

Registrar Reference Notes

Registration

Set Up

Contact Bonzi to have your club's program registration tree set up. You can set up the registration yourself, but if you made a mistake you can always call Bonzi (1-866-726-4131 #1) for assistance.

When set up the registration, make sure you know which Association (WYS or US Club Soccer) the program will be running under. If the program will be running under US Club Soccer then click "No" to "Share your registration with your association", otherwise your club will probably be billed for player fee from both WYS and US Club Soccer.

Season

Make sure your playing season is setup correctly. For example, if your program will be held in July 2015 then this program should be listed under 2014-2015 season. If your program will be held in August 2015 then this program should be listed under 2015-2016 season.

Program Type

Once teams are formed, select correct Program Type for each team. There are **5** program types.

Regional Club League (RCL)

Competitive

Recreational

Small-sided

US Club Soccer (choose this when team is playing US Club Soccer league)

Competitive – U11-U18

Recreational – U11-U18/19

Small-sided – U10 and below

Age Group

A team's age group is determined by the age of the oldest player on the team. For example, under 2014-2015 season, if a player's birth date is 7/29/2000 and he is assigned to a team with players younger than him, then this team will be listed as an U15 team. But if this player's birth date is 8/1/2000 then the team will be listed as an U14 team. Please see age definition in Appendix.

Team ID

Set up a system that you can identify the team's gender and program type. Team ID is a combination of four components with 9 digit number – region (4), association (40), club (xxx), and team number (yyy). Each club has an assigned 3-digit number (xxx). And each team you form/set up will have an identification number (yyy).

The number yyy can be any number from 001 to 999. In order to have a system you can allocate the number yyy according to the gender and the program type. For teams that are participating WYS/NSYSA league (competitive, recreational, small-sided) their ID should not be changed from year to year unless number of returning players is less than 7 for U11-U18, or 5/6 for U10 and below.

Team Registration at NSYSA and/or Affinity

You need to register your competitive teams and recreational teams at NSYSA website (www.nsysasoccer.org) so that NSYSA scheduler will be able to compile the team information and create a master schedule.

To add/delete teams, login to NSYSA website, click “Registrar”, “Manage” then “Teams”. Make sure the information listed under each team is correct. Once the team information is updated and ready for schedule, check the box next to “Schedule?”

The team age is determined by the oldest player’s birth date on the team.

WSYSA# is the team ID you assign to the team.

Comments area – please enter any information that you would like NSYSA scheduler know, such as which league your competitive teams will be playing, or coach who coaches two teams need a special schedule etc.

Please note that, if your competitive team is playing in Regional Club League, you will also need to register the team in Affinity (<http://wys.affinitysoccer.com/reg/index.asp?sessionguid>).

Players

Add

You can add **new** players any time during the season up to the maximum roster size. If team is participating post season tournament, then the last date to add is a week prior to the first game will be played of the bracket the team is in.

Transfer

You can transfer up to 3 players from one team to the other during the season play without exceeding the maximum roster size. If team is participating post season tournament, then the last date to transfer is at least a week prior to the first game of the post season tournament, or otherwise the date set by the club or association registrar. Please note that the player cannot be transferred for post season tournament play until player’s own team season play is finished.

When making transfer, please contact the releasing club registrar to make sure the player is in good financial standing, and releasing club registrar is aware of the transfer.

Guest Play

Guest player is only allowed for summer tournaments.

Tryout

For competitive teams, there will be a tryout prior to the teams are formed. Your club may set up tryout registration that allows players to register without fee and charge fee later when players make the team. For players who do not make the teams should be removed from your registration data – that means you need to “reject” these players, otherwise keeping these players in your system your club will be billed by WYS for player fee if the registration data is reported to the association.

Member Cards (Player Card/Coach Card)

Member cards will be distributed at the beginning of each season (in August). You need to provide the team information to the association registrar in July so that member cards can be prepared. During the season you need to give the association registrar at least one week notice for member card request.

Coaches/Volunteers

Background Check

All board members, coaches and volunteers need to submit a national background check. Forward this link (<http://www.wys-bgc.affinitysoccer.com/reg/index.asp?sessionguid=>) to your board members, coaches and volunteers and have them to submit a background check for each season. When they submit the background check, make sure they choose the correct season and correct affiliation – first affiliation: Northwest Sound Youth Soccer Association; second affiliation: your club's name. Once the background check is cleared, a member card can be printed.

Besides background check, your board members, coaches, and volunteers need to register in your Bonzi system. For board members and coaches who will be associated with a team also need to register at NSYSA website (www.nsysasoccer.org).

Others

Certificate of Insurance

Please submit a list of locations to the association registrar that your club would like to add for insurance in August. Information should include location's name and address. You can submit the request during the season if a new location is added.

Tournament Roster Signature

If your team is participating a tournament and the tournament is requesting association registrar's signature, please submit the roster to the association registrar at least one week prior to the tournament.

Team Roster/Tournament Roster

You can prepare a team roster/tournament roster in Bonzi. In your Bonzi, click "Reports", "Folders/Teams" then "Safe Team Roster". For tournament roster, you can add the guest players in the team information page before the roster is printed so that you don't have to manually add the guest players.

Appendix

Key words

Actively Playing

A player that is registered and rostered to a team is considered to be “actively playing” for that team for the current seasonal year. (September 1 through August 31)

Add

Add means the addition of a player to a team roster.

Add may occur any time during the year not specifically excluded by league or tournament restrictions. The player is eligible to compete when all required add information has been reviewed and approved by the club or Association Registrar, unless League, Association or Tournament Rules state otherwise.

Directors Pass

The Director pass provides a method to have Washington Youth Soccer Office approved Directors in the technical area of a team from their club during league matches. This pass does not require the Director to be on the official team roster and must be presented to the referee when requested.

Open Period

The open period is defined as the period after the end of the regular playing season until a player becomes registered and rostered for the next seasonal year. For teams participating in the Washington State Championships, the Presidents Cup or the Founders Cup, the open period is the time from when a player’s team is eliminated from further competition until the player becomes registered and rostered for the next seasonal year.

Player Age Definition

Per US Soccer requirements, the age group that a player is assigned depends upon the player's age on August 1 of the seasonal year.

- U-19 Player has not reached 19th birthday before August 1
- U-18 Player has not reached 18th birthday before August 1
- U-17 Player has not reached 17th birthday before August 1
- U-16 Player has not reached 16th birthday before August 1
- U-15 Player has not reached 15th birthday before August 1
- U-14 Player has not reached 14th birthday before August 1
- U-13 Player has not reached 13th birthday before August 1
- U-12 Player has not reached 12th birthday before August 1
- U-11 Player has not reached 11th birthday before August 1
- U-10 Player has not reached 10th birthday before August 1
- U-09 Player has not reached 9th birthday before August 1
- U-08 Player has not reached 8th birthday before August 1

Registration

Registration is defined as a player’s written or electronic declaration of his/her intent to play soccer within Washington Youth Soccer according to its Governing and Operating Documents, providing proof of age and paying required fees.

Release

Release means the withdrawal of a player from a roster during the current seasonal year, with no intent to continue participating for any team within Washington Youth Soccer during the current seasonal year.

A release may be voluntary (initiated by the player/and or parent of the player) or administrative (resulting from lost eligibility). Any player released from a team will be considered unregistered for Washington Youth Soccer purposes.

Rostering

Rostering is the act of assigning a registered player to a team.

Team

A team is a recognized entity organized for participating in youth soccer programs and competitions within Washington Youth Soccer.

In Washington Youth Soccer, a team consisting of all female players is defined as a girl's team. All other teams will be considered as boy's teams for the purpose of competition.

Team or Club Official

A team or club Official is defined as any adult acting as a paid or volunteer supervisor, manager, coach or trainer with a Washington Youth Soccer organization.

Team Identification number

A number that is assigned by the Club Registrar and unique for each team in Washington Youth Soccer.

Transfer

Means the removal of a player from a team's roster on the request of the player, and the contemporaneous addition of the player to the roster of another team.

Transfer rules may be different for teams competing in Washington Youth Soccer State Cup Tournaments.

Youth

A player qualifies as a "youth" if the player is 18 or younger on July 31st immediately preceding the playing year for which the player registers.

The basic objectives of the Washington Youth Soccer Registration Program are:

- To establish records and a data management program for players, coaches and administrators, consistent with the requirements of US Youth Soccer and US Soccer;
- To charge a basic registration fee to support the cost of services and programs provided by Washington Youth Soccer
- To provide support to development, competition and administrative programs at Member Association, club, district/region and state levels; and
- To provide standard rules and guidelines for the formation of teams, including player movement between teams.

