2. Sports Physicals *and* Annual Sports Questionnaire
 - Alphabetize by last name into correct ring binders

- Summarize all medical issues & submit to A.D. for distribution to coaching staff
 - Follow up on special medical considerations and appropriate additional paperwork (e.g., Asthma Action Plan)
 - Old physicals and annual questionnaires to be filed with previous year's Eligibility forms.
3. NHAC Cooperative Sponsorship Agreement- File in current year folder.

Step 5: Return all paperwork to A.D. for filing/storage.

Documents to be created for each CC & T/F Seasons Checklist:

Team Documents:

- ☐ Family Information List:

Created to help fill out all needed documents.

Information found on Team Website-Admin-Members

- Parent: Names + # of HS students in homeschool
- Athletes: Names, Grade, B/G & HS/JH
- School Name
- City of school location
- End of document: Total athletes for each team + Total Athletes + Total Families

- ☐ NHAC Coop School List

- ☐ Master Eligibility List

- ☐ Checklists | Paperwork Stations for paperwork collected from families.

BOYS Team:

- ☐ MSHSL Dissolution (2 pages)
- ☐ MSHSL Dissolution Attachment pages (3 pages)
- ☐ MSHSL Application for Cooperation (2 pages)
- ☐ MSHSL Application for Cooperation Attachment pages (4 pages)
- ☐ NHAC Coop Sponsorship

GIRLS Team:

- ☐ MSHSL Dissolution (2 pages)
- ☐ MSHSL Dissolution Attachment pages (3 pages)
- ☐ MSHSL Application for Cooperation (2 pages)
- ☐ MSHSL Application for Cooperation Attachment pages (4 pages)
- ☐ NHAC Coop Sponsorship

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