

Guidelines for Club Registrars
2007-2008 Soccer Season

The following guidelines have been prepared by the East Central District Registrar and Assistant Registrars to help Club Registrars streamline the process of team registration and the player pass process.

1. It is the responsibility of every club registrar to check proof of birthdates of club players via a legal form of identification prior to registration. Examples of identification are a birth certificate, passport, or driver's license.
2. Prepare rosters carefully. Team codes must be in the proper format, as per League Organizer 101 instructions. The team name and age group must be correct. All players on the roster must be within the correct age range for their particular team.
3. Provide 4 copies of the "WYSA Roster", and 1 copy of the "Official Team Roster" for each team. The stamped rosters are used for the following reasons:
 - a. Official Team Roster goes to the East Central Games Commissioner.
 - b. 1 WYSA roster goes to the East Central district registrar.
 - c. 1 WYSA roster goes to the East Central assistant registrar.
 - d. 1 WYSA roster goes to the official club registrar
 - e. 1 WYSA roster goes to the club team to use for tournaments and league play- the team is responsible for making its own copies of the official roster
4. Team codes on the passes must match the team codes on the roster the player is assigned to. The age group and gender printed on the player's pass must be correct, and must also match the team's roster.
5. Check all player signatures. Player signature must match the player name printed on the front of the pass. If "Robert" signs his pass "Bobby," or "Donald" signs his pass "DJ," it will be returned to you unprocessed.
6. The proper photo must be securely glued to each pass. No Classic team player pass will be processed without the player's photo.
7. All passes should be separated from each other, and grouped by team. Do not send the "Membership Card" portion of the player pass sheet, please.
8. All team manager passes processed through the district must have the manager signature and picture attached to the card in order to be stamped by the registrar.
9. All passes must be laminated after the District signature is applied. Non-laminated passes are invalid.
10. All club registrars are responsible for sending player data discs to the state every year in the spring. Please be sure to enclose the name, address, e-mail and telephone number of the club registrar. Data discs are mailed on the 3/15 and 6/15 of each year to:

State Administrator for the State League and Registration
Wisconsin Youth Soccer Association
Bryan Flanagan
10708 West Hayes Ave.
West Allies, WI 53227
bflanagan@wiyouthsoccer.com

The District Registrar and Assistant Registrar will only accept rosters and player passes for processing from the appropriate CLUB REGISTRAR. No passes or rosters will be processed for team coaches, managers, or team contact people. All items needing the attention of the District Registrar or Assistant Registrar must go through the team's Club Registrar **first**.

Club Registrars should generally expect a 7-day turnaround time for processing of items. This time frame may be longer if the items are to be mailed out, rather than picked up at the Registrar's or Assistant Registrar's drop box. Replacements for lost Player Passes may take an additional week or more, due to the time required to fully investigate the matter.

To be valid, a completed player pass must bear the signature of the District Registrar or Assistant Registrar, the Wisconsin Youth Soccer Association District 4 logo stamp, and be laminated. Most often, passes are laminated and returned to you in sheets of up to 6 passes at a time. When you receive your processed player passes, they must be cut into individual passes. Do not present your passes to Referees or tournament officials in sheet.

JUST A REMINDER; The Registrar and Assistant Registrar are **volunteers**. They are not "on call." They have family commitments, job commitments, and other soccer commitments, just like everyone else. Please be courteous in your contacts with them, and they will be courteous and helpful to you as well.