

BTSA Pass Packet Tips

The following information will help guide you through the Pass Packet process.

BTSA Information

When filling out the state form, you will need the following codes for BTSA.

DC# = **44**

Club Number = **9025**

League # (MOSA) = **11**

League # (JC) = **to be filled in**

Hints to Make it Easier

These are some hints that I have followed over the years. Hopefully they'll make it easier for you if you are new at this.

1. Have 1 person on the team coordinate the whole **registration** process.
2. Fill in as much information on the medical forms & state forms as possible THEN make copies. It helps that people don't have to fill in the same information over and over.
3. Keep the forms & roster in ALPHABETICAL order. This is a requirement AND it will help you keep things organized.
4. Put the PICTURES on the cards first, then have the kids sign the card. Sometimes the kids (especially the younger ones) take up a lot of room with their signature.
5. Be sure that the kids SIGN their card. Don't PRINT their names. If they don't know how to use script, then they'll have to print it. But don't have a 15 year old PRINT their name.

Help for NEW COACHES

Once everything is done & you've gotten it all back, now what do you do.

1. Buy a small pack of the clear baseball card protectors (Wal-Mart has them) and put the passes in the protector. It keeps the picture on the card and keeps it from getting dirty.

2. Buy a small pouch to keep the cards in. Make sure you have the referee put them in the pouch after he/she has checked your team in. This way none of them will accidentally disappear. Remember to **COUNT YOUR CARDS** after you get them back from the referee at the end of the game **BEFORE** he/she goes home.
3. Buy a small 1 inch three-ring binder and some of the clear inserts that go in them. Put your roster in one insert and for each player, put their **MEDICAL FORM** and copy of their **BIRTH CERTIFICATE** in an insert. This makes registration for tournament **MUCH** simpler.

If anyone has other **TIPS** for new coaches, please let me know and we'll put them in here.