

OYSAN STATE LEAGUE



Guidelines for Registration - Spring 2009

Please refer all questions regarding registration or the SL e-reg system to SL Registrar.

All players and coaches will be registered on-line through OYSAN's State League e-Registration program.

NEW THIS SPRING SEASON

We are having a ONE-Day Registration this season. Clubs will be selected to send at least two people to volunteer on March 29, 2009. \$20 per volunteer credit will be awarded to these clubs for spring 2009 registration. A no-show will not receive credit to the club. Once Team Declarations close, more information will be sent out in regards to times for registration.

PLAYER REGISTRATION FEES

\$15.00 per player/coach registered

\$20.00 per player/coach registered on-line after March 30th

Registration is closed as of April 30th for the 2009 spring season.

PLEASE NOTE.... there are two parts to completing your registration.

Registering your players/coaches on-line

Processing and Approval of your Registration and Roster by the SL Registrar

You should register your players on their age appropriate team so that their pass will reflect their correct age group. Players registered with your club can "play up" in SL games. "Playing up" is defined as playing in a division higher than the team the player is registered to and in an age group equal to or older than the players official team.

No Guest Players (defined as players not registered in the SL and to your club) are permitted to participate in any SL game. All participants must be registered through the SL and have a current SL pass.

All teams must be registered through the State League Registrar prior to participating in any game and having stamped rosters and passes.

GAME FORMAT & ROSTER SIZE (REGISTRATION) REQUIREMENTS

| Age Group | Format | Minimum | Maximum |
|-----------|---------|---------|---------|
| U9 / U10 | 6 v 6 | 6 | 12 |
| U11 / U12 | 8 v 8 | 8 | 14 |
| U13 – U15 | 11 v 11 | 11 | 18 |
| U16 – U19 | 11 v 11 | 11 | 22 |

Each roster printed must meet the Minimum Roster size. The minimum roster size is the number of players common to both your league roster and your State Cup roster.

If you need to register more players than the maximum permitted (above) in an age group, you need to declare two teams, an A and B team.

There must be at least one coach on each roster. The coach **MUST** be risk management approved.

No more than the maximum above can be registered on a team

STEP 1 – Registering your Players/Coaches On-Line

- Only new players need be entered into the system, although returning players will need to be paid for by each club/team before registration is considered complete.
- Coaches must be registered for each team they play one. (RE: 3 teams=3 registrations, 3 passes and 3 payments.)
- Players registered this seasonal year that leave are to be dropped and the proper paperwork turned into the SL Registrar. **DO NOT DELETE.**

STEP 2 – Printing your Roster and Passes

- Print your roster and verify player information is correct.
- Sign your roster.
- Using the USYS Member Pass Stock, print off your passes
- Contact SL Registrar if you need additional pass stock
- Attach the coach or player's COLOR photo to their pass
- Passes must be signed by each player and/or coach.
- Passes will only be good for the 2008-2009 seasonal year.
- \$10 will be charged for a replacement passes

STEP 3 – Submitting your Registration to Registrar

The following needs to be submitted to Registrar:

- Signed Roster
- Player Membership Form for each player which must be signed by parent or guardian and is available at-<http://www.oysan.org/PlayerRegistrationForm.pdf>
- Proof of Age for each player (see below)
- Passes for each player and coach. Signed and color photo attached.
- Coaches Registration Form which is available at: <http://www.oysan.org/Forms>
- Proof of Risk management

IF MAILING IN REGISTRATION:

FOR THE INITIAL TEAM REGISTRATIONS ALLOW (5) DAYS FOR YOUR REGISTRATION TO BE PROCESSED BY REGISTRAR.

For subsequent late player additions allow three (3) days for processing

IMPORTANT: All Coaches must complete the 2008-2009 Risk Management Form at <http://www.oysan.org/KidSafe.html>

- This must be done prior to submitting the team for player registration by the SL registrar.
- The confirmation page for each coach must accompany the team packet or when a coach/manager is being added to an existing team.

PROOF OF AGE -acceptable proof of age are as follows:

- An approved State League pass from Spring 2008
- Copy of Certified Birth Certificate
- DD Form 1173
- Board of Health Record
- Passport
- Current Driver's license
- Alien Registration Card issued by the US Government
- Certificate issued by the INS attesting to age
- Certification of an American Citizen Born Abroad issued by the appropriate government agency

NOT ACCEPTABLE PROOF OF AGE:

- Hospital Certificates
- Baptismal or religious Certificates

Once your Initial Roster has been processed, changes can be made to your roster.

Adding player(s)/coach to your roster:

- Register player(s) on-line through e-reg system
- Print and sign new/updated roster.
- Submit the following to the registrar

- Player Membership Form for each added player
- Proof of Birth (see above) for each added player
- Completed player pass for each added player or coach
- Risk Management confirmation page for coaches

Releasing a player from your roster:

- Drop the player being released in the e-reg system
- Print and Sign a new/updated roster without the released player on it.
- Obtain a completed, signed Player Release Form (www.oysan.org/forms)
- Submit Roster, Form and player pass to Registrar.

Receiving a Transferred Player:

- A Transferred player is a player that was previously on another OYSAN team during the 2008-2009 Seasonal Year.
- See “Adding players to your roster” (above)
- A completed Player Status Form, signed by both clubs

Players may only be registered to **one** team/club in the SL.

Players cannot guest play from one club to another in the SL even if they are a registered player in the SL.

OUT OF STATE PLAYERS

Players must first register with their home state association and request out of state permission to play from both state associations. Please include appropriate forms with registration. Out of State Permission to Play Form is available at www.oysan.org.

MEDICAL RELEASE

The Medical Release should be completed and a notarized copy should be on file for every player. All teams that travel outside of OYSAN must have a notarized medical release. These are NOT to be turned in with your registration paperwork.

OYSAN PLAYER RELEASE/TRANSFER FORMS

Form must be properly completed and submitted for player releases or additions of transferred (players previously registered to another team) players to your team roster. A player cannot be removed from your roster (either club or official league roster) without the signed player release.

It is the responsibility to the team to insure that any new team players that were previously registered to another team provide the appropriate signed release and transfer form to the State Office with registrations

MIDWEST REGIONAL LEAGUE (MRL) TEAMS

Teams competing in the MRL must satisfy eligibility requirements for the US Youth Soccer National championship Series (State Cup). Teams must comply with the rostering rules. Your Midwest League roster should mirror your State League roster. Remember, all changes go back to the very first time a player's name appears on an official roster.

SUBMITTING YOUR REGISTRATION

(ONLY IF UNABLE TO ATTEND REGISTRATION DAY)

- Drop Off and Pick Up your registration at the Registrar's office (below)
- Mail to the State League Registrar (below) and include a SASE for return.
- If mailing by any “overnight” service, please waive any required signature.
- If you need your registration sent back, please include the proper return envelope along with correct postage. **If postage is not included, paperwork will not be sent.**

OYSAN State League Registrar

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CHECKLIST FOR SUBMITTING YOUR REGISTRATION

To be SUBMITTED TO REGISTRAR for approval

- ROSTER, Signed
- OYSAN COACHES/VOLUNTEER REGISTRATION FORM for each coach/mgr on roster
- OYSAN Player Membership Form for each player
- Signed by parent or legal guardian
- PROOF OF BIRTH for every player
- PASSES for each player and coach/mgr listed on roster
- Color photo attached
- Signed by player or coach
- Risk Management confirmation page completed for each coach
- Proof of coaching license (if applicable)

To be completed but **NOT** Submitted to Registrar:

- Medical Release Form signed and notarized for each player.

REGISTRATION NOT COMPLETE WHEN TURNED IN WILL BE RETURNED

WALK UPS WILL NOT BE ENTERTAINED