

## **GEORGIA SOCCER MAILING LABEL/LIST POLICY**

All requests for mailing labels/lists must be submitted in writing to Georgia Soccer using the Label Request form on page 2. The lessee or, if required, the bonded mailing house, must complete and sign the "Letter of Understanding" section of the form. A copy of the materials to be mailed out must accompany the Label Request. Once these items are received, Georgia Soccer will review the request and materials and decide whether to provide the labels/list. Payment must be made before the release of the labels/lists.

Player labels must be handled through a bonded mailing house. Send a contact name, address, telephone number and fax number of the mailing house to the Georgia Soccer office who will correspond with them directly. After approval and payment, labels/list will be sent to the mailing house. Player labels/lists will not be issued directly to the lessee, unless the lessee is a league requesting its own labels.

**Please allow at least 2 weeks for the labels/list to be issued.**

Labels/lists are not to be copied, duplicated or reproduced. All lists will be seeded.

### **LABEL/LIST PRICES**

Current Affiliated League Own Labels: \$.05/label (no minimum)

Affiliated League, Non-Affiliated League, Vendors:

Affiliated League President Labels/Lists	\$25.00 flat fee
Team Contact List to Georgia Soccer Affiliated Leagues	\$50.00 flat fee
Team Contact List to other USYSA or USASA Affiliates	\$50.00 flat fee
Team Contact List to Non-Affiliates	\$.10/label (\$500.00 minimum)
Affiliated League Officers Labels	\$.10/label (\$100.00 minimum)
Georgia Soccer Division Officers Labels	\$.10/label (\$100.00 minimum)
Coach of Record Labels – USYSA Affiliates	\$50 flat fee
Coach of Record Labels – Non-Affiliates	\$.10/label (\$500.00 minimum)
Player Labels	\$.10/label (\$500.00 minimum)

# Label/List Request (please type or print)

Please email this request to Matt Dellaria at mdellaria@georgiasoccer.org or fax to 770-452-1946

**PLEASE BE SURE TO ALLOW AT LEAST 2 WEEKS FOR DELIVERY OF THE MATERIALS.**

Your Name \_\_\_\_\_  
League/Company Name \_\_\_\_\_  
Event Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Email \_\_\_\_\_  
Phone(s) \_\_\_\_\_

### Requested for: (mark X choice)

Email Excel file \_\_\_\_\_ Email ASCII file \_\_\_\_\_ (All files must be handled through a bonded mailing house)

(mark X choice)  Tournament  Commercial  Presiding Officers  Other: \_\_\_\_\_  
(please specify)

Leagues:

Own Members Only  All (entire state)  Specify Leagues (list on separate sheet if more room needed)

Youth  Adult  Both  Presiding Officers  Administrators

Age Groups (mark X all needed)

U-06  U-08  U-10  U-11  U-12  U-13  U-14  U-15  U-16  U-17  U19  Adult

Team Classifications (mark X all needed)

Recreation Academy (U-10/U-11/U12) Athena Classic Adult  
 Boys  Girls  Both  Boys  Girls  Both  (Girls U13-U19 Select)  (Boys U13-U19 Select)  Men  Women  Both

(mark X choice)  Players (mail house only)  Head Coach  Asst. Coach  Team Manager

Sort Order (mark X choice)  Age Group  ZIP Code  League ID/Prog/Age  League Name/Position

### **WITH THIS REQUEST FORM PLEASE SUBMIT FOR APPROVAL A COPY OF THE MATERIALS YOU PLAN TO SEND.**

This request is granted based on the conditions for access to, and use of, membership mailing lists maintained by the Georgia State Soccer Association, Inc. (hereafter referred to as Georgia Soccer). Under the terms of this letter of understanding, the following mailing list(s) are to be provided to:

\_\_\_\_\_ (hereafter referred to as lessee):  
(Name of Company, School, or League)

\_\_\_\_\_ (Name of Mail House)

The Lessee agrees to use the specified mailing list(s) under the following terms:

- A. The mailing list(s) are to be leased **one-time only**, for the following purpose(s): (Name of Tournament, Camp, or etc.) \_\_\_\_\_
- B. The list(s) are not to be copied, duplicated or reproduced in any manner **whatsoever**. All lists are seeded.
- C. The Lessee is responsible for providing a copy of any and all materials that will be sent to the list(s). Receipt of mailing list(s) is subject to approval of mailing piece. Any additions to the mailing piece are deemed as unauthorized use, and may result in denial of future access.
- D. Georgia Soccer is not to be held responsible, or liable, in any manner whatsoever for the accuracy of the list(s).
- E. The Lessee accepts all responsibility and liability arising out of any use of the list(s).
- F. The sum of \$ \_\_\_\_\_ shall be paid to Georgia Soccer by the Lessee prior to the receipt of the mailing list(s). Lessee shall be solely responsible for payment whether or not there is involvement of additional parties in relation to/for use of mailing list information.

Georgia Soccer:

- I. agrees to provide a single set of mailing labels on Cheshire, pressure sensitive stock, ASCII file, or Excel file of the specified mailing list(s) directly to mail house. Arrangements with the bonded mailing house must be made by the Lessee; **Georgia Soccer can not be responsible for these arrangements.**
- II. will make a reasonable effort to provide current, accurate information by providing the most current list(s) on file, as of the date of this letter of understanding.
- III. in any case is not to be held responsible or liable for the accuracy, correctness, or results in use of the list(s) provided.

Date: \_\_\_\_\_  
Signed: \_\_\_\_\_  
For: \_\_\_\_\_  
(lessee)

Mail House  
Signed: \_\_\_\_\_  
Print name: \_\_\_\_\_  
Address \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

Date: \_\_\_\_\_  
Signed: \_\_\_\_\_  
For: Georgia Soccer.