

VCCL
Virginia Club Champions League

2011-2012
REGISTRATION MANUAL – PART II

CONTACTS, DEADLINES, CHECK LISTS
INACTIVE AND DISBANDED TEAMS

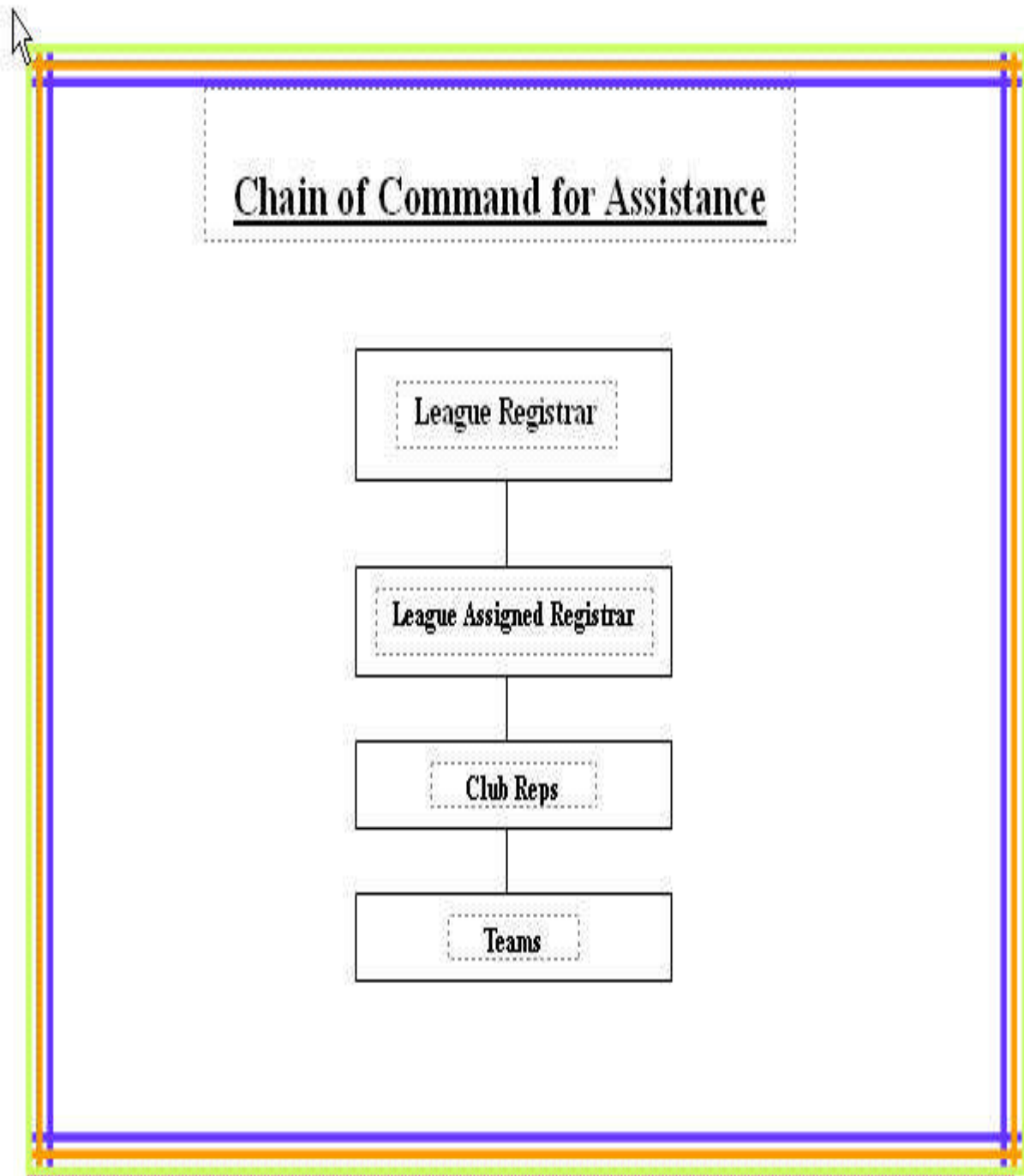
Table of Contents

	Page #
Chain of Command for Registration Assistance	2
Directory of VCCL Registrars	
State Office, League Registrar, Assistant State Registrars	3
VCCL Assigned Registrars	4
Calendar of Deadlines	5
Check Lists	
Initial Roster	6
Adding New Player	7
Releasing A Player	8
Transferring A Player	9
Inactive and Disbanded Teams	10

IMPORTANT: This is a document intended for VCCL clubs and teams only.
Other leagues are free to adapt the contents to their use.

Every effort has been made to assure accurate information.
If you find errors, please contact Peggy Borgard, VCCL League Registrar.

Updated 06/22/11



CONTACTS

VYSA State Office; ASSISTANT State Registrar

Lisa Wilson	5450 Southpoint Plaza Way Fredericksburg, VA 22407 www.vysa.com	540-693-1430 Office 540-693-1446 Lisa's Fax lisa@vysa.com
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VCCL League Registrar; ASSISTANT State Registrar

PEGGY BORGARD	7701 Dartmoor Road Richmond, VA 23229	804-288-0497 Office 804-288-9705 Fax 804-288-3383 Home 804-370-8640 Cell pborgardva@gmail.com
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VYSA ASSISTANT State Registrar

Linda Kemppainen	5016 Wedgewood Rd. Lynchburg, VA 24503 www.vysa.com	434-384-1395 Home 434-846-6530 Fax soccerfinn@earthlink.net
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SEE NEXT PAGE FOR VCCL ASSIGNED REGISTRARS

VCCL NORTH League Assigned Registrars

Carol Coulter 9308 Poplar Spring Ct 703-901-6532 C
 ABGC Annandale Burke, VA 22015
 BRYC Braddock Road
carolcoulter@verizon.net

Ruth Macnamara 1800 N. Randolph Street 703-527-1317 H
 ARL Arlington Arlington, VA 22207 703-201-4547 C
carczar01@aol.com

Alma Holm 149 CHERRY HILL DR. 540-659-9558 H
 FASA Fredericksburg STAFFORD, VA 22556 540-809-4356 C
 FCR FC Richmond Guest Team
Scs343@aol.com

Fiona Legg 20380 Volley Terrace 703-724-9206 H
 LOUD Loudoun Ashburn, VA 20147 703-346-4890 C
FionaJLegg@yahoo.com

Lisa Wilson 3060 Oak Leaf Ct 703-497-1146 H
 PWSI Prince William Woodbridge, VA 22407 571-283-1094 C
Lisa4socr@aol.com 703-910-6665 F

Karen Klumpp 4651 Chimneys West Drive 703-753-1334 H
 SYA Southwestern Haymarket, VA 20169 314-341-1395 C
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VCCL SOUTH League Assigned Registrars

Mary Jo Blackmore 2337 Fenwick Dr. 757-301-6642 H
 Beach FC Virginia Beach, VA 23453 757-404-3590 C
bchnut03@aol.com

Ryan Molloy 1701 Naselle Lane 804-447-3946 H
 FC Richmond Richmond, VA 23228 804-266-9555 W
travel@fcrichmond.com 757-695-8888 C

Kathy Schmidt 2421 Rochester Court 804-794-6705 H
 Richmond Kickers Midlothian, VA 23113 804-644-5425 W x314
 Richmond Strikers 804-938-1881 C
kschmidt@richmondkickers.com 804-794-8644 Fax

Pat Wolf 3710 Tom Andrews Rd. NW 540-345-7820 W
 Roanoke Roanoke, VA 24019 540-345-7840 Fax
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Matt Wilson 1685 Polo Grounds Road 434-975-5025 W x14
 SOCA Charlottesville, VA 22911 434-466-2457 H
matt.wilson@socasport.org 434-975-2619 Fax

Kelvin Jones 1117 Old Colony Lane 757-253-8572 W
 Virginia Legacy Williamsburg, VA 23185
kjones@valegacysoccer.com

Bill Cunningham 1017 Michaelwood Drive 757-431-2878 H
 Virginia Rush Virginia Beach, VA 23452 757-615-5223 C
over50soccer@aol.com 757-393-2022 Fax

IMPORTANT DEADLINES

VCCL North Deadlines for Submitting Initial Rosters to Registrars:

Teams playing in a tournament on:	Rosters must be to the Registrar by:
August 6 & 7, 2011	July 22, 2011
August 13 & 14, 2011	July 29, 2011
August 20 & 21, 2011	August 5, 2011
August 27 & 28, 2011	August 12, 2011
September 3 -5, 2011	August?

Teams Playing in Fall State Cup:	Teams NOT PLAYING in a Pre-Season tournament:
<p><i>Application deadline for Fall State Cup is not available at this time.</i> Check: www.vysa.com</p>	Rosters due by August 26, 2011

NOTE: No transfers are permitted between VCCL Clubs during 2011-2012 seasonal year
 There are no restrictions on transfers from non-VCCL clubs.

VCCL South Teams: Please check with your Assigned Registrar about submitting your paperwork in time to be processed for State Cup and the following events

August Tournaments Fall State Cup <i>Application deadline for Fall State Cup is not available at this time.</i> Check: www.vysa.com	VCCL North/Academy Friendlies August 20-31, 2011	VCCL Intra-League Tournament August 28, 2100
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NOTE: No transfers are permitted between VCCL Clubs during 2011-2012 seasonal year.
 There are no restrictions on transfers to VCCL clubs from non-VCCL clubs.

VCCL NORTH CHECK LIST FOR INITIAL ROSTER
(VCCL South Registrars may use where applicable)

	Registration Item:	Preparers Initials (Person who prepared the roster and cards)	Club Rep's Initials (Stating you have reviewed the package and everything is in order)
1	Player's Legal First & Last name on roster & card. Signature <u>MUST MATCH</u> the name on the front of the card & signed in BLACK ink ONLY . (EX: if first name is Matthew then the name on the card is to read Matthew, not Matt) If the player signed in cursive last year it MUST be in cursive this year! Some players have a hyphenated last name (which is their mother's maiden name) There is a field for that.		
2	Date of birth verified for each player. Passes in alphabetical order and clipped to birth date verification. If proof of birth is NOT in English, it needs to be translated and then notarized		
3	Team official passes – Mandatory if participating in State Cup or Tournaments – Follow the same directions as in step 1.		
4	CURRENT Picture properly sized, glued to upper left-hand corner of pass - NOT paper clipped – DO NOT REMOVE FROM LAST YEARS CARD		
5	No corrections or white-out on player passes or on roster.		
6	U9 & U10 Teams have no LESS than 7 players and NO More the 12 players		
7	U11 and U12 Teams have no LESS than 7 players and NO More than 14 players.		
8	U13 thru U15 Teams have no LESS than 7 players and NO More than 18 players		
9	U16 thru U19 Teams have no LESS than 7 players and NO More than 22 players		
10	Two (2) double-sided (Front & Back) black & white copies of roster.		
11	Two (2) double-sided (Front & Back) black & white copies of State Cup roster if applicable (U15-U18 Fall Only)		
12	Two (2) copies of International Clearance or Waiver form per player if applicable		
13	Two (2) copies of audit report, signed and dated		
14	All paperwork in the large envelope with all team info filled in. DO NOT seal		

VCCL CHECK LIST FOR ROSTER CHANGES
ADDING A NEW PLAYER
(VCCL South Registrars may use where applicable)

PLAYER ADDS:			
A new player has not been rostered to another US Youth team in the current seasonal year. New players can be processed anytime during the seasonal year.			
	<u>Registration Item:</u>	<u>Preparer's Initials:</u>	<u>Club Rep's Initials (if Club Rep Needs to Approve Changes):</u>
1.	On Team Main Page click on Players, then ADD A PLAYER		
2.	Print 2 NEW rosters, double-sided, showing the player as an ADD on the back of roster. Black & white copies ONLY		
3.	Original and two (2) copies of State Cup roster, if applicable		
4.	Print new player passes		
5.	Team MUST click on Team Approved button		N/A
6.	Club Rep MUST click on Team Approved button	N/A	
7.	Original Blue Stamped Rosters MUST be turned in to get your NEW original Roster		
8.	Signed player pass and birth date verification clipped together. Player MUST sign in BLACK ink ONLY		
9.	Turn in proof of birth (old player pass or other acceptable IDs (If proof of birth is NOT in English, it needs to be translated and then notarized))		
10.	Two (2) copies of International Clearance or Waiver form per player if applicable		
11.	Original Blue Stamped Roster MUST be turned in to get your NEW original Roster		
12.	Two (2) signed and dated Audit reports		
13.	All paperwork in large envelope with Team Name, Club, Age Group, Contact Person, Phone #, E-mail		

VCCL CHECK LIST FOR ROSTER CHANGES
RELEASING A PLAYER
(VCCL South Registrars may use where applicable)

PLAYER RELEASES:			
A player leaving the team can be processed anytime during the seasonal year. The release paperwork must be submitted to the registrar within five business days after receipt from player.			
	<u>Registration Item:</u>	<u>Preparer's Initials:</u>	<u>Club Rep's Initials (if Club Rep Needs to Approve Changes):</u>
1.	On Team Main page click on Players, then RELEASE A PLAYER		
2.	Print 2 NEW rosters, double-sided, showing the player as a RELEASED Player on the back of roster. Black & white copies ONLY		
3.	Team MUST click on Team Approved button		N/A
4.	Club Rep MUST click on Team Approved - Changes Complete button	N/A	
5.	Original Blue Stamped Rosters MUST be turned in to get your NEW original Roster		
6.	Original State Cup roster needs to be changed and turned in also, if applicable.		
7.	Original Player Team Status Form and 3 copies must be completed and submitted. (Sections 1 & 2)		
8.	Member Pass for player being released		
9.	For **Involuntary release - 3 copies of the notification letter and verification of mailing. <i>See VYSA Manual 5-27 for information.</i>		
10.	2 signed and dated Audit reports		
11.	All paperwork in large envelope with Team Name, Club, Age Group, Contact Person, Phone #, E-mail. DO NOT SEAL!!!!!!		

****A Player CANNOT be released for financial obligations to a team or club UNLESS:** The player has violated bylaws, policies, or requirements of the Federation, US Youth Soccer, The State Association, or the member of the State Association (League, club or team) through whom the player is registered. Parent must have signed or checked online acknowledgement and acceptance of the policy being enforced.

(See VYSA Travel Registration Manual, Section 5-27 Player Involuntary Release for procedures.)

VCCL CHECK LIST FOR ROSTER CHANGES
TRANSFERRING A PLAYER
(VCCL South Registrars may use where applicable)

PLAYER TRANSFER: (A carded player properly released from another team and coming to a new team is considered a Transfer. Players may transfer to a VCCL team at any time. However, no transfers are permitted between VCCL clubs during the seasonal year. Transfers within a VCCL are permitted at any time.)			
	<u>Registration Item:</u>	<u>Preparer's Initials:</u>	<u>Club Rep's Initials (if Club Rep Needs to Approve Changes):</u>
1.	On Team Main page click on Players, then TRANSFER A PLAYER		
2.	Print 2 NEW rosters, double-sided, showing the player as a TRANSFER Player on the back of roster. Black & white copies ONLY		
3.	Team MUST click on Team Approved button		N/A
4.	Club Rep MUST click on Team Approved – Changes Complete button	N/A	
5.	Original and 2 copies of completed Player/Team Status Form (Completing sections 1, & 3 – You may use the same Player Team Status form the player was released on)		
6.	Player pass from previous team		
7.	Print New Player pass - Player MUST sign in BLACK ink ONLY		
8.	Original Blue Stamped Rosters MUST be turned in to get your NEW original Roster		
9.	Original State Cup roster needs to be changed and turned in, if applicable		
10.	Two (2) signed and dated Audit reports.		
11.	All paperwork in large envelope with Team Name, Club, Age Group, Contact Person, Phone #, E-mail. <u>DO NOT SEAL!!!!!!</u>		

OTHER VYSA POLICIES ON PLAYERS & PLAYING RULES**SECTION 6****ACTIVE LEAGUE TEAMS/INACTIVE STATUS IN LEAGUE****6-1**

An ACTIVE league team participates in at least fall and spring league play during the seasonal year OR has been granted INACTIVE status by the league. Active teams are subject to the rules and procedures of the league named on their VYSA League and Tournament rosters. U19 teams formed to play in State Cup are not required to participate in league play.

An ACTIVE high school age team may be granted INACTIVE status within the league and is subject to all rules and procedures of the league named on the VYSA League and Tournament roster. The team remains ACTIVE in the VYSA database.

INACTIVE means the high school age team will not participate in league play because:

- The league does not offer competition for high school age teams in the spring season of play OR the team is no longer competitive for league play because of the number of players on the team who will play high school soccer only,
- AND the league has issued inactive league status to the team for the remainder of that seasonal year (the end of August).
- The team MAY participate in tournaments during the inactive status period. A league may deny or withdraw inactive status if the team does not participate in tournament play.

The team official will retain the original VYSA League and Tournament roster and all member passes of the inactive team.

DISBANDED LEAGUE TEAMS**6-2**

If a team is not ACTIVE, the team must DISBAND. High school age teams with INACTIVE league status should not disband.

A VYSA League and Tournament Roster is no longer valid for a DISBANDED team. However the players' member passes remain valid and the players on that roster may guest play with other teams.

In the event a team is disbanded, the team official MUST

- give the Original Team Roster and all Member Passes to the League Assigned Registrar for safekeeping
- notify all players that their Member Passes will be available from the League Assigned Registrar for transfer or guest playing
- **UNDER NO CIRCUMSTANCES MAY A TEAM OFFICIAL OF DISBANDED TEAM GIVE PLAYERS THEIR MEMBER PASSES.**
- Players who wish to transfer to another team MUST complete a VYSA Player/Team Status Form requesting a release from the disbanded team. The League Assigned Registrar of the disbanded team will process the release request.

In accordance with League procedure, the status of the team will be changed in the online registration system from Active to Disbanded. Only the Assigned League Registrar or higher will retain access to the online team data.

SPECIAL NOTE: A player transferring from a disbanded team counts against the transfer (previously rostered player) limit for the receiving team.