

**PLAYER – ELIGIBILITY, INFORMATION, DOCUMENTS**

**AGE:** See Age Group Chart

**VERIFICATION OF DATE OF BIRTH:** The **ONLY** documents valid for verification of date of birth area:

1. Birth Certificate – Original with raised seal. **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 Record with raised seal
4. Passport
5. Alien Resident Identification Card – Green Card
6. INS Certificate attesting to age
7. USYS Membership Pass from 2007 – 2008 \*\* Travel Passes only.
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 WAIVER**

1. Be sure to ask All players if they have 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 require special coding in the database and on the roster.
2. The International Clearance and International Clearance Waiver requirements apply to all Players who lived outside the US and entered the US at age 12 or older **regardless of citizenship.**
3. It is the Team Officials 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.
4. Please see complete instructions in VYSA Registration Manual and Policies on VYSA website [www.vysa.com](http://www.vysa.com) click on Registration and look for Manual and Policies link. There you will find instructions for ICW and IC.
5. The Assigned League Registrar is authorized to issue the International Clearance Waiver. The ICW paperwork must be submitted to the Assigned League Registrar at the time the roster is submitted for approval.

6. USSF is the authority that grants the International Clearance. The Registrar **MUST** receive a copy of the International Clearance application 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.
7. If the IC application has been submitted, click “OK” when asked to verify that the IC has been received. It is the team official’s responsibility to identify IC players and secure the appropriate paperwork prior to registration

**PREVIOUSLY ROSTERED PLAYERS**

1. If you are registering a Player unknown to you, your Team is responsible for verifying the eligibility of the Player. Ask the Player if he/she signed a player pass for any other Team for the upcoming seasonal year.
2. If the answer is yes, and the player has been placed on another 2008-2009 roster, the player is eligible to be on your initial roster only with approved release and transfer paperwork.

**PLAYERS NAME:** The player’s legal name and last name (as found on the birth certificate) must be used.

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

**PLAYERS ADDRESS:** You must enter the street, city, state and zip code.

**PLAYERS PHOTO:**

1. ONE (1) current color, full-face photo (photo booth, passport, school pictures) No Caps
2. Trim to 1”x 1” Showing hair and chin
3. Clear computer-generated pictures are acceptable
4. Many Clubs collect two pictures and hold the second for emergencies
5. Pictures will be rejected if too large, too small, difficult to see, or inappropriate as determined by the Club Registration Coordinator or Assigned League Registrar.

**TEAM OFFICIALS AND TEAM AIDES – ELIGIBILITY****Risk Management/KidSafe**

1. Must complete the VYSA Risk Management/KidSafe registration application
  - Before they can be placed in 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.)
2. May serve in more than one role on a Team and/or on other teams in the same or different Clubs and/or League.
3. Must have approval Risk Management status within 30 days of being placed on a roster. Consult your Club Risk Management Coordinator for details.

**Photo:** Same as Players photo requirement

**IDENTIFICATION NUMBERS**

1. A system-generated ID number will automatically be entered for every Player and every Risk Management registrant. The number will be printed on the roster and member passes for players only.
2. The new ID number is based on the legal first and last name of the Player or Team Official and the date of birth: First six letter of last name, birth year, month, day (two digits each), last three letters of first name followed by the number 1.
3. If there are fewer than six letters in the last name or three letter in the first name, # will be used for each missing letter.
4. Examples:
  - Donald Henderson born on 10/14/1960 - HENDER601014DON1
  - Ti Cox born 03/15/1992 - COX###920315TI#1.
5. In case of twins or triplets or other legitimate duplicate ID number, you will receive an error message and be asked to call Lisa Wilson at 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**

1. The official club letters (see Registrars page 1) will automatically be placed at the beginning of each Team name and cannot be removed.
2. You may enter name after the letters. The Team name serves as a “brand name” for your Club at tournaments, State Cup, and other events.
3. The Team name is printed on the Member Pass as it is entered in the team name field.

**TEAM NUMBER**

1. The Team number will automatically generated
2. The first three (3) spaces will be league number assigned by VYSA – 305 is BRSL number
3. Next three (3) or four (4) spaces will be club letters
4. Next two (2) spaces will be assigned a number based on age group is selected from the drop-down box Example: U-13 players are born 8/1/94 and younger. The U-13 Team would be assigned 94 in these spaces.
5. Next space will be assigned a letter when the team gender is selected; Boys and Girls teams will be designated by B or G.
6. Last two spaces will be 01 for the first team in a age division or 02 for second team in age division. You will be required to enter the last two digits.

**MEMBERSHIP PASSES****The Following is Required:**

1. Required for All Players
2. Required for Team Officials, Coach, Assistant Coaches, Team Managers and any Team Aide traveling with the team
3. Signature must be identical to the name printed on the front of the pass. Use Black or Blue Ball Point Ink.

## **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

There are separate rosters for League/Tournament play and for State Cup play

A new roster will be printed and approval after each roster change (added, released, transferred players; team official, and team aide changes; address changes.

The old roster will be turned into Assigned League Registrar; the new roster will be signed, bird stamped and embossed to create a new, clean roster.

League and State Cup Rosters can be approved as early as August 1 and will be dated with the process date. Rosters approved in August can be used only for USYS member events such as tournaments sanctioned for 2008 – 2009 seasonal year rosters and passes.

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).

The League and Tournament Roster is created automatically as you enter team information and players and assign team officials and team aides.

### **Roster Front – Team Officials**

- The Coach, Assistant Coaches and Team Manger information is printed on the front of the roster
- Each team must have one Coach or Team Manger
- Each team may have no more than one Coach, Two Assistant Coaches and one Team Manager

### **Roster Front – Active Players**

#### 1. Roster Size:

- U9 – U10: See [www.VYSA.com](http://www.VYSA.com) / Registration & Forms / Roster Size Limitations
- U11 – U12: See [www.VYSA.com](http://www.VYSA.com) / Registration & Forms / Roster Size Limitations
- U13 – U15: See [www.VYSA.com](http://www.VYSA.com) / Registration & Forms / Roster Size Limitations
- U16 – U19: See [www.VYSA.com](http://www.VYSA.com) / Registration & Forms / Roster Size Limitations

**NOTE:** Although a 22 man roster is permitted for U16-U19 teams, **ONLY 18** players may be present in uniform in technical area to play in league and tournament games. The required game day roster will include only those 18 players. Other players may **not** be on side with team.

2. 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
4. Jersey Numbers are not required on the initial roster, but must be entered before the first league game. Rosters will have to 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 – Players name, action date, previous team name and ID
- Each new roster change must be initialed and dated by the Assigned 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 ROSTERS**

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 Rosters. The League Roster and State Cup Roster will mirror each other until the State Cup Roster is frozen.

- 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 are in compliance with all rules.

**GAME DAY ROSTERS**

- A Game Day Roster must be submitted to the Referee and visiting team prior to the start of the match.
- The Game Day Roster will list only those players, who will participate in the match.
- The roster shall have a maximum of 18 players and a minimum of 7 players.
- 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
  - Teams are responsible for providing Game Day Rosters at each game.

## AUDIT REPORT

The online system monitors League Rosters for compliance with USYS, VYSA and BRSL rules and State Cup Rosters (U-12 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.**

## 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
- Roster print on white paper in LANDSCAPE
- Passes print in PORTRAIT
- Printer setting 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.

## SUBMITTING ROSTERS AND PASSES FOR APPROVAL

- Print and review the Audit Report to be sure there are no rule violations
- Print and proof the roster; print front and back on one sheet; black and white, **NO Color**. Confirm that the roster and passes are in agreement
- Prepare registration packet: **USE CHECK LIST FOR INITIAL REGISTRATION.**
- Primary Team Contact:
  - Click the Approve Team button to place the team in a “holding” status.
  - Submit the registration packet to the Club Registration Coordinator .
- Club Registration Coordinator: (Club Registrar)
  - Review packet
    - If errors, release “hold” and return to Primary Team Contact
    - If no errors, click Approve Team button to place in “holding” status and submit registration packet to Assigned League Registrar
- Assigned League Registrar: Review Packet
  - If errors, release “hold” and return to Club Rep to return to Primary Team Contact for corrections
  - If no errors, click Approve Team button roster approved in system and return processed roster and passes to Club Rep to return to team. The approval date on the roster and the approved date in the system **MUST** be the same.