

VCCL  
Virginia Club Champions League

REGISTRATION MANUAL

**2010-2011**

IMPORTANT: This is a document intended for  
VCCL clubs and teams only.

Every effort has been made to assure accurate  
information.

If you find errors, please contact Peggy Borgard,  
VCCL League Registrar.

Updated 06/09/2010

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See next page for VCCL League Assigned Registrars

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## 2010-2011 ONLINE REGISTRATION

All registration procedures will be on line using the VYSA online registration system. The vendor is Youth Leagues USA (YLUSA).

The system is available in phases. Links to these phases are on the VYSA website at [www.vysa.com](http://www.vysa.com).

1. Phase 1 - Kidsafe/Risk Management Registration Application. Everyone except players must complete this application.
2. Phase 2 - Travel League Membership Registration Application – must be completed before Clubs can register.
3. Phase 3 - Club Membership Registration Application – must be completed before Teams can register.
4. Phase 4 will be the Travel Team Registration Application – must be completed before rosters and passes can be prepared.

This Manual is written for the Primary Team Contact who will

1. Complete the Travel Team Registration Application,
2. Receive the ID and Password to access the VYSA database, and
3. Manage the team database and produce passes and rosters.

This Manual is intended to help identify the information needed to produce passes and initial rosters.

Information on the team application and creating teams, approval process, roster changes, adds, releases, transfers, and other forms is available in other manuals.

- Section 1 – Overview of the Online Registration System
- Section 2 – Detailed Information on Important Registration Topics
- Section 3 – Summary Instructions

Please read Sections 1 and 2 and highlight any information you did not already know – even if you used the 2009-2010 online registration system.

## SECTION 1 – OVERVIEW OF ONLINE REGISTRATION SYSTEM

1. You must be connected to the Internet to use the system.
2. You can use any computer that is connected to the Internet. No program files or data is stored on any computer you use. **HOWEVER, THIS SYSTEM DOES NOT SUPPORT MAC USERS. PLEASE DO NOT USE A MAC WHILE USING THIS SYSTEM.**
3. You do not need to save your work or submit your data to VYSA after your roster has been approved. Everything you enter is saved on the Youth Leagues USA (YLUSA) server as you enter it.
4. You will register your team by using the link to the Team Registration Module supplied by your club. When you register your team, you will be issued an ID and Password and have immediate access to the VYSA database to  
  
\*\*Begin assigning players, team officials, and team aides to your team. Clubs may also assign team aides to all teams in the club.
5. Your ID, Password and a link to the VYSA database will also be sent to your email address.
6. After you register your team *and exit*, you must use your ID and Password to work on your team in the VYSA database using the link you received by email.
7. Once you are logged in with your ID and Password, you can
  - A. Enter and release players and correct some of their information
  - B. Assign Team Officials and Team Aides to your team
  - C. Print passes, rosters and the Player/Team Status Form
  - D. Manage the team database
8. A risk management application must be completed by every coach, manager, and/or team aide before they can be placed on a roster.
9. The legal first and last name must be used for all players.
10. A computer-generated ID number will be issued to all players, team officials and team aides based on the legal first and last name and the date of birth. This ID number is carried forward each seasonal year by the system. Only the players' ID numbers will be printed on the rosters and member passes.

SECTION 2 – IMPORTANT REGISTRATION TOPICS

**PLAYER - ELIGIBILITY, INFORMATION, DOCUMENTS**

AGE

AGE GROUPS IN EFFECT FOR THE 2010-2011 SEASONAL YEAR

U19	Players born 8/1/91 and younger
U18	Players born 8/1/92 and younger
U17	Players born 8/1/93 and younger
U16	Players born 8/1/94 and younger
U15	Players born 8/1/95 and younger
U14	Players born 8/1/96 and younger
U13	Players born 8/1/97 and younger
U12	Players born 8/1/98 and younger
U-11	Players born 8/1/99 and younger

VERIFICATION OF DATE OF BIRTH

- The ONLY documents valid for verification of date of birth are:
  1. Birth Certificate – Government Certified Copy. NO PHOTOCOPIES. Please be alert for computer-generated color copies. The certificate must have the identifying raised seal from the issuing government authority OR the “credit card” issued by Virginia may also be used.
  2. Military Identification Card – DD Form 1173
  3. Board of Health Records with raised seal.
  4. Passport
  5. Alien Resident Identification Card – Green Card
  6. INS Certificate attesting to age
  7. USYS VYSA member pass from 2009-2010 (travel only; no house/recreation passes)
  8. Current driver’s license, learner’s permit or “walker” id (but must be surrendered so the registrar can confirm birth date)
  9. Certification of a US citizen born abroad issued by appropriate government agency
  
- **REGISTRATIONS WITH ANY OTHER DOCUMENTS WILL BE REJECTED.** (Examples: Baptismal Certificates, Hospital Certificates, School Records)

### INTERNATIONAL CLEARANCE/INTERNATIONAL CLEARANCE WAIVER

- Be sure to ask ALL players if they ever lived outside the US. If a player has lived outside the US, a set of questions must be answered in the database. These players will receive special coding in the database and on the roster.
- Since the player's code carries forward in the database as long as the player remains in the US, it is very important to identify their status at the earliest possible age.
- **Please see the International Clearance and International Clearance Waiver Registration Manual for complete details.**
- The player MAY participate in all activities with the club or team prior to receiving the approval for the International Clearance Waiver or the International Clearance.

#### International Clearance Waiver (ICW)

- If a player has lived in another country and enters the United States after turning age 12 but before turning age 17, the player MAY be eligible for an International Clearance Waiver.
- The parent or guardian must sign a form that the player has not signed a contract with a professional team or received any money or other remuneration for playing soccer.
- The ICW form must be submitted at the time the player is registered/rostered. The League Assigned Registrar will verify eligibility and sign and approve the form.
- The ICW will be in effect as long as the player lives in the United States.

#### International Clearance

- If a player has lived in another country and enters the United States after turning age 12 but before turning age 17, and is not eligible for an International Clearance Waiver, an International Clearance is required and MUST be processed through USSF.
- If a player has lived in another country and enters the United States after turning age 17, an International Clearance is required and MUST be processed through USSF. It will take from one to six weeks to receive notification of an International Clearance approval.
- **New rules require a letter to be submitted with the application.**
- The registrar MUST receive a copy of the International Clearance application and letter submitted to USSF before the player can be registered and/or rostered. The state office will notify the player when the clearance has been received from USSF. Typically the notification is received by email.
- If the International Clearance application and letter have been submitted, click "OK" when asked to verify that the IC has been received.
- The International Clearance is in effect as long as the player lives in the United States.
- It is the team official's responsibility to identify those players and secure the appropriate paperwork prior to registration. Do not enter these players in your team database without having the required paperwork.
- Database codes:
  - N = player has never lived outside the US
  - n/a = lived outside the US but no clearance or waiver required
  - IW = International Clearance Waiver required
  - IC = International Clearance required

#### PREVIOUSLY ROSTERED PLAYERS

- If you are registering a player unknown to you, your team is responsible for verifying the eligibility of that player. Ask the player if she/he signed a player pass for any other team for the upcoming seasonal year.
- If the answer is yes, and the player has been placed on another 2010-2011 roster, the player is eligible to be on your initial roster only with approved release and transfer paperwork.

#### LEAGUE ELIGIBILITY RULES

- VCCL has other eligibility rules related to recruiting. These rules are detailed in the Rules and Procedures Manual. Directors of Coaching are responsible for monitoring and enforcing these rules. For example, players may not transfer from one VCCL club to another in the same seasonal year.

#### NAME

The player's legal first name and last name (as found on the birth certificate) must be used.

- Do NOT use any nicknames or middle names in place of the legal first name.
- Do NOT use initials.
- If the player has a double last name/surname, enter both names, connected by a hyphen.

#### ADDRESS

You must enter the street, city, state and zip code.

#### PHOTO

- ONE (1) current, **full-face**, photo (photo booth, passport, school pictures)
- Minimum size 1" x 1"; maximum size 1.5" x 1.5". Measure picture from top of head to chin but no lower than collar bone/top of shoulders. Picture must not overlap player signature.
- Recommend color pictures only for VCCL teams; natural color
- Clear computer-generated pictures are acceptable; no distortions
- Many clubs collect two pictures and hold the second for emergencies
- Pictures will be rejected if too large, too small, difficult to see, or inappropriate as determined by the Club Registrar or League Assigned Registrar.
- **The online registration system will now accept digital pictures and print the pictures on the pass.**

#### **TEAM OFFICIALS AND TEAM AIDES - ELIGIBILITY**

Team Officials and Team Aides

- Must complete the VYSA Risk Management/Kid Safe registration application
  - before they can be placed on a team roster,
  - before they appear in the drop down menu for you to assign them to your team (Contact your club if you are missing people you believe should be listed.)
- May serve in more than one role on a team and/or on other teams in the same or different clubs and/or leagues.
- Must have approved risk management status within 30 days of being placed on a roster. (Consult your club Risk Management Coordinator for details.)

#### **PHOTO IF MEMBER PASS IS REQUIRED FOR TEAM OFFICIALS AND AIDES**

- ONE (1) current, full-face, photo (photo booth, passport, school pictures)
- Trim to 1" x 1"
- Clear computer-generated pictures are acceptable
- Many clubs collect two pictures and hold the second for emergencies
- Pictures will be rejected if too large, too small, difficult to see, or inappropriate as determined by the Club Registrar or League Assigned Registrar.

### **IDENTIFICATION NUMBER**

- A system-generated ID number will automatically be created for every player and every Risk Management registrant. This number will be printed on the rosters and member passes for players only.
- The ID number is based on the legal first and last name of the player and the date of birth: First six letters of last name, birth year, month, day (two digits each), last three letters of first name followed by the numeral 1.
- If there are fewer than six letters in the last name or three letters in the first name, # will be used for each missing letter.
- Examples:
  - Arnold Henderson born on 12/08/1954 - HENDER541208ARN1
  - Jo Smith born 01/02/1939 – SMITH#390102JO#1
- In case of twins or triplets or other legitimate duplicate ID numbers, you will receive an error message and be asked to call the State Office to verify that the player is not a duplicate registrant. The next appropriate numeral - 2, 3, etc. - will be used as the last digit.

### **TEAM NAMES**

The official club abbreviation (see below) will automatically be placed at the beginning of each team name and cannot be removed.

Each club may decide on a format for their VCCL team names but the same format should be used for all teams in VCCL. Reminder: The team name serves as a “brand name” for your club at tournaments, State Cup, and other events.

Please check with your club administrator for your team name format.

The team name is printed on the Member Pass as it is entered in the team name field.

**Examples** of Team Format by Club  
(Standardized format in italics)  
xxx = Waves, '89, Magic, etc.

*BCH Beach FC xxx*  
*FCR FC Richmond xxx*  
*KIC Richmond Kickers xxx*  
*RSK Richmond Strikers xxx*  
*RKE Roanoke Star*  
*SOC SOCA xxx*  
*VLS Virginia Legacy xxxx*  
*VAR Virginia Rush xxxx*

## **TEAM NUMBERS**

First 3 spaces will be assigned a number when the league is selected from the drop-down box:

The league number assigned by VYSA for VCCL is 419

Next 3 spaces will be assigned for the club abbreviation.

<u>#</u>	<u>Club</u>
BFC	Beach FC
FCR	FC Richmond
KIC	Richmond Kickers
RSK	Richmond Strikers
RKE	Roanoke
SOC	SOCA
VLS	Virginia Legacy
VAR	Virginia Rush

Next 2 spaces will be assigned a number based on age group is selected from the drop-down box.

Last digits of the birth year of the oldest eligible player: Example: U13 players are born 8/1/96 and younger. The U13 team would be assigned 96 in these spaces.

Next space will be assigned a letter when the team gender is selected:

Boys and Girls teams will be designated by a B or G.

You will be required to enter the last two digits of the team number in a box provided for that purpose. (See the Section 3 for instructions.)

All teams in VCCL must enter 01.

All "guest" teams must enter 02.

## **MEMBER PASSES**

- Required for all players
- Required for Team Officials, coach, assistant coaches and team managers, and any Team Aide traveling with the team if participating in State Cup, tournaments outside the jurisdiction of VYSA, or other tournaments that require passes
- Signature must be identical to the name printed on the front of the pass
- Must be laminated after passes are signed and stamped by the Assigned Registrar. Each club has a laminating machine and is provided laminating pouches by the league.

## **ROSTERS**

- The following rosters are prepared and printed using the Online Registration System:
  1. League and Tournament Roster (League Roster)
  2. State Cup Roster
  3. Game Day Roster
  4. Provisional Roster (for League Play Only – issued by League Registrar)
  5. League Select Roster (issued by League Registrar)
  6. Other rosters
- There are separate rosters for League/Tournament play and for State Cup play.

- A new roster will be printed and approved after each roster change (added, released, transferred players; team official and team aide changes; address changes).
- The old roster will be given to the Assigned Registrar; the new roster will be signed, bird-stamped and embossed to create a new, clean roster.
- All rosters are valid for the seasonal year 2010-2011. However, League and Tournament rosters and FALL State Cup rosters can be approved as early as August 1 and will be dated with the process date, not September 1. League and Tournament rosters approved in August can be used only for USYS member events such as tournaments sanctioned for 2010-2011 seasonal year rosters and passes.
- DO NOT submit State Cup rosters for U12 through U14 with initial roster. State Cup rosters for spring play will be approved in early spring 2011.
- Players who wish to change teams after the process date must request a release and transfer on the Player/Team Status Form even if the seasonal year has not started (September 1).

IMPORTANT DEADLINES

Please check with your Assigned Registrar about submitting your paperwork in time to be processed if your team is participating in any of the following events.

**Fall State Cup Application Deadline**  
August 18, 2010 – 4:00 pm in State Office  
**Fall State Cup Roster Freeze Date**  
September 9, 2010 – 12:01 am  
[effective date September 8, 2010]  
( [www.vysa.com](http://www.vysa.com) for State Cup details)

August Tournaments

**Spring State Cup Application Deadline**  
March 17, 2011 – 4:00 pm in State Office  
**Spring State Cup Roster Freeze Date**  
April 7, 2011 – 12:01 am  
[effective date April 6, 2011]  
( [www.vysa.com](http://www.vysa.com) for State Cup details)

LEAGUE AND TOURNAMENT ROSTER

The League and Tournament Roster is created automatically as you enter team information and players and assign team officials and team aides. The League and Tournament roster is issued only to teams that participate in league play. Please see Section 6-1 for complete details. VYSA does not issue a tournament-only roster except for League Select teams.

**Roster Front – Team Officials**

- The coach, assistant coach(es) and team manger information is printed on the front of the roster.
- Each team must have one coach or team manager
- Each team may have no more than one coach, two assistant coaches and one team manager

**Roster Front – Active Players**

- Roster Size

<u>AGE GROUP</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
U11-U12	7	14
U13-U15	7	18
U16-U19	7	22

*NOTE: Although a 22 man roster is permitted for U16-U19 teams, only 18 players may be present in uniform to play in league and tournament games. The required game day roster will include only those 18 players.*

- Only Active players will be printed on the front of the roster. The list will be in alphabetical order for both initial, added and transfer players. Released players will not appear on the front of the roster.
- Jersey Numbers are not required on the initial roster but must be entered before the first league game or state cup application. Rosters must be re-issued if jersey numbers are not on initial roster.

### **Roster Back – History of Added, Transferred and Released Players**

- Adds and Transfers – Player name, action date and previous USYS affiliation
- Releases – Player name, action date, previous team name and ID.
- Each new roster change must be initialed and dated by the registrar.

### **Roster Back – Other Team Aides**

- Roster can have up to eight (8) club-assigned team aides and up to seven (7) team-assigned aides.
- Club-assigned team aides
  - are assigned by the club to all the teams in one or more leagues
  - include club-wide positions such as Director of Coaching, Trainer, etc.
  - print on the rosters of all teams to which they were assigned and cannot be edited or deleted at the team level
- Team-assigned team aides
  - are assigned by the Primary Team Contact while logged into the online team database
  - include team-specific positions such as additional assistant coach or manager, carpool coordinator, etc.
  - print on the roster of only the team to which they were assigned
- An individual may be both a club-assigned team aide and a team-assigned aide, i.e., the club Director of Coaching may also be the coach of a team. His/her name will then appear on both the front and back of the roster reflecting both roles with the team.

### STATE CUP ROSTER

The State Cup Roster is a separate roster from the League Roster and is automatically created by assigning players, team officials and team aides from your League Roster to the State Cup Roster. The League Roster and State Cup Roster will mirror each other until the State Cup Roster is frozen. After the freeze date, player added and transferred to the League Roster will not appear on the State Cup Roster. All other changes to the League Roster will be made to the State Cup Roster and new rosters must be approved by the registrar.

- State Cup rules are monitored by the online registration system as you prepare and maintain your League Roster.
- State Cup rules are available on the VYSA website under State Cup. Please check your online Audit Report frequently to assure your rosters in compliance with all rules.

### GAME DAY ROSTER

- A Game Day Roster must be submitted to the referee prior to the start of the match.
- The Game Day Roster will list only those players, including guest players, who will participate in the match.
- All Game Day Rosters U11-U19 shall have a minimum of 7 players and a maximum of 14 players for U11-U12 and a maximum of 18 players for U13-U19.
- A Game Day Roster for the home team, visiting team, and referee can be printed on a single sheet for each individual team from within the online database
  - These Game Day Rosters will list only those active players on the league roster.
  - Guest player information must be entered by hand and a line drawn through the names of any players not playing in the match.
  - Teams/Clubs are responsible for providing Game Day Rosters.

## PROVISIONAL ROSTERS

The Provisional Roster was approved by the VCCL Board of Directors to provide the opportunity for VCCL League play to certain players while maintaining the integrity of the League roster. The Provisional Roster is used for League play only.

- U19 Provisional Roster: Fall Season Only. Allows team to release U19 players from the League Roster and allow those players to participate in league play. Because only U18 players are on the League Roster, the team is eligible to participate in U18 State Cup competition and in other U18 tournament play.
- U14 Provisional Roster: Spring Season Only. Allows U14 middle school players playing up on U15 teams to play with their true age group in the spring without being counted as transfers. The U15 players remain on their U15 roster for tournament play without having to be counted as guest players.
- U14/15 Provisional Roster: Spring Season Only. Restricted to U15 player who are not yet in high school.
- ***The Provisional Roster is prepared by the League Registrar upon request*** by the Director of Coaching and mailed to the club. Changes to the Provisional Roster are approved by the League Assigned Registrar.

## AUDIT REPORT

The online system monitors League Rosters for compliance with USYS, VYSA and VCCL rules and State Cup Rosters (U12 and older) for compliance with State Cup rules and displays the results in the Audit Report.

- An up-to-date Audit Report is always available when you are logged onto the VYSA database with your team ID and Password.
- Check your Audit Report frequently – some errors may require additional paperwork to correct.
- ***Rosters cannot be approved if there are violations on the Audit Report. Note: In some cases, the Audit Report will read, "This is a correct failure." In these cases, the registration process may proceed.***

## PRINTING ROSTERS, PASSES AND OTHER FORMS

- All documents are printed from the online system using a web-page format.
- A pop-up screen gives printing instructions including margin settings.
- Once you have determined the correct margin settings, copy them to use the next time you print.
- Rosters are printed on white paper in LANDSCAPE with front and back on one sheet.
- Rosters will not be accepted with additional headers and footers printed on the front and/or back.
- Passes print in PORTRAIT. **The front side of the passes have no pre-printed information.**
- Printer settings may be saved from the last settings used depending on your browser.
- You can select the order in which you want the passes to print
- Passes can be printed in two formats:
  - Web-page
  - PDF – can be saved to file (Requires free Adobe Reader)
- IF PRINTING PRE-SIGNED PASSES, ALWAYS PRINT A SAMPLE PAGE OF PASSES TO BE SURE THE ALIGNMENT IS CORRECT. Please check with your club if you need additional passes. They are available at no cost to the clubs.

### SUBMITTING ROSTERS AND PASSES FOR APPROVAL

- Print and review the Audit Report to be sure there are no rules violations.
- Print and proof the roster; print back and front on one sheet; black and white, no color
- Confirm that the roster and passes are in agreement; in rare cases, the player ID may not print the same on the roster and the pass.
- Prepare registration packet (check with your registrar; there may be additional copies needed)
  - One copy of Audit Report
  - Original and required copies of roster, front and back on one sheet of paper, black and white, no color; no additional headers/footers.
  - Member pass for each player
  - Proof of date of birth
  - IC/IW documentation, if needed
- Primary Team Contact:
  - Click the Approve Team button to place the team in a "holding" status.
  - Submit the registration packet to the Club Registrar.
- Club Registrar:
  - Review packet
    - if errors, release "hold" and return to Primary Team Contact
    - if no errors, click the Approve Team button to place in a "holding" status and submit registration packet to League Assigned Registrar
- League Assigned Registrar
  - Review packet
    - if errors, release "hold" and return to Club Rep to return to Primary Team Contact for correction
    - if no errors, click the Approve Team button and return processed roster and passes to Club rep to return to team
      - The approval date on the roster and the approve date in the system must be the same.
      - The League Assigned Registrar approval is final and cannot be reversed.

### TRANSFERRING FROM ONE LEAGUE TO ANOTHER

VCCL permits member clubs to transfer U11 and/or U12 VCCL teams to another league and transfer U11 and/or U12 teams from another league to VCCL for the spring season only. Transfers must be approved by the Board of Directors at the December or January meeting. Transfers from VCCL are processed by the League Registrar only. New rosters and passes must be approved after the transfer as the team number will change.

### GUEST TEAMS

If a VCCL club is missing a girls team in an age group, a guest team may be approved to play in league play for that club. Guest teams register as VCCL teams and follow all VCCL rules. All "guest" teams must enter 02 as the last two digits of their VCCL team number. A registrar will be assigned to guest teams by the League Registrar.

CHECK LIST – INITIAL REGISTRATION/ADDED PLAYERS  
VCCL ASSIGNED REGISTRARS

- \_\_\_\_\_ 1. One copy of Audit Report.
- \_\_\_\_\_ 2. League Roster: Original and (2) copies of roster (front and back on same sheet; BLACK AND WHITE, NO COLOR)
- \_\_\_\_\_ 3. Date of birth verified for each player.
- \_\_\_\_\_ 4. Proof of date of birth for each player. If proof of date of birth is not 1n English, a notarized translation must be provided.
- \_\_\_\_\_ 5. Player name, date of birth and ID number is the same on roster and front of Member Pass/Membership Card
- \_\_\_\_\_ 6. Signature agrees with name on front of Member Pass and on roster
- \_\_\_\_\_ 7. Picture properly sized and glued to upper left-hand corner of the Member Pass
- \_\_\_\_\_ 8. No corrections or correction fluid on Member Pass
- \_\_\_\_\_ 9. No corrections or correction fluid on roster
- \_\_\_\_\_ 10. Member Passes in alphabetical order and clipped to birth date verification documents.
- \_\_\_\_\_ 11. International Clearance/International Clearance Waiver paperwork (if applicable)
- \_\_\_\_\_ 12. Rosters, Member Passes/Membership Cards and birth date verification in large envelope with club, team age group printed on front
- \_\_\_\_\_ 13. State Cup Roster for Fall Cup play, if applicable: Original and (2) copies of roster (front and back on same sheet; BLACK AND WHITE; NO COLOR)
- \_\_\_\_\_ 14. For Added Players: Original (with seal) League and State Cup Rosters previously issued to team.

**NOTE:** A copy of the approved roster does NOT need to be mailed to the League Registrar. However, the original approved Player/Team Status Form must be mailed to the League Registrar within one week of the approval date.

CHECK LIST – VOLUNTARY RELEASE/TRANSFER PLAYERS  
VCCL ASSIGNED REGISTRARS

**RELEASE AND TRANSFER PLAYERS**

- \_\_\_\_\_ 1. One copy of Audit Report.
- \_\_\_\_\_ 2. League Roster and State Cup Roster (if applicable): Original and (1) copy of roster (front and back on same sheet; BLACK AND WHITE, NO COLOR)
- \_\_\_\_\_ 3. Original (with seal) League and State Cup Rosters previously issued to team.
- \_\_\_\_\_ 4. Rosters, Member Passes/Membership Cards and birth date verification in large envelope with club, team age group printed on front

**RELEASE PLAYERS**

- \_\_\_\_\_ R1 Original and (3) copies of properly signed and dated Player/Team Status Form INCLUDING reason for release and player signature verifying previous State Cup participation.
- \_\_\_\_\_ R2 Member pass for each player being released

**TRANSFER PLAYERS**

- \_\_\_\_\_ T1 Member pass from previous team
- \_\_\_\_\_ T2 Player copy of properly executed Player/Team Status Form approving release from previous team. Out of state players will have a different form specific to their state.
- \_\_\_\_\_ T3 Original and (3) copies of properly signed and dated Player/Team Status Form requesting transfer.
- \_\_\_\_\_ T4 Player name, date of birth and ID number is the same on roster and front of Member Pass/Membership Card
- \_\_\_\_\_ T5 Signature agrees with name on front of Member Pass and on roster
- \_\_\_\_\_ T6 Picture properly sized and glued to upper left-hand corner of the Member Pass
- \_\_\_\_\_ T7 No corrections or correction fluid on Member Pass
- \_\_\_\_\_ T8 No corrections or correction fluid on roster
- \_\_\_\_\_ T9 Member Passes in alphabetical order and clipped to birth date verification documents.
- \_\_\_\_\_ T10 International Clearance/International Clearance Waiver paperwork (if applicable)

**NOTE:** A copy of the approved roster does NOT need to be mailed to the League Registrar. However, the original approved Player/Team Status Form must be mailed to the League Registrar within one week of the approval date.

## SECTION 3 – SUMMARY INSTRUCTIONS

- A) Click on link to the Team Registration Module provided by your club.
- B) Select club from drop-down list and click “Online Travel Team Registration Form”

### **TEAM REGISTRATION**

- A) Section I. General Information  
Complete Information – Check with your club for instructions on team name format. If name does not appear in drop-down box, the Risk Management application was either not completed or the position was not selected. Contact your club administrator.
- B) Section II. Primary Team Contact
  - a) Primary Team Contact receives ID and Password to manage team registration and database.
  - b) Select name from drop-down box.
  - c) No need to enter email address if submitted with Risk Management registration.
  - d) If you are managing more than one team, enter yourself as Primary Team Contact for each team
- C) Section III. Team Official Information
  - a) Select Coach, Team Manager, and up to two Assistant Coaches from drop-down box
  - b) Must have either a Coach or Team Manager to proceed with league roster
  - c) Submit Travel Team Information
- D) Congratulations. You have registered your team.
- E) Print page with ID and Password and click button to continue.
- F) Main Menu. VYSA Database Management  
From drop-down box select Access Team Management to continue working on your team.
- G) Team Main Page. Select Data Type in upper left-hand corner to for Players, Team Officials or Team Aides.
- H) Select Data Type, Team. Click on “Enter Last Part of Team ID” to complete your team number. Enter 01 for all VCCL teams; enter 02 if you are a “guest” team.

### **PLAYER REGISTRATION – See Manual: Building A Team Roster - Players**

- A) Select Data Type, Player.
  - o To add a player who did not play last year, click on “Add New Player”
  - o To add returning players click on one of the following: “Add Individual Returning Player by Name/DOB or ID” or “Retrieve Teams from Club System.” These options are available only when you first create your team. After you exit the database, all players must be entered using “Add New Player.”
- B) Section 1. Player Information
  - a) Must use player legal first and last name
  - b) Has this player been rostered to a team in another USYS organization in the 2010-2011 soccer year? [Answer “no” for all players including those registered to a US Club Soccer team. EXCEPTION: Answer “yes” if player is a transfer from another state association.]

- C) Section 2. Parent/Guardian Information: very important, but not required
- D) Section 3. Communication Information
  - a) Email address: very important; must enter email address or indicate not email address

### **TEAM OFFICIALS**

- A) Select Data Type: Officials. Select a Team Official by clicking in the circle beside the name.
- B) Use buttons on the bottom half of the right side to select various tasks and functions.
- C) Reminder: Each league roster must have either a coach or a manager; each roster can have no more than one coach, one manager and two assistant coaches as Team Officials.

### **TEAM AIDES**

- A) Select Data Type: Team Aides. Team Aides listed with no circle in the "Select to Delete Column" are club-assigned and can be deleted only by a person with an authorized club-level ID and Password.
- B) Use buttons on the bottom half of the right side to select various tasks and functions.

### **THINGS TO KNOW/REMEMBER**

- C) REMINDER: Check the Audit Report regularly to monitor the integrity of your League and State Cup roster, if applicable.
- D) Do not submit Spring State Cup rosters in the fall.
- E) Do not click the "Submit" button until you are sure your roster is correct. You cannot correct any errors unless the data is "released" by the Club Registrar or League Assigned Registrar.
- F) When printing, write down the margin settings you identify to print your roster and passes. Remember to select LANDSCAPE for rosters and PORTRAIT for passes. If passes have already been signed, always run a test sheet first to be sure alignment is correct. DO NOT PRINT IN COLOR. USE NEW BLANK PASSES ISSUED FOR 2009-2010.
- G) Navigation Tips:
  - a) Always use buttons at the bottom of the page. Do not use Back button of browser.
  - b) To exit system, click on Main Menu, then Log Out.
- H) To log on and access the Main Menu:
  - a) Click on link to database emailed to you with your ID and Password or
  - b) Type the URL into the address box of your browser:  
[www.youthleaguesusa.com/vysa/2010/Database.htm](http://www.youthleaguesusa.com/vysa/2010/Database.htm).
  - c) Enter User ID and Password and Click "Submit Information."