

# AAA 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> Your team must be set up for the new year.

To start your team registration **each coach must email the following** information to [registration@northutahcountysoccer.com](mailto:registration@northutahcountysoccer.com):

1. Team name: FC \_\_\_\_\_ (AAA teams must start with "FC")
2. Level of play: AAA (State Competition) or X-League (U9-U10)
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> All Coaches, Admin, and players will register using Assignment Codes.

After I receive all the above info and create your team, I will email you an assignment code for your team and different ones for the admin. This year you will get **ONE** assignment code to give to **all** your players for them to use when registering, this code will automatically place them on your team.

Then you, your players, and all other team Admin will register and pay the League fees at- [uysa.nucsfstate.affinitysoccer.com](http://uysa.nucsfstate.affinitysoccer.com) (this is for AAA and X-League only).

## 3<sup>rd</sup> You will verify your entire team has all the following submitted/loaded in the system before the team registration deadline of JUNE 20<sup>th</sup>:

Coaches and team managers who register using the admin assignment code will have access to the team's roster so they can track who has registered and who has pictures and birth certificates uploaded.

### ➤ From each Coach:

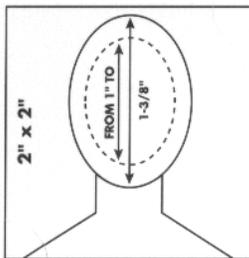
- ✓ Picture – picture size should be 100 pxls by 120 pxls.\*\*\*
- ✓ **All coaches must be registered online before registration materials are turned in.**

### ➤ From each Team Manager

- ✓ **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 pxls by 120 pxls.\*\*\*



**\*\*\*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.**

**Each player gets one chance to upload their 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)**

## 4<sup>th</sup> Once your team has met all the above requirements you will **email a completed copy of the pre-alignment form** ([www.utahyouthsoccer.net](http://www.utahyouthsoccer.net), "Resources", "Download Center") to [registration@northutahcountysoccer.com](mailto:registration@northutahcountysoccer.com) **and your team will go through the alignment process.**

You must have at least 9 players from last year's team to maintain your alignment position.

# AAA 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:			

	Name of Player – Alphabetical – last name, given name	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.

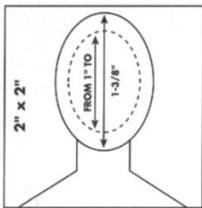
## ONLINE REGISTRATION INSTRUCTIONS

(Forward to Parents)

1. Enter the URL – <http://www.uysa.nucsfstate.affinitysoccer.com> If you have multiple children competing but for different clubs or play level (AA, recreational or AAA) , you must have a different URL for each club/level.
2. Click on the “Registration” tab at the top of the page. DO NOT SIGN IN WITH YOUR USERNAME AND PASSWORD AT THIS POINT.
3. 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 have never registered with this system before.

### OPTION #1 INSTRUCTIONS

4. Enter your user name and password and click on “Login”.
5. Click on “Continue” if the player you are registering in this club is listed. Otherwise click “Add a new player”.
6. Enter the required information (player name, gender, birth date) and then click on “add”.
7. 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”.
8. Click “Register as a Player” at the right of each family member that will be registering for this club.
9. Enter your assignment code provided by your coach or team administrator.
10. Select the play level. For U11-U18 “State Level” (AAA)select “Competitive”. If your team is U9 or U10 “State Level” select “X-League”.
11. 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.
12. Review players registering and if everything is correct click on “continue”.
  13. 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.
  14. 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.
  15. Enter your credit card information and “submit payment”.
  16. 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**  
**AAA Teams**  
**2012-2013**

- June 11 – 15**      I 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.
- August 22**         Girls high school provisional teams are due.
- 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.
- March 20**          Boys high school provisional teams are due.

## RULE CHANGES

1. **Game Day Rosters:** Within 24 hours of each game, each coach will print out 2 game day rosters- one to keep and one to give to the referee. To print game day rosters coaches will login at [www.utahyouthsoccer.net](http://www.utahyouthsoccer.net) with their username and password as if they were going to record the score of a game. In the box where your team is listed on your “account” page click on “schedules/game scoring”. On your team’s schedule there will be a button “print game day roster”. Click on this. The game day roster will be printed. It will have the game information, roster and player and coach pictures of both teams. The coach **MUST** take this roster to the game to give to the referee. Without it you will not be allowed to play – **SO DON’T FORGET IT.**
2. **Summer Tournaments:**
  - In-State Tournaments: Game Day Rosters will be used for in-state tournaments.
  - Out-of-State Tournaments: Teams attending out-of-state tournaments need player cards. Let me know at registration if you are attending an out-of-state tournament and when that tournament is. I will have your player cards ready for you. The cost for one team’s player cards is \$20.00.
3. **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 to January 15.
  - B. Transfers between teams within a club are allowed anytime as long as the club is a member organization of UYSA.
  - C. 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.
  - D. A coach cannot release a player from his team without a parent’s signature.
4. **Birth Certificates:**
  - A. If a player has a Birth Certificate uploaded onto his file, he does not need to turn in another one. When you pull-up your team’s roster there will be a B in a green circle to the left of each player’s name who has a Birth Certificate uploaded.
  - B. If a Birth Certificate is in a foreign language, a translation **MUST** be provided along with the birth certificate. It must be done by someone not affiliated with the club or team. Thus, a parent or coach may not do the translation. There is a translation form provided at [www.utahyouthsoccer.net](http://www.utahyouthsoccer.net).
5. **Alignment:** An alignment form **MUST** be turned in before *each* season, fall and spring.

## **2012-2013 FEE CHART**

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

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

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

UYSA Membership Fee	\$11.00
Fall & Spring Competition Fees	\$42.00
NUCS Registration Fee	<u>\$90.00</u>
	<b>\$143.00 per player *</b>

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

UYSA Membership Fee	\$11.00
Fall or Spring Competition Fee	\$21.00
NUCS Registration Fee	<u>\$70.00</u>
	<b>\$92.00 per player *</b>

#### **X-League (U9-U10)**

UYSA Membership Fee	\$11.00
Fall & Spring Competition Fees	\$42.00
NUCS Registration Fee	<u>\$90.00</u>
	<b>\$143.00 per player *</b>

**Note: This does not include any club fees, uniforms, equipment, or tournament 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:	\$50 per team for those teams turned in after June 20 for Fall teams, and January 21 for Spring only teams. Payable at time of registration.
Transfers:	\$10 per transfer. Payable when Player Action Form is turned in.
Multi-Rosters:	\$46 per player if playing both fall <i>and</i> spring (\$42 competition fee, \$4 registrar fee) \$25 per player if playing only fall <i>or</i> spring (\$21 competition fee, \$4 registrar fee). Payable when Player Action Form is turned in.
Tournament Only Player:	\$14 (\$11 State fee, \$4 registrar fee)
Tournament Cards:	\$20 per team (only for those teams competing in out-of-state tournaments.)