

## The Essentials of Registration for Divisional Soccer

For all types of soccer, the club registrar is responsible for collecting information from age group coordinators, checking the information and submitting all the club information to the district registrar for boys and girls (VYSA). It is the age group coordinators' responsibility to make sure the correct and complete information is submitted to the club registrar by the deadlines below. Keep in mind the district registrars must register THOUSANDS of players with the BCSA and the deadlines are necessary to make sure this done in a timely manner for league and cup play to begin.

Divisional soccer: **u12 Boys (all levels), u12 Girls Gold, u13-u18 Boys and Girls**

1. Players are registered by parents through *Thrive* software on the DPSC website.
2. Preseason Guide and *Intent to Play* forms are emailed to the Club Registrar (CR) by the 4District Scheduler in the late spring and forwarded to age group coordinators. Age group coordinators complete the intent to play forms for each team and submit to the CR by **June 20<sup>th</sup>**. **If this deadline is not met, teams will not be put in the schedule.**
3. Individual Team Packages with *4District Guide* (Boys only) ID Card Templates, Risk Management Forms, etc are picked-up by the CR in early August. The individual age group coordinators pick-up the team packages from the CR. Please read the *4District Guide* carefully. At that point it is the age group coordinators' responsibility to begin assembling (or delegating the job) the teams in Excel spreadsheet format from information obtained using the "report" function on the *Thrive* administration website. The website is accessed with a user ID and password provided by the DPSC registrar. The fields of information and their order in the Excel spreadsheet are in the form:  
**Age Group Club/Team Name First Name Middle Name Last Name Birth date (mm/dd/yy) Gender Address Prov PC Home phone**
- Also, coordinators must begin obtaining all the proper and necessary documentation (Risk Management forms, birth certificates, player transfer forms, etc – see over) to meet the deadline of handing all into the CR by the first Tuesday after Labour Day. The CR must then check all the information and hand into the District Registrar (DR) by at least 24 hr before the first scheduled games which occur the first Saturday after Labour Day.
4. The CR takes all the documentation and prints Team lists that are submitted to the DR with the other documentation (e.g., birth certificate copies) at least 24 hr before the first league game. If all documentation is in order, the DR verifies the information and returns a copy of the Team lists to the CR.
5. Age group coordinators then pick-up the verified Team lists from the CR. These forms and the completed ID Card Templates are then delivered by the age group coordinators (or team managers – up to the coordinator to decide) to the Vancouver District ID Card person for final verification and lamination of ID cards (see contact name under "Vancouver Appointees" in the *4District Guide*). The lamination can take 1-4 days for completion.
6. Regarding ID Cards: BCSA photo ID is compulsory for all players and team officials (managers, coaches, trainers if they attend and coach games) **from U12 to U18**. ID cards are to be used for 2 years only. All cards with a sticker over the original year on the bottom left-hand corner must be replaced– NO EXCEPTIONS. No cards will be released to the team until ALL registered players and team officials on the form have their cards validated.
- 7. Teams in a club who share a common name (e.g. *Douglas Park Rangers*) MUST now include the age group on the card. Examples – DPK Rangers U18, DPK Rangers U13). This means that new cards must be produced for those teams EACH year.**
8. Cards are picked-up by the age group co-ordinators or team managers. Team officials must make the cards available for inspection by referees by October 1. Teams without cards may forfeit the game; a U12 team (not a DPK team) recently had to forfeit a Vancouver Cup game owing to lack of ID cards. Individual players without cards must sit out games until a card is available.
9. Because the cards cannot be produced without a verified district team affiliation form, it is imperative that steps 1-

4 above be done by the stated deadlines.

### Common Situations and Solutions

1. **Late Registrations.** A player registers late in the season (after club registrar has submitted BCSA affiliation forms to the district registrar (DR)). **For boys** (all ages): coordinator of age group or manager of team has to provide full contact information of new player to the Club Registrar (CR) along with proof of age (if applicable). **For girls:** provide full contact information to CR and copy of birth certificate and ID card template (if necessary). Note that players will not be registered with the district unless they have registered (and paid) with Douglas Park first.
2. **Player transfers.** If the above player was previously registered with another team and/or club in the current season (e.g., Kerrisdale or another DPK team), then a *Youth Transfer Form* is also required (in duplicate) and is to be submitted to the CR. If the player is transferring to another team and/or club, then the **BCSA ID** card must be surrendered to the CR (if the player was at the divisional level). The CR then must have this transfer verified by the DR. The CR returns the verified form to the appropriate DPK team **receiving** the new player. The receiving team must submit the verified form and (if after Oct 15<sup>th</sup>) **a cheque for \$10 to the BCSA**, 1126 Douglas Rd., Burnaby, BC V5C 4Z6, 604-229-6401. The form needs to be received by the BCSA at least 24 hr before the player can participate in a **league game** with the new team. Transferred players must play at least one league game **before any cup games** with the new team.
3. **Player leaving.** If a player no longer wishes to play after being registered, then send player name and team to the CR via email.
4. **Out of district.** If a player is registering to play in Vancouver (for the first time ever), BUT lives in another district (e.g., Surrey, Richmond) then whenever the player is registering (i.e., late or on time) a *Out of District Registration Form* must also be completed and given to the CR (either with the *Team Affiliation Form* submitted in July or with individual player info (see below) in the case of late registration).
5. **New player.** All players new to the Vancouver district ages **11 and older** must provide a copy of a birth certificate or other proof of age (passport, immigration papers, in English). This is true even for players who already have a BCSA identification number assigned when they played in another district (e.g., a u16 player moving to play in Vancouver who played for Surrey Metro at u15 the previous year).
6. **Change to staff.** To add (or drop) a staff member from teams (coach, manager, trainer) provide full contact and coach qualification info to the CR via email. If removing a staff member, the ID card (if applicable) must also be submitted to the CR.
7. **Forms (a)** All of the forms above can be downloaded from the DPK website VYSA documents website (<http://www.douglasparksoccer.ca/resources/index.asp>). RM forms are also there. All forms must be filled-out completely and signed (when appropriate). Incorrectly or incompletely filled-out forms are returned to the club by the district registrar unprocessed and those officials will be dropped from the team lists.
8. **Forms (b)** Note that on all the forms above “Division” means age group (i.e., u11, u8), “Club” is “DPK” or “Douglas Park”. “Team Official” (at bottom) refers to the coach or manager requesting the change.
9. Although some are inevitable, please try and avoid individual player/staff registrations. Players that are late registering with the club or have incomplete documentation at the time of main registration with the district (first week of September for boys, third week for girls) have to be processed as individuals and this takes much more time (and paperwork!). Technically, they are forbidden to play until they are registered with the district. The club can be fined and the games an unregistered player participated in can be the subject of protests by the opponents. This needs to be emphasized to parents and team officials so that players are registered with DPK **before** district registration deadlines.
10. **Staff members** (coaches, managers, trainers). Please note that it is a BCSA rule that no staff member can be registered with more than one team that plays games on the same day of the week. This means that a person **cannot** be a coach of a U6 boys’ team **and** coach/manager of a boys’ u8 team (they both play on Saturdays). That same person could, however, coach a **boys’** u11 team (Saturday) and a **girls’** u16 team (play on Sundays).