

The Essentials of Registration for Mini 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 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.

Mini Soccer: age groups u6-u10 for boys and girls

1. Players are registered by parents through *Thrive* software on the DPSC website.
2. Age group coordinators assemble 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

3. This needs to be done by September 21*. If there is any information missing in the above, the player will not be registered and removed from the BCSA list until the information is supplied. It is the responsibility of the Age group coordinator to ensure that ALL information is supplied.
4. Information from *Thrive* is verified by the club registrar and submitted in hard copy and electronically in Excel format by Sept. 23* for girls and Oct 1* for boys.
5. Risk Management Forms are required for **EACH** staff member (coaches, managers) for **EACH** team with which they are involved. If RM forms are not submitted to the Club Registrar on time (see 4. above) those individuals will be dropped from the official BCSA registration list because incomplete team registration submissions (RM forms, team rosters) are returned to the club registrar unprocessed by the District Registrar. New RMF must be completed and submitted **EVERY YEAR**.
6. Good information and guides and forms can be found at www.douglasparksoccer.ca, www.vysa.ca.

*Note: Exact dates vary by a day or two every year

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 Douglas Park Soccer 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.
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).