

State League LeagueOne Information

Declaring your Teams: (Declarations close Monday, March 1, 2010)

Once you have declared your teams with Tom Pickett, you need to affiliate the NEW teams only in LeagueOne. Teams returning from the Fall do NOT need to do anything, unless you have a new player or coach added to the team. If you have a team from Fall that will not be returning in the Spring, you need to let me know ASAP. Make sure you affiliate the Team in the correct Division-SL Div I, SL Div II. Do not mark the team as Competitive or Premier in the Division drop down.

New Clubs: If you have a new club that is not listed under Non-Affiliates in LeagueOne, please email me at bernie@oysan.org indicating the complete name of the new club, the name of the club registrar, the club registrar contact information with email address; I will then email the new registrar their LeagueOne UserId 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 has been affiliated and I have approved it in the LeagueOne system, you can begin adding your players/coaches to the team.

Before registering for Spring in LeagueOne: (Registration closed Tuesday, March 23, 2010)

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.
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).

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

1. Register members for the Spring season; only new spring players and coaches are to be registered at this time. 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. (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.
2. 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.
3. All annual teams in LeagueOne will appear exactly the same as they did in the Fall.
4. 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).
5. 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 and the Player pass.

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.

We will be doing a Two Evening Registration:

Monday, March 22, 2010 (5:00pm – 9:00pm)

Tuesday, March 23, 2010 (5:00pm – 9:00pm)

If you are unable to make either of these nights, your paperwork will need to be turned in before these dates, otherwise your paperwork will be considered late and late fees will be applied.

Registration will not be complete without copies of the following: (New Teams and Player/Coaches only)

1. player/coach registration form
2. a copy of players birth certificate or pass from last season (ONLY passes from State League will be accepted) DO NOT SEND IN A HOSPITAL CERTIFICATE!!
3. signed player passes with the players signature and picture attached
4. roster
5. copy of coaches coaching license
6. Payment

NO registration will be completed without Full payment!

A State League Payment Form is attached and also posted online. DO NOT use the Fee Transmittal Form.

Once again:

NO WALK UPS WILL BE ENTERTAINED

IF PAPERWORK IS NOT COMPLETE IT 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; 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.
- ❖ **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>