

## AA SOCCER COACH/TEAM REGISTRATION CHECKLIST

Listed below are the items that need to be completed for registration for the 2012-2013 soccer seasons.

**1<sup>st</sup>** Teams must be migrated from last year or created if new. To start your team registration **each coach must email the following to [registration@northutahcountysoccer.com](mailto:registration@northutahcountysoccer.com):**

1. Team name: \_\_\_\_\_
2. Level of play: AA (District) Competition
3. Age group: U \_\_\_\_\_ (team age group is based on the age of the oldest player)
4. Gender: boys or girls
5. Coach name & contact information

**2<sup>nd</sup>** **You will be given an Assignment Code and you will have your team register.** This year **ONE** assignment code will be given to your team for all players and admin to use when registering. Coaches and team managers who register using the assignment code will have access to the team's roster so they can track who has registered and who has pictures uploaded.

**3<sup>rd</sup>** **The following must be submitted before the team registration deadline of JUNE 20<sup>th</sup>:**

➤ From each Coach:

- ✓ An Employment/Volunteer Disclosure Statement Form. This form is required even if you are registered online and must be submitted each year.
- ✓ Picture – picture size should be 100 px by 120 pxs.\*\*\*
- ✓ **All coaches must be registered online before registration materials are turned in.**

➤ From each Team Manager

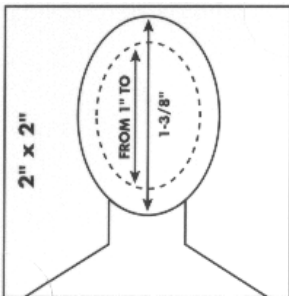
- ✓ An Employment/Volunteer Disclosure Statement Form. This form is required even if you are registered online and must be submitted each year.
- ✓ **All team managers must be registered online before registration materials are turned in.**

➤ From each Player

- ✓ 1 copy of birth certificate if one is not on file. On your team roster, if there is a green B in a circle to the left of a player's name then he/she has a birth certificate on file and another one does not need to be turned in.
- ✓ Picture – must be uploaded onto each player's account. Picture size is 100 px by 120 pxs.\*\*\*

➤ A completed packet should have:

- ✓ All of the above
- ✓ A completed Team Roster with the **EXACT** team name that you want in the system, alphabetical listing of players.



**\*\*\*Each team is expected to upload pictures in ALL player and admin accounts.**

**Pictures must be head shots only, no lower than the top of the shoulders, with player looking directly at the camera- no hats or goofy faces. Picture sizes should be 100 px by 120 pxs.**

**If a player has an old picture in the system, their new picture needs to be emailed to the Registrar to be uploaded- [registration@northutahcountysoccer.com](mailto:registration@northutahcountysoccer.com)**

**4<sup>th</sup>** Once your team has met all the requirements it will be sent in for game scheduling.

# AA Team Roster

(For Coach Convenience)

<b>Team Name:</b>		Level of Play:	
Age Group:		Boys/Girls:	
<b>Coach:</b>		License Level:	
Phone: (Home)	Work:	Cell:	
Email Address:			
<b>Assistant Coach:</b>		License Level:	
Phone: (Home)	Work:	Cell:	
Email Address:			
<b>Assistant Coach:</b>		License Level:	
Phone: (Home)	Work:	Cell:	
Email Address:			
<b>Team Manager</b>			
Phone:(Home)	Work:	Cell:	
Email Address:			

	Players	Registered On-Line	Birth Certificate	Photo	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					

Roster Sizes: **U9** (minimum of 8 and maximum of 10), **U10-U11** (minimum of 10 and maximum of 14), **U12-U15** (minimum of 11 and maximum of 18), **U16-U19** (minimum of 11 and maximum of 22)

\*\*\*Any additional information (assistant coaches and/or team managers) put on the back or attach an additional page with the information.

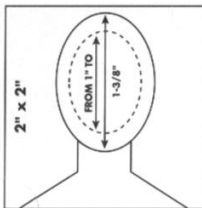
## ONLINE REGISTRATION INSTRUCTIONS

(Forward to Parents)

1. Prepare a picture BEFORE beginning the registration process (see step 12 for details).
2. Enter the URL – [uysa.nucsaacomp.affinitysoccer.com](http://uysa.nucsaacomp.affinitysoccer.com). If you have multiple children competing, but for different clubs or play level (AA, recreational, or AAA), you must use the different URL for each club/level.
3. Click on the “Registration” tab at the top of the page. **DO NOT SIGN IN WITH YOUR USER NAME AND PASSWORD AT THIS POINT.**
4. Click on either “Player Registration” or “Coach/Admin Registration”, depending on who you are registering. Then click on Option #1. Only use Option #2 if the player/family has never registered with this system before.

### OPTION #1 INSTRUCTIONS

5. Enter your user name and password and click on “Login”.
6. Click on “Continue” if the player you are registering in this club is listed. Otherwise click “Add a new player”.
7. Enter the required information (player name, gender, birth date) and then click on “add”.
8. Review family members registering. If you have another child playing for this club you may add them now by clicking on “add new player”. If you have another child playing for a different club/play level, you must register them under that club’s URL, not this one. If you are not registering another player for this club click on “continue”.
9. Click “Register as a Player” at the right of each family member that will be registering for this club.
10. Enter your assignment code provided by your coach or team administrator.
11. Select the play level- “District” for AA.
12. On the player information page double check all of the information, then do the following:
  - A. **Fill out the elementary school you live closest to, not the one you go to or went to.** This is for geographic reasons only.
  - B. Click on “click here to show photo or birth certification upload” and follow the prompts to **upload your player’s photo**. Pictures must be head shots only, no lower than the top of the shoulders, no hats or goofy faces. Picture sizes should be 100 pxls by 120 pxls.



Once a picture is uploaded only the state office or a Certified Registrar may change the picture.

If a player has an old picture in the system their new picture needs to be emailed to the Registrar to be uploaded- [registration@northutahcountysoccer.com](mailto:registration@northutahcountysoccer.com)

- C. Add emergency contact information and any medical information necessary.
  - D. Click “save” to move on.
13. Review players registering and if everything is correct click on “continue”.
  14. Check “I accept” in each box to the right of each ELA if you give consent, then click “Agree and continue” at the bottom of the page.
  15. Review information about Real Salt Lake ticket promotional offer. Select your payment method and “continue”. You CANNOT skip this step. If you do not submit payment your player’s registration will automatically be cancelled.
  16. Enter your credit card information and “submit payment”.
  17. Print all forms and give them to your team administrator/coach. Make sure you sign anything that needs your signature. Your coach must have a copy of the registration form as it is a medical release. You do not need to print the ELA’s unless you want them for your own information.

### OPTION #2 INSTRUCTIONS

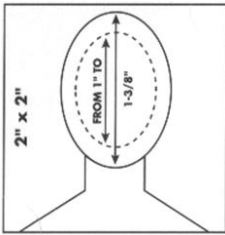
6. Fill out “Parent” information. You will need to create a user name and password. Write these down and save them where you can find them again. You will need these anytime you want to access your soccer account. Then click on “save and continue”.
7. Click on “Add a new player” button.
8. Follow instructions #6 through #16 above.

**IMPORTANT DATES**  
**AA Teams**  
**2012-2013**

- June 11 – 15** Registrar (Alisa Christensen) will not be available
- June 20** Last day for Fall team registration check-in (by appointment). You can turn them in before this date if you have all registration materials ready. Teams turned in after this date will be assessed a \$50.00 late fee.
- July 11** Last day teams will be accepted with a \$50.00 late fee.
- November 15 – January 15** Transfer window.
- January 23** Last day for Spring team registration. Teams turned in after this date will be assessed a \$50.00 late fee.
- February 6** Last day Spring teams will be accepted with a \$50.00 late fee.

## General Information

1. **Registration**- all players MUST register online. All fees (NUCS, UYSA, & District 5) must be paid online at the time of registration.
2. **Licensing**- all Head Coaches of AA (District) level teams are required to have an E license within their first year of coaching. If the Head coach does not have an E license at the beginning of the season, a waiver is required at the time of registration. The waiver form can be found at [www.utahyouthsoccer.net](http://www.utahyouthsoccer.net) under "Resources" then "Download Center". The next [E license clinic](#) will be held June 25, 26, 28, 30. For more information at the UYSA site go to "Coaches" then "Coaching Education".
3. **Pictures**- must be uploaded every year.



Each team is expected to upload pictures in ALL player and admin accounts. Pictures must be head shots only, no lower than the top of the shoulders, with player looking directly at the camera- no hats or goofy faces. Picture sizes should be 100 pxls by 120 pxls.

If a player has an old picture in the system, their new picture needs to be emailed to the Registrar to be uploaded- [registration@northutahcountysoccer.com](mailto:registration@northutahcountysoccer.com)

4. **Birth Certificates**- all players must upload a copy of their birth certificate to verify age. If a birth certificate is in a foreign language, a translation and form must be provided. The form can be found at [www.utahyouthsoccer.net](http://www.utahyouthsoccer.net) under "Resources" then "Download Center".
5. **Play-Up Rules**- Players may not play-up more than the maximum, and players may never play down.
  - a. U9-U10 may play up a maximum of one year.
  - b. U11-U14 may play up a maximum of two years.
  - c. U15 and older will be unrestricted for play up. The actual age of the player determines the play-up, not the division the player is registered in.
6. **Multi-Roster**- a player may only multi-roster in the same level of play (State or District) and in a different age group or gender. This means players MAY NOT roster on both a AA, a AAA, or Challenger team. The player must understand that if there are conflicts in the game schedule, he or she is first committed to the primary (1<sup>st</sup>) team's game. The multi-roster form can be found at [www.utahyouthsoccer.net](http://www.utahyouthsoccer.net) under "Resources" then "Download Center". Multi-rostering can be done after the game schedule has been announced. Once the form is filled out it is turned in (along with the multi-roster fee) to the League Registrar.
7. **Transfers**-
  - a. Once a player is accepted and rostered onto a team he/she can only transfer during the transfer window. The transfer window is from November 15<sup>th</sup> to January 15<sup>th</sup>.
  - b. A player cannot transfer if it causes the number of players on his team to drop below the minimum number of players required plus 2.
  - c. A coach cannot release a player from his team without a parent's signature.
  - d. The transfer form is found at [www.utahyouthsoccer.net](http://www.utahyouthsoccer.net) under "Resources" then "Download Center". This form must be signed by the current coach and the new coach, it is then turned in (along with the transfer fee) to the League Registrar.
8. **Summer Tournaments**:
  - a. In-State Tournaments- Game Day Rosters will be used for in-state tournaments.
  - b. Out-of-State Tournaments- Teams attending out-of-state tournaments must have player cards. You must provide information at registration about any out-of-state tournaments your team will be attending so player card can be processed for your team. The fee for player cards is \$20 per team.

## **2012-2013 FEE CHART**

Team registrations are due: **June 20, 2012 for Fall Registration**  
**January 23, 2013 for Spring Registration**

**All new teams will be ready at the Coaches Meeting in August.**  
**If you are attending a tournament, please so indicate at registration.**

### **UYSA Registration Fees** (Payable online at the time of registration)

#### **Teams playing Fall *and* Spring (U11-U14)**

UYSA Membership Fee	\$11.00 per player
NUCS Fall & Spring Registration	<u>\$114.00 per player</u>
	<b>\$125.00 per player **</b>

#### **Teams playing only Fall *or* Spring only (U15-U18)**

UYSA Membership Fee	\$11.00 per player
Fall or Spring Competition Fee	<u>\$89.00 per player</u>
	<b>\$100.00 per player **</b>

**Note: This does not include any club fees, uniforms, equipment, tournaments or referee fees.**

\*\* A convenience fee of 2.9% for credit cards or \$2 for e-checks is charged by the payment processing system.

### **Registrar Fees** (Payable to Registrar)

Late Fee:	Teams turned in after June 20 <sup>th</sup> (for Fall teams) or March 15 <sup>th</sup> (for Spring only teams) will be charged a \$50 late fee. Players added to a team after June 20 <sup>th</sup> or March 15 <sup>th</sup> will be charged a \$10 late fee. The late fee is payable at time of registration.
Transfers:	\$10 per transfer. Payable when Player Action Form is turned in.
Multi-Rosters:	\$10 per player Payable when Player Action Form is turned in.
Tournament Cards:	\$20 per team (only for those teams competing in out-of-state tournaments.)