

CREDENTIALS INFORMATION FOR COACHES 2007/08

REGISTRATION FORM - Player must use the current US Youth Soccer MEMBERSHIP FORM (#1601) with the original parent signature, address and telephone contacts filled in for the medical release section. The player name and birth date must be the same as is on the birth document & the 13 digit player ID number must appear in the upper right corner below the USYS logo. The original birth document must be verified by either the team coach or the league registrar, depending upon league policy. The parent/player 18 or over must sign in the appropriate spots and completely fill in info in section in bottom left hand corner—Consent for Medical Treatment. This form, indicating that the player is properly registered with his/her league must accompany a registered team official for all team and league functions. This includes all tryouts, even if the player does not end up being selected for the team and for players trying out for or working out with a team that is forming after August 31. The player does not sign, unless 18 or over.

ADULT REGISTRTRION FORM 1628 (Most current version) All adults affiliated with teams are required to fully, properly, & honestly complete this form to be submitted with roster or adult add forms and needs to be submitted before working with players.

ROSTER - League name shows home league, playing league needs to say Dennis Olson or Kaercher. Players are listed in alphabetical order, last name first, with names and birth dates matching as given on the birth documents. League and district registrar signatures and dates are required on the bottom. Rosters must have an 11-player minimum for Dennis Olson League/Kaercher League. For players eligible to participate in Class I or Class III play the player birth dates must fall according to the U-11 or higher age matrix for that particular seasonal year.

Any player/s wishing to be removed from the team roster before they are returned, may be considered a PRE SEASON DROP. Notify your league registrar of the player removal and neither the player nor the team will be impacted. Your registrar will print and resubmit your roster to me for processing.

Do Not Destroy or throw away your roster and player passes when you are finished playing. Return them to your League Registrar. No returning coach or team will be processed by me unless the previous years credentials have been returned.

PLAYER ADD 1606(3/2003) or newer- This form is used for a player who is being added to a team after the roster has been processed. This team must be the first that the added player is a part of for the seasonal year. Under league information

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"home" league must be the same as the league on the roster. "Game" is the playing league, Kaercher/Dennis Olson. Players are to be listed last name first in alphabetical order and the name must match the player pass and birth document with modifications noted in the CYSA registration manual. A player telephone number must appear on this form. There is no waiting period for team practice. There is a minimum 7 day wait, play the 8 day play for tournament play and for inter league play, which includes DOL and Kaercher league play. The waiting period begins the date of postmark that the pass is mailed to the District Registrar. Birth document must be included. When the player add is submitted, player pass and birth document must be included. Be sure no more that 18 players rostered to team.

TRANSFER FORM - 1606(03/2003) or newer. A TRANSFER means the movement of a currently rostered- or previously rostered - USYSA player onto another roster, or a player who returns to the same roster within the current seasonal year. A team may have only THREE (3) transferred players onto it in a seasonal year and an unlimited number off. The name of the player must read exactly as shown on the original roster (last name first). The name of the current team is the name the player is coming from. The second set of information is taken from the roster of the league of registration, club, and team the player is going to. The player pass from the original team must be sent in along with the \$15/\$25 transfer fee, and a reason stated by the player written on a separate piece of paper, attached to the transfer form. There is a minimum 7 day wait, play the 8th day with all transfers. The waiting period begins with the day after the date of postmark mailed from the League Registrar to the District Registrar with all paperwork and fees included. Players coming from class IV teams must present a birth document. Inter District transfers need to be signed off by the releasing District Commissioner/Registrar before entering the new district. All six parts of this form must be sent to the District Registrar for processing. The player is not allowed to play with either team during the 7 day waiting period. Both teams will receive copies of the transfer form & the team information and word TRANSFER will appear of the player pass. Be sure no more that 18 players rostered to team.

PLAYER/ADULT RELEASE - 1606 (r 03/2003) or newer. This form is used for players who are not going to be playing soccer on any CYSA team for the remainder of the seasonal year. Information needs to be given as shown on the roster for player name (last name first name), etc. Do not write the reason on the form, that will be done by the League or District Registrar. Parent/player signed

statement of reason needs to be attached to release form or sent separately to the District Registrar. A player may be from a team only if the player is unable to play for one of the following reasons: 1. the player has violated USYS, CYSA, or

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league rules (player must be notified and given hearing rights); 2. the player has moved beyond a reasonable travel distance; 3. the player is injured in such a manner that the player will not be able to participate for the remainder of the seasonal year; and 4. the player may voluntarily request to be released from a team. The player pass must accompany the form. Player and parent need to know that the player cannot play for the remainder of the seasonal year. If the player wishes to return to play he/she first must be transferred back onto the original team, whether he/she decides to remain with that team or be transferred to a new team. This form can also be used to release adult personnel from a team (any released adult has rights to a hearing if the release is involuntary).

ADULT ADD 1606 (r 03/2003) or newer - The roster allows for a coach and an assistant coach to be listed. If there are more than two adults attached to the team or an adult is added after the roster has been completed, an Adult Add form must be used. Adult passes will be issued to properly licensed adult personnel only, in compliance with DOL/Kaercher policy. No managers are to be on the goldenrod unless they qualify under the above criteria

GUEST PLAYERS 1601 (r 08/03) or newer - Player must provide a proper medical release. Guest players must hold a pass for the same seasonal year as the roster of the team they wish to guest play with, and if the player is a class IV player, the player must be rostered to their team, and the team roster, pass and player birth document must be must be processed by the district registrar. See CYSA website for updated rules on Guest Players and tournament invitation letter for guest players allowed. Obtain forms from Bob A. or Darlene W.

PLAYER/ADULT PASS - Front - Player/ adult's name, birth date, team name, team number, age group, class, & seasonal year. Back - Current photo, passport quality (approximately 1" by 1 1/2" rectangular shape - no Polaroid's, no hats, no sunglasses, no laminated or thick pictures, no previously used player pass pictures, no miniature pictures (face must be minimum of 1/2"), no large pictures cut down to size without hair and/or ears showing, no over or under exposed pictures, or pictures with shadows making it difficult to see the face, no tape, no staples. The picture must be carefully placed (with double sided tape) on to the upper left-hand corner. (Passes with pictures not meeting the criteria will be returned for replacement.) *league registrar's signature or stamp on appropriate line, *seasonal year stamp in right hand corner, and *District Registrar's stamp across player photo. All passes

must be laminated by the District Registrar. Do not throw away any passes until the end of the seasonal year, even if the player moves away. For a transferred player the team name/number/gender/age information will be changed on the player pass by the district registrar for the new team, with the word

TRANSFER written on the pass by the district registrar for the new team. A player is not allowed to participate in more than one State competition in one seasonal year. This includes any player rostered to the team, whether they actually participated or not. If this is the case, the player can participate with the team, but not participate in a second Cup event.

BIRTH DOCUMENTS - All Kaercher and Dennis Olson League teams need to provide copies of proper birth documentation for all players at the time the player is being rostered. The District Registrar will review and return birth documents to the DOL/Kearcher representatives. Foreign language documentation must have an English translation attached to the original document. The District Registrar is responsible for CYSA Foreign Document Translation Form. The CYSA Foreign Document Translation Form must signed by the District Registrar. Once a foreign document translation form is returned it may be used from year to year. An Alien Registration Card, Passport, Citizenship papers, or a Drivers License are preferred documents over foreign language birth documents. Copies of birth documents must be complete, clear and fully legible. If a copy is questionable in any person's opinion, the original will be requested, and returned after processing. On occasion a properly certified translation will be required to be submitted with the foreign document before the CYSA translation can be completed. This form must be presented when birth documents are required for Cup or tournament check ins. Please contact Jan by email if you have questions about what may to used instead of the listed documents to verify name and birth date.

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ANY TEAM IN ANY AGE GROUP OR CATEGORY THAT WISHES TO ATTEND A SUMMER (includes labor day week end) TOURNAMENT ON A NEW ROSTER, MUST SUBMIT PROPERLY COMPLETED CREDENTIALS OF A MINIMUM OF 11 PLAYERS, ON OR BEFORE THE MAY 15 DEADLINE (KAERCHER TEAMS—JUNE 1) TO THE DISTRICT REGISTRAR, AND HAVE ATTENDED THE MANDATORY APRIL(DOL) or MAY (KAERCHER) COACHES MEETING. THE MAY 15 (DOL) & JUNE 1 (KAERCHER) IS THE DEADLINE DATE FOR ALL TEAMS PLAYING IN THE FALL PLAYING LEAGUES WHETHER OR NOT THEY PLAN TO ATTEND ANY SUMMER TOURNAMENTS. LEAGUES WILL BE ASSESSED A FINE OF \$150 PER TEAM FOR ROSTERS POSTMARKED AFTER THIS DATE OR FOR ROSTERS THAT A MINIMUM OF ONE COACH OR ASSISTANT COACH & 11 PLAYERS

CANNOT BE CLEARED. RETURNED ROSTERS FOR COMPLETION WILL ALSO BE SUBJECT TO THE FINE.

ANY U-14 THROUGH U-19 BOYS TEAMS WISHING TO APPLY TO STATE CUP OR FALL TOURNAMENTS MUST SUBMIT THE MINIMUM CREDENTIALS BY THE AUGUST 15 DEADLINE. LEAGUES WILL BE ASSESSED A FINE OF \$150 PER TEAM FOR ROSTERS POSTMARKED AFTER THIS DATE OR FOR ROSTERS THAT A MINIMUM OF 11 PLAYERS AND ONE COACH OR ASSISTANT COACH CANNOT BE CLEARED & A ROSTERED TEAM OFFICIAL MUST HAVE ATTENDED ONE OF THE MANDATORY COACHES MEETINGS.

ANY TEAMS SUBMITTING COMPLETED ROSTERS 15 DAYS OR MORE AFTER THE ORIGINALLY ESTABLISHED DEADLINES WILL BE ASSESSED AN ADDITIONAL \$50 FOR EACH WEEK UP TO \$400. THERE WILL BE A MAXIMUM FINE OF \$400 OR FOR ANY TEAM THAT CANNOT BE CLEARED FOR OUT OF DISTRICT PLAY DUE TO MISSING THE APPROPRIATE MANDATORY COACHES MEETINGS.

As soon as a roster of 11 players and 1 adult has been approved by the district registrar, the team will be forwarded to Darlene Wilharm so that she can approve tournament applications submitted by a team official. If your paperwork has been submitted, one of the rostered team officials attended the April or May Mandatory Meeting and you have also applied for a tournament, your team may be cleared for tournament application before your roster is returned. You are not to apply to tournament unless you have a submitted roster to the District Registrar.

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All waiting periods are minimum times and turn around may take longer than the actual waiting period depending on times of year and other commitments of League & District Registrars. Between December 15 & January 15, DOL olders items may not be processed in a timely manner due to BML, JFL, CYSA Cup play, and other holiday and family commitments. NO ITEMS ARE TO BE LEFT AT MY HOUSE OR IN MY MAIL BOX without my permission. Allow a minimum of 14 days for turn around on paperwork and longer if the paperwork is not submitted correctly.

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PLEASE BE ADVISED

It is ultimately YOUR responsibility to insure correct and timely submittal of all credentials and credentialing materials for your team to your league registrar. In addition it is YOUR responsibility to double check processed items returned to you, for accuracy and correctness. If you find any discrepancies, mistakes, incorrect items, etc. bring it to the attention of your league registrar immediately.

This document & the Coach Ethics form is on the District VIII Website.
cysadistrict8.org

CREDENTIALS REPLACEMENT POLICY

Player Pass replacement: \$15 for one new pass. If the pass needs to be processed in less than 10 days the cost will be \$25 + mailing expense. Two or more passes for a team will be \$40 and less than 10 day turn around the cost will be \$60 Rosters, adds, transfers, releases \$10 per item with a maximum of \$30 for a team. Birth Document or Translation replacement \$3 per document with a maximum of \$25 for one team. A detailed written statement explaining what happened to the documents requesting replacement items must accompany the fees.

PHONE CALL FEES

Only the 2 designated league officials can call me regarding registration issues, without prior approval from the district registrar. Any other callers will be billed \$25, payable by the caller's league, whether it be parent, team official or other league officials. Payment is due within 30 days. I will accept emails, and will respond in as timely a manner as is possible. D8registrar@comcast.net

CYSA CUP (STATE CUP & CHEVY CUP) CREDENTIALS ARE DUE TO DISTRICT REGISTRAR 16 DAYS PRIOR TO FIRST SCHEDULED GAME OF PLAY

If you find yourself in need of any other forms, like the Youth to Provisional (for youth players also playing on adult teams), the International Clearance Request Form (any player entering the United States after his/her 12th birthday must request clearance from USSF prior to participation with any youth team), or any other forms, you can get them off the CYSA or USSF Web sites.

NO PLAYER OR COACH IS ALLOWED TO PARTICIPATE IN ANY CYSA SANCTIONED EVENT WITHOUT BEING PROPERLY ROSTERED TO THE TEAM & MUST PRESENT HIS/HER OWN PROPERLY PROCESSED (no photo-copies of pass or alternative identification allowed), LAMINATED MEMBER PASS, EVEN IF IT IS OK WITH THE OTHER TEAM &/OR THE REFEREES OR IF THE GAME IS PLAYED AS A FORFEIT OR A FRIENDLY. THESE CREDENTIALS ARE NOT VALID FOR NON-USYS SANCTIONED OR UN-AFFILIATED EVENTS OR GAMES, EVEN IF THE OTHER EVENT ALLOWS THEM.

DIV. I & III ROSTERING REQUIREMENTS

- Proof of birth documents, clean, clear, complete copies with seal & any attachments, in alphabetical order.
- Player/adult passes (signature stamp accepted) with proper picture
- Team roster (11 player minimum—18 player maximum)
- Adult forms: Coach ethics & Coach Registration form (#1628 --most current version) for all team officials, properly filled in, signed and dated, along with copy of appropriate license level and referee grade. Only adults with meeting appropriate requirements will be issued adult pass. The adult that attended the mandatory coaches meetings must be listed as a team official.

AFTER SUBMITTAL OF INITIAL CREDENTIALS

(must be original forms -no photocopies allowed)

PLAYER ADD FORM/S - include player pass & birth document

PLAYER RELEASE FORM - include player pass & separate player written reason for leaving team attached to form. Do not write reason on the release form.

PLAYER TRANSFER FORM (- include player pass from original team, birth document, \$15.00 (\$25 for Interdistrict, in or out) transfer fee, player/parent written reason on separate piece of paper. (player not eligible to play on any team during waiting period)

ADULT ADD FORM - properly filled in & signed Coach Ethics and coach registration form (1628 - most current version). For coach & assistant coach, include appropriate coaching license and referee grade and coach ethics form.

***Any missing, incorrect, or incomplete items will hold up processing of credentials and will be returned to the league registrar ***

IT IS HIGHLY RECOMMENDED THAT A MINIMUM OF 14 DAYS BE ALLOWED FOR TURN AROUND TIME ON ALL CREDENTIALS TO ALLOW FOR CORRECTIONS AND INCOMPLETE ITEMS AS WELL AS FOR PROCESSING AT HIGH VOLUME TIMES, POSTAL HOLIDAYS, VACATIONS, AND OTHER FACTORS CREATING DELAY RETURN OF CREDENTIALS, & BETWEEN DECEMBER 15 & JANUARY 15.

YOUTH TO PROVISIONAL SENIOR PLAYER

Form 1612 (REV. 02/01)

This form is required for any player that plays with a senior or adult team. The senior play can be anything from a recreation to a semi-pro or pro team teams. This form gives a player permission to play on both youth and senior teams. Follow instructions on form which can be found on the CYSA website.

USSF INTERNATIONAL CLEARANCE WAIVER & REQUEST FORMS

Any player entering the United States after his/her 12th birthday must request waiver or clearance from USSF PRIOR to participation with any youth team. And for players who have turned 17, need to file for International Clearance. Both forms are on the CYSA website under USSF forms.

International Clearances

Article 7 of FIFA rules requires all individuals who enter the US from another country (including US citizens born abroad or US citizens who have lived outside of the US and are now re-entering the US) register with an to do one of the following things when registering with any youth team that is affiliated with USSF:

If they entered the US prior at age 11 or younger, the player must provide verification of the fact that they resided in the US before turning 12 (school records, passport or visa with entry date, INS card, etc.)

If they entered the US from the ages of 12 through age 16, the player must complete both the International Clearance form (form ITC-3/03) and the USSF International Clearance Waiver form (form WV-4/02) if they have not played professionally or signed a pro contract.

If they entered the US at age 17 or older, or if they have ever played professionally, regardless of their age of entry to the US, the player is not eligible for the waiver and must submit only form ITC-3/03.

If a waiver form is being submitted, it must be accompanied by a \$10 check payable to USSF.

The completed forms must be sent to the CYSA office for processing and forwarding to USSF.

USSF will forward the request to the country from which the player is entering or returning to the US.

The foreign federation has 30 days to respond to USSF regarding the clearance. If USSF has not obtained a response from the foreign federation, the player is given a provisional

clearance and is permitted to register with a team in the US without penalty until a response is received.

Any player who is required to obtain the clearance or the waiver and who does not do so is subject to disqualification and any team whose player is disqualified is subject to disqualification as well.

USSF is adamant about the importance of enforcing this rule. USSF rule 207 has been used to challenge the credentials of players on amateur teams, and in fact disqualifications at national championships have occurred as a result of some of the challenges. The waiver provision was negotiated between Hank Steinbrecher and FIFA and is an exception for USSF only. The basis of this policy stems from FIFA procedures, which dictate that when a player moves from amateur to professional status, the amateur club is entitled to compensation for the monies invested in the development of the player.

CYSA Website: CYSANORTH.ORG

INSURANCE WAIVER FOR DUAL PLAY

I understand that my child will be playing in non-CYSA, (California Youth Soccer Association- North) sanctioned games during the time period of:_____ to:_____. I further understand that there is no CYSA Insurance being provided during these non-sanctioned event/events. It is my responsibility to determine if my child should play in these events without the approval of CYSA and it is my responsibility to determine what if any insurance is available to my child during the above referenced events. If I wish to have my child covered by medical insurance during these event/events it is my responsibility to obtain insurance for my child.

Players Name:_____ Date of Birth:_____

CYSA Player ID#:_____

Name of Team:_____

Parent's/Guardian Name: *(Please Print)* _____

Address:_____ Phone Number:_____

Be sure you understand what this document means before you sign it.

Parent/Guardian Signature:_____

Date:_____