



PYSA Registrar's Manual
2019/20

If you have any questions please contact Nelson Larson

Email - registration@portlandyouthsoccer.com Phone - 503.643.1530

**We request that all new registrars set up a meeting with Nelson
before beginning their role and starting any new registrations.**

Table of contents

Club Responsibilities:	Page 3
League Settings for Association Reporting Mandatory:	Page 5 & 6
Medical release and authorization	Page 7
Parent Information	Page 8
Coach Information	Pages 9, 10 & 11
Team Information	Page 12
Fees and Billing Information	Page 13

Club Responsibilities

Player Registration

- Collect all required information in this manual and report to PYSA
- Ensure every player in your club is registered
 - *Never admin add a player*

Coach Registration

- Collect all required information and report to PYSA
- Register head coaches, assistant coaches, team parents/managers, and board members
- Ensure head coaches, assistant coaches team parents/managers, and board members have cleared their background checks
 - ***** No person can be assigned to a team without an approved Background Check *****
 - *Never admin add a coach, team parent/manager, or board member*

Team Registration

- Register all teams for the fall league, spring league, and Fall PYSA Cup

Concussion Compliance

- All head coaches, assistant coaches, team parents/managers, and board members have completed concussion education
- Ensure all of the parents in your club have received concussion education
- Ensure all players over the age of 12 have received concussion education

Game Day Information

- Confirm all head coaches have access to Bonzi Team and Game Day Rosters
- Ensure all head coaches have medical releases at all practices and games
- Field Set-up
- Give coaches a club contact sheet to help them borrow players in time of need

PYSA Information

- Deadlines
- Fees and payment deadlines
- Best Practices for clubs – See guide on PYSA website

PYSA Registrar Duties during the season

It is the job of the club registrar to help teams solve problems during the season. Some of those problems could be schedule issues; team doesn't have enough players, communication about discipline issues, and coordination with other clubs to get kids off the waitlist.

If you cannot solve an issue that your team has then you should contact PYSA for help. We are more than happy to help you. All communication needs to be done in advance so we aren't solving issues on Friday for a Saturday game.

We would respectfully request that all coaches know that they should contact the club representative as soon as they know that there may be a situation with the potential lack of players etc. We ask at that point the club provide possible solutions for that please see the list below and provide the information or assistance in solving. In the event that you need PYSA help, please allow plenty of time to help solve any problems that you may have.

1. All special game requests must go through the club registrar who will provide that data during team registration by the registration deadline.
2. Request that all coaches poll their parents about potential missed dates for their players at the first practice.
3. Coaches inform the club Registrar of the potential player-missing problem.
4. Club provides other coaches in the club contact information within the age group to request guest players. This should be done at the start of the season so coaches have data available to them.
5. Provide other coaches in the club contact information in the age group below to request guest players if needed.
6. Inform coaches they can contact the opposing team they are playing to see if you can borrow players.

Before the season starts you need to provide all coaches an all club contact sheet to help solve roster/guest player problems. Include in the email PYSA rules so that they understand what player's coaches can use as guest players. Rules are:

- Players can play up one grade, entire teams cannot play up
- Girls can play on boys teams
- Players from other clubs can play on your team

League Settings for Association Reporting are Mandatory

- ✓ Recreational Fall is for all U7 to U14, HS Coed teams playing in PYSA leagues
- ✓ In-House Fall - For all programs you run in house
 - Do not include camp or competitive programs
- ✓ Recreational Spring
- ✓ In-House Spring
- ✓ Board Member
- ✓ Waitlist
- ✓ Full Year (for clubs who use their fall registration for both fall and spring)

Teams that withdraw after the brackets have posted the club is still responsible to pay for that team.

Merge member accounts once a season to insure billing is correct for your club. Click Member, and then Merge to see members with multiple accounts. Make sure you merge accounts into the one listed as having the most recent activity.

To Merge coaches with different RMA numbers please make sure both accounts have the same First, Middle, Last Name as well as Date of Birth and Gender

It is important that you never ADMIN ADD players or coaches. You do not want the liability to fall on you if they do not sign all of the waivers or give consent for a background check.

Minimum Information Required by all Clubs

You can add any information that you would like, but you cannot remove any of the items listed below from the PYSA Mandatory Form in Bonzi

Rules Regarding Players

- **Players are assigned based on grade**
- **A player may only play up one grade**
- **Whole teams cannot play up a grade**
- **You may request a player to play down a year if there are special circumstances confirmed by a doctor**
- **Highly discouraged to have competitive players play recreational soccer**
- **Girls may play on boy's teams, same age/grade requirements**

• **Player Information**

- Player's Full Legal First Name (No Nicknames)
- Player's Full Legal Last Name
- Gender
- Date of Birth
- Address
- City
- State
- Zip Code
- Email
- Additional Email
- School attending (Put in your own list of schools that connect with your club)
 - Other (leave this open but required if they answer other)
- Grade in School
- **Optional Information to collect**
 - Team Request
 - Teammate Request (optional)
 - Coach request
- **Spring Information to collect (Is optional and you can set your own fee amount)**
 - Did you play with PYSA in the fall? (Spring only- \$19 fee connected to no answer)
 - If so which club?
- **Player Medical Information**
 - Emergency Contact Name
 - Emergency Contact Number
 - Emergency Contact 2 Name (not required)
 - Emergency Contact 2 Number (not required)
 - Allergies
 - Other Medical Conditions
 - Player/s Physician
 - Physician's Contact Number
 - Insurance Company

- Insurance Company Phone Number
- Policy Holder
- Policy Holder Number
- Group Number
- **Parent Information**
 - Parent/Guardian 1 Legal First Name
 - Parent/Guardian 1 Legal Last Name
 - Parent/Guardian 1 Phone Number
 - Parent/Guardian 1 Email
 - Parent/Guardian 2 Legal First Name
 - Parent/Guardian 2 Legal Last Name
 - Parent/Guardian 2 Phone Number
 - Parent/Guardian 2 Email

Medical Release and Authorization

U.S. Youth Soccer Parent/Guardian Consent and Medical Release (must be included)

Recognizing the possibility of injury or illness, and in consideration for US Youth Soccer and members of US Youth Soccer accepting my son/daughter as a player in the soccer programs and activities of US Youth Soccer and its members (the "Programs"), I consent to my son/daughter participating in the Programs. Further, I hereby release, discharge, and otherwise indemnify US Youth Soccer, its member organizations and sponsors, their employees, associated personnel, and volunteers, including owner of fields and facilities utilized for the Programs, against any claim by or on behalf of my player son/daughter as a result of my son's/daughter's participation in the Programs and/or being transported to or from the Programs. I hereby authorize the transportation of my son/daughter to or from the Programs.

My player son/daughter has received a physical examination by a licensed medical doctor and has been found physically capable of participating in the sport of soccer. I have provided written notice, which submitted in conjunction with this release and attached hereto, setting forth any specific issue, condition, or ailment, in addition to what is specified above, that my child has or that may impact my child's participation in the Programs. I give my consent to have an athletic trainer and/or licensed medical doctor or dentist provide my son/daughter with medical assistance and/or treatment and agree to be financially responsible for the reasonable cost of any such assistance and or treatment.

Parent Information

Parent's Code of Conduct

PYSA considers conduct by parents and spectators to be supportive and positive at all times. The following Code of Conduct for parents emphasizes the key areas all parents and spectators are expected to abide by during all PYSA competitions:

- Remember - 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. **Do Not** 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 session.
- 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 fear and a win-at-all costs mentality – players just want to have fun.

Parent's Role

- Provide transportation to and from all practices and games. Respect your coach's time: be punctual in arrival and pickup of your player.
- When possible, stay and watch practices as well as games.
- Lend players your support in a positive manner.
- Do not point out their mistakes or criticize.
- Leave team and player management to the coach.
- Support your child's efforts as well as their accomplishments.
- If unable to attend the practice or game, teach children not to talk with or leave practices or games with strangers. Let your coach know if your players are riding with someone else.
- Ensure your player brings equipment to and from all soccer games and practices. Be sure to identify equipment with a pen or permanent marker.
- Be available to kick the ball around with your child.
- ALLOW YOUR CHILD TO BE A CHILD.

Coach Information

Coach Information

- **Coaches must register themselves through your website. Coaches cannot be added by administrative process.**
- **All Board Members and Registrars must register as coaches each seasonal year.**
 - **A special folder has been set up for you by Bonzi.**
- **Anyone 16 years old and older must have a background check to coach. Coaches under 16 register as players.**

Rules Regarding Coaches

- **Coaches, assistant coaches, and team parents/managers cannot step on the field in a coach capacity until they have passed a background check.**
- **Board Members need to complete a background check at the beginning of each seasonal year**

Required Information you need to collect

- Legal First Name (No Nicknames)
- Legal Last Name
- Address
- City
- State
- Zip Code
- Home Phone Number
- Cell Phone Number
- Email
- Birth Date
- Gender
- Driver's license number
 - Help Text: Put in 7 0's if you do not have a DL
- Driver's License State
 - Help Text: Put in the state that you live in if you don't have a DL
- Driver's License Expiration Date
 - Help Text: Put in the month/day of your birthday with 2022 if you don't have a DL
- Team League Placement
- Reasonable League Game Schedule Requests
- What team would you like to coach?
- What is Your Child's full Name?
- What position are they volunteering for? – Head Coach, Assistant Coach, Team Manager, or Team Parent

Ask the following questions:

- Have you ever been convicted of a Crime Against a Person?
- Have you ever been convicted of Crime of Violence?
- Ever been convicted of any Crime (includes misdemeanors)?
- Do you have any Pending Criminal Charges?
- Denied, disqualified, or removed from participation in any youth or sports organizations?
- If yes to any of these questions, email explanation to Brian Scott at brian@oregonyouthsoccer.org

Consent to Background Check (Must be included)

Social Security ELA:

We do not request your Social Security Number (SSN) in your registration form. We may, however, ask you to provide us with your SSN in some situations in order to complete your background check.

A SSN is required to allow access to some court records (primarily in California) that are keyed to the SSN of the persons involved in the court's action. It may also be needed to resolve identity issues when discovered criminal records could apply to more than one person.

If we ask you to give us your SSN to complete your background check, and you do not provide it, your eligibility to participate in OYSA programs will be delayed. Adults whose risk management status is set at anything other than "Approved" are not eligible to participate. During the period of time that our background check provider must wait to receive your SSN your risk management status will be shown as "Under Review" and no one, whether your club registrar or the OYSA registrar, will be able to print a member card for you or assign you to duties with your club. We are very conscious of the need for security in handling your SSN. While the Affinity server is designed to require password-protected access to personal information, we will not include your SSN in your Affinity record. The background check provider does not retain the SSN after the check has been completed and results returned to the Affinity database. OYSA will not retain your SSN in our records after it is used for the purpose of completing a background check.

By clicking here you agree to provide us with your SSN upon request for the purposes stated above. You further agree that if you do not provide your SSN when requested, you will not be eligible to participate in the programs of OYSA or its member clubs until a background check is completed that shows you are approved for participation.

Background Check ELA:

Oregon Youth Soccer requires that all adults who work with children on behalf of the Association or any of its member clubs have successfully passed a background check before beginning such work. This requirement applies to all coaches, assistant coaches, employees, board members, chaperones, drivers, team managers, trainers and any other individuals who control the activities of children or who may have an opportunity to be alone with any child other than their own as a representative of the soccer organization.

- A. Oregon Youth Soccer may deny eligibility to any person who has been convicted of a crime against a person or property.
- B. Any convictions will be evaluated based on the age of the conviction and the nature of the offense.
- C. Felonies, crimes of moral turpitude, crimes of violence, crimes against a child, and crimes involving a child will be given greater scrutiny.
- D. Oregon Youth Soccer will suspend any registered person who becomes a defendant in litigation detrimental to the welfare of youth players or litigation based on activities detrimental to the welfare of youth players.
- E. Risk management decisions of Oregon Youth Soccer that deny eligibility to participate or suspend a person from participation may be appealed to the Risk Management Appeal Committee. Decisions of that committee are final.
- F. The information provided in this disclosure is subject to verification by a criminal background check.
- G. Providing false information in the background disclosure, including failure to disclose pending charges or a known conviction, will result in a denial of eligibility.

Affirmation and Authorization

By electronically signing and submitting this application I hereby affirm that the information provided is true and complete. I hereby authorize Oregon Youth Soccer Association to conduct a criminal background check for me.

Disclosure Requirements ELA:

I agree that if I am approved as an Administrator, I will notify the Oregon Youth Soccer Association Risk Management Coordinator, and the risk management coordinator of any club for which I am an Administrator, coach, or team official, if I am charged with, or convicted of, any crime at any time during the seasonal year for which I am registered.

I understand that if a later background check discloses pending charges or a conviction that I have willfully failed to disclose, I will be disqualified for a period of not less than one year in addition to any other disqualification or suspension that may be imposed because of the charges or conviction.

Coach Agreement (Must be included)

I agree that:

1. I understand that I am responsible for any and all actions of my players, fellow coaches, and families.
2. I understand and will abide by the PYSA Rules.
3. I will not allow any players to practice or play games with my team that is not properly registered with our club or PYSA. I will know when players have been properly registered when my Official PYSA Game Day Roster has their name on it.
4. I will have all Player Medical Release forms available at all practices and games.
5. I will adhere to the PYSA Coaches' Code of Conduct (Coaches' Pledge). This pledge will govern my actions and behavior at all practices and games in which my team participates.

Coaches' Pledge (Must be included)

Portland Youth Soccer Association appreciates the time youth coaches take to provide a positive experience for the youth in our community. The following pledge outlines what is expected of all coaches:

- I will treat all players, parents, opponents and referees with respect.
- I will respect the interpretation of rules and judgment of the referees.
- I will remember that I am a youth sports coach and that the game is for children and not adults.
- I will place the emotional and physical well-being of my players ahead of a personal desire to win.
- I will treat each player as an individual remembering that each player develops at different social, physical and mental rates.
- I will be knowledgeable of the rules of soccer and will teach these rules to my players.
- I will do my best to organize practices that are fun and challenging for all my players recognizing the value of play in a child's development.
- I will provide a sports environment for my team that is free of drugs, tobacco and alcohol, and I will refrain from their use at all soccer events.
- I will promise to review and practice first aid principles needed to treat injuries of my players.
- My assistant coaches and I will lead by example by demonstrating fair play and sportsmanship to all players.
- I will remind my team and fans to exhibit good sportsmanship at all times, both when winning and when losing.
- I will advocate for the females on my team and make sure they are treated equally.

Team Information

Team Identification

All teams must use this formula for their team name:

- Club acronym, Team Name, Age Group/Gender
A U12 boys team from American Soccer Club would be:
 - i.e. - ASC Monsoons U12B
- Any team that is merged together across two different age groups will use the combined age group acronym.
 - i.e. – ASC Monsoons U11/12B

Concussion Compliance

All information and documents can be found on the PYSA website. We highly suggest you set up your online registration to include concussion compliance for both players and coaches.

Rules Regarding Coaches

All coaches must have a background check aged 16 and older.
Coaches under 16 that coach should be registered as a player.

Game Day Information

Bonzi Team must be turned on for all coaches (for everyone is your choice) so that they can have access to their Game Day Rosters and Medical Releases.

- GDR are printed by going to Schedules, click on the game, Click Game Day Roster.
- Medical Releases are printed by clicking Rosters, then Print Options, Print Medical Release.
- Field Set up

PYSA Information

Tentative Team Registration Deadlines

- Fall League - August 7th
- PYSA Cup - October 14th
- Spring League March 7th
- Unassigned Player Pool Entries - August 1st

Roster Sizes/Roster Recommendations

(K)	U5/6	In house programs within your club	
(1 st)	U7	Roster Size Recommendation = 10	3v3; Max Roster = 12
(2 nd)	U8	Roster Size Recommendation = 12	4v4; Max Roster = 14
(3 rd)	U9	Roster Size Recommendation = 12	7v7; Max Roster = 14
(4 th)	U10	Roster Size Recommendation = 12	7v7; Max Roster = 14
(5 th)	U11	Roster Size Recommendation = 14	9v9; Max Roster = 18
(6 th)	U12	Roster Size Recommendation = 14	9v9; Max Roster = 18
(7 th)	U13	Roster Size Recommendation = 16	11v11; Max Roster = 18
(8 th)	U14	Roster Size Recommendation = 16	11v11; Max Roster = 18
(9 th & above)	HS	Roster Size Recommendation = 18	11v11; Max Roster = 22

Fees and Billing Information

Team Fees and # of games

Fall			
•	U7	\$200	8
•	U8	\$240	8
•	U9/10	\$360	8
•	U11/12	\$420	8
•	U13/14	\$480	8
	HS Coed	\$540	8
Spring			
•	U7	\$200	6
•	U8	\$240	6
•	U9/10	\$360	6
•	U11/12	\$420	6
•	U13/14	\$480	6
	HS Coed	\$540	6

Other PYSA Fees

Player:	Annual Member Fee for In House Players - U6 and below, \$12
Player:	Annual Member Fee, \$21
Coach:	Annual Member Fee, \$12
PYSA Fall League Cup	TBD
PYSA Field Fee	\$7.25 per hour

Player insurance

Insurance is valid for the current playing season, which runs September 1st to August 31st. Fall player registration will start your new year's insurance for players and coaches.

Billing Schedule

PYSA will bill clubs for players on

- Fall: First week in November
- Spring: Third week in May

PYSA will bill clubs for teams on:

- Fall: Third week in August
- Spring: Last week in March

PYSA will bill clubs for fields on:

- Fall: December 1

Any Late Payments will be billed:

- 30 days late - (on the 31st day after the invoice) - amount plus 5% late fee
- 60 days late - (on the 61st day after the invoice) - amount plus 10% late fee
- 90 days late - (on the 31st day after the invoice) - amount plus 15% late fee