

Youth Sports Roster Instructions

Column	Column Name	Instructions
A	First Name	Type in first name of the participant
B	Last Name	Type in last name of the participant
C	Gender	Select Male or Female from the drop down menu
D	Birthdate	Example (01/01/14)
E	Residing Elementary School District	Select the elementary school in which the participant resides, which may or may not be where the participant attends school. Non-residents participants will select "Other." Elementary school district information can be found at http://mychesterfieldschools.com/schools/find-my-school
F	Home ZIP Code	Enter the home address zip code of the participant
G	Resident	Does the participant reside in Chesterfield County? Select "Yes" or "No" from the drop down menu
H	Non-resident Fee Amount Paid	From the drop down menu, select \$0 for a participant who is a county resident and select \$15 for a participant who is a non-Chesterfield resident
I	League Name	Type in the full league name (example: Chesterfield Basketball League)
J	Association Name	From the drop down menu, select the association where the participant plays, if applicable. Select N/A if not applicable
K	Division	Type in the division name with the league where the participant plays (example: Pony, U-12)
L	Team Name	Type in the team name. It may be the same as the division (example: U-12 Reds)
M	Sport	Type in the sport name (example: Softball, Soccer)
N	Season	From the drop down menu, select the appropriate season
O	Year	From the drop down menu, select the appropriate year

- Non-resident Fees are \$15 per participant per season
- Each organization sends one check to Chesterfield Parks and Recreation to cover non-resident fees
- Checks can be made payable to: Chesterfield County Treasurer
- Checks should be mailed to Chesterfield County Parks and Recreation Department
 Attn: Non-residents
 P.O. Box 40
 Chesterfield, VA 23832