

### **NHSRA Membership Application:**

The NHSRA Membership Application must be signed by the **member, natural father, natural mother, or legal guardian**. If only one parent is signing the form, they must note the reason on the signature line – refer to page 6 for acceptable and unacceptable terminology.

### **NHSRA Membership Application Checklist:**

- ✓ Verify the membership application is for the current season
- ✓ Verify that the application uploaded to the member's profile is the member's paperwork and not a sibling, etc.
- ✓ Verify State/District/Region is correct
- ✓ Verify grade and rookie status are correct
- ✓ Verify that the **member, natural father, natural mother, or the legal guardian** have all signed the application.
- ✓ Signatures must be handwritten – NHSRA does not accept electronic signatures.

## **Minor's Release:**

The minor's release must be signed by **the member, natural father, natural mother, or legal guardian** before a notary public. Once again, if only one parent is signing the form, they must note the reason on the signature line – refer to page 6 for acceptable terminology.

Both mother and father **MUST** be listed as having appeared before the notary. Paperwork will be sent back as incomplete if only one parent is shown as having appeared so that it may be corrected. The same applies if no one is listed as having appeared before the notary. In some cases, a notary will refuse to notarize the signature of a minor who does not possess a form of legal identification. Should this be the case, the parents should ask the notary to have this notated on the release. Regardless, the minor is still required to sign the release whether it be in front of the notary or not.

### **Minor's Release Checklist:**

- ✓ Verify the NHSRA Minor's Release is a current computer-generated release and is not an outdated or incorrect release.
- ✓ Verify the minor's release uploaded into the profile is the members release and not a sibling, etc.
- ✓ Verify the **member, natural father, natural mother, or legal guardian** have all signed the paperwork
- ✓ Verify the date the release was notarized to ensure it was signed for the current season and not from a past season
- ✓ Verify both parents appeared before the notary when signing the release.
- ✓ Verify for signature, date, and stamp/seal and expiration date of the notary
- ✓ Verify that the notary was not a parent, as notaries are not allowed to notarize their own signature

## **Acceptable/Unacceptable Signature Terminology:**

Below is a list of acceptable and unacceptable terms used when parents sign paperwork.

### **Acceptable Terminology:**

- ✓ Deceased
- ✓ Full Custody
- ✓ Sole Custody
- ✓ Sole guardian/guardianship
- ✓ No father is listed on the birth certificate – in this case the birth certificate must be uploaded to the profile.
- ✓ Permanent protective order (only if it pertains to the member)
- ✓ POA (Power of Attorney)

### **Unacceptable Terminology:**

- Full or sole physical custody – physical custody is not legal custody
- Primary custody – being a primary parent does not exclude the other parent from having legal rights.
- Primary parent
- Divorced
- Separated
- No custodial rights
- Court-ordered custody or “see court order”
- Lives with mother and/or father, not available, and/or NA
- Out of state

### **Circumstantial Scenarios:**

- Military/Deployed personnel – Typically, the other parent has a POA and/or affidavit allowing him/her to act on behalf of their spouse during deployment
- Incarceration
- Traumatic brain injury
- Eye disease and/or blindness
- Any disabling reason

These scenarios will be reviewed on a case-by-case basis given the circumstances. It is highly preferred that parents in these scenarios sign the paperwork accordingly. It will ultimately be the decision of the Executive Director if the information provided meets the requirements and more information may need to be provided to make a final decision.

### **Transfer Request Form:**

The transfer request form is now handled by the NHSRA. Forms are sent to the National Directors for an e-signature via Adobe Sign.

- The form will be sent to the Home-State National Director first. Once signed, the form will then be automatically sent by Adobe Sign to the Transfer-State National Director. Following that signature, the form will, then again, be automatically sent to the NHSRA office for the Executive Director's approval.
- The NHSRA office will upload the completed transfer request form directly into the members profile and approve the transfer as well as confirm a new and/or updated membership number has been issued.
- Upon approval, the member will receive a notification email as well as the National Directors and State Secretaries.