

Date: June 30, 2010
To: League Presidents and League Registrars (not sent to club/non-affiliate registrars)
From: OYSAN State Office
Re: Fall 2010 League Registration Deadlines

This document will contain important information for the Fall 2010 *League* Registration; this will *not* be sent to non-affiliate club registrars. Competitive, Premier and RecPlus leagues will be able to cut and copy the information that will pertain to their member club registrars.

Important Dates:

July 1st, 2010 – LeagueOne Session Date (Seasonal Year) will be Updated to 2010-2011

- Confirm that registration is being done under **Fall** season (see Club, select Maintain Club Information from the drop down and select *Fall* as the *Default Season*. Update league or club default information accordingly and save updates.

August 2, 2010 at 4:00 PM – Affiliation Fee, Goal Safety Policy and Updated Constitution/Bylaws Due

- League Affiliation Membership form along with \$75.00 annual League Affiliation fee is due
- Associate Members (those clubs that have officially affiliated with OYSAN but do not register players directly with OYSAN but through other member leagues): League Association Membership form along with \$150.00 annual Associate Membership fee is due
- Goal Safety Policy Due: if policy is already on file with OYSAN, please send an email to pmenick@ohionorthsoccer.org certifying the league Goal Safety Policy is current, it is enforced by the league and that it will be provided to all member clubs and coaches.
- League Constitution/Bylaw revisions must be submitted to OYSAN; same email as above.

Registration data should be submitted to OYSAN before teams begin to practice or play games for the Fall 2010 season. Leagues can begin to register at this time (see below); however, membership benefits (insurance) are not in effect for the Fall season until August 1, 2010 – not before this date.

September 1, 2010 at 4:00 PM – Fall 2010 Registration Deadline

- Fall 2010 registration fees and registration data due to OYSAN. A Fee Transmittal Form must be completed and submitted with all fees. Indicate fee amount and, if applicable, the total number of registrations being submitted for players and coaches. If submitting Estimated Fees, a final Fee Transmittal form with the exact number of players and coaches for the Fall season is required. Refund requests must be submitted on a Fee Transmittal Form. Any leagues not submitting fees by the September 1st deadline are subject to the \$5.00 per member late fee.
- Leagues unable to submit completed registration by the deadline are given the option of submitting estimated fees (based on 80% of the registration fees submitted to OYSAN for the Fall 2009 season) along with all membership registration data. Estimated fees will be available soon and posted on our Registration Page.
- Submission of estimated fees and membership data by September 1st will provide your league with an extension to October 1st to submit final registrations.
- Fees: Recreational: \$ 8.50 Player/Staff (Coach, Assistant Coach or Team Manager)
 RecPlus: \$ 8.50 Player/Staff
 Competitive: \$10.75 Player/Staff
 Premier: \$11.75 Player/Staff

October 1, 2010 at 4:00 PM – Final Fall 2010 Registration Deadline

- Final registration fees and all registration data to be submitted to OYSAN.
- All registrations received after October 1, 2010 will be subject to the \$5.00 per member late registration fee.

Login to LeagueOne:

To access LeagueOne, go to www.oysan.org; once on the OYSAN Home Page, you may login by clicking directly on the LeagueOne logo or by clicking Registration on the Menu. This will take you to the Registration Page where you will find the appropriate login link to Production and Training. All registration is to be done in Production as this is the *live database*.

Here are the links:

- Production: <https://onlinereg.leagueone.com/admin/gnL1Logon.aspx?ParentOrgId=48>
- Training: <http://training.leagueone.com/admin> (select Ohio Youth Soccer Association North)

New *League* Registrars: provide name & contact information including email address, daytime phone with league name and email to pmenick@ohionorthsoccer.org. Update LeagueOne with changes to registrar contact information.

New *Club* Registrar (non-affiliate registrar): League is to submit listing of new club registrars including the name of the club, name of the club registrar, address, daytime phone and correct email address to pmenick@ohioyouthsoccer.org. Reminder: Limit of two registrars per club; provide names of any registrars that need to be removed.

League Board of Directors Must be Entered into LeagueOne

To provide D&O coverage for your current Board of Directors, board members must be entered (with contact information) in LeagueOne (not for clubs that are members of your leagues). Provide BOD members with the job of League Board (not Club Board) and indicate position on Board in the spot listed as Occupation. All BOD members must have a current Risk Management form on file with OYSAN. Bonding insurance is not provided through affiliation; however, OYSAN can provide information if requested.

Registration Guidelines for Fall 2010

Player ID's to Include Mother's Month and Day of Birth

OYSAN requires that all leagues collect the mother's month and day of birth on their registration forms and correct existing player ID's to include this information; this is done by either the league registrar or club registrar at the time of *actual player registration* in LeagueOne. Note: if player ID's have not been corrected, do *not* use Team Builder with Prior Team tools as you can *not* manually update the player ID *once you have registered the player for the new seasonal year*.

All Recreational or RecPlus Leagues: Select correct division; you must first make the decision if your teams will be Recreational-Seasonal or RecPlus-Seasonal (*all* players will need to be re-registered for the Spring season and all new teams will need to be formed in the Spring) or Recreational or RecPlus (which means annual or same roster for the fall and spring season). NOTE: If incorrect division is selected, please contact office before approving teams as we can then change the division.

Dual Registration: A player can only be registered on two teams in OYSAN; this is inclusive of registration on recreational teams.

Player Primary and Secondary Registration:

We hope all leagues and clubs will be collecting this information from the player membership form and entered accordingly. *Parents* should indicate Primary Registration when registering for a team that will play in State Cup.

Roster Approval Rules: OYSAN will continue to enforce the rule allowing a player to play up no more than two years for all competitive and premier teams. OYSAN will permit recreational leagues to allow players to play up more than two years when the league/club does not have an appropriate aged team to roster the player. The largest award against our insurance provider has been when an older player has injured a younger player. Your league needs to be conscious of the fact of increased risk of exposure to your league and to OYSAN when approving players to play up more than two years. The high school aged teams should also be cognizant of this rule and not allow anyone younger than U13 to play up without specific league Board approval.

Player Release: OYSAN requires a completed Player Team Status Form be submitted to the league for all players requesting to be released or dropped from a Competitive, Premier or State League team. Player pass to be sent to league with completed form. No charge for player release. *Players dropped in LeagueOne can not be re-registered without assistance from State Office.*

Transferring Players: Competitive and premier teams must provide the completed Player Team Status Form to the league when a player is being transferred to a new team within the same seasonal year. League will be charged a registration fee for every player on the roster.

Maximum Roster Size: OYSAN mandated roster sizes should be used; however, OYSAN will allow Recreational/RecPlus leagues to increase the roster limits if the league/club does not have any other team options available for the additional players and if these teams have no interest in playing State Cup or Tournaments. We hope, however, that the OYSAN approved roster sizes will be used to provide ample playing opportunities for your recreational players. (Limit of 2)

Roster Limits/Playing Formats: Please note the Rules & Regulations Policy will be corrected as listed below:

Rule 3.5: Roster Limit

No roster may exceed the maximum roster limit for the specific age levels. See chart below:

Playing Format	Age Level	Roster Maximum	Roster Minimum
3v3	U5-U6	8 (5 recommended)	4 (Play day format recommended)
4v4	U7-U8	10 (6 recommended)	5 (Play day format recommended)
6v6	U9-U10	12 (10 recommended)	6
8v8	U11-U12	14	7
11v11	U13-U15	18	9
11v11	U16-U19	22*	11

- The game roster for U13-U19 shall have a maximum of eighteen (18) players and a minimum of seven (7) players.

Academy Teams

Academy teams can be formed up through the **U10** age group. There will not be a limit on the roster size; however, the OYSAN/LeagueOne team approval rules will require you to register one coach for every twelve (12) players on the team. Please be aware of the registration rules of players not playing up more than two years when forming the Academy Teams. Academy teams requiring a tournament roster are able to use the Event Roster selection in LeagueOne.

Registering Coaches (Staff)

Register all those coaches and assistant coaches that have contact with the team; all coaches must have approved Risk Management conformation; this is achieved by assigning the Risk Management form to the coaches staff record in LeagueOne. If unable to assign, coach does not have Risk Management approval. See guidelines on how to Assign Risk Management to Coaches. Fees will be charged for every coach (staff member) on every roster.

Event Rosters (Event Team)

An “event team” is a set of players and coaches for an event (or longer). System allows players and coaches to be included from many teams within the same club. Primary purpose is for printing rosters for events such as tournaments. Players must come from same club; players must have an Active Status on their club team. See Event Roster on the Registration Page for complete details.

Prior Team Tools – Shortcut to Team Registration (see page 56 in LeagueOne User Guide)

IMPORTANT: Please do not use the Prior Team Tools to register your players to a team if you have not updated the player ID; Prior Team Tool registers players and does not provide a means to update the ID. It is imperative that we correct the Player ID to include the mother's month and day of birth (in this order month/day) on all players. Provide the information on Team Builder and Prior teams to the non-affiliate registrars.

If a league is having difficulty meeting the established deadlines this is not a problem; please send me an email with a date that registration data can be expected.

Much information is included in this document. Please review and contact me with any questions. I will soon post a registration checklist to aide with the registration procedure.

Thank you in advance for taking the job of registrar for your league. Please do not hesitate to contact the office with questions; working in LeagueOne only twice a year makes it difficult to remember all procedures – we are ready to assist.

Sincerely,

Pam Menick
State Registrar
Ohio Youth Soccer Association North
Tel.: 330-659-0989, Ext. 223
Fax: 330-659-0993
pmenick@ohionorthsoccer.org
www.oysan.org