

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: **u11 boys**

1. See <http://www.vysa.ca/> for the U11 Guide prepared by the league.

This league has its own coordinator that may change annually so always check the above guide name of league coordinator. The U11 league is run a bit differently than mini and u12 and up. Most of the activity takes place between mid-late August and the second week in September. This is when you need to be available to fulfill the responsibilities of the u11 club coordinator.

2. A preseason guide and *Team Affiliation Forms* are sent to the club registrar (typically by email) who forwards to the u11 club coordinator for **GOLD** level teams only. These forms (aka *Intent to Play Form*) needs to be completed and sent back to the Club Registrar by the end of the third week in June. Other U11 teams complete this take in mid-late August.

At these points in time, 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 *Thriva* 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

3. Coordinators must collect legible, English copies of birth certificates or other approved proof of age (passport, immigration papers, in English) for each player at the u11 age.

4. Coordinators must collect completed and signed *Risk Management Forms* (RMF) for **ALL** staff on teams (managers, coaches, trainers). These forms are available at <http://www.douglasparksoccer.ca/resources/index.asp>. No team official can be registered without a completed RMF that is required every year and for each team with which an individual is associated.

5. Team and staff information must be completed (on *Thriva*), and RMF and birth certificates submitted to the club registrar by September 7th so the teams can be registered by the district BEFORE their first game (typically second weekend after Labour Day).

6. It is important to note that ANY missing information or documentation for an individual player or staff member holds up district registration for the whole team and can result in fines against the club. If information (e.g. birth certificate is missing), then it is better to leave the player off the official list until the information is supplied. Players with missing information or documentation can be registered at a later time using the *Individual Player Registration Form* (also at [vysa.ca](http://www.vysa.ca)). Playing with unregistered players is a violation of district rules and may result in protests and fines.

7. Good information and guides and forms can be found at <http://www.douglasparksoccer.ca/resources/index.asp> and www.vysa.ca.

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 complete an *Individual Player Registration Form* in **duplicate** and submit 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 15th) **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 an *Individual Player Withdrawal Form* must be completed in duplicate, signed, and handed in to the CR.
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 an *Individual Player Registration Form* 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 boys' teams (coach, manager, trainer) a *Change to Team Staff Form* must be completed, signed, and given to the CR (yes, in duplicate). For girls, just provide full contact info to the CR. 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 VYSA documents website (<http://www.vysa.ca/documents.htm>). 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. All forms are also on the Douglas Park website under "Resources".
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).