

Affiliation Process and Deadlines:

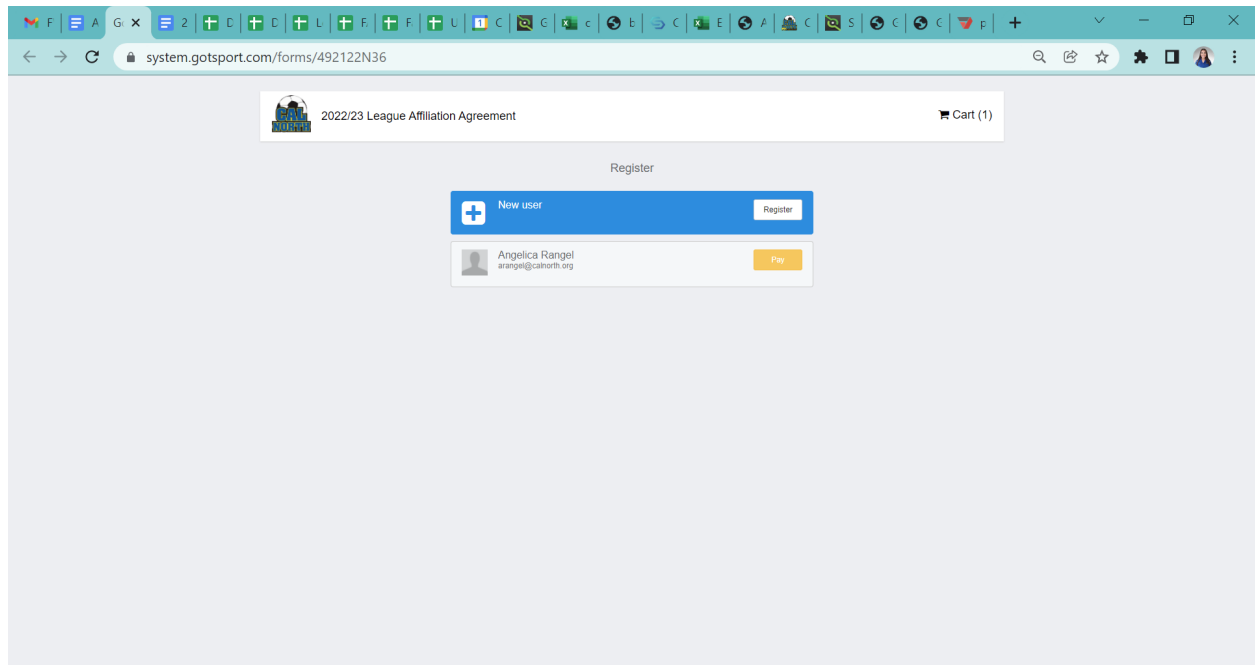
This agreement must be signed by a league officer and submitted with payment of \$200.00 to your District Commissioner no later than **February 15th (or earlier date if set by your District Commissioner)**, and must be submitted by the District Commissioner to the Cal North State Office **no later than March 1st prior to the beginning of the seasonal year.**

All league affiliation applications and appropriate fees must be IN THE Cal North OFFICE BY THE 1ST OF MARCH prior to the begining of the seasonal year in the Fall. Penalties for failure to meet the deadline as stated are as follows: Not in by March 1st \$50.00 fine; Not in by April 1st \$100.00 fine, League to be put on probation for the following year.

Cal North has created an online process through Gotsport that allows clubs to directly process their new affiliations for the year and pay all in the same platform.

<https://system.gotsport.com/forms/492122N36>

Step1: Click the link



Step 2: Fill out your league's information

The screenshot shows the "enrollees/new" page. The "Profile Information" section is active, displaying a "New User" profile card with a "Change User" link. The "Registration Form" section is also visible. The form fields are as follows:

First Name		Last Name	
Test		Test	
Email Address		Contact Email	
Test@email.com			
DOB		Gender	
February	1	2022	Male
Preferred Language			
English (US) (English (US))			
Time Zone Name			
Eastern Time (US & Canada)			
Phone number		Mobile Phone Number	
777-777-7777			
Address		Address (Continued)	
1234 Street Ave			
City		State/Province	

Step 3: The next section will have you complete the registration form with updating info such as league info, contacts, etc.

2022/23 League Affiliation Agreement Registration Form

* League Name and Number [Edit](#) [Delete](#)

Start Typing...

Page: 1

* District Number [Edit](#) [Delete](#)

Start Typing...

Page: 1

* League's Full Mailing Address [Edit](#) [Delete](#)

Start Typing...

Page: 1

[Support](#)

Step 4: Next, it will take you to the payment portion.

2022/23 League Affiliation Agreement [Cart \(1\)](#)

Cart

Item	Quantity	Price
Angelica Rangel arangel@calnorth.org	1	\$200.00

[Checkout](#)

Add Item To Cart

[Register Someone Else](#)

Step 5: Select Check out and type in your credit card info. If you are paying by check select check/mo.

system.gotsport.com/forms/492122N36/checkout

Cart / Checkout

Fill Out Form To Complete Reg

Charged Today	\$200.00
Charged Later	\$0.00
Total	\$200.00

Select payment method

Credit Card

Credit Card Information

Credit Card Number

Card Number

Expiration Date

MM/YYYY

Cvc Code

CVV

Pay

DUE TODAY

Contract Registration - Angelica Rangel	\$200.00
Total	\$200.00

DUE LATER

Total	\$0.00
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Of course we will still be using the PDF paper version as well, where clubs can email directly to their member service representative or send in via the mail in paper format. The paper version does have a section to write out payment methods, however. If one is uncomfortable with filling this information out on paper, please call the main office for payment.

Office phone: (925)426-5437

Districts 1-4: ddenkers@calnorth.org

Districts 5-9: arangel@calnorth.org

Certificates of Insurance Process:

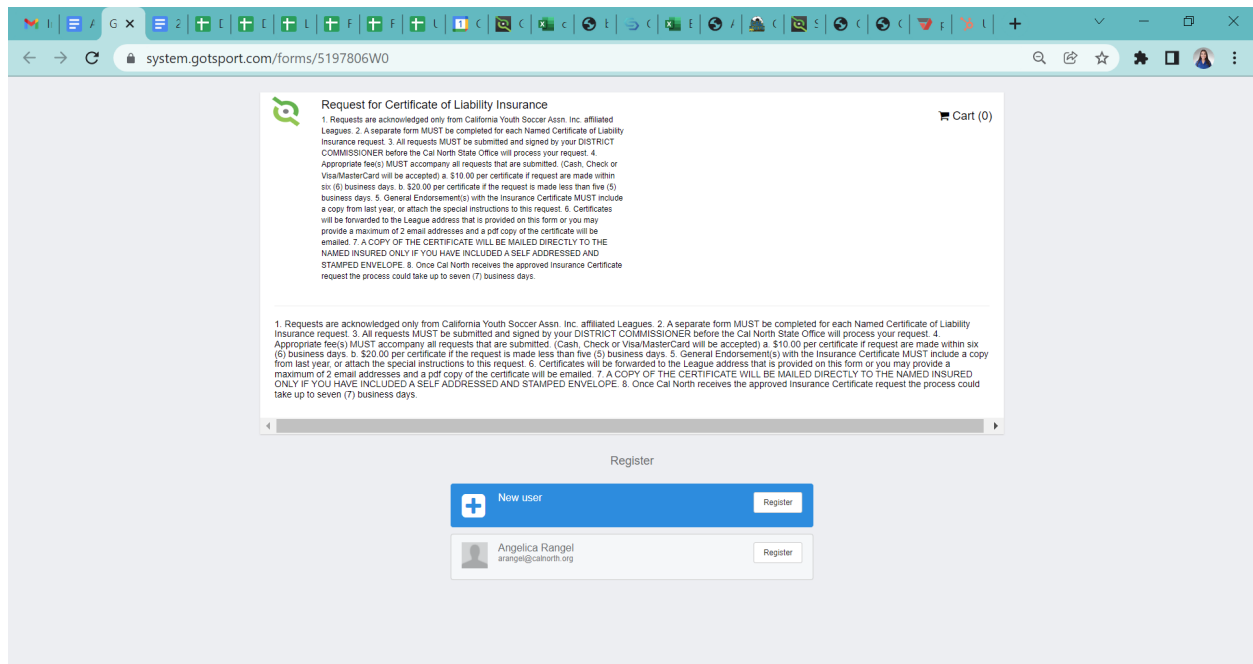
Cal North has decided to increase insurance and add another company for our insurance process, called Insurance Office of America. Member Services will be responsible for taking in certificate requests and dealing out certificates for each district. Being that this is a new company, Member Service will be getting access to our portal during the week of 1/19/22, which will allow MS to create endorsements and certificates.

What this means for clubs:

Please still continue to send your Member Service representative your certificate request if you prefer the PDF paper version or complete the request online through GotSport.

<https://system.gotsport.com/forms/5197806W0>

Step 1: Click the link



The screenshot shows a web browser window with the URL system.gotsport.com/forms/5197806W0. The page title is "Request for Certificate of Liability Insurance". The form contains the following instructions:


1. Requests are acknowledged only from California Youth Soccer Assn. Inc. affiliated Leagues. 2. A separate form MUST be completed for each Named Certificate of Liability Insurance request. 3. All requests MUST be submitted and signed by your DISTRICT COMMISSIONER before the Cal North State Office will process your request. 4. Appropriate fee(s) MUST accompany all requests that are submitted. (Cash, Check or Visa/MasterCard will be accepted) a. \$10.00 per certificate if request are made within six (6) business days. b. \$20.00 per certificate if the request is made less than five (5) business days. 5. General Endorsement(s) with the Insurance Certificate MUST include a copy from last year, or attach the special instructions to this request. 6. Certificates will be forwarded to the League address that is provided on this form or you may provide a maximum of 2 email addresses and a pdf copy of the certificate will be emailed. 7. A COPY OF THE CERTIFICATE WILL BE MAILED DIRECTLY TO THE NAMED INSURED ONLY IF YOU HAVE INCLUDED A SELF ADDRESSED AND STAMPED ENVELOPE. 8. Once Cal North receives the approved Insurance Certificate request the process could take up to seven (7) business days.

Below the instructions, there is a "Register" button and a "Now user" button. Under the "Now user" button, there is a profile card for Angelica Rangel with the email arangel@calnorth.org and a "Register" button.

Step 2: Fill out profile information

WARNING: 7. A COPY OF THE CERTIFICATE WILL BE MAILED DIRECTLY TO THE NAMED INSURED ONLY IF YOU HAVE INCLUDED A SELF ADDRESSED AND STAMPED ENVELOPE. 8. Once Cal North receives the approved Insurance Certificate request the process could take up to seven (7) business days.

Profile Information Registration Form Features

 Angelica Rangel
[Change User](#)

First Name: Last Name:

Email Address: Contact Email:

DOB: Gender:

Preferred Language:

Time Zone Name:

Phone number: Mobile Phone Number:

Address: Address (Continued):

Step 3: Complete the Registration Form information with your league information

system.gotsport.com/forms/5197806W0/registrations/3577223/form/1

Successfully Saved

1. Requests are acknowledged only from California Youth Soccer Assn. Inc. affiliated Leagues. 2. A separate form MUST be completed for each Named Certificate of Liability Insurance request. 3. All requests MUST be submitted and signed by your DISTRICT COMMISSIONER before the Cal North State Office will process your request. 4. Appropriate fees (s) MUST accompany all requests that are submitted (Cash, Check or Visa/MasterCard will be accepted) a. \$10.00 per certificate if request are made within six (6) business days. b. \$20.00 per certificate if the request is made less than five (5) business days. 5. General Endorsement(s) with the Insurance Certificate MUST include a copy from last year, or attach the special instructions to this request. 6. Certificates will be forwarded to the League address that is provided on this form or you may provide a maximum of 2 email addresses and a pdf copy of the certificate will be emailed. 7. A COPY OF THE CERTIFICATE WILL BE MAILED DIRECTLY TO THE NAMED INSURED ONLY IF YOU HAVE INCLUDED A SELF ADDRESSED AND STAMPED ENVELOPE. 8. Once Cal North receives the approved Insurance Certificate request the process could take up to seven (7) business days.
Enroller: Angelica Rangel


Profile Information Registration Form Features

* Requesting League

* District Number

Step 4: Under the “Features” section it will show what form you completed and the fee.

system.gotsport.com/forms/5197806W0/registrations/3577223/add_ons




Request for Certificate of Liability Insurance

1. Requests are acknowledged only from California Youth Soccer Assn. Inc. affiliated Leagues. 2. A separate form MUST be completed for each Named Certificate of Liability Insurance request. 3. All requests MUST be submitted and signed by your DISTRICT COMMISSIONER before the Cal North State Office will process your request. 4. Appropriate fees(s) MUST accompany all requests that are submitted. (Cash, Check or Visa/MasterCard will be accepted) a. \$10.00 per certificate if request are made within six (6) business days. b. \$20.00 per certificate if the request is made less than five (5) business days. 5. General Endorsement(s) with the Insurance Certificate MUST include a copy from last year, or attach the special instructions to this request. 6. Certificates will be forwarded to the League address that is provided on this form or you may provide a maximum of 2 email addresses and a pdf copy of the certificate will be emailed. 7. A COPY OF THE CERTIFICATE WILL BE MAILED DIRECTLY TO THE NAMED INSURED ONLY IF YOU HAVE INCLUDED A SELF ADDRESSED AND STAMPED ENVELOPE. 8. Once Cal North receives the approved Insurance Certificate request the process could take up to seven (7) business days.

▲ Angelica Rangel
Enroller: Angelica Rangel

Cart (0)

Profile Information
Registration Form
Features



Angelica Rangel
[Change User](#)


Form

1	Certificate of Insurance	\$10.00
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Continue

Step 5: Continue to payment portion

system.gotsport.com/forms/5197806W0/registrations/3577223/add_ons




Request for Certificate of Liability Insurance

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▲ Angelica Rangel
Enroller: Angelica Rangel

Cart (0)

Profile Information
Registration Form
Features



Angelica Rangel
[Change User](#)

Form

1	Certificate of Insurance	\$10.00
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Continue

Step 6: Enter Credit Card Info and Pay

Cart / Checkout

Fill Out Form To Complete Reg

Charged Today	\$10.00
Charged Later	\$0.00
Total	\$10.00

Credit Card Information

Credit Card Number

Card Number

Expiration Date

MM/YY

Cvc Code

CVV

Pay

DUE TODAY

Contract Registration - Angelica Rangel	\$0.00
Certificate of Insurance (1)	\$10.00
Total	\$10.00

DUE LATER

Total	\$0.00
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Please note, If there is specific language required on an endorsement, please have the wording typed exactly how you need it to be read on the endorsement.

Due to the late transition and inconveniences, Cal North will not charge for certificates this year as of 1/13/22.