



PRINCE GEORGE'S COUNTY BOYS AND GIRLS CLUB, INC.
7833 Walker Drive, Suite 430, Greenbelt, MD 20770
Web Site: www.pgcbgc.com



ATTENTION ALL TREASURERS, MEMBERSHIP CHAIR, COMMISSIONERS, AND COACHES

This notice is to introduce new procedures and changes to the existing PGCBGC Roster/Pictures/ID and Payment process. The intent is to provide a smoother more efficient process for all sports.

Effective Monday, August 8, 2016, we will no longer accept Walk Ins... **ALL CLUBS** will be seen on an **APPOINTMENT ONLY BASIS!!! NO EXCEPTIONS!!!**

Please see details below:

To Schedule an Appointment: Please contact Tracy Davis at (301) 446-6843

Appointment DAYS AND HOURS:

Mondays, Wednesdays and Fridays 8:30 AM – 3:00 PM

Friday's (late hours 3PM - 5PM)

If you need to cancel or change your appointment, please do so within 24 hours prior

PAYMENTS: You are expected to pay any and all Fees at the time of appointment.

NO EXCEPTIONS!!!!

We will make every effort to stay on time with appointments, but emergencies do occur.

If we are running behind, we will keep you informed as to how long your wait will be.

Coaches and Team Parents Badges will be processed on Fridays ONLY!!!! No appointment needed.

Players IDs

- Bring passport sized colored picture. **DO NOT EMAIL PICTURE.**
- Completed white card
- Completed yellow card with player signature
- Copy of birth certificate

Coach Badge

- Bring your own passport sized colored picture. **DO NOT EMAIL PICTURE.**
- Complete and pass the background check via ncsisafe.com – (PGCBGC only)
NO EXCEPTIONS!!!!
- Complete and pass the Basketball ASEP test via asep.com. If you have already taken the Basketball ASEP test once you do not need to take it again.

Team Parent badge

- Bring your own passport sized colored picture. **DO NOT EMAIL PICTURE.**
- Complete and pass the background check via ncsisafe.com – (PGCBGC only)
NO EXCEPTIONS!!!!

Please contact Lawrence Sedgwick Jr. at (301) 446-6800 with any questions or concerns.