

## OYSAN State League Team Affiliation and Registration Process

**Step One-Declaring your Teams: Declarations with the Scheduling System through the following link:** <http://skit.site.infoquest.com/OYSAN/HomepageOYSAN.aspx>

**Step Two-Affiliations with LeagueOne (ALL close Saturday, February 25, 2012)**

### All Teams

Once you have declared your teams within the scheduling system, you need to **Affiliate** the teams in LeagueOne, ONLY New Teams. With the scheduling system, refer to the attached document which was also provided in Tom Pickett's email.

With LeagueOne: If you have not been given a user ID, you need to contact me. When Affiliating your team in LeagueOne, make sure you affiliate the Team in the correct Division-CC-SL-D1, CC-SL-D2. **Do not** mark the team as Competitive or Premier in the Division drop down.

**Returning Teams from Fall Season DO NOT need to affiliate for Spring in the LeagueOne system**  
**Returning Teams from Fall DO need to pay \$100 per team returning.**

Once you have completed your Declarations and paid your Affiliation fees, \$100 per team, unless there are changes to your roster, there is no further registration required. You do however need to let me know that your teams are returning for the Spring. Please send me an email with the list of Fall teams returning, including the team ID number. Changes will not be approved until the Affiliation fees have been paid.

**New Clubs:** If you're a new club that is not listed under Non-Affiliates in LeagueOne, please email me at [btelmanik@ohionorthsoccer.org](mailto:btelmanik@ohionorthsoccer.org), indicate the complete name of the new club, the name of the club registrar, the club registrars contact information with email address; I will then email the new registrar their LeagueOne User ID and password. We request only (1) registrar per club for each league.

Once you have your user ID, I will email you your Assn code, which is part of the team ID. Example-assn-code-123=Team ID 12312B. This assn code (123) needs to be used for all teams that you declare.

**Affiliations will not be approved until payment is received**

Once your Team affiliation has been entered into LeagueOne and payment has been received, your Affiliation will be approved and you can then begin adding your players/coaches to the team.

**NO registration will be completed without Full payment**

A State League Payment Form is posted online, along with all updated forms, they are also attached for your convenience. **DO NOT** use the Fee Transmittal Form for payment. Please be sure to use the correct Game Report, it reflects the correct payments for referees.

### Before registering for Spring in LeagueOne:

1. Set the Default Season to Spring:
  - Select "Maintain Club Information" from the "Club" menu.
  - Set the season to Spring in the "Default Season" field.
  - Press the Update button to save changes.

### Basic Steps to Register Your Players/Coaches for the Spring Season:

1. Before creating a new record for a player, first attempt to locate the player in the LeagueOne database; the only way to search outside of your club or league is to locate player by the twelve-digit player ID. (First letter of first name, first letter of last name, players' birth month, date and year, mothers birth month and date-example bt0321600124). Do not duplicate records; check for siblings as this will save time on data entry. All this information is asked for on the NEW player/coach registration form.
  - The last four digits of the player ID must be the mother's month and day of birth; if this date can not be obtained, use the #9 and the last three digits of the home phone. For twins with same

first and last name; advance the mother's day of birth by one day; same with last digit of phone number.

If you have not completed the information in LeagueOne correctly, I will not approve the team and you will need to start the registration process over again.

**Risk Management:** Every coach must have a current Risk Management Disclosure form on file with OYSAN; registrars must associate the disclosure form with the coach record in LeagueOne. Coaches without Risk Management approval cannot coach and cannot be associated with the team in LeagueOne.

**Reminder: We will be doing a One-Day Registration:**

**Saturday, March 24, 2012, (9:00am – 5:00pm)**

**Clubs are notified of time slot closer to the registration day. VOLUNTEERS ARE NEEDED**

If you are unable to make this day, your paperwork will need to be turned in on or before **Tuesday, March 20, 2012**, otherwise your paperwork will be considered late and late fees will be applied. Late fees consist of \$17.50 player, \$30 coach registration fee **PLUS** a \$30 per player/coach late fee.

**Registration will not be complete without copies of the following:**

1. Player/coach registration form
2. A copy of the players birth certificate or pass from last season (ONLY passes from State League will be accepted) **DO NOT SEND IN A HOSPITAL CERTIFICATE!!**  
(For returning players-a copy of the birth certificate is NOT needed)
3. Signed player passes with the players signature and picture attached
4. Roster
5. Copy of coaches coaching license
6. If mailing in registration-Return envelope, address and postage needs to be with the packet.
7. Payment

**NO WALK UPS WILL BE ENTERTAINED  
IF PAPERWORK IS NOT COMPLETE YOU WILL BE CHARGED THE LATE FEE FOR THE  
PLAYER/COACH AND YOUR PAPERWORK WILL NOT BE PROCESSED  
IF YOU CANNOT STAY FOR REGISTRATION YOU WILL NEED TO PROVIDE POSTAGE**

**Other Information:**

- ❖ **Certificate of Liability Insurance for Fields:** One of the OYSAN membership requirements is for clubs/leagues to file the online Request for Insurance Certificate for each field used by your club for practices and games. Please do not submit multiple forms for the same club using the same fields. Form will be emailed to the individual requesting the form. To request form go to [www.oysan.org](http://www.oysan.org) > Programs on the Menu > Insurance on the fly out menu. This must be done once each seasonal year.
- ❖ **NEW – Event Roster:** LeagueOne now supports a new type of team call an “Event Team” allowing clubs/leagues to create a new team of players and coaches for an event. Allows players and coaches to be drawn to Event Roster (tournament roster) from teams in the same club only. Primary purpose is for printing tournament rosters; no additional fee or approval from league or OYSAN. See <http://www.oysan.org/Assets/Event+Roster.pdf>

Any Questions or concerns please contact Bernie Telmanik, [btelmanik@ohionorthsoccer.org](mailto:btelmanik@ohionorthsoccer.org).

Sincerely,  
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OYSAN  
Administrative Assistant  
State League Registrar  
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