

**Ohio Youth Soccer Association North**  
**3554 Brecksville Road, Suite 100, Richfield, OH 44286**  
**Tel.: 330-659-0989 Fax: 330-659-0993**  
**Website: www.oysan.org**

#### **SPRING 2010 REGISTRATION GUIDELINES ASSISTING CLUBS THAT AFFILIATE WITH LEAGUES**

Clubs will follow the registration procedures and deadlines provided by the league in which their teams play; use this information as an additional reference.

#### **Change the Default Season to Spring before Beginning Spring Registration**

- 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.

#### **Unassigned Players (Players registered for the Fall 2009-2010 season but not assigned to a team) - All Registered Players Must be Assigned to a Team and the Team Must Have Approved Status in LeagueOne.**

- To locate unassigned players: Hover over Team > Team Builder > Season: Fall > Action: Summary and click Go
- Review unassigned column; if unassigned players are indicated, click on Manual Assign at far right to locate unassigned player name. Player can not be accessed from this page; search for player through Player > Maintain Player Information > enter name > Find.
- Once player is found, on player's Person Maintenance Page, scroll down to Registration History; locate the registration season that does not show a team name and ID. Click directly on this season which opens a Maintain Registration Page and **delete the registration ONLY IF PLAYER WAS ENTERED IN ERROR.**
- NOTE: Unassigned players registered in the Fall must be deleted and registered again under Spring if they will be playing in the Spring 2009-2010 season.
- Complete directions can be found on page 27 of the User Guide (Team Assignment Summary).
- Perform same check for unassigned players after registering for spring 2010.

NEVER unassign and delete a player or coach from a team roster if they participated in any event or activity with the league/team/club. The only time you will delete a player or coach is when the entry was made in error. Assign all players and coaches to teams and approve teams.

#### **NEW: Recreational-Seasonal and RecPlus-Seasonal Teams:**

- Seasonal Teams registered under either Seasonal class will need to create all new teams for the spring season; all players will need to be registered for spring and assigned to teams; RecPlus-Seasonal teams will need to affiliate with the league. See Page 5 of Spring Registration Refresher for assistance.
- Use Prior Team tools (see Page 56 of User Guide) for quick registration by hovering over Team > Team Builder > Select Division > Select Spring > Create Team; choose Prior Team. As the OYSAN registration goal is to correct the twelve digit player ID to display the last four digits as the mother's month and day of birth, the Prior Team Tool can not be used if you need to update/correct the player ID. Leagues will assist in rejecting roster approvals for teams that have registered new players for spring without correcting the player ID.

#### **Annual Teams:**

- Annual Teams exist for the entire year so you will not recreate the teams and re-register players; only new players/coaches will need to be registered and assigned for the spring season.
- Leagues (Recreational or RecPlus) choosing to register all league members for the spring season (see Page 6 of Spring Registration Refresher); fees will be due for new players and coaches only.

**Teams Moving to New League for Spring Season:** Create team and register players and coaches in new league; register players as Secondary.

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

Note: the LeagueOne Spring Registration Refresher is a generic document provided by LeagueOne. Some of the examples do not apply as to how registration is conducted in OYSAN.

1. Register members for the Spring season; only new spring players and coaches are to be registered at this time (annual teams). (See Player Registration on Page 7 of the LeagueOne Spring Registration Refresher).
2. Before creating a new record for a new spring 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. Do not duplicate records; check for siblings as this will save time on data entry. Player ID Format: first letter of first name; first letter of last name, player birthday (mm/dd/yy) and mom's month & day of birth (mm/dd).
  - The last four digits of the player ID must be the mother's month and day of birth; if this date is impossible to obtain, use the #9 and the last three digits of the **home phone**. For twins with same first and last initials and birthdates; advance the mother's day of birth by one day; same with last digit of phone number.
3. When registering a player that is already registered for this seasonal year; register as Secondary Player; maximum of two registrations with OYSAN per seasonal year.
4. All coaches, assistant coaches, team managers and team officials must be registered with the team (Staff) and have submitted the online Risk Management Form; disclosure form must be assigned to coach in LeagueOne). Before registering a new coach, try to first locate coach staff record in LeagueOne (choose All Staff All Orgs). **Coaches without Risk Management approval can not coach.**

5. Keep your club database to minimum with duplicate registrations; see Family Maintenance Guide found in LeagueOne Help or <https://onlinereg.leagueone.com/Admin/help/FamilyMaintGuide.doc>
6. All annual teams in LeagueOne will appear exactly the same as they did in the Fall.
7. Determine which modifications that you would like to make to the teams (drops and transfers). (See Team Maintenance on Page 11, Roster Notes on Page 12 and Reporting on Page 14 for tools to manage this process).
8. All registrars can use the drop feature to remove a player from active roster: all competitive/premier player releases must be accompanied by a player and parent signed Player/Team Status Form (submit pass to league).
9. All intra-league player transfers must be done by the league registrar and must be accompanied by the Player/Team Status Form & pass.
10. All inter-league transfers must be done by the State Office. The Player/Team Status Form must first be sent to State Office for approval.

#### **Family Maintenance: Merging Duplicate Records in Club Database**

Duplicate records can be found by through the following two reports:

Duplicate Player Report

Duplicate Staff Report

- Review the attached Family Maintenance Guide to merge duplicate records
- There are three conditions that must require a Merge Override from the State Office:
  1. Player has different genders;
  2. Different ages;
  3. Both registered as primary or secondary in the same year.

Anytime an override is required, request must come from the league registrar.

We will continue to count on our clubs to assist with getting all player ID's corrected to include the mother's month and day of birth at the time of registration. Clubs are unable to use Prior Team Tools if the player ID has not been corrected.

#### **OYSAN Forms & Procedures (including Releases and Transfers):**

- All competitive and premier clubs that have teams participating in the OYSAN State Cup must have the team "approved" in LeagueOne no later than 4:00 pm on April 1, 2010.
- The Player/Team Status Form must be used by all competitive and premier level leagues/clubs when a player requests to be released from a team OR when a player requests to be transferred to a new team. Player Team Status Form can be found at [www.oysan.org](http://www.oysan.org) > Forms & Resources on the Menu > Player Forms or at <http://www.oysan.org/forms.htm>. Registration fees will be collected for all competitive and premier transferred players.
- A copy of the approved Player/Team Status Form must be submitted to OYSAN when a competitive or premier player transfers to another league. Please make sure your members are notified.
- Leagues can approve and manage all releases and transfers within the league and will indicate the roster changes in LeagueOne (use Roster Notes for easy reference for transfers – see Page 12 of Spring Registration Refresher).
- RECREATIONAL & RECPLUS LEAGUES will NOT be required to use the Player/Team Status form when a player is released or transferred to a new team; registration fee will not be collected for transferred players.

**Club Board of Directors:** Clubs can enter their club board of directors in LeagueOne; assign job of Club Board. Before entering any new club board member, try to locate a possible existing record for this person by hovering over Staff > Maintain Staff Information > enter name, change the scope to All Staff All Orgs and click on Find. Use the Occupation Field on the Person Maintenance Page to indicate the position held on the club BOD (President, Vice President, Treasurer, etc.).

**Certificate of Liability Insurance for Fields:** One of the OYSAN membership requirements is for clubs/leagues to submit the online Request for Insurance Certificate for each FIELD OWNER for all fields used by your club for practices and games; this should have been done in the Fall and the certificates do not expire until August 31, 2010. 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; at this time submit forms for any NEW fields only.

In order to provide OYSAN membership benefits to your members, the players and staff (coaches, assistant coaches and team managers) must be in the LeagueOne database, the teams must be affiliated with a league, the players and coaches must all be assigned to teams, the Risk Management disclosure forms have been matched and assigned to the coaches, the league registrar has approved all teams in LeagueOne and the appropriate paperwork and fees have been submitted to the league. Only those members that are on file with OYSAN and are appropriately registered have membership benefits.

For the Fall 2010 season, it will begin to become imperative for a player to indicate if they are primary or secondary to the club team as only the two designations will be allowed and can only be used once; please provide the attached updated Membership Form to your clubs and a reminder that this must be completed and entered accordingly at the time of LeagueOne registration.

Be sure to contact your league registrar or myself with any questions; remember to include the name of your club in the email along with the team ID if referencing a team. If you are working on registration when the office is closed, you may contact me at 330-225-1916.

Best wishes for great soccer this spring! Pam Menick, Ohio Youth Soccer Assn North, [pmenick@oysan.org](mailto:pmenick@oysan.org) 330-659-0989 x-223

Tentative Fall 2010 Registration Date: Wednesday, September 1, 2010; Final Deadline: October 1, 2010; Fall 2010 Registration is not effective before August 1, 2010.