

## **CHECK-IN AT STATE CHAMPIONSHIPS**

Coaches,

To make things easier on you, you should prepare a team notebook for your team. It should contain information necessary to verify each player on your roster,

For as quick of a TEAM CHECK-IN as possible, we suggest that you put player's information in clear sheet protectors. Use three sheet protectors per player, it makes things a lot easier.

Position information back to back so it can be viewed without removing the documents from the protector.

- Put the Verification Form and the Liability form back to back in one sheet protector.
- Put the birth certificate (copy) and the report card back to back in the other sheet protector.
- Put the AAU Card in the third sheet protector.

If this information is properly displayed, it will be much easier for the person signing in your team and should cut the time involved to a minimum:

Again, make sure you have the following for EACH player on your Roster:

1. A current AAU membership card
2. A valid birth certificate from the county (Get a copy, do NOT use an original)
3. A Michigan AAU verification form complete with current picture attached and proper signatures. – Blank forms are available on the website.
4. A Michigan AAU waiver form complete with proper signatures – Blank forms are available on the website.
5. You will need a current report card or a current school ID (ID MUST contain child's grade)

Tournament official will check to see that the player has all of the items mentioned above.

Finally;

- Any player not having the required paperwork will be ineligible to participate until the missing paperwork is brought to the proper tournament official.
- Any player not present at the initial team check-in must still be checked in before she is eligible to play. This rule applies to Regionals AND State Finals.
- The coach should note where late players need to check-in. It may not be the same place as the initial check-in.
- ALL Coaches are required to have current AAU membership cards themselves. Any and ALL bench personnel must be an AAU Member as well.

Contact State Basketball Director – Brian VanBuren with any questions regarding this document.

Thank you and Good Luck!  
***Michigan Girls AAU Basketball***