



REGISTRATION MANAGEMENT PROCESS FOR CLUB REGISTRARS

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At any time you need help, please contact Nelson at registration@portlandyouthsoccer.com or 503-643-1530.

Reporting Your Club's Data to PYSA – Why and How It Works?

Clubs who are members of Portland Youth Soccer Association (PYSA) report their player, coach and team information to PYSA for the Fall League, Spring League, and PYSA Cup.

The reason your club needs to “report” that information to PYSA is because PYSA provides various support services to the PYSA member clubs including the following services:

- Insurance for your club, players, and coaches
- Manages the risk management and background checks for volunteers/coaches
- Provides games scheduling and field permit management
- Manages referees for your games
- Communication about coaching education and other opportunities

The instructions below will outline:

1. What information you need to collect
2. How you report that information to PYSA
3. New tools for **ALL** clubs
4. How to apply for background checks
5. Using the Official PYSA “Safe” Roster
6. The due dates when your information is needed

Step 1 - Get Going With Registration Setup – What’s First?

If you are new to the registrar position, you may not know that registration for Fall Soccer usually begins in April for most clubs, although sometimes it can be earlier.

“Registration” simply means that parents in your organization will sign up their children to play soccer with your club, generally using two different methods:

1. Using online registration available through your web site.
 - a. To get your new registration set-up, go to your
2. Using a paper form the parent returns to you via mail or “walk-up” / in-person registration.

NOTE: You’ll also need to collect information about the coaches and volunteers who want to work with the teams you form in the club by either online registration or paper forms. We recommend at least 2 volunteers per team.

Minimum Registration Requirements for Players and Coach/Volunteers

In order to help get you started organizing for registration **AND to help PYSA do a good job serving your club**, we’ve put together a list of “Minimum Requirements”.

The “Minimum Requirements” include the information or data that must at minimum be collected when a parent registers their child(ren) OR when volunteers sign up to coach or help with the club. If you as a club want to collect more information, no problem, however PYSA at least needs the information we’ve listed below.

Player Registration

Minimum Information Required

- Player’s First Name and Last Name
- Address, City, State, Zip Code
- Home Phone, Email
- Birth Date and Gender

All clubs are required to verify the date of birth of each of their members. You can do this by collecting a pdf of each players birth certificate, passport, etc. Once you have verified their date of birth, you can check the Age Verified box in their member account.

Go to Members, then Find. Double click the participant and the Age Verified Box is at the bottom.

Standard Practice to Collect this Information

This is typically additional information that is collected when players register to play soccer with an organization.

- Mother and Father or Guardian names, addresses, phone and email addresses
 - Have the option to collect both parent's information, helpful when sending out emails to your members so both parent's get the information.

Optional Information

You might consider collecting this information if your organization's registrar considers this to be important to its team rostering process. It's recommended that this information be optional for the parent to provide to your organization.

- Return to Last Year's team
- Teammate Request
- Coach request

Your club may also want to collect emergency and insurance information as well, but **each club is required to have parents fill out a medical release that is given to each coach** in case of emergency during practice or a game.

What Information You SHOULD NOT Collect

- Allergies, medical conditions, or special needs
(PYSA advises AGAINST collecting this information for liability reasons)

REQUIRED Waivers or Notices

Waivers must appear on your registration forms, either paper or online, in order to meet the requirements of our insurance carrier.

Both of these waivers/notices must be agreed to either electronically online or by collecting a physical signature from the parent on the paper registration form.

Medical Treatment Authorization and Liability Waiver

I hereby give my consent to have an athletic trainer, coach, team manager, emergency medical technician, nurse, medical treatment facility, and/or doctor of medicine or dentistry or associated personnel provide the applicant/participant with medical assistance and/or treatment and agree to be financially responsible for the cost of such assistance and/or treatment. I understand treatment for injury will be based on information provided herein. I hereby authorize emergency transportation of the applicant/participant to a medical treatment facility should an individual listed above consider it to be warranted. I recognize the possibility of physical injury associated with soccer, and hereby release, discharge, and otherwise indemnify the club, the City of Portland, Portland Youth Soccer Association and its affiliated organizations, their sponsors, the USSF and its affiliated organizations, and the employees and associated personnel of these organizations, against any claim by

or on behalf of the soccer player named above or registered as a result of the player's participation in Portland Youth Soccer programs and/or being transported to or from the same, which transportation I hereby authorize.

Parent Code of Conduct

- Remember that children play organized sports for their own fun. They are not there to entertain you, and they are not miniature professional athletes.
- Be on your best behavior. Don't use profanities or harass players, coaches or referees.
- Applaud good plays by your own team AND the opposing team.
- Show respect for your team's opponents. Without them there would be no game.
- Never ridicule or scold a child for making a mistake during a competition or practice sessions.
- Condemn the use of violence in all forms.
- Respect the referee and do not criticize their decisions.
- Encourage players to always play according to the rules.
- Do not coach team players, including your own child, from the sidelines during the game.
- Communicate with your coach and create a positive, supportive working relationship.
- Avoid the use of feat and a win-at-all costs mentality – players just want to have fun.

Coach/Volunteer Registration

Any adult working directly with children in your organization, including all coaches, assistant coaches or team parents providing direct assistance to children, must register with your organization AND apply for a background check annually to meet the minimum requirements.

NOTE: If your club uses Bonzi Sports Software, the questions below are required to be on your online registration forms for coach/volunteer. Bonzi support staff will be familiar in how to help you get this setup properly, but please check your registration setup to ensure its correct and meets these requirements.

We have created a form that all clubs are welcome to use, it is called the PYSA Coach RMA Form. Indicate in your Registration Set-Up that you would like to use that form.

If you are NOT using Bonzi Sports Software, your coaches and volunteers MUST apply online through the PYSA web site at www.portlandyouthsoccer.com for their background check. Use the tab that says Background Check.

Information Required

This is the very minimum information that PYSA must have you collect for your coaches registering to coach or volunteer to work with children playing soccer with your organization.

- First Name, Middle Name, and Last Name - Use Full Legal Name
- Address, City, State, Zip Code
- Home Phone, Cell Phone, Email
- Birth Date and Gender
- What position are they volunteering for? – Head Coach, Assistant Coach, Team Manager, or Team Parent
- Driver's license number, state of issue and expiration date

- Previous address if not at the same location for 5 years – collect city and state of previous residence

Ask the following questions:

- List past experiences with all youth activities with the past 10 years.
- List previous soccer coaching positions or any personal soccer participation
- Have you ever been convicted of a crime?
- Have you ever been convicted of a crime against a person?
- Have you been convicted of ANY crime (including DUI)?
- Have you ever been removed from participating in a sports organization?
- If yes to any of the above, please provide details.

Standard Practice to Collect this Information

Additional information that may be collected when players/coaches register to play participate with an organization.

- Work phone
- Coach license, previous experience coaching, do they have a child playing and if yes, who?
- Name of team they wish to coach

Required Waivers or Notices

These waivers must appear on your Bonzi online registration forms in order to meet the requirements of our background check company and release your organization from liability.

These waivers/notices must be agreed to either electronically online or by collecting a physical signature from the coach/volunteer on the paper registration form.

Consent to Background Check

I understand that:

- a. It is the intent of to your club name and Portland Youth Soccer Association to deny certification to any person who has been convicted of a crime of violence or of a crime against a person within 10 years.
- b. By applying for a position with Portland Youth Soccer Association or a member club, the information that I have furnished on this form is subject to verification, which includes a criminal history background check.
- c. Providing false information will result in a minimum one year suspension from participating in soccer related activities.
- d. Decisions of Portland Youth Soccer Association that result in a suspension may be appealed.
- e. My signature below authorizes Portland Youth Soccer Association to conduct a criminal background check.

Other Registration Requirements

Birth Certificates Verification

It's a requirement that the registrar collects and verifies the age of players in your organization by reviewing a copy of the player's birth certificate, passport, or other birth documents. If you prefer not to keep copies of the birth certificates in your club files, the club should create a database listing each player's name and birth date and

the date/person who verified the information.

Bonzi clubs can use the “verify” feature to track birth certificate management. Use the Member button to find your member, and then click the Age Verified button at the bottom of the screen

Step 2 - Reporting Your Data to Portland Youth Soccer

PYSA uses Bonzi Sports Software’s soccer association management software to collect and manage the information needed to provide services to member clubs.

You’ll have two options for reporting your information to PYSA depending on the method your club chooses to manage the registration process:

Option 1 - Our Club Uses Bonzi Sports Software

If your club uses Bonzi Sports Software, work with Bonzi’s support staff to setup your online registration for the coming season. In the section that asks “What other instructions do you have for us”, let them know you want your information reported to PYSA

Things to note:

- PYSA only sees the “required information”. They cannot see any additional information you collect or your club finances.

Players and Coaches

As players and coaches register and you create and roster them to teams, that information is immediately available to PYSA.

Teams

You’ll notice that teams in your system now have a 9 digit team ID number. That number identifies your team to PYSA so they know what club the team is from. You cannot change the first 6 digits of that number, but your club can change the last 3 digits.

The software will automatically number your teams when you create new teams in your software. It will not allow you to create duplicate team numbers in the same season.

You can also manage your own team ID numbers if you want to do so by choosing what number series you use for what types of teams. For example, if the first 6 digits of your team ID is 140109, you can control the last 3 digits of the team ID number and you might do the following:

Co-Ed Teams – all use 100-199

Boys Teams – all use 200-599

Girls Teams – all use 600-999

Just remember that you'll also have lots of reports that tell you the team age and gender AND PYSA requires you to also include those in your team name, so special numbering maybe more work that it's worth, but it is an option.

You'll also notice that you'll have a warning on your "Home Page" now if you forgot to enter an age or gender for your team . . . the one that is used to report your playing age/gender to PYSA.

Current Settings & Information

Name: LSC Boomerangs

Display Name:

Gender: Male

Age Group: U-06 Birthdates: (08/01/2003 to 07/31/2004)

Season: 2009-2010

Team #: 140109 001

Association Reporting

Final Roster Date: Sun 2/1/2009

League Code: Recreation

Age Division: U-06

Gender: B

Folder Path: Fall 2009-2010 > U-06 > Boys > LSC Boomerangs

Update

How the Registrar Can Help ?

- All teams must be named with the 3 letter club acronym in front of the team name and also include the age and gender such as ASC Strikers U10B.
- Please be sure to choose a gender and age from the "association reporting" options for your teams so PYSA knows what age division they should schedule your team to participate in league play.
- Double-check the settings for your teams using the reports under Reports / Folders and Teams / Folder and Team Settings. This report is great for taking a quick look to make sure that you have not made any mistakes in assigning age and gender.
- Get all of your teams created and players rostered by the deadlines. If clubs miss their deadlines, game schedules can be delayed which causes problems for everyone. If you need help, be sure to ask. PYSA is here to support you!
- If you need to change an age or gender on a team after the reporting deadline, go ahead and make that change in your software, **but please ALSO contact PYSA** and let them know that you've moved your team to a new age division so you are assured that your team is playing in the correct age group. This saves frustration for everyone involved including parents, players and coaches. Contact PYSA via email at registration@portlandyouthsoccer.com.

Option 2 - Our Club Uses a Different Software Product OR Uses Paper Registration

Players and Coaches

Beginning in the 2011-12 season, all registrations will be entered manually into the Bonzi system. This will allow for fewer errors and the ability to correct information as needed. Most of your members are in the system already, so it will just be a matter of registering them for the current season in your software.

The good news once your data is into the association software system, you'll have access to do the following:

- Create, edit or delete teams
- Review coach/volunteer RMA / background check status
- Add, drop or change team rosters for players or coaches

How the Registrar Can Help?

- All teams must be named with the 3 letter club acronym in front of the team name and also include the age and gender such as ASC Strikers U10B.
- Please assign team ID numbers to your teams using the 9 digit team number "system" assigned to your club. See the "Appendix" for Team ID Numbers for more information.
- Please be sure to indicate a gender and age for your teams when setting them up in your import spreadsheet. See the "master import template" spreadsheet for instructions. You can upload only once to the system, and this should be done 7 days before the team registration deadline. The cost to upload players is \$1 per player.

After your data has been imported for you, you will receive access to the software where you can make changes. We ask you to please check the following BEFORE the reporting deadlines:

- Double-check the settings for your teams using the reports under Reports / Folders and Teams / Folder and Team Settings. This report is great for taking a quick look to make sure that you have not made any mistakes in assigning age and gender.
- Get all of your teams created and players rostered by the deadlines. If clubs miss their deadlines, game schedules can be delayed which causes problems for everyone. If you need help, be sure to ask. PYSA is here to support you!
- If you need to change an age or gender on a team after the reporting deadline, go ahead and make that change in your software, **but please ALSO contact PYSA via email at registration@portlandyouthsoccer.com** and let them know that you've moved your team to a

new age division so you are assured that your team is playing in the correct age group. This saves frustration for everyone involved including parents, players and coaches.

Tools For Everyone

No matter whether you use Bonzi software or not, everyone will have access to the tools in either the club software or through the association's software. You'll be able to do the following:

- Add, edit or drop players
- Add, edit or drop coaches
- Add, edit or delete teams
- Print rosters
- Run reports
- Check clearance for background checks/RMA

If you are already a Bonzi user, no change. You have access to all the features you did before and now your job is easier!

If you are not a Bonzi user, no problem. After your data is imported for the season, you'll receive a web site address, username/password do you can log into the software and make any updates you need and check the RMA status of your coach/volunteers.

Not sure how to work the software? You'll also receive an instructional video that will explain the features available to you and how to use them.

Background Checks or Risk Management Applications (aka RMA)

Applying for a background check is easy for your coaches. Depending on whether you use Bonzi software for your club, here's how your coaches and volunteers will apply:

If you use Bonzi software:

Have your coaches register online at your club as they normally would. When they register online, that will ALSO automatically send a background check / RMA application to PYSA. That's it! Nothing else to do!

If you use another software provider OR paper registration:

Bonzi will set up a link for your website where your coaches will submit their information for a background check.

Understanding How the RMA Process Works

Background checks, also known as RMA in the software (which stands for Risk Management Application), have a special way they work.

It's first important to understand a couple things:

1. A background check/RMA application must be completed online by the coach/volunteer because they are giving their legal authorization for PYSA to conduct a background check.
2. In order to keep things simple for our coach/volunteers, the system automatically matches up the RMA application and the registration by their legal first name, middle initial, last name and birth date.

Online Background Checks for All Coach/Volunteers

If your club uses Bonzi software, every coach or volunteer that registers **ONLINE at your web site** is **AUTOMATICALLY** submitting a background check application at the same time. **They do NOT have to go to a separate web site.**

If your club uses another provider or paper registration, Bonzi will set up a link for your website where your coaches will submit their information for a background check.

Background checks (Risk Management Applications or RMA) will be processed each week beginning in June and daily beginning in August.

Things You Need to Know -

If you as the registrar manually enter a coach or volunteer registration into your software, that **DOES NOT submit a background check application**. The reason why is because the background check requires the authorization of the individual in order to conduct the background check. You cannot fill that out and agree to the background check for them because for liability reasons.

The best thing to do is to encourage your coaches and volunteers to register online. With respect to your board members or volunteers that are not rostered to a team, you can also setup a miscellaneous registration for those volunteers keeping those separate from coaches OR simply send them to PYSA to register.

If you use Bonzi software, work with Bonzi support staff to get your coach/volunteer form setup properly and your background checks will automatically be completed.

What Will I See in The Software?

The screenshot shows a web interface with the following sections:

- May be assigned to team under:** Fall 2009-2010 > U-10 > Boys
- Current Team Assignment:** James Aker is not currently assigned to coach a
- Current Registration Status:** Confirmed (selected) / Rejected
- RMA Number:** 123456
- RMA Status:** Cleared
- Navigate To:** Print Coach's Form (Acrobat Reader required), Coach's Member Account
- Coach/Volunteer Information:** First Name: Amy, Middle Name: [empty], Last Name: Pate, NickName: [empty]

A green box with the text "RMA application received and 'cleared'" has a green arrow pointing to the "RMA Status: Cleared" text, which is also circled in green.

This applies to ALL clubs whether you are using Bonzi software or another option:

When you look up a coach in the software, you'll see 2 fields related to RMA on the registration form (at right).

After someone has submitted a background check or RMA application, you'll notice by their name they now have an RMA number and RMA Status. The RMA status will indicate "NOT CLEARED". This simply means that the background check has not been completed by PYSA. When the background check is completed, the status will change to "CLEARED" and therefore your coach is good-to-go and be rostered to their team.

If you have a coach registered in the system and their RMA Number and their RMA Status is "blank", then there is no matching RMA application in the system for them.

Here are reasons for this and how you can resolve the issue:

STEP 1 - First you need to verify a couple things:

- 1.) Do they have an RMA application in the system and,
- 2.) If they do, does the name/birth date on the RMA application match the name on their member account in your club?

You can use a look-up tool in the Bonzi software to check and see if your coach has submitted an RMA or background check application. Here's what you do:

1. Log into your software
2. Choose ADMIN/ADD WATCH (Yes, this is a weird name – it's going to be changed)
3. On the RMA Look Up page that displays, type in the first name, last name of the coach/volunteer. Click FIND.
4. The software will tell you if it found the person or persons with that name.
5. IF the software does NOT find your "person", try typing in a partial name only, for example for John Smith type in J for the first name and Sm for the last name and click FIND. The reason you want to do this is to see if "John" applied using a different

May be assigned to team under:
[Fall 2009-2010 > U-10 > Boys](#)

Current Team Assignment:
James Aker is not currently assigned to coach at

Current Registration Status:
 Confirmed Rejected

RMA Number:

RMA Status:

Navigate To:
[Print Coach's Form \(Acrobat Reader required\)](#)
[Coach's Member Account](#)

Coach/Volunteer Information

First Name:

Middle Name:

Last Name:

NickName:

name. Remember that the system automatically matches coaches up to their RMA application using their first name, last name, and birth date. If it's not an exact match, it won't find them.

STEP 2 – Fix The Problem

You Found an RMA Application for Your Coach/Volunteer

If you see there IS an RMA application in the system, simply go to the member account in your club (MEMBER/FIND), find the member and double-click on their record. Now check their name and birth date. It may be different than the RMA application, so make sure they match by changing the name or birth date if you need to do so. Click the UPDATE button. The member account should automatically link up to the RMA application.

You Did NOT Find an RMA Application for Your Coach/Volunteer

If you are a Bonzi club, have your coach/volunteer register online at your club web site. If they have a member account, make sure they use that account just to keep things tidy.

If you do not use Bonzi, have your coach/volunteer apply online at the PYSA web site. After they apply, follow the process in the **“You Found an RMA Application for Your Coach/Volunteer”** to **“link up” their record with their RMA application.**

What Causes a Coach/Volunteer NOT to Have an RMA Number?

The coach/volunteers registration was entered manually by the registrar.

The coach/volunteer registered with a different first name, last name, and birth date than what's on their background check/Risk Management application, and therefore there's no “match”.

Official “Safe” Rosters at Game Time

Coaches from each team will supply an official roster to the opposing coach listing the players who will be on the field for that game.

U7/U8 coaches will exchange rosters, for U9 to U14 and HS Coed, each coach will provide 2 rosters, one for the referee and one for the opposing coach.

There are several ways to access official team rosters:

Clubs Using Bonzi Software/Clubs not using Bonzi Software

You can give “Coach Tools” access to your coach by simply clicking the check box by the coaches’ names on the team roster. The system sends an automatic email out to the coach telling them they have access to “Coach Tools” and their team web site AND how to log in and use the features. Non-Bonzi clubs will not have the team pages option. When the coach logs into their Coach Tools, they can print their Official “Safe” Roster which only shows players on the team that have been rostered by the registrar.

Coach Tools

Team Page Activation

Team page is activated

Team Display Name:

Team Username:

Team Password:

Display Roster Information: Yes No

Roster

Anfuso, William	<input type="button" value="Edit/View Info"/>
Bailey, Henry	<input type="button" value="Print Forms"/>
Baker, Jaxon	<input checked="" type="button" value="Safe Roster"/>
Brown, Emerson	<input type="button" value="Detail Roster"/>
Brown, Issac	<input type="button" value="Email Roster"/>
Courtney, Josephine	
Cress, Caleb	
Daniels, Ben	
Duin, Wyatt	
Fee, Elliott	
Fitzwater, Abby	
Fruits, Zoe	

The benefit of this is the coach can print the roster as often as needed AND can print the roster the second the registrar is done making a change. No driving, faxing, emailing or scanning!

Bulk Roster Printing

All clubs can also choose to print their rosters in “bulk” by age division. Simply choose the age division you want to print, and click REPORTS/FOLDERS AND TEAMS / SAFE ROSTER.

Team Data				
Coaches	Title	RMA Number	RMA Status	Coach Tools
1000000061 / Louise Foster	Head Coach			<input type="checkbox"/>
1000000095 / Rob Holloway	Assistant Coach			<input type="checkbox"/>
1000000028 / Marc Join	Head Coach			<input type="checkbox"/>
1000000098 / John Kavanagh	Head Coach			<input type="checkbox"/>

[Print Medical Release Forms For Team Roster \(Acrobat Reader required\)](#)

The roster generates in a PDF format and can them be printed and distributed as desired.

Where Do I Get Registration Help?

You can contact the PYSA office for assistance and answers to questions OR if you have an issue or question using the Bonzi software, you are always invited to contact our support staff via email at support@bonzidev.com or by phone at 503-691-9860.

How Do I Sign My Teams Up for League Play and Game Scheduling

There's a simple and easy online registration that you can use to sign your teams up for game scheduling and league play and here's how it works:

1. Visit www.portlandyouthsoccer.com
2. Click the REGISTER NOW button.
3. Choose the registration event titled for registration of teams for league play.
4. You'll be asked to create a member account, but this is a good thing because you'll be able to log back in later on to:
 - Add more teams
 - Drop teams
 - Change information about your teams
5. Next, you'll be asked to "find" your teams and when you register your teams, you'll need to know the following(All of your team's need to be named using the PYSAs team name formula):
 - Your teams' ID numbers from your Bonzi Sports software
 - Your teams' gender (the one you set in your Bonzi Sports software)
 - Your teams' age (the one you set in your Bonzi Sports software)
6. Your Team Information Automatically Fills In For You

After you enter your team ID, team age and gender, your team will display if the information you entered matched a team in your system. Click IMPORT and the team information will automatically fill in on the registration forms for you.

On the Team Information Page, simply make sure to choose the proper age group that you want your team to play in (Playing Age) and click the NEXT button until you have finished. Then repeat until all your teams are entered.

NOTE: Manually Entering Your Team

There is a feature in registration that allows you to manually enter your team. **Please avoid using this feature** as it could cause issues with your team being properly identified and placed for scheduling. This feature is reserved for other purposes.

7. After completing your Team Information Page, click NEXT and proceed to the Team Roster page. This page should be automatically completed for you. There are only 2 items you need to take care of:
 - a. At the top of the roster by Coaches, there is a circle button in the TC column. TC is for Team Contact. If you would please select which person on the team is the primary contact, that would be helpful.
 - b. The last item you should need to complete is signing the roster at the bottom of the page.
 - c. Now click NEXT.
8. You should already have a primary contact with an address on your roster and therefore you should not need to complete this page. Simply click NEXT to the final page of registration and FINISH.
9. Now you can either return to your Member Account to review your team registrations or make changes OR you can close your browser to return a different day.

Note: When manually entering your teams, make sure that your Team Contact information is correct. Email lists about game schedules and game changes are formed from this registration and we want your coaches to get the information they need.

FREQUENTLY ASKED QUESTIONS

How Are Teams Fees Billed?

Team fees are due to PYSA in September. You can log onto your member account at PYSA to review the fees for teams you have register for the league. PYSA will also email a bill to your association.

What if my roster changes?

The roster for your coaches and players will be automatically entered for you when you register your team. The roster you see in your software is the roster that coaches will use for games, please make sure that roster is correct. The roster that is uploaded during team registration may not be correct, but as long as your software shows the correct roster you team/players okay to play.

Is there are point where I can no longer change my team registrations?

Yes, usually the deadline will be mid to late August. There is a date published on the web site when registration of teams for league play will close. However, beginning in 2010, you'll have much longer to get your team information to PYSA for scheduling so make that process much easier.

Game Scheduling

The information you supplied when registering your teams online at the PYSA web site will be used for game scheduling purposes.

There is a deadline posted for reporting your team information. Please keep in mind that the goal of PYSA is to put kids on the field to play soccer, but when teams are not registered timely for game scheduling, it causes problems and delays in scheduling for everyone and as well as inconvenience for parents. Don't be the one that holds up the scheduling for everyone else. Get your teams registered on time and be sure to call for help if you have any problems.

All game schedules and revisions to game schedules will be posted directly on the PYSA web site.

Billing for Player and Coach Fees

Registrars will have access to a report they can use to calculate their payment to PYSA for players and coaches. The report will display the number of players and coaches. After displaying the report, simply multiple the number of players and coaches by the fee for the season to arrive at a total amount due to PYSA.

The initial payment for your players and coaches is due **the second week of July**.

A final payment for players and coaches added AFTER you run this report and make your July payment along with any credits for players or coaches that you cancelled or "rejected" can be calculated, is made at the end of September along with your team fees.

Here's how to run the report:

1. Log onto your software.
2. Click on the main folder name for your Fall Recreation (or Spring if it's Spring) event. You should be registering BOTH players and coaches.
3. From the main menu, choose REPORTS / REGISTRATION / REGISTRATION STATUS
4. A page displays that lets you make choices about what you want to see on your report. Be sure both players and coaches are check marked and click RUN report. Do not enter a from/through date because you want to see ALL registrations for the event.
5. When the report displays, you'll see a total at the bottom of the report for each registration type: one for the player registration and counts and the second for the coach registration and counts.

NOTE: If you selected a folder from your folder tree that contains MORE than just your Fall event, you may see the registration counts for other events as well. You don't include those in your totals.

6. When calculating the total amount of players, ONLY count the players who are CONFIRMED and PENDING. Do not include players who are rejected because their registration is cancelled.
7. When calculating coaches, only include those coaches who are CONFIRMED because they can be rostered to teams. IF you will also be rostering coaches who are PENDING, you can count them as well, but the point with coaches is that not all who register may end up coaching, so take that into consideration when calculating the number of coaches for payment.
8. Add the number of players and coaches together and multiple times the PYSA member fee to arrive at a total payment amount.

Spring Soccer Registration

Clubs have 2 options for registering teams for spring soccer:

Option 1: The club can collect registrations/payments like they did in the fall. Make sure in your registration set-up with Bonzi that you ask to carry forward your teams from the fall and ask that the players be auto-rostered back to the teams from the fall. You will want to also ask if the player played with PYSA in the fall and if they did not have it add \$17 to their registration, the cost of registering with PYSA. Ask Bonzi to have your information report to PYSA, then all of your new information will be uploaded to PYSA and you will be billed for only the new players and new coaches in April.

Registrars will register the teams like they did in the fall, we ask that you register your teams by the deadline, second Friday in March, and that you only register your teams after all of your teams are set.

If you have players from another club playing with your team during the spring, you will enter their name and date of birth when you register your team on the PYSA website. If the name and date of birth match up then the player id # will come up letting you know that they are registered.

Option 2: Clubs can have coaches directly register their teams on the PYSA website.

Coaches will need their team id # from the fall. If you go under Reports, Folders and Teams, and Folders and Team List, you can save a file that lists the team name and team number and email that to your coaches. When the coach registers they will need to add any new players that have joined their teams

for the spring. When they add the new player they will need to have already been registered with the club. Please make sure that all new players register on your website so they are covered by insurance.

Registrars will need to reopen their fall registration for new players and new coaches. Rename the registration to Spring 2012- New Players Only and Spring 2011- New Coaches Only. You will also want to change the fee associated with this event. PYSA cost for new players is \$17, so make sure to cover that cost and your registration costs.

Non-Bonzi Users will manually enter their new players and still send their new coaches to the PYSA website to register for the spring.

Yearly Schedule

Fall League Registration should be opened by mid-April
The 3rd Friday in August is the Fall League Team Registration Deadline

PYSA Cup Registration
The ??? is the Fall PYSA Cup Registration Deadline

Spring League Registration should be opened by mid-January
The 2nd Friday in March is the Spring League Team Registration Deadline

Roster Sizes/Roster Recommendations

U7 - 3v3 - Max Roster = 12 - Roster Size Recommendation = 10 - \$175 - 8
U8 - 4v4 - Max Roster = 12 - Roster Size Recommendation = 10 - \$175 - 8
U9/10 - 6v6 - Max Roster = 12 - Roster Size Recommendation = 10 - \$290 - 8
U11 - 8v8 - Max Roster = 16 - Roster Size Recommendation = 14 - \$290 - 9
U12-14 - 11v11 - Max Roster = 18 - Roster Size Recommendation = 16 - \$315 - 9
HS Coed - 11v11 - Max Roster = 18 - Roster Size Recommendation = 18 - \$400 - 8

Team Fees/# of games

U7 - Fall - \$175 - 8, Spring - \$125 - 7
U8 - Fall - \$175 - 8, Spring - \$125 - 7
U9/10 - Fall - \$290 - 8, Spring - \$275 - 7
U11 - Fall - \$315 - 9, Spring - \$300 - 7
U12-14 - Fall - \$315 - 9, Spring - \$325 - 7
HS Coed - Fall - \$400 - 8, Spring - \$350 - 7

Other PYSA Fees

Non-Bonzi Import Fee - \$1 per player/coach

Player - Annual Member Fee (Recreational including Kick and Chase) - \$17
Player - Annual Member Fee (Competitive) - \$4
Coach - Annual Member Fee - \$17
Team - Competitive(includes U10 teams) - \$185

PYSA Fall League Cup - \$300(U10), \$325(U11), \$350(U12 to HS) per team

Billing Schedule

PYSA will bill clubs for players on Fall - , Spring -

PYSA will bill clubs for teams on Fall - , Spring -

PYSA will bill clubs for fields on Fall - , Spring -

Appendix

Team ID Numbers by Club

The first 6 digits of the team ID numbers indicate which club the team is with. The key for those 6 digits is listed. The last 3 digits of the team ID number are numbers that the club either selects OR if the club is a Bonzi software user, the software can automatically generate the numbers for the club.

Club #	Club Name	Schools
140101	Bridlemile	
140102	Foothills	
140103	Forest Heights	
140104	Hillside	
140105	Hollywood	
140106	Holy Redeemer	
140107	Irvington	
140108	Jackson	Capitol Hill, Markham, Stephenson, Jackson MS
140109	Laurelhurst	
140100	Northeast United	
140110	Peninsula	
140111	Portland City United	n/a
140112	PYSA High School	
140113	Rose City	
140114	Skyline	Skyline
140115	Southeast	
140116	St Johns	
140117	Vista	
140118	West Sylvan	
140119	Mt. Tabor	