

SPRING 2010 REGISTRATION GUIDELINES

NOTE: The registration deadlines and associated membership fees within this document apply to OYSAN affiliated members only (those that send fees directly to OYSAN). Clubs will follow the registration procedures and deadlines provided by the league in which their teams play.

Spring Registration Deadline: Thursday, April 1, 2010 at 4:00 PM

Final Spring Registration Deadline: Friday, April 30, 2010 at 4:00 PM

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 players and coaches must be assigned to teams, the Risk Management disclosure forms must be matched and assigned to the coaches and the league registrar must use the approval feature and approve all teams in LeagueOne to finalize your spring registration. Only those members that are on file with OYSAN and are appropriately registered have membership benefits.

New Clubs: If your league has a new club that is not listed under Non-Affiliates in LeagueOne, please email pmenick@oysan.org indicating the complete name of the new club, the name of the club registrar, the club registrar contact information with email address; OYSAN will email the new registrar their LeagueOne UserId and password. We request only (1) registrar per club for each league.

New Registrars: If a club has a new registrar, email pmenick@oysan.org with the exact name of the club, complete contact information and email address. Preferably, each league will email a list of any registrar changes for the clubs that participate in their league.

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.
 - Leagues; notify your members of this.
2. Delete Unassigned Players Registered for the Fall 09 Season (player registered, but not assigned to a team):
 - Locate and delete any unassigned Fall players by hovering over Teams > Team Builder > select Fall season > select Action of Summary. Complete directions can be found on page 27 of the User Guide (Team Assignment Summary). Leagues please notify your members.
3. All Fall Teams must have approved status in LeagueOne. If unable to approve, email pmenick@oysan.org.

NEW - Recreational Seasonal and RecPlus Seasonal Teams:

- 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 teams will need to affiliate with the league. See Page 5 of Spring Registration Refresher for assistance.
- Use Prior Team tools 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.

Annual Teams:

- Teams exist for the entire year so you do not need to recreate the teams and re-register players; only new players/coaches will need to be registered and assigned for the spring season.
- Leagues (Recreational) 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.

Spring Only Leagues: The LeagueOne User Guide and Addendum to the User Guide, found on our Registration Page at <http://www.oysan.org/registration.htm> are designed as a tutorial; see index and appendix for how to create teams, how to register players and coaches, how to assign players and coaches to teams and how to assign Risk Management forms to coaches. Please call Pam Menick in regard to scheduling training or on the usage of Prior Team Tools.

Roster Approval Rules: All member organizations should divide play among teams per single year age groups as designated by US Youth Soccer Registration ages. 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 ONLY 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.

Playing Formats and Roster Sizes: For local community and league play, and for teams competing in OYSAN sanctioned tournaments, the following playing formats and the associated roster sizes for teams U9 to U19 have been approved and mandated by OYSAN:

- U5-U6: 3v3 Maximum roster of 8 (5 is recommended) Play day format recommended.
- U7-U8: 4v4 Maximum roster size of 10 (6 is recommended) Play day format recommended.
- U9-U10: 6v6 Maximum roster size of 12 (10 is recommended). Minimum roster size of 6.
- U11-U12: 8v8 Maximum roster size of 14; Minimum roster size of 7.
- U13-U15: 11v11 Maximum roster size of 18; Minimum roster size of 9.
- U16-U19: 11v11 – maximum roster size of 22; Minimum roster size of 11.

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

OYSAN mandated roster sizes should be used; however, OYSAN will allow recreational 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)

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. (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.
 - 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.
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. Keep database to minimum with duplicate registrations; see Family Maintenance Guide found in LeagueOne Help or <https://onlinereg.leagueone.com/Admin/help/FamilyMaintGuide.doc>
5. All annual teams in LeagueOne will appear exactly the same as they did in the Fall.
6. 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).
7. All registrars can use the drop feature to remove a player from a roster: all player releases must be accompanied by a player and parent signed Player/Team Status Form (collect pass).
8. All intra-league player transfers must be done by the league registrar and must be accompanied by the Player/Team Status Form.

9. All inter-league transfers must be done by the State Office. The Player/Team Status Form must be sent to State Office for approval. Please inform your members of release and transfer rules.

OYSAN Forms & Procedures:

- All competitive and premier leagues 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.
- 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).
- 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 > 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.
- A completed Fee Transmittal Form indicating the exact number of players and coaches that are being paid for at that time must accompany all payments.

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 players is when the entry was made in error. Assign all players and coaches to teams and approve teams.

Spring Registration Deadlines:

- **April 1, 2010 at 4:00 PM: Registration fees and registration data are due into OYSAN.** For leagues unable to submit complete registration, a payment covering 80% of each league's registration from Spring 2009 player and coach counts is due on or before the April 1, 2010 deadline with no penalties (See Spring Estimated Fee Schedule posted on Registration Page). At least 80% of your new spring membership data must be entered into the LeagueOne system at this time.
- Leagues failing to submit 80% of last spring's registration will incur late fees for any individual registration received after the April 1st deadline. The late fee will be an additional \$5.00 per member.
- Leagues that have submitted 80% of last spring's registration (fees and data) by April 1, 2010 will be granted an extension to **April 30th to submit final registrations and payments** to OYSAN with no penalties.
- Registration payments with Fee Transmittal form should be mailed to: OYSAN Registration, 3554 Brecksville Road, Suite 100, Richfield, OH 44286.
- **April 30, 2010 at 4:00 PM: Final Spring 2010 Registration Deadline.** All registration fees and data due at this time.
- Submit appropriate payment for **all NEW team players, coaches, assistant coaches and team managers:**

Recreational: \$ 8.50 per member
Competitive: \$10.75 per member
Premier: \$11.75 per member

Please refer to the LeagueOne User Guide, the Addendum to the User Guide, Family Maintenance Guide and Spring Refresher Guide for registration questions. Submit a completed Fee Transmittal Form with all fees

submitted to OYSAN. OYSAN will provide Billing Reports that will provide current registration numbers (Billing Report based on annual registrations). To compute Spring fees in LeagueOne (Affiliates), go to "Admin" > "Reports" and Registration Report. Use the information from these reports to cross-reference the new spring registrations entered into LeagueOne against registration fees paid. Please make checks payable to OYSAN; complete and submit the downloadable Credit Card charge form for credit card payments.

Please indicate the name of your club or league in all correspondence regarding spring registration.

If submitting paper copies of rosters, registration forms for data entry by OYSAN, or require OYSAN assistance to enter or complete your data in LeagueOne, please include an additional \$.50 per name for the data entry fee.

Failure to provide payment and membership data on or before the dates listed above will subject the offending league with the potential of jeopardizing insurance coverage for all individuals associated with your league and prevent teams in the league from participating in tournament or receiving out of state travel approvals.

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 can not coach.

Risk Management for Affiliated League Board of Directors: OYSAN requires that each league enter their league Board of Directors in LeagueOne, with job of League Board, and all Board members are Risk Management approved. Before entering any new 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 BOD (President, Vice President, Treasurer, etc).

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; 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 > 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.

Goal Safety Policy: A current Goal Safety Policy must be on file with OYSAN. All policies were to be submitted by August 1, 2009. If you are unsure, do not contact me, but please email me a copy of the policy. Please take time to review Goal Safety Policies with your members this spring season as this could save a life.

NEW – Event Roster: LeagueOne now supports a new type of team called 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 OYSAN Registration Page or go to <http://www.oysan.org/Assets/Event+Roster.pdf>

Be sure to contact me 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 330-592-9562.

Best wishes for great soccer this spring!

Pam Menick
Ohio Youth Soccer Association North
330-659-0989

Tentative Fall 2010 Registration Date: Wednesday, September 1, 2010; Final Deadline: October 1, 2010