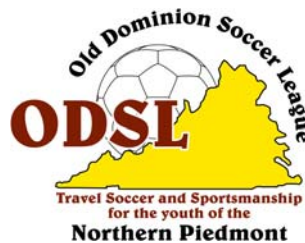


# Northern Virginia Registration Manual Fall 2006 – Spring 2007

National Capital Soccer League (NCSL)  
Old Dominion Soccer League (ODSL)  
Washington Area Girls Soccer League (WAGS)



**2006-2007 ONLINE REGISTRATION**

**CONTACTS**

NOTE: Assigned State Registrars were formerly known as Regional Registrars. The name was changed to more accurately reflect the duties of these registrars. VYSA no longer has a state registrar position.

<u><b>NCSL Registrars</b></u>	<u><b>ODSL Registrars</b></u>	<u><b>WAGS Registrars</b></u>
<p>Lisa Wilson 1939 Pohick Creek Ct Woodbridge, VA 22192 H: (703) 497-1146 C: (571)283-1094 E-Mail: Wilsons4socr@comcast.net <b>Clubs: PWSI, VIST, VBSC</b></p> <p>Karen Klumpp 4651 Chimneys West Dr Haymarket, VA 20169 H: (703) 753-1334 E-Mail: kklumpp@crosslink.net <b>Clubs: FCSC, SYA, VSA, WIN</b></p> <p>Mia Gai 5723 Mason Bluff Burke, VA 220151 H : (703)323-4990 E-Mail: miamama@cox.net <b>Clubs: ABGC, ALEX, BAC, SYC</b></p> <p>Alma Holm 149 Cherry Hill Drive Stafford, VA 22554 H: (540) 659-9558 E-Mail: Ssc343@aol.com <b>Clubs: FASA, STAF</b></p> <p>Melissa Riemer 7901 Crownpointe Ridge Ct McLean, VA 22102 H: (703) 893-4227 E-Mail: mcleanfc@att.net <b>Clubs: GRFL, MCLN</b></p> <p>Andrea Purdy 12718 Knightsbridge Dr Woodbridge, VA 22192 H: (703) 590-4597 E-Mail: jppurdy@comcast.net <b>Clubs: BRYC, LRSC</b></p>	<p>Lisa Wilson 1939 Pohick Creek Ct Woodbridge, VA 22192 H: (703) 497-1146 C: (571)283-1094 E-Mail: Wilsons4socr@comcast.net <b>Clubs: OSC PWSI VBSC VIST</b></p> <p>Karen Klumpp 4651 Chimneys West Dr Haymarket, VA 20169 H: (703) 753-1334 E-Mail: kklumpp@crosslink.net <b>Clubs: EPIC FCSC FRSC CULP JEFF SWYA VSA WIN WRTN</b></p> <p>Mia Gai 5723 Mason Bluff Burke, VA 220151 H : (703)323-4990 E-Mail: miamama@cox.net <b>Clubs: ALEX, BAC, SYC</b></p> <p>Alma Holm 149 Cherry Hill Drive Stafford, VA 22554 H: (540) 659-9558 E-Mail: Ssc343@aol.com <b>Clubs: FASA, STAF, SSA</b></p> <p>Melissa Riemer 7901 Crownpointe Ridge Ct McLean, VA 22102 H: (703) 893-4227 E-Mail: mcleanfc@att.net <b>Clubs: GRFL, MCLN</b></p> <p>Andrea Purdy 12718 Knightsbridge Dr Woodbridge, VA 22192 H: (703) 590-4597 E-Mail: jppurdy@comcast.net <b>Clubs: BRYC, LRSC</b></p>	<p>Lisa Wilson 939 Pohick Creek Ct Woodbridge, VA 22192 H: (703) 497-1146 C: (571)283-1094 E-Mail: Wilsons4socr@comcast.net <b>Clubs: PWSI, VIST</b></p> <p>Karen Klumpp 4651 Chimneys West Dr Haymarket, VA 20169 H: (703) 753-1334 E-Mail: kklumpp@crosslink.net <b>Clubs: FCSC, SYA, VSA, WIN</b></p> <p>Mia Gai 5723 Mason Bluff Burke, VA 220151 H : (703)323-4990 E-Mail: miamama@cox.net <b>ALEX, BAC, SYC</b></p> <p>Alma Holm 149 Cherry Hill Drive Stafford, VA 22554 H: (540) 659-9558 E-Mail: Ssc343@aol.com <b>Clubs: FASA, STAF</b></p> <p>Melissa Riemer 7901 Crownpointe Ridge Ct McLean, VA 22102 H: (703) 893-4227 E-Mail: mcleanfc@att.net <b>Clubs: GRFL, MCLN</b></p> <p>Andrea Purdy 12718 Knightsbridge Dr Woodbridge, VA 22192 H: (703) 590-4597 E-Mail: jppurdy@comcast.net <b>Clubs: BRYC, LRSC</b></p>

**2006-2007 ONLINE REGISTRATION**

<p>Andrew Sutton 3615 Fessenden St. NW Washington, DC 20007 H: (571) 277-0511 E-Mail: ASutton@boo.net <b>Clubs: DCST, WSC</b></p> <p>Debi Honaker 11800 Wayland St Oakton, VA 22124 C: (703) 725-2390 E-Mail: thisbeeshive@aol.com <b>Clubs: CUGI, FPYC, HERN</b></p> <p>Keny Vernon 15689 Pike Trail Montclair, VA 22025 H: (703) 670-7659 E-Mail: kvkprsdad@comcast.net <b>Clubs: LMVS, MATT, MCSA</b></p> <p>Richard Montano 7300 Gordons Road Falls Church, VA 22043 H: (703) 534-0022 E-Mail: Richard_Montano@msn.com <b>Clubs: VYS</b></p> <p>Dave Miller 2518 Fallon Drive Oak Hill, VA 20171 H: (703) 481-1025 E-Mail: millerdlllc@aol.com <b>Clubs: CHAN, CYA</b></p> <p>Fiona Legg 20380 Volley Terrace Ashburn, VA 20147 H: (703) 724-9206 E-Mail: FionaJLegg@yahoo.com <b>Clubs: ASH, LOUD</b></p> <p>Mike Pinkston 47525 Anchorage Circle Sterling, VA 20165 H: (703) 421-2078 E-Mail: mike.pinkston@ps.net <b>Clubs: REST, STER</b></p>	<p>Andrew Sutton 3615 Fessenden St. NW Washington, DC 20007 H: (571) 277-0511 E-Mail: ASutton@boo.net <b>Clubs: DCST, WSC</b></p> <p>Debi Honaker 11800 Wayland St Oakton, VA 22124 C: (703) 725-2390 E-Mail: thisbeeshive@aol.com <b>Clubs: CUGI, FPYC, ODFC, HERN</b></p> <p>Keny Vernon 15689 Pike Trail Montclair, VA 22025 H: (703) 670-7659 E-Mail: kvkprsdad@comcast.net <b>Clubs: LMVS, MATT, MCSA</b></p> <p>Richard Montano 7300 Gordons Road Falls Church, VA 22043 H: (703) 534-0022 E-Mail: Richard_Montano@msn.com <b>Clubs: VYS</b></p> <p>Dave Miller 2518 Fallon Drive Oak Hill, VA 20171 H: (703) 481-1025 E-Mail: millerdlllc@aol.com <b>Clubs: CHAN, CYA</b></p> <p>Fiona Legg 20380 Volley Terrace Ashburn, VA 20147 H: (703) 724-9206 E-Mail: FionaJLegg@yahoo.com <b>Clubs: ASH, LFC, LOUD</b></p> <p>Mike Pinkston 47525 Anchorage Circle Sterling, VA 20165 H: (703) 421-2078 E-Mail: mike.pinkston@ps.net <b>Clubs: REST, STER</b></p>	<p>Andrew Sutton 3615 Fessenden St. NW Washington, DC 20007 H: (571) 277-0511 E-Mail: ASutton@boo.net <b>Clubs: DCST, WSC</b></p> <p>Debi Honaker 11800 Wayland St Oakton, VA 22124 C: (703) 725-2390 E-Mail: thisbeeshive@aol.com <b>Clubs: CUGI, FPYC, HERN, ODFC</b></p> <p>Keny Vernon 15689 Pike Trail Montclair, VA 22025 H: (703) 670-7659 E-Mail: kvkprsdad@comcast.net <b>Clubs: LMVS, MATT, MCSA</b></p> <p>Richard Montano 7300 Gordons Road Falls Church, VA 22043 H: (703) 534-0022 E-Mail: Richard_Montano@msn.com <b>Clubs: VYS</b></p> <p>Dave Miller 2518 Fallon Drive Oak Hill, VA 20171 H: (703) 481-1025 E-Mail: millerdlllc@aol.com <b>Clubs: CHAN, CYA</b></p> <p>Fiona Legg 20380 Volley Terrace Ashburn, VA 20147 H: (703) 724-9206 E-Mail: FionaJLegg@yahoo.com <b>Clubs: ASH, LOUD</b></p> <p>Mike Pinkston 47525 Anchorage Circle Sterling, VA 20165 H: (703) 421-2078 E-Mail: mike.pinkston@ps.net <b>Clubs: REST, STER</b></p>
---	--	---

**2006-2007 ONLINE REGISTRATION**

<p>Stefanie Wilson 8601 Cotswold Court Alexandria, VA 22308 H: (703) 780-2435 E-Mail: soccermomva@gmail.com <b>Clubs: GSC, TASC</b></p> <p>Ruth Macnamara 1800N. Randolph Street Arlington, VA 22207 H: (703) 527-1317 E-Mail: carczar01@aol.com <b>Clubs: ARL, FCH</b></p>	<p>Stefanie Wilson 8601 Cotswold Court Alexandria, VA 22308 H: (703) 780-2435 E-Mail: soccermomva@gmail.com <b>Clubs: GSC, TASC</b></p> <p>Ruth Macnamara 1800N. Randolph Street Arlington, VA 22207 H: (703) 527-1317 E-Mail: carczar01@aol.com <b>Clubs: ARL, PAC</b></p> <p>Tiffany Grant 3879 Fairfax Square Fairfax, VA 22030 H: (571) 277-0434 E-Mail: majornutcase@verizon.net <b>Clubs: ABGC</b></p> <p>Teresa French 35 Maplehurst Ave Harrisonburg, VA 22801 H: 540-434-8559 E-Mail tfrench11@adelphia.net <b>Clubs: CCS FLU HSA MASS MTJK ORA SHEN VRSC</b></p>	<p>Stefanie Wilson 8601 Cotswold Court Alexandria, VA 22308 H: (703) 780-2435 E-Mail: soccermomva@gmail.com <b>Clubs: GSC, TASC</b></p> <p>Ruth Macnamara 1800N. Randolph Street Arlington, VA 22207 H: (703) 527-1317 E-Mail: carczar01@aol.com <b>Clubs: ARL</b></p> <p>Tiffany Grant 3879 Fairfax Square Fairfax, VA 22030 H: (571) 277-0434 E- Mail: majornutcase@verizon.net <b>Clubs: ABGC</b></p>
---	--	--

**THE OFFICIAL USER'S GUIDE FOR THE VYSA ONLINE TRAVEL REGISTRATION SYSTEM WILL BE AVAILABLE LATER FROM THE MAIN MENU DROP-DOWN BOX AFTER YOU LOG ON TO THE SYSTEM USING THE ID AND PASSWORD ISSUED TO YOU AFTER YOU REGISTER YOUR TEAM.**

All registration procedures will be online using the VYSA online registration system. The vendor is Youth Leagues USA (YLUSA).

The system is available in phases.

1. Phase 1 - Kidsafe/Risk Management Registration Application. Everyone except players must complete this application.
2. Phase 2 - Travel League Membership Registration Application – must be completed before Clubs can register.
3. Phase 3 - Club Membership Registration Application – must be completed before Teams can register.
4. Phase 4 will be the Travel Team Registration Application – must be completed before rosters and passes can be prepared.

This Manual is written for the Primary Team Contact or Manager who will

1. Complete the Travel Team Registration Application,
2. Receive the ID and Password to access the VYSA database, and
3. Manage the team database and produce passes and rosters.

This Manual is intended to help identify the information needed to produce passes and your initial rosters.

Section 1 – Overview of the Online Registration System

Section 2 – Detailed Information on Important Registration Topics

Section 3 – Summary Instructions

Please read Sections 1 and 2 and highlight any information you did not already know – even if you used the 2005-2006 online registration system.

## 2006-2007 ONLINE REGISTRATION

### SECTION 1 – OVERVIEW OF ONLINE REGISTRATION SYSTEM

1. You must be connected to the Internet to use the system.
2. You can use any computer that is connected to the Internet. No program files or data is stored on any computer you use. **HOWEVER, THIS SYSTEM DOES NOT SUPPORT MAC USERS. PLEASE DO NOT USE A MAC WHILE USING THIS SYSTEM.**
3. You do not need to save your work or submit your data to VYSA after your roster has been approved. Everything you enter is saved on the Youth Leagues USA (YLUSA) server as you enter it.
4. You will register your team by using the link to the Team Registration Module (<https://www.youthleaguesusa.com/vysa/2006/TravelTeam.html>) located on the VYSA website. When you register your team, you will be issued an ID and Password and have immediate access to the VYSA database (<https://www.youthleaguesusa.com/vysa/2006/Database.htm>) to
  - A. Begin assigning players, and assigning team officials and team aides to your team
  - B. Access the online VYSA Database Management Users Manual when available.
5. Your ID, Password and a link to the VYSA database will also be sent to your email address.
6. After you register your team *and exit*, you must use your ID and Password to work on your team in the VYSA database using the link above.
7. Once you are logged in with your ID and Password, you can
  - A. Enter and release players and correct their information,
  - B. Assign Team Officials and Team Aides in the VYSA database to your team,
  - C. Print passes, rosters and the Player/Team Status Form.
  - D. Manage the team database and
  - E. Access the online VYSA Database Management Users Manual, when available
8. All risk management applications must be completed before coaches, managers, and team aides can be placed on rosters.
9. The legal first and last name must be used for all players.
10. A computer-generated ID number will be issued to all players, team officials and team aides based on the legal first and last name and the date of birth. This ID number is carried forward each seasonal year by the system.

## 2006-2007 ONLINE REGISTRATION

### SECTION 2 – IMPORTANT REGISTRATION TOPICS

#### **PLAYER - ELIGIBILITY, INFORMATION, DOCUMENTS**

##### AGE

##### AGE GROUPS IN EFFECT FOR THE 2006-2007 SEASONAL YEAR

U19	Players born 8/1/87 and younger
U18	Players born 8/1/88 and younger
U17	Players born 8/1/89 and younger
U16	Players born 8/1/90 and younger
U15	Players born 8/1/91 and younger
U14	Players born 8/1/92 and younger
U13	Players born 8/1/93 and younger
U12	Players born 8/1/94 and younger
U11	Players born 8/1/95 and younger
U10	Players born 8/1/95 and younger

##### VERIFICATION OF DATE OF BIRTH

- The ONLY documents valid for verification of date of birth are:
  1. Birth Certificate – Government Certified Copy. NO PHOTOCOPIES. Please be alert for computer-generated color copies. The certificate must have the identifying raised seal from the issuing government authority OR the “credit card” issued by Virginia may also be used.
  2. Military Identification Card – DD Form 1173
  3. Board of Health Records with raised seal.
  4. Passport
  5. Alien Resident Identification Card – Green Card
  6. INS Certificate attesting to age
  7. USYS member pass from 2005-2006 (travel only; no house/recreation passes)
  8. Current driver’s license, learner’s permit or “walker” id (but must be surrendered so the registrar can confirm birth date)
  9. Certification of a US citizen born abroad issued by appropriate government agency
- **REGISTRATIONS WITH ANY OTHER DOCUMENTS WILL BE REJECTED.** (Examples: Baptismal Certificates, Hospital Certificates, School Records)

## 2006-2007 ONLINE REGISTRATION

### INTERNATIONAL CLEARANCE WAIVER /INTERNATIONAL CLEARANCE

- Be sure to ask **ALL players** if they ever lived outside the US. If a player has lived outside the US, a set of questions must be answered in the database. These players will receive special coding in the database and on the roster.
- Since the player's code carries forward in the database as long as the player remains in the US, it is very important to identify their status at the earliest possible age.

#### International Clearance Waiver (ICW)

- If a player has lived in another country and enters the United States after turning age 12 but before turning age 17, the player MAY be eligible for an International Clearance Waiver.
- The player must answer NO to the following questions to qualify for an International Clearance Waiver:
  - Are you 11 years of age or younger?
  - Are you 17 years of age or older?
  - Have you signed a contract with a professional team?
  - Have you received any money or other remuneration for playing soccer?
- The ICW must be completed and signed by the player and parent/guardian.
- The ICW must be submitted at the time the player is registered/rostered and may be signed and approved by the League Assigned Registrar.
- There is a \$10.00 fee – make check payable to USSF
- The ICW will be in effect as long as the player lives in the United States.

#### International Clearance

- If a player has lived in another country and enters the United States after turning age 12 but before turning age 17, and cannot answer "NO" to the questions above, an International Clearance is required and MUST be processed through USSF.
- If a player has lived in another country and enters the United States after turning age 17, an International Clearance is required and MUST be processed through USSF. This typically takes 30 or more days.
- The player may not participate in any activities with the club or team until the International Clearance is received from USSF.
- The registrar MUST receive the approved clearance paperwork before the player can be registered and/or rostered.
- The International Clearance is in effect as long as the player lives in the United States.
- It is the team official's responsibility to identify those players and secure the appropriate paperwork prior to registration. Do not enter these players in your team database without having the required paperwork.
- Database codes:
  - N = player has never lived outside the US
  - N/A = lived outside the US but no clearance or waiver required
  - IW = International Waiver required
  - IC = International Clearance er required
- Players who need the International Clearance are not permitted to practice or participate in any way with the team until they receive their clearance/waiver.

## 2006-2007 ONLINE REGISTRATION

### PREVIOUSLY ROSTERED PLAYERS

- If you are registering a player unknown to you, your team is responsible for verifying the eligibility of that player. Ask the player if she/he signed a player pass for any other team for the upcoming seasonal year.
- If the answer is yes, and the player has been placed on another 2006-2007 roster, the player is eligible to be on your initial roster only with approved release and transfer paperwork.

### NAME

The player's legal first name and last name (as found on the birth certificate) must be used.

- Do NOT use any nicknames or middle names in place of the legal first name.
- Do NOT use initials.

### ADDRESS

You must enter the street, city, state and zip code.

### EMAIL ADDRESS

You must enter one email address per child.

### PHOTO

- ONE (1) current, full-face, photo (photo booth, passport, school pictures)
- Trim to 1" x 1"
- Clear computer-generated pictures are acceptable
- Many clubs collect two pictures and hold the second for emergencies
- Pictures will be rejected if too large, too small, difficult to see, or inappropriate as determined by the Club Registrar or League Assigned Registrar.

### **TEAM OFFICIALS AND TEAM AIDES - ELIGIBILITY**

Team Officials and Team Aides

- Must complete the VYSA Risk Management/Kid Safe registration application
  - before they can be placed on a team roster,
  - before they appear in the drop down menu for you to assign them to your team (Contact your club if you are missing people you believe should be listed.)
- May serve in more than one role on a team and/or on other teams in the same or different clubs and/or leagues.
- Must have approved risk management status before you can submit your roster for approval. (Consult your club Risk Management Coordinator for details.)

### **PHOTO IF MEMBER PASS IS REQUIRED FOR TEAM OFFICIALS AND AIDES**

- ONE (1) current, full-face, photo (photo booth, passport, school pictures)
- Trim to 1" x 1"
- Clear computer-generated pictures are acceptable
- Many clubs collect two pictures and hold the second for emergencies
- Pictures will be rejected if too large, too small, difficult to see, or inappropriate as determined by the Club Registrar or League Assigned Registrar.

## 2006-2007 ONLINE REGISTRATION

### IDENTIFICATION NUMBER

- A system-generated ID number will automatically be entered for every player and every Risk Management registrant.
- The new ID number is based on the legal first and last name of the player and the date of birth: First six letters of last name, birth year, month, day (two digits each), last three letters of first name followed by the numeral 1.
- If there are fewer than six letters in the last name or three letters in the first name, # will be used for each missing letter.

#### **Examples:**

- Arnold Henderson born on 12/08/1954 - HENDER541208ARN1
- Jo Smith born 01/02/1939 – SMITH#390102JO#1
- In case of twins or triplets or other legitimate duplicate ID numbers, you will receive an error message and be asked to call Lisa Wilson at the State Office to verify that the player is not a duplicate registrant. The next appropriate numeral - 2, 3, etc. - will be used as the last digit.

### TEAM NAMES

The official club abbreviation (see below) will automatically be placed at the beginning of each team name and cannot be removed.

Reminder: The team name serves as a “brand name” for your club at tournaments, State Cup, and other events.

Please check with your club administrator for your team name format. The team name is printed on the Member Pass as it is entered in the team name field.

#### **Examples of Team Format by Club**

(Standardized format in italics)

*xxx = Waves, '89, Magic, etc.*

*PWSI Courage xxx*

*LMVS Patriots xxx*

*KIC Richmond Kickers xxx*

*RSK Richmond Strikers xxx*

*FASA Hotspurs*

### TEAM NUMBERS

First 3 spaces will be assigned a number when the league is selected from the drop-down box:

#### **The league number assigned by VYSA:**

**NCSL is 343**

**ODSL is 346**

**WAGS is 372**

Next 3 spaces will be assigned for the club abbreviation.

<b>Examples of Club Abbreviation</b>	<b>Club</b>
MCLN	McLean Soccer
ALEX	Alexandria Soccer
SYC	Springfield Youth Club
MCSA	Mid-County Soccer Association

## 2006-2007 ONLINE REGISTRATION

Next 2 spaces will be assigned a number based on age group is selected from the drop-down box.

Last digits of the birth year of the oldest eligible player: Example: U13 players are born 8/1/93 and younger. The U13 team would be assigned 93 in these spaces.

Next space will be assigned a letter when the team gender is selected:

Boys and Girls teams will be designated by a B or G.

Next space(s) will be assigned a letter which indicates the league you play in:

N- NCSL      OD- ODSL      W-WAGS.

Next you will be required to enter your team number issued by your league.

**NCSL will be 4 digits      ODSL will be 4 or 5 digits with a B or G at the end  
WAGS will be 4 digits**

### MEMBER PASSES

- Required for all players
- Required for Team Officials, coach, assistant coaches and team managers, and any Team Aide traveling with the team if participating in State Cup, tournaments outside the jurisdiction of VYSA, or other tournaments that require passes
- Signature must be identical to the name printed on the front of the pass
- Passes **MUST** be signed in **black ink ONLY**
- Passes are recommended to be laminated after passes are signed and stamped by the Assigned Registrar.

### ROSTERS

- The following rosters are prepared and printed using the Online Registration System:
  1. League and Tournament Roster (League Roster)
  2. State Cup Roster
  3. Game Day Roster
  4. Provisional Roster (League Play Only Roster)
  5. League Select Roster
  6. Other rosters
- There are separate rosters for League/Tournament play and for State Cup play.
- A new roster will be printed and approved after each roster change (added, released, transferred players; team official and team aide changes; address changes).
- The old roster will be turned into the Assigned Registrar; the new roster will be signed, bird-stamped and embossed to create a new, clean roster.
- League and State Cup Rosters can be approved as early as August 1. Rosters approved in August can be used only for USYS member events such as tournaments sanctioned for 2006-2007 seasonal year rosters and passes.
- Players who wish to change teams after the roster has been approved **MUST** request a release and will then be a transfer on the Player/Team Status Form even if the seasonal year has not started (September 1).

## 2006-2007 ONLINE REGISTRATION

### IMPORTANT DEADLINES

Please check with your Assigned Registrar about submitting your paperwork in time to be processed if your team is participating in any of the following events.

Fall State Cup Application Deadline  
August 18, 2006, at 4:00 pm for U15, 16, 17 & 18

Spring State Cup Application Deadline:  
March 16, 2007, at 4:00 pm for U12, 13 & 14  
( [www.vysa.com](http://www.vysa.com) for State Cup details)

### Other August Tournaments

Uniform freeze date for all State Cup teams

Fall Competition:

September 7, 2006, at 12:01 am

Spring Competition:

April 19, 2007, at 12:01 am

### LEAGUE AND TOURNAMENT ROSTER

The League and Tournament Roster is created automatically as you enter team information and players and assign team officials and team aides.

#### **Roster Front – Team Officials**

- The coach, assistant coach(es) and team manger information is printed on the front of the roster.
- Each team must have one coach or team manager
- Each team may have no more than one coach, two assistant coaches and one team manager

#### **Roster Front – Active Players**

- Roster Size

<u>LEAGUE</u>	<u>AGE GROUP</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>UNDER AGED PLAYERS</u>
NCSL	U9-U10	7	12	2
NCSL	U11	8	14	2
NCSL	U12-U16	11	18	N/A
NCSL	U17-U19	11	22	N/A

**2006-2007 ONLINE REGISTRATION**

<u>LEAGUE</u>	<u>AGE GROUP</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>UNDER AGED PLAYERS</u>
ODSL	U9-U10	7	12	MUST BE 8YRS OLD
ODSL	U11	7	14	40% OF TEAM MUST BE OF PROPER AGE
ODSL	U12-U16	7	18	40% OF TEAM MUST BE OF PROPER AGE
ODSL	U17-U19	7	22	N/A
WAGS	U9	7	12	NO player shall be registered who was born on or after August 1, 1999. All WAGS U-9 teams may have no more than two (2) under-aged players.
WAGS	U10	7	12	NO player shall be registered who was born on or after August 1, 1998. All WAGS U-10 teams may have no more than two (2) under-aged players
WAGS	U11	7	14	NO player shall be registered who was born on or after August 1, 1997. All WAGS U-11 teams must have a minimum of seven (7) players born August 1, 1995 through July 31, 1996.
WAGS	U12-U16	7	18	N/A
WAGS	U17-U19	7	22	N/A

*NOTE: Although a 22 man roster is permitted for U17-U19 teams, only 18 players may be present in uniform to play in league and tournament games. The required game day roster will include only those 18 players.*

- Only Active players will be printed on the front of the roster. The list will be in alphabetical order for both initial, added and transfer players. Released players will not appear on the front of the roster.

## 2006-2007 ONLINE REGISTRATION

- Jersey Numbers are required on the initial roster. Rosters must be re-issued if a jersey number is made during the season.

### **Roster Back – History of Added, Transferred and Released Players**

- Adds and Transfers – Player name, action date and previous USYS affiliation
- Releases – Player name, action date, previous team name and ID.
- Each new roster change must be initialed and dated by the registrar.

### **Roster Back – Other Team Aides**

- Roster can have up to eight (8) club-assigned team aides and up to seven (7) team-assigned aides.
- Club-assigned team aides
  - are assigned by the club to all the teams in one or more leagues league
  - include club-wide positions such as Director of Coaching, Trainer, etc.
  - print on the rosters of all teams to which they were assigned and cannot be edited or deleted at the team level
- Team-assigned team aides
  - are assigned by the Primary Team Contact while logged into the online team database
  - include team-specific positions such as additional assistant coach or manager, carpool coordinator, etc.
  - print on the roster of only the team to which they were assigned
- An individual may be both a club-assigned team aide and a team-assigned aide, i.e., the club Director of Coaching may also be the coach of a team. His/her name will then appear on both the front and back of the roster reflecting both roles with the team.

### STATE CUP ROSTER

The State Cup Roster is a separate roster from the League Roster and is created by assigning players, team officials and team aides from your League Roster to the State Cup Roster.

- State Cup rules are monitored by the online registration system as you prepare and maintain your League Roster.
- State Cup rules are available on the VYSA website under State Cup. Please check your online Audit Report frequently to assure your rosters in compliance with all rules.

### GAME DAY ROSTER

- A Game Day Roster must be submitted to the referee prior to the start of the match.
- The Game Day Roster will list only those players, including guest players, who will participate in the match.
- All Game Day Rosters U11-U19 shall have a minimum of 7 players and a maximum of 14 players for U11-U12 and a maximum of 18 players for U13-U19.
- A Game Day Roster for the home team, visiting team, and referee can be printed on a single sheet for each individual team from within the online database
  - These Game Day Rosters will list only those active players on the league roster.
  - Guest player information must be entered by hand and a line drawn through the names of any players not playing in the match.
  - Teams/Clubs are responsible for providing Game Day Rosters

## 2006-2007 ONLINE REGISTRATION

### Provisional Rosters

[Formerly known as League-Only Rosters]

- A league may allow provisional rosters.
- Rules and procedures governing provisional rosters are the responsibility of the league.
- As a convenience, provisional rosters are provided through the online registration system. Leagues may provide their own provisional rosters or amend or alter the online provisional roster after it is printed.
- Provisional Rosters MUST be approved by the league president

The roster MUST be clearly marked LEAGUE PLAY ONLY and NOT FOR TRAVEL, STATE CUP OR TOURNAMENT USE.

### AUDIT REPORT

The online system monitors League Rosters for compliance with USYS, VYSA and NCSL, ODSL & WAGS rules and State Cup Rosters (U12 and older) for compliance with State Cup rules and displays the results in the Audit Report.

- An up-to-date Audit Report is always available when you are logged onto the VYSA database with your team ID and Password.
- Check your Audit Report frequently – some errors may require additional paperwork to correct.
- Warnings may be OK – check with your League Assigned Registrar
- **Warning #4: Current Team Official risk management status (This is provided for informational purposes) Status for Warning #4:**  
**Warning:**  
**The following team official(s) do not have an approved risk management status: (This means the team officials have completed the KidSafe/Risk Management, but the club has not run their background checks. A team official can still be removed if the club deems necessary after reviewing the background checks)**
- **Rosters cannot be approved if there are ERRORS on the Audit Report.**

### PRINTING ROSTERS, PASSES AND OTHER FORMS

- All documents are printed from the online system using a web-page format.
- A pop-up screen gives printing instructions including margin settings
- Once you have determined the correct margin settings, copy them to use the next time you print.
- Rosters are printed on white paper in LANDSCAPE.
- Passes print in PORTRAIT. **Be sure to use the new passes issued beginning with the 2006-2007 season.**
- Printer settings may be saved from the last settings used depending on your browser.
- You can select the order in which you want the passes to print
- Passes can be printed in two formats:
  - Web-page
  - PDF – can be saved to file (Requires free Adobe Reader)
- IF PRINTING PRE-SIGNED PASSES, ALWAYS PRINT A SAMPLE PAGE OF PASSES TO BE SURE THE ALIGNMENT IS CORRECT.

## 2006-2007 ONLINE REGISTRATION

### SUBMITTING ROSTERS AND PASSES FOR APPROVAL

- Print and review the Audit Report to be sure there are no rule violations.
- Print and proof the roster; print back and front on one sheet; black and white, no color
- Confirm that the roster and passes are in agreement
- Prepare registration packet (check with your registrar; there may be additional copies needed)
  - Two Copies of Audit Report
  - Original and one (1) copy of roster, front and back, one sheet of paper, black and white, no color
- Primary Team Contact/Manager:
  - Click the Approve Team button to place the team in a “holding” status.
  - Submit the registration packet to the Club Rep.
- Club Rep:
  - Review packet
    - if errors, release “hold” and return to Primary Team Contact
    - if no errors, mark roster approved in system to place in a ‘holding” status and submit registration packet to League Assigned Registrar
- League Assigned Registrar
  - Review packet
    - if errors, release “hold” and return to team for correction
    - if no errors, mark roster approved in system and return processed roster and passes to Club rep to return to team

## 2006-2007 ONLINE REGISTRATION

### SECTION 3 – SUMMARY INSTRUCTIONS

- A) Click on link to the Team Registration Module located on the VYSA website.
- B) Select club from drop-down list and click “Online Travel Team Registration Form”

#### **TEAM REGISTRATION**

- A) Section I. General Information  
Complete Information – Check with your club for instructions on team name format.
- B) Section II. Primary Team Contact
  - a) Primary Team Contact receives ID and Password to manage team registration and database.
  - b) No need to enter email address if submitted with KidSafe registration.
  - c) If name is not in drop-down box, contact League Registrar
  - d) If you are managing more than one team, enter yourself as Primary Team Contact for each team
- C) Section III. Team Official Information
  - a) Select Coach, Team Manager, and up to two Assistant Coaches from drop-down box
  - b) If name is not in drop-down box, contact League Registrar
  - c) Must have either a Coach or Team Manager to proceed
  - d) Submit Travel Team Information
- D) Congratulations. You have registered your team.
- E) Print page with ID and Password and click button to continue.
- F) Main Menu. VYSA Database Management  
From drop-down box select
  - a) Users Guide to learn how the Database Management system works
  - b) Mass Email (not operational at this time) or
  - c) Access Team Management to continue working on your team.
- G) Team Main Page. Select Data Type in upper left-hand corner to for Players, Team Officials or Team Aides.
- H) Select Data Type, Team. Click on “Enter Last Part of Team ID” to complete your team number.  
**NCSL will be 4 digits ODSL will be 4 or 5 digits with a B or G at the end**  
**WAGS will be 4 digits**

#### **PLAYER REGISTRATION – See separate Manual for Registering Returning Players.**

- A) Select Data Type, Player. Click on “Add New Player.”
- B) Section 1. Player Information
  - a) Must use player legal first and last name
  - b) Has this player been rostered to a team in another USYS organization in the 2006/2007 soccer year? Answer “no” if player is registered to a US Club Soccer team.

## 2006-2007 ONLINE REGISTRATION

- C) Section 2. Parent/Guardian Information (not required)
- D) Section 3. Communication Information
  - a) Must enter email address

### TEAM OFFICIALS

- A) Select Data Type: Team Officials. Select a Team Official by clicking in the circle beside the name.
- B) Use buttons on the bottom half of the right side to select various tasks and functions.
- C) Reminder: Each roster must have either a coach or a manager; each roster can have no more than one coach, one manager and two assistant coaches as Team Officials.

### TEAM AIDES

- A) Select Data Type: Team Aides. Team Aides listed with no circle in the "Select to Delete Column" are club-assigned and can be deleted only by a person with an authorized club-level ID and Password.
- B) Use buttons on the bottom half of the right side to select various tasks and functions.
- C) REMINDER: Check the Audit Report regularly to monitor the integrity of your League and State Cup roster, if applicable.

### THINGS TO KNOW/REMEMBER

- D) Do not click the "Submit" button until you are sure your roster is correct. You cannot correct any errors unless the data is "released" by the Club Rep or League Assigned Registrar.
- E) When printing, write down the margin settings you identify to print your roster and passes. Remember to select LANDSCAPE for rosters and PORTRAIT for passes. If passes have already been signed, always run a test sheet first to be sure alignment is correct. DO NOT PRINT IN COLOR. USE NEW BLANK PASSES ISSUED FOR 2006-2007.
- F) Navigation Tips:
  - a) Always use buttons at the bottom of the page. Do not use Back button of browser.
  - b) To exit system, click on Main Menu, then Log Out.
- G) To log on and access the Main Menu:
  - a) Type the URL for the Youth League USA website into the address box of your browser.
  - b) Enter User ID and Password and Click "Submit Information."

## 2006-2007 ONLINE REGISTRATION

### CHECK LIST – INITIAL REGISTRATION

- \_\_\_\_\_ 1. Two copies of Audit Report.
- \_\_\_\_\_ 2. League Roster: Original and (1) copy of roster (front and back on same sheet; BLACK AND WHITE, NO COLOR)
- \_\_\_\_\_ 3. Date of birth verified for each player.
- \_\_\_\_\_ 4. Players LEGAL Name is the same on roster and front of Member Pass/Membership Card
- \_\_\_\_\_ 5. Signature agrees with name on front of Member Pass and on roster and signed in BLACK INK
- \_\_\_\_\_ 6. Picture properly sized and glued to upper left-hand corner of the Member Pass
- \_\_\_\_\_ 7. No corrections or correction fluid on Member Pass
- \_\_\_\_\_ 8. No corrections or correction fluid on roster
- \_\_\_\_\_ 9. Member Passes in alphabetical order and clipped to birth date verification documents – **Be sure to use new passes issued for 2006-2007.**
- \_\_\_\_\_ 10. International Clearance/International Clearance Waiver paperwork (if applicable)
- \_\_\_\_\_ 11. Team Number is correct on Roster and Player Passes
- \_\_\_\_\_ 12. State Cup Roster, if applicable: Original & (1) copy of roster (front and back on same sheet; BLACK AND WHITE; NO COLOR)
- \_\_\_\_\_ 13. 4 copies of Permission to play across state lines if player does not live in VA. (If a MD player include a check for \$12.00 payable to MSYSA)
- \_\_\_\_\_ 14. Code of Conduct – signed by players and parents for ODSL TEAMS
- \_\_\_\_\_ 15. Rosters, Member Passes/Membership Cards and birth date verification in large envelope with club, team age group printed on front (provided by league)



**2006-2007 ONLINE REGISTRATION**

**PLAYER TRANSFER: (A Player transferring onto your team.  
Can be processed anytime during the season)**

- 
1. Go into database and transfer the player(s) onto your team and then print 2 NEW rosters. Showing the transfer(s) on the back of the roster.

---

  2. Original and two (2) copies of completed Player/Team Status Form (Completing sections 1, 2 & 4 - You may use the same Player Team Status form the player was released on)

---

  3. Player pass from previous team.

---

  4. New Player pass

---

  5. Two (2) signed and dated Audit reports.

---

  6. All paperwork in large envelope with Team Name, Club, Age Group, Contact person, Phone #, e-mail.

---