



Registrar



The AYSO National Office
TEL: (800) 872-2976
FAX: (310) 525-1155
www.ayso.org

All rights reserved. © 2012 American Youth Soccer Organization

Reproduction in whole or in part is encouraged provided no changes are made to content and the "2012-2013 Registrar Manual is referenced.



everyone plays[®]





Contents

AYSO VISION & MISSION	5
THE JOB OF THE REGISTRAR	6
Regional Registrar Position Description	8
OPEN REGISTRATION	9
Requirement to Register	10
National Player Registration Fee	11
Annual Membership Period	11
2 Phase Registration Process	12
AGE DETERMINATION & DIVISIONS	13
Age Determination Charts	14
Age Divisions	15
REGISTRATION CALENDAR	17
ESIGNATURE	21
eSignature Requirements	22
Enrolling in eSignature	22
Regional Settings	22
EAYSO	23
General System Settings	23
Region Preferences	25
Setting the System for a New Membership Year	26
Region Programs Setup	27
Region Divisions	28
Custom Positions	29
Required Fields	29
Online User Guides	30



ONLINE APPLICATION PROCESS	31
PLAYER AND VOLUNTEER APPLICATION FORMS	40
Pre-Printed Forms	40
Blank Application Forms	40
18-year-old player application forms	41
Youth Volunteer Application forms	41
Registration Kits (Reg-Kit)	41
Registration Processing Times	42
Mail-In Registrations	43
REGISTRATION DAY	44
RECONCILIATION OF REGISTRATION FORMS AND MONIES	48
Registration Reconciliation Form	49
AFTER REGISTRATION DAY	50
ONLINE PLAYER REGISTRATION	52
AFTER REGISTRATION	56
Distribution of Completed Forms	56
Registration Reports	57
Record Keeping	58
REFUND POLICIES	59
National Player Fee Refund Policy	59
CUSTOMER SERVICE	60
Exceptions can be a Slippery Slope	61
Whew! I've Registered, Now what?	63
CONCLUSION	64
REGISTRATION FORMS	65
AYSO Regional Registrar's Check List	66
Registration Kit Request Form	67
Registration Control Sheet – Players	69
Registration Control Form – Volunteers	70
NOTES	71



AYSO Vision & Mission

The American Youth Soccer Organization was established in 1964 with the dream to bring soccer to American children. AYSO continues to be a leader in providing quality youth soccer programs.

AYSO Vision

To provide world-class youth soccer programs that enrich children's lives.

AYSO Mission

To develop and deliver quality youth soccer programs in a fun, family environment based on the AYSO philosophies:

Everyone Plays

Our goal is for kids to play soccer—so we mandate that every player on every team must play at least half of every game.

Balanced Teams

Each year we form new teams as evenly balanced as possible—because it is fair and more fun when teams of equal ability play.

Open Registration

Our program is open to all children between 4 and 19 years of age who want to register and play soccer. Interest and enthusiasm are the only criteria for playing.

Positive Coaching

Encouragement of player effort provides for greater enjoyment by the players and ultimately leads to better-skilled and better-motivated players.

Good Sportsmanship

We strive to create a safe, fair, fun and positive environment based on mutual respect, rather than a win-at-all-costs attitude, and our program is designed to instill good sportsmanship in every facet of AYSO.

Player Development

We believe that all players should be able to develop their soccer skills and knowledge to the best of their abilities, both individually and as members of a team, in order to maximize their enjoyment of the game.



The Job of the Registrar

In order to provide a quality playing experience, a Region needs to know who its players are and that their parents/guardians have consented to have them participate. The Region needs to know how many players there will be, their ages, how to contact them and their families, and who to contact in the event of an emergency.

The Region must also know who has volunteered to be coaches, referees, team parents, board members, concession stand workers, field set-up coordinators, and anyone in all of the other volunteer positions. It must be able to contact these volunteers and ensure they are properly trained and screened to perform their jobs.

Additionally, the AYSO National Office must be able to identify AYSO's players and volunteers in order to ensure compliance with state and federal laws and regulations governing non-profit corporations and organizations that conduct activities involving children.

AYSO's registered participants are entitled to the protection of AYSO's Soccer Accident Insurance and liability coverage and should receive AYSO's newsletters and magazines. Because the Safe Haven Department at the AYSO National Office is responsible for conducting background checks on all of AYSO's volunteers, copies of volunteer applications granting permission to perform these checks must be sent to the AYSO National Office.

The task of capturing this information and maintaining the regional records about the players is the responsibility of the Regional Registrar(s) while the Child and Volunteer Protection Advocate (CVPA) performs these tasks for volunteers. These tasks are so important that the National Board of Directors has included the requirement that all participants (players and volunteers) be registered annually in AYSO's National Bylaws.

In large Regions the job may seem overwhelming. In such instances, the work of the Registrar can be shared by several volunteers. Many busy parents will gladly sign up to help with data entry or other such tasks because so much of the work can be done on a computer and at a time and place convenient for them. With the capabilities of eAYSO, data entry is greatly simplified, especially with parents able to complete player and volunteer applications online themselves.

A detailed job description for the role of the Regional Registrar is included in this manual. Because player and volunteer (parent) registration is so closely connected, the Regional Registrar may also be trained to serve as the CVPA as well. This manual will make references to volunteer registration and its procedures, but more detail regarding the registration of volunteers and the responsibilities of the CVPA can be found in the CVPA manual.

Regional Registrars are critical to AYSO's philosophy of providing "Open Registration" to all participants and ensuring that everyone has the opportunity to experience youth soccer in a fun, fair, positive and safe family environment. In return, AYSO wants to ensure all its volunteers receive the maximum protection under the Volunteer Protection Act of 1997 and therefore requires that all volunteers:

- Complete, sign, and submit a Volunteer Application each year,
- Be authorized to do their jobs by the Region, Area or other AYSO authority,
- Act within their Position Descriptions and the scope of AYSO Policies, Procedures and Guidelines,
- Complete Safe Haven Training, and
- Be properly trained in their jobs.





Regional Registrar Position Description



Regional Registrar

Purpose

The AYSO volunteer position of Regional Registrar is intended to be responsible for the annual planning and implementation of player registration.

Specific Duties and Responsibilities

Regional Registrars are expected to perform their duties consistent with the directions as detailed in the training, certification, and continuing education provided by AYSO for this position including:

1. Support the AYSO Vision, Mission, National Programs and Regional Commissioner in the promotion and implementation of their duties in both specifics and spirit;
2. Maintain a Regional database of currently registered players and verify payment of the National Player fee to AYSO;
3. Schedule, plan and coordinate multiple Regional registration events/opportunities;
4. Maintain a waiting list for players who sign up after teams are balanced and filled;
5. Provide Regional staff with periodic player registration reports as needed; and
6. Ensure player registration information is only provided to authorized AYSO representatives.

Qualifications and Desired Skills

To be considered for the position of Regional Registrar, the applicant must:

1. Annually submit an AYSO Volunteer Application form;
2. Pass the AYSO screening and background check;
3. Be annually approved and duly appointed as Regional Registrar by the region;
4. Be familiar with the AYSO player registration process; and
5. Be familiar with the use of computers and the eAYSO database.

Supervision Protocols

While performing as the Regional Registrar, the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;



2. Under the overall authority of and directly supervised by the Regional Commissioner; and
3. To maintain the recommended adult to child supervision ratio of 1:8 or less; that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one of whom should be of the same gender as the group) present at all times, for the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

Time Commitment

Time commitment will vary depending on Region size and length of playing season(s). For the typical AYSO Region, the Regional Registrar will devote about 6 hours per week per playing season.

Orientation, Training, Certification, and Continued Education Provided

To fully prepare for the position, the Regional Registrar is expected to participate in the following training, certification and continuing educational opportunities:

1. Orientation by the Regional Commissioner;
2. AYSO's Safe Haven training – 2 hours;
3. Registrar Training – 1 ¼ hours;
4. Registration Day: A Survival Guide – 1 ¼ hours;
5. eAYSO Training – 1 ¼ hours;
6. Regional Board Member Orientation – 3 hours;

Activity Locations

While performing the duties of Regional Registrar, the volunteer is limited to the following locations, unless expressly authorized in writing by the Regional Commissioner to hold or participate in activities in another location.

1. Regularly scheduled and duly approved inside or outside AYSO activities; and
2. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



Open Registration

AYSO's founders decided that any child with an interest in playing soccer should be accepted in AYSO without regard to athletic ability or previous playing experience. There would be no tryouts and no "cuts" – a core belief that continues to this day in the "Open Registration" philosophy and one that must be upheld by every Region.

Interest and Enthusiasm are the only requirements!

Requirement to Register

The AYSO National Bylaws, Section 1.04(c), and the AYSO Standard Regional Guidelines, Article Three, Paragraph 3, require each Region to register its players and volunteers with the AYSO National Office prior to the start of the membership year, or within 30 days following the receipt of forms and payment of fees.

As a member of the United States Soccer Federation (USSF), AYSO is required to report its membership to USSF, soccer's governing body in the United States. In order to comply with this requirement, all players and volunteers must be registered in eAYSO.

AYSO provides registered players and volunteers with coverage under its Soccer Accident Insurance plan and under a general liability insurance policy. However, if official notice of that registration is not made with the AYSO National Office, claims may be delayed or refused by the carrier. In such a case, the AYSO National Office would be obligated to pay the claim from its reserves, possibly jeopardizing the financial stability of the entire organization. Therefore, failure to conduct a formal registration or follow AYSO policies and procedures related to registration will constitute grounds for removal of the Regional Commissioner, revocation of the Regional Charter, and the Region could be held responsible for payments made under the Soccer Accident Insurance program. (Ref. AYSO Policy Statement Article 3 paragraph 3.7)

Under no circumstances should non-registered players or volunteers be allowed to participate in the program (either practice or play) because they are not covered by the SAI plan. Doing so would create an unacceptable exposure to liability lawsuits.

AYSO provides several ways in which a Region can complete player and volunteer registration:

- The easiest, most accurate and fastest way is to make use of AYSO's online service, eAYSO: www.eAYSO.org.



- Regions may collect hard copy paper forms and forward the AYSO National Office copy to the AYSO National Office.
- Some Regions use a third party registration service to collect registration data. The eAYSO Offline module includes a means for importing this data and uploading it to eAYSO. For details, contact the eAYSO Help Desk at: 1-800-USA-AYSO.

National Player Registration Fee

To pay for the cost of running a nationwide program including insurance, development and delivery of training programs and membership in the United States Soccer Federation, each Region is required to pay a fee to the AYSO National Office for each registered player. The amount of this national player registration fee is determined by a vote of the executive membership at the National Annual General Meeting (NAGM), which is held in May of each year.

The national player registration fee is usually included in the amount charged by the Region when registering a player. When planning for a new season, the Registrar, Treasurer and Regional Board should verify the amount of the national player fee for the coming registration period and factor this fee into the annual budget and Region's player registration fees. Your Region may conduct additional registrations and collect additional fees for other sub seasons. Just know that the national player fee is paid once per player per membership year and covers the player for the full 12 months of the membership period.

Annual Membership Period

AYSO has Regions in all parts of the country. Where weather is a factor, some offer one "primary program" over a brief 60 to 90 day period and then they are done. Other Regions offer a partial "primary program" at one time of the year and then return again several months later to continue the primary program, keeping teams together and filling in dropped players with newly registered players. Still other Regions enjoy weather that permits play almost year-round. These Regions play a 10 – 12 week "primary program," then engage in one or more rounds of playoffs. Later, these Regions may offer one or more sub-seasons, travel to tournaments or get involved in other "secondary" programs.

Regardless of the playing format used or the time of the year, a registered player or volunteer is an official participating member of AYSO for a full year, beginning August 1st and running through July 31st of the following year. Within that membership year a Region may elect to offer one or more playing seasons and hold a registration for each season. Any player registered after August 1st of a membership year need not be registered in AYSO's system again in order to participate in any other playing season until August 1st of the following year and the beginning of the next membership year.



2 Phase Registration Process

It is important to remember that Registration is a 2 Phase process:

Phase 1 – Application

- Completion and submission of a Volunteer Application
- Completion and submission of a Player Registration Application and payment of fees by the player's parents/guardians.

Phase 2 – Acceptance/Registration

- Screening and acceptance of a Volunteer Application by the CVPA and assignment of the volunteer into one or more volunteer positions.
- Acceptance of the Registration Application and fees by the Regional Registrar and placement of the player on a team.

Registration of a player or volunteer in eAYSO is an important element of the acceptance phase.



Age Determination & Divisions

AYSO forms teams based on age because research shows that doing so is in the best interest of Player Development and maximizes player enjoyment. To ensure the proper balance of teams, AYSO's National Rules & Regulations establish a specific date that is used to determine placement of a player in the proper age division.

Age Determination Date

The effective date of age determination is July 31st immediately prior to the start of the membership year. It is the same date throughout AYSO and conforms with the age determination date employed by most other youth soccer organizations. AYSO's online registration system, eAYSO, was designed to enforce this regulation.

Individuals who are nineteen years of age or older as of this date are not eligible to participate.

Minimum Age

The minimum age for participating in AYSO is 4 years of age in Regions which are offering a U-5 division. Regions that have secured the approval of the Area Director and Section Director, may register children not yet 4 years of age as long as they are 4 years old at the time of the Region's first organized activity (camp, practice, or game) in any season, split season or sub-season. This allows the registration of those players who will be 4 years old by the start of soccer activities, but who were not 4 years of age on July 31.

For all other divisions, the player's age as of July 31st is the age used for placement on teams throughout the entire membership year. Regions are not at liberty to use any other date to determine the playing age of its players.

Proof of Age

Since the Region has an obligation to ensure that its teams are as balanced as is reasonably possible including that players are of proper age, it is considered a best practice to have the parent present a birth certificate (or other government issued document containing the Date-of-Birth) at least once upon initial registration in the Region. If using mail-in registration, a photocopy should be considered acceptable.



Age Determination Charts

To help determine the proper age and division for players, the following chart is provided. Excerpts of two portions of the AYSO Rules & Regulations that pertain to this matter are:

Article III (B): The effective date of age determination shall be the player's age as of July 31st immediately prior to the start of the membership year as defined in Article V. Players who have reached the age of four years as of this date are eligible to participate in the program. Players who are nineteen years of age or older as of this date are not eligible to participate.

Article V: The period of official membership shall be from August 1st through the following July 31st each year.

Age Guide for 2012-2013 Membership Year		
Division	Age	Born Between
U-19	16-17-18	8/1/93 & 7/31/96
U-16	14-15	8/1/96 & 7/31/98
U-14	12-13	8/1/98 & 7/31/00
U-12	10-11	8/1/00 & 7/31/02
U-10	8-9	8/1/02 & 7/31/04
U-8	6-7	8/1/04 & 7/31/06
U-6	5	8/1/06 & 7/31/07
U-5	4	8/1/07 & 7/31/08
This guide is for competitions that begin on or after August 1, 2012.		

Age Guide for 2013-2014 Membership Year		
Division	Age	Born Between
U-19	16-17-18	8/1/94 & 7/31/97
U-16	14-15	8/1/97 & 7/31/99
U-14	12-13	8/1/99 & 7/31/01
U-12	10-11	8/1/01 & 7/31/03
U-10	8-9	8/1/03 & 7/31/05
U-8	6-7	8/1/05 & 7/31/07
U-6	5	8/1/07 & 7/31/08
U-5	4	8/1/08 & 7/31/09
This guide is for competitions that begin on or after August 1, 2013.		

U-5 Registration Exception

The AYSO Rules & Regulations has a U-5 registration option that offers an exception to the Age Determination date, only for players not yet 4 years of age as of July 31. This change was sponsored by Regions where a primary playing season (and in some cases the only playing season) does not start until later in the membership year. It allows the registration of those players who are 4 years of age by the start of soccer activities, but who were not 4 years of age on 7/31. All Regions are free to consider this option. The age determination date for all other players remains unchanged.



Age Divisions

AYSO's National Rules & Regulations describe the following standard age divisions for both boys and girls teams:

Age	Division
Under 5 years but not younger than 4 years	U-5
Under 6 years	U-6
Under 8 years	U-8
Under 10 years	U-10
Under 12 years	U-12
Under 14 years	U-14
Under 16 years	U-16
Under 19 years	U-19

Single Year Age Divisions

Regions with a sufficient number of registrants within a standard age division may, with the approval of the Area Director and Section Director, form single-year subdivisions within the standard age divisions described above. In some cases, a Region may institute single-year age divisions (i.e., U-7, U-9, etc.) to accommodate a high number of registrations in certain ages. (See the eAYSO section for set-up instructions and the online eAYSO Player Registration User Guides for details.)

Combining Age Divisions

In Regions where there are not enough registrants to make any or all standard age divisions, divisions may be combined so that teams may be formed. In this case, it is strongly recommended that such combined age divisions not exceed a span of four years in the ages of the players. These divisions are classified on the basis of the oldest registrant and cannot, after the start of the season of play, be reclassified to a lower age division should the oldest registrant(s) leave or be removed from the team.

Playing Up/Playing Down

The Region may get requests from parents or others that certain players be placed in an age division other than his/her standard division. AYSO urges caution when considering such requests. Requests to "play up" in the next older age division should be handled on a case by case basis to determine if doing so would be of genuine benefit to the child, both socially as well as athletically. Consideration should also be given to how the moving of a player will affect the balance of the teams in the younger age division.

The Region should be aware that allowing such an exception often creates an expectation that the exception will be granted in subsequent years, when the benefit of doing so may not be clear. Allowing an exception in one case makes it difficult to deny the exception to others where the request is clearly unwarranted. In the end, it may be easiest to have a blanket policy prohibiting playing outside of the designated age division or a definitive written Region guideline with criteria that will satisfy all circumstances.

“Playing down” is discouraged in all cases. If there is a player with a significant physical or mental disability who would merit consideration for mainstreaming in a younger age division if the Region is not offering the VIP program (see below), the Region must still consider the broad ramifications of granting such an exception. Full disclosure to all division coaches is required and the player would be ineligible for any play that involved another Region (including playoffs or other competitions the team might participate in).

Co-ed Divisions

AYSO strongly recommends that gender-specific teams be formed. However, in cases where there are an insufficient number of registrants to establish separate teams, mixed gender teams can be formed. The Region should remain focused on proper team balance in such cases. Many Regions find that the older players enjoy a co-ed playing experience.

VIP Players

A VIP (Very Important Player) is one whose physical or mental disability makes it difficult to successfully participate on a mainstream team. Successful participation is defined by the player’s enjoyment and the safety of all team members. AYSO encourages integration of capable players into mainstream teams as much as safety allows. For others, VIP is a program designed to provide a quality soccer experience for VIP players by offering the least restrictive and safest environment in which to learn and enjoy the game. Regions are strongly urged to provide both opportunities. VIP players must meet the minimum age requirement of AYSO and the Region but there is no upper age limit as long as they are in a VIP program.



Early U-5 Program

Regions implementing an exception to the Age Determination Date for players not yet 4 years of age as of July 31st, are reminded of the National Coaching Commission’s strong recommendation that, for these 4 year old players, the Region adopt the specially-developed U-5 Program. It is believed that placing 4 year olds in a U-6 division will inhibit the proper development of skills for these youngest of AYSO’s eligible players.

The decision on whether or not to offer this Early U-5 registration option is solely that of the Region, but the Region must secure the approval of the Area Director and the Section Director for the exception to be implemented. Once approval is granted by the Section Director, the Region must update the Region’s set up information in eAYSO for the date of the first practice or game for the U-5 players.

In no case may children younger than 4 years of age participate in AYSO activities.



Registration Calendar

The adage, “failure to plan is a plan for failure” is certainly true when it comes to Regional registration. A Registration Calendar of Events is a convenient tool for developing a plan and for soliciting help from all Regional Board members. Start with the first day of games, and work backward to determine key dates for things like uniform distribution, team formation, registration data entry time, Registration Day(s), advanced notice to new and returning members of the upcoming Registration Day(s) (including deadlines for any newspaper ads), ordering Reg Kits (at least 6 weeks in advance) and reserving the site(s) for Registration Day(s). Coordinate tasks with the other Regional Board members to ensure their participation in the Registration process.

The following outline includes generic items/considerations for a registration plan. Insert all applicable items into a yearly Region calendar.

Six Months before Registration

- Work with the Regional Commissioner, Treasurer and other board members to develop registration goals for the upcoming year including player and volunteer numbers and implementation of any new programs such as VIP.
- Develop a plan for informing parents and the community about registration.
- Make a list of all expenses associated with registration and submit it to the board; work with board to include registration expenses in the annual budget process.
- Set date(s) for registration; work with the board to include registration dates and events on a Regional Calendar.
- If using a school or town facility, ask permission. You may also need a building permit and/or certificates of liability insurance. Work with the Regional Safety Director to ensure proper liability coverage for any/all events.
- Try to pick a location with entrance and exit doors for better traffic flow.

Four Months before Registration

- Call the AYSO National Office and request pre-printed forms for returning participants (players and volunteers), a supply of blank player registrations and volunteer applications, insurance handouts and player and volunteer printouts.

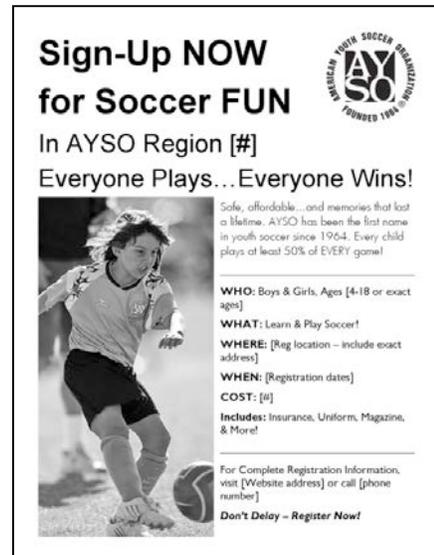
Two Months before Registration

- Ask permission to send flyers to each of the schools in your Region.
- Call each of the schools and find out what the enrollment is.

- As Registrar, you may be in charge of typing the registration flyer and the volunteer sign-up sheets. Make sure you check with the Regional Commissioner on the specifics.
- Encourage parents to complete their volunteer applications and player registrations online using eAYSO.
- At a Regional Board meeting 2-3 months prior to registration, let every board member know that they are all expected to help at registration. Each board member is in charge of recruiting volunteers for his/her specific discipline.

One Month before Registration

- Set the Pre-Registration season in eAYSO.
- Prepare and print registration flyers including Region's refund policies and Region contact information. Check ayso.org for Registration Toolkit samples.
- Update the Region Web site with registration dates/times, Regional policies including refund policies, and contact information.
- Have AYSO posters available for schools, supermarkets, gyms, pizza stores, pharmacies, dancing academies, nursery schools, malls, etc.
- Consider advertising in the local newspapers, on cable television, and local radio.



A Registration Toolkit sample

Three Weeks before Registration

- Call volunteers (at least 6 - 8 in addition to board members) and confirm their job responsibilities at registration and what date/time to be there. Let them know they will be busy with parents and/or paperwork and money and that they may not want to bring their own children to these events.
- Call the Treasurer and ask her/him to bring the cash drawer, receipts and startup cash.
- Pass out flyers in the schools. Count them in packs of 25 for easier distribution.
- Publicity – visit your local newspaper and bring a flyer for its advertising department. Request that the information be put in the Sports section during the entire week before registration.
- Call all Junior and High School soccer coaches and ask them to personally talk to their players about AYSO registration and give them extra flyers to pass out.



Two Weeks before Registration

- Organize all handouts for registration. Staple or paperclip all handouts for the parents.
- Make signs for registration: (Team Parents, Uniforms, Coaches, Referees, Treasurer, etc.)
- Call janitors and reconfirm times that you will be setting up.
- Decide on the layout of the room and the sequence of each station.

Day of Registration

- Bring necessary supplies – pens, telephone book, extension cords, masking tape, stapler, paper.
- Bring clips, nametags, plastic file boxes to separate player forms.
- Have all preprinted player registration forms and volunteer application forms listed in alphabetical order and placed in a file box. These and a supply of blank player and volunteer forms and any other literature that needs to be handed out should be placed near the entrance table.
- At least two workers should be available to pass out forms at the entrance. The CVPA, or CVPA trained volunteers should be there to collect volunteer applications. Each volunteer must fill out an application form and in some Regions, every family must also fill out a volunteer flyer and hand it in where forms are reviewed.
- At least two workers should be available to check forms for correct birth dates, signatures, etc. Again, the CVPA should be present. All volunteer forms should be collected individually by one or two trained workers, and then parents should be escorted and introduced at the appropriate volunteer table.
- Although we don't recommend allowing any special requests, special circumstances should be marked on the form and initialed by the Regional Commissioner or Registrar only. Consider posting flyers on the tables saying: "Thank you for understanding that we are unable to honor any special requests."
- Prominently display the Region's Refund Policies
- Ensure all checks are made out to AYSO and that receipts are provided. Ask parents to put the first and last name of the child in the memo spot. Many children do not have the same name as their parents.
- Consider providing refreshments: coffee, powdered cream, sugar packets, stirrers, coffee pot, cups, napkins, donut holes (easier to eat) and juice for morning registrations; pizza cut into small pieces, cookies, pretzels, small candy bars, soda or juice for afternoon and evening registrations. Put out baskets of small energy bars or candy with customized wrappers or stickers that advertise the need for volunteers, provide Region contact information, or that simply promote AYSO.

- The Treasurer or designee and the Registrar or designee should reconcile the number of forms collected against the money taken in to ensure they balance (Registration Reconciliation Form). Each should check the work of the other and agree on the final determination.

Seven Weeks prior to the Start of Practice

- Re-set the Registration Season in eAYSO.
- “Accept” the players in eAYSO by renewing any existing records or creating a record for any new players.

Five Weeks prior to the Start of Practice

- Finalize and enter ratings for new players in the Current Year field

Four Weeks prior to the Start of Practice

- Form teams and distribute rosters and player forms to coaches
- Ensure that all players are registered in eAYSO

Four Weeks after the start of Games

- Confirm participation of all players with the coaches
- Process any dropped players in eAYSO. Alert the Treasurer in the event that any of them qualify for the National Player Fee credit.

Two Weeks following the End of the Season

- Ensure that year-end player ratings are entered in eAYSO in the Next Year field.





eSignature

In conjunction with the **Electronic Records and Signatures in Commerce Act of 2000**, AYSO is now able to accept electronic signatures, eliminating the burden of providing secure, confidential storage of volunteer applications and player registration forms at the Region, Area and Section levels. Electronic signatures will also enable fast, efficient search and retrieval of signed registration forms in the event of legal or liability issues.

Many have probably wondered why parents and volunteers have to print out Player Registration and Volunteer Application forms and present them to Region officials when they've already input their information into eAYSO. The reason for this necessary step in the process is because AYSO has an obligation to:

- Verify the identity of the person represented on the application forms (including a player's age) for all new/first time players and volunteers.
- Verify the Parent/Guardian/Individual's consent to participate in AYSO's soccer program and acknowledgement of potential risks
- Verify a volunteer's consent to reference and background checks
- Securely store the signed forms for several years in the event of liability concerns.

eSignature, the new electronic signature feature in eAYSO, facilitates all but the very first case; that of verifying the identity of a brand new player or volunteer.

The use of **eSignature** is **not** intended to eliminate the need for paper forms, just their long-term storage. Parents and volunteers should still be directed to print a copy of their forms and present them to the Region for verification and use by the coach or for any other Regional activity during the Membership Year.

Coaches are still required to have signed or eSigned copies of their Player Registration Forms, with the emergency contacts and treatment authorization, in their possession during all AYSO activities.

eSignature was successfully piloted by Region 6/D/418 (Chicago Lakefront) for Fall 2009 registrations and is now available to all AYSO Regions.



eSignature Requirements

In order to implement **eSignature**, Regions must comply with the following requirements:

- Regions must use eAYSO for all player and volunteer registrations. Regions using a third-party vendor for registration will not be able to take advantage of **eSignature**.
- Regions must still require parents and volunteers to print and submit a copy of their application/registration forms for verification by the Region.
- Regions must verify the correct appearance of an **eSignature** on page 2 of the printed forms. On rare occasion, a system or network error could disrupt the **eSignature** process. The **eSignature** process includes acknowledging waivers, consent agreements, and electronic filing of the forms and is required for a valid **eSignature**.
- In the absence of the **eSignature**, the parent or volunteer must be required to sign the hard copy form or re-submit the application online in order to comply with insurance guidelines.

Reminder: Hard copy forms with a “wet signature” must be stored for a minimum of 7 years for volunteer applications and up to such time that the minor child reaches 24 years of age for all players.

Enrolling in eSignature

Regions opting to enroll in the eSignature program should contact the eAYSO Help Desk, 1-866-588-2976 at least 6 weeks prior to the first registration day and in time for Budget and Registration Fee planning. For more information on enrolling in eSignature, please contact the AYSO National Office at esign@ayso.org.

Regional Settings

Once Regions receive confirmation from the eAYSO Help Desk that the **eSignature** feature is enabled, the Regional Commissioner or Registrar must proceed with updating the Regional Settings in eAYSO to enable player and volunteer registrations for the Membership Year/Program as described in this Registrar Manual and the eAYSO Player Registration user guide.

Prior to beginning of the registration period and well before the first Registration Day, update the Regional settings in eAYSO by selecting the **Region** menu and **Setup**.

The use of eAYSO, AYSO's online registration and regional administration system, can reduce or eliminate the problems associated with the collection, accuracy and access of player and volunteer registration information. Individual parents and volunteers enter their own information on a computer connected to the Internet at a place and time convenient for them. The data entered is stored in a centralized database managed by the AYSO National Office. Then, those regional volunteers with a need to know are granted the access they need to perform their jobs more efficiently. Also, there are many additional features for Registrars, Regional Commissioners, CVPAs, Treasurers and Instructors to make communications easier and reduce paperwork.

To take maximum advantage of the efficiencies of the system, it is in the Region's best interest to promote online registration by volunteers and parents. When parents and individual volunteers go online and enter their own data, Regions save a lot of time, increase the accuracy of the Regional and AYSO National Office records, increase cash receipts at the Region level and speed up registration on Registration Day.

General System Settings

At least once a membership year the Regional Commissioner, Trusted Data Manager or Registrar must review and reset the general eAYSO settings for the Region. This is done in the Region Setup function of eAYSO:

- Log on to eAYSO
- Click on **Region** in the menu bar and select **Setup** and then **General** from the drop down list

The screenshot shows the eAYSO web application interface. At the top left is the eAYSO logo. To its right is the text "American Youth Soccer Organization". In the top right corner, there are links for "Home", "Español", "Help", and "Sign out". Below this is a navigation bar with the following items: "MyeAYSO", "Region", "Area", "Section", "NSTC", "Signup", "Lookup", "Reports", and "Preferences". The "Region" dropdown menu is open, showing a list of options: "Player", "Volunteer", "Setup", "Teams", "Treasurer", "Instructor", "Admin", "Game", and "Ref Scheduling". The "Setup" option is highlighted with a mouse cursor. To the right of the dropdown menu, there is a "Welcome Rand Potter" message and a link to "Click here to download the application". Below the welcome message, there are several links for applying as a new adult volunteer, applying as a continuing adult volunteer, applying as a new youth volunteer, and applying as a new youth volunteer.

On the **Region Information** tab, enter the **Region Name**, **Region website**, **Contact Name**, **Contact email**, and **Contact Phone Number**.

Region Information	E-mail Notification	Default	Team Information	Messages	Parent Jobs	Ratings
This is the information displayed with the region's information messages to parents						
Region Name	<input type="text" value="LAKEFRONT"/>	Region Website	<input type="text" value="www.ayso418.org"/>		Contact Name	<input type="text" value="Raymond Groble"/>
Contact E-mail	<input type="text" value="groble@daleymoaha"/>	Contact Number	<input type="text" value="773"/>	<input type="text" value="728"/>	<input type="text" value="0310"/>	

On the **Messages** tab, enter the **Cut-off Date for Accepting Applications**, **Message to Parents during the Application period**, **Message for Parents after the Application period is closed** and a **Message for volunteers**.

Region Information	E-mail Notification	Default	Team Information	Messages	Parent Jobs	Ratings
Messages						
Accept application until	<input type="text" value="06/01/10"/>					
Message to parents (application period) (255 characters allowed including spaces)	<input type="text" value="Complete your childs application and make sure you go through all the screens. Then print the form and bring 2 copies on registration day with check for \$65per player Registration day is 05/08 from 9a-1p at Patton Elem and"/>					
Message to parents (after 6/1/2010 application period is closed) (255 characters allowed including spaces)	<input type="text" value="Applications for Fall are no longer being taken. If you have questions regarding registration please contact our Registrar at aysoregistrar418@gmail.com or visit our website www.ayso418.org"/>					
Message to volunteers (255 characters allowed including spaces)	<input type="text" value="Thank you for volunteering! We will contact you soon with more information about training and responsibilities."/>					

The **Message to Parents** should include the following information:

- Clear instructions to parents on Region deadlines
- Instructions for next steps including signing/printing forms, I.D. and birth certificate requirements
- Registration Events, Dates, Locations & Times
- Registration Fees and Refund policies
- Information on when the season/practices starts
- When/how they can expect to hear from coaches (see Team Information setting below)

Be sure to update the other **General** settings including:

- **E-Mail Notification** – the email address for those who will receive notification when play applications are submitted.
- **Default** – the primary default values for the Regions such as area code, zip code, city, state, etc.



- **Team Information** – the date when or if the Region will allow families to view their player’s team/coach assignment and contact information.

Enabling this feature can save your Region from receiving large volumes of phone calls from anxious parents waiting to hear from their child’s coach in the weeks leading up to the start of the season.

Region Information	E-mail Notification	Default	Team Information	Messages	Parent Jobs	Ratings
Display Team information to parents beginning from <input type="text" value="04/01/10"/>						

- **Early U-5 Program** – if the Region is authorized by the Area Director and Section Director to accept the youngest players into an Early U-5 Program, these settings include the date of the first AYSO activity (including practices) for determining the age of the U-5 players.

Region Preferences

Under Preferences, Regions can identify the zip codes and corresponding cities which they serve. This information is then available to parents and volunteers when they search for a Region to join. Regions can also specify local community names, area codes and schools served by their Region as well as designating “location codes” in which to group teams to aid in team formation and balancing.

The screenshot shows the eAYSO website interface. At the top, there is a navigation bar with links for Home, Español, Help, and Sign out. Below this is a main menu with options: MyeAYSO, Region, Area, Section, NSTC, Signup, Lookup, Reports, and Preferences. The Preferences menu is expanded, showing sub-options: General, Preferences, Membership Year, Programs, Required Fields, Divisions, Custom Positions, and Position Events. The Position Events sub-menu is further expanded, showing a table with columns for Delete, Zip code, and City.

Delete	Zip code	City
Delete	90274	Palos Verdes Estates
Delete	90274	Palos Verdes Peninsula
Delete	90274	Portuguese Bend



Settings for Membership Year

What is a Membership Year ? What is a Program ?

Select Registration Membership Year ? Registration - Early U-05 Program starting from ?

Select Applicant Membership Year ? Applicant - Early U-05 Program starting from ?

Note the settings on the left side of the **Membership Year** screen: One for Registration Membership Year and one for **Applicant Membership Year**. AYSO now refers to the official AYSO year as the **Membership Year** which runs from August 1st through July 31st of the following year.

Membership years are designated as MYXXXX where XXXX is the year in which the membership period begins. For example, MY2009 begins on August 1, 2009 and ends on July 31, 2010 and was formerly referred to as “Season” or FS2009.

Regions conducting registration in May, 2010 for a fall program in the 2010-2011 Membership Year, need to set the Applicant Membership Year to **MY2010**. This will allow registration of players for an upcoming Membership Year program while retaining registration information for current program players.

If a Region participates in the Early U5 Program, requiring Area and Section approval, the Region may use this screen to set separate Application and Registration dates to accommodate players who will be four years of age after the default July 31st deadline.

NOTE: Even these youngest players in the Early U5 Program must be 4 years of age before the first game or practice.

Region Programs Setup

After defining the General settings, Region Preferences and Membership Year, Regions must define the soccer programs they offer their participants.

Using the same process, select **Region** from the menu bar, **Setup** and then **Programs** from the drop down lists.

This screen shows the Region number and Membership Year dates set previously (see General and Membership setup) and the AYSO default programs including the **Primary Program, National Games, Fall** and **Spring**.

Programs

What is a Membership Year? What is a Program? What is a fee?

Region # 418 Current Membership Year F53009

choose to create new program

Primary program—active by default. Only fee is adjusted here

Secondary programs set up here; Note the checkmark in ACTIVE

Active	Program	Start Date	End Date	Fee \$	Delete	Edit
<input checked="" type="checkbox"/>	Primary	08/01/09	07/31/10	150.00	Delete	Edit
<input type="checkbox"/>	Natl Games	08/01/09	07/31/10	0.00	Delete	Edit
<input checked="" type="checkbox"/>	Fall			151.00	Delete	Edit
<input checked="" type="checkbox"/>	Spring			140.00	Delete	Edit

limited editing

Full edit and delete capability

not active Cancel

Program setup allows the Region to set the dates and fees for each program they offer their families. An ACTIVE program enables parents to use eAYSO to “Sign Up” their children for that particular primary or secondary program. Regions can also add any additional program offerings to this screen with the “Create New Program” tab.

Region Divisions

For Regions that utilize single age divisions, the **Region > Setup > Divisions** function allows Regions to add a single age division where necessary.

X	Age ▼	Division
Delete	6	U-07
Delete	8	U-09

Add Single-Year Age Division

Age =

Division

Cancel Add

Custom Positions

The **Region > Setup > Custom Positions** tab allows Regions to add Region specific volunteer positions to the list of standard National Positions for the volunteer application process.

Add new custom position

Job Title *

Training Requirements

Contact Person

		Job Title ▼	Training Requirements	Contact Person
Edit	Delete	Field Set Up		Richard Costello
Edit	Delete	Special Events Day Helper		Richard Costello
Edit	Delete	Trophy Day Helper		
Edit	Delete	Equipment Management		Richard Costello
Edit	Delete	Uniform Helper		Rene Haber

Required Fields

And finally, the eAYSO setup function, **Region > Setup > Required Fields**, allow Regions to include additional fields, not used universally throughout AYSO, in their online processing. Regions can add “required fields” to their Player Applications for parents to view and input. Parents will not be able to complete the application without entering the data selected.

Select Fields

- Location code
- Jersey size
- Shorts size
- Uniform size
- Height
- Weight
- Mailing address
- Mailing city
- Mailing state
- Mailing zip
- Medical insurance carrier
- Physician name
- Physician phone

>>

>

<

<<

Selected Fields

School name

After completing all applicable eAYSO setup functions, the Region is ready to enable online player and volunteer applications.

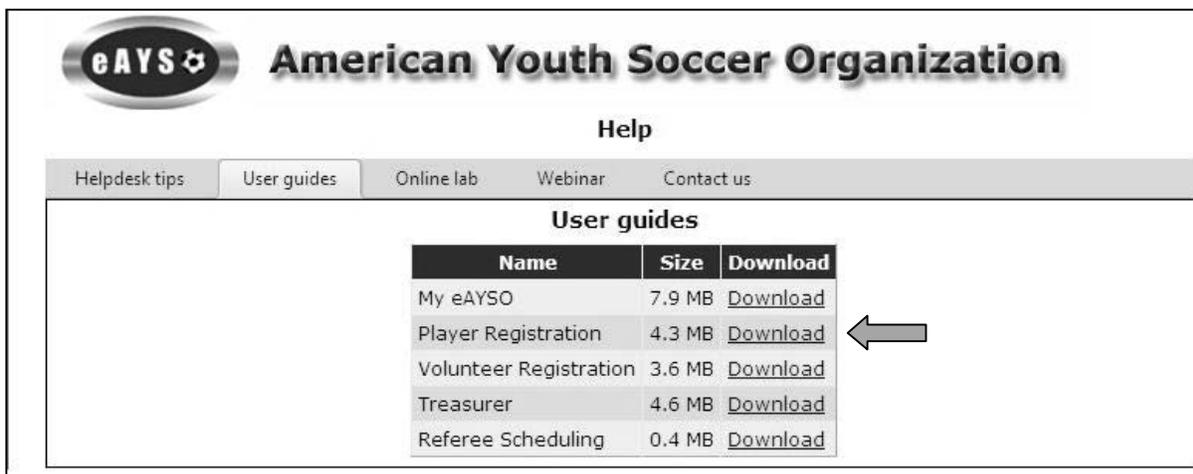
Online User Guides

eAYSO has detailed HELP features including Tips from the Help Desk, User Guides, and the Online Lab that offers Registrars an online training exercise in a practice setting.

To find the HELP features, select Help from the main menu:



For detailed eAYSO instructions on Player Registration open the *Player Registration User Guide*:



And for further assistance or questions on eAYSO call the eAYSO Help Desk at the AYSO National Office: 1-866-588-2976, or email eaysosupport@ayso.org.

Online Application Process

Parents and volunteers, even those who have been around for years but have never signed up online, should be directed to log on by entering the following address into an Internet Explorer, Netscape, Chrome or Firefox web browser: www.eAYSO.org.

After logging on, there are onscreen directions to guide them through the process. If parents take the time to secure a user name and password when they first sign up (not required), each season thereafter they only need to open the record, check it for any additions, deletions or changes and click a button to indicate they are coming back. This online process is now referred to as the Application process or Phase I of the Registration Process. Printing and signing the forms, and submitting them with the appropriate fee, is still required unless the Region is part of the Electronic Signature or PayPal pilots. Either way, the online renewal process is still much faster and easier than using hard copy forms.

Since individuals registering online still need to print out and sign the registration application forms and submit them to the Region, usually by attending a Registration Day, Regions might want to consider a “speed lane” at their Registration Day events just for applicants who have applied online, printed and signed their forms. Parents who have applied online to register their children will have already had the opportunity to volunteer and complete a Volunteer Application.





eAYSO allows parents to apply to register their children for an AYSO Region as either a first-time player or one returning to a program.

After searching for an AYSO program near their location, parents can select the Region of their choice in **Step 1** of the application process. This choice, presented to prospective parents, highlights the importance of updating the Region’s settings for **Zip Code/Cities** and **Communities Served** in eAYSO prior to the start of Registration.

Step1:

Based on the Region selected, parents are presented with the Player application including the required fields and any Region specific “stipulated fields” as defined in the Region setup process.

Step 2 collects the required Parent/Guardian information, shown in red on the screen and with an asterisk *:



American Youth Soccer Organization

[Home](#)
[Español](#)
[Help](#)
[Signout](#)

My eAYSO1.1.1

Step 1. Select a RegionStep 2. Parent InfoStep 3. Player InfoStep 4. Parent JobsStep 5. Region InfoStep 6. Agree & Submit

Please enter information for BOTH parents as appropriate (* means information is required)

Primary Parent/Guardian (Required)

First name	<input type="text"/>	*	Middle name	<input type="text"/>		Last name	<input type="text"/>	*	
Suffix	<input type="text"/>		Nick name	<input type="text"/>					
Gender	<input type="radio"/> Male <input type="radio"/> Female		*						
Street address	<input type="text"/>		City		<input type="text"/>				*
State	<input type="text"/>	*	Zip	<input type="text"/>					*
Home phone	<input type="text"/>	<input type="text"/>	<input type="text"/>	Cell/Other phone	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Business/Employer	<input type="text"/>		E-mail address		<input type="text"/>				
Relationship to child	<input type="text"/>		*						

Secondary Parent/Guardian (Optional) **Delete 2nd Parent Info**

Click here if the address, etc is the same as Primary Parent/Guardian

First name	<input type="text"/>		Middle name	<input type="text"/>		Last name	<input type="text"/>		
Suffix	<input type="text"/>		Nick name	<input type="text"/>					
Gender	<input type="radio"/> Male <input type="radio"/> Female								
Street address	<input type="text"/>		City		<input type="text"/>				
State	<input type="text"/>		Zip	<input type="text"/>					
Home phone	<input type="text"/>	<input type="text"/>	<input type="text"/>	Cell/Other phone	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Business/Employer	<input type="text"/>		E-mail address		<input type="text"/>				
Relationship to child	<input type="text"/>								

eAYSO prevents the application process from proceeding until all the required information is completed, providing basic data integrity checking.

In **Step 3**, parents input their child's player information. Again, the required fields are highlighted in red on the screen and by an asterisk. The required player information also includes Emergency Contacts.



Step3:

[Home](#)
[Español](#)
[Help](#)
[Signout](#)

American Youth Soccer Organization

My eAYSO

1.1.1

Step 1. Select a Region
Step 2. Parent Info
Step 3. Player Info
Step 4. Parent Jobs
Step 5. Region Info
Step 6. Agree & Submit

Enter your child's information.

Player's Information

Click here if the address, etc is the same as **K**

Click here if the address, etc is the same as **T**

Formal legal name, DO NOT use nick name

Player first name *
 Middle name
 Player last name *
 Suffix

Nick name

Street address *
 City *

State *
 Zip *

Mailing Address Information ■ Same as above

Mailing address
 Mailing city

Mailing state
 Mailing zip

Home phone *
 Birth date *

Playing age 0 *

Organized soccer experience (years) 0

Gender Boy Girl *

Family E-mail
 School --Select--

Location code --Select--
 Weight lbs

Height inches
 Uniform size --Select--

Jersey size --Select--
 Shorts size --Select--

List the name of any sibling near in age whom you wish to be placed on the same team as the player you are now registering

Current injuries or minor physical limitations (bone or soft tissue injuries, allergies, blood disorders, breathing difficulties sight or hearing problems etc.) or other medical condition the coach should know about

Yes No *

VIP :Some AYSO regions offer a special soccer experience for players with permanent mental and/or physical disabilities (autism, Down syndrome, partial or total paralysis, etc.) Assistive devices are allowed and there is no upper age limit for these players. If you are interested in a VIP program for this player please check the box below

I'm interested in a VIP program

Emergency contact information

Medical Insurance Information

Contact name *
 Medical insurance carrier

Contact phone *
 Physician name

 Physician phone

Step 4 asks parents to volunteer for designated volunteer positions or to volunteer to work on specific Region events or projects.

American Youth Soccer Organization

[Home](#)
[Español](#)
[Help](#)
[Signout](#)

My eAYSO

1.1.1

Step 1. Select a Region
Step 2. Parent Info
Step 3. Player Info
Step 4. Parent Jobs
Step 5. Region Info
Step 6. Agree & Submit

AYSO is an all volunteer organization. That means that the region to which you are applying relies totally on volunteer help from parents of player's participating in this region's program. The region depends on people like YOU volunteering in some capacity. We would like you to tell us, now, how you prefer to help.

Positions such as coaching or team parent , are directly related to a specific child and his team.
If you are interested in working directly with your child's team, IT IS IMPORTANT for you to indicate, Now, your interest and intent.

The player's for whom you are making application are shown below. You can select the position you wish to hold for any or all of the player's teams.

Some jobs or roles are not tied to a specific player or team. Those jobs are listed in the final, right hand column marked 'Jobs NOT child specific.'

NOTE:
 This screen is NOT the required volunteer application but the information herein is important to identify volunteers, especially those wishing to directly assist a player's team. You will have opportunity to complete the formal volunteer application a little further along in eAYSO.

Parent Name	Thomas	Jobs NOT child specific
K	Team Parent <input type="button" value="v"/>	Referee <input type="button" value="v"/>

It is important to note that the information gathered here is provided to help the Region identify their pool of potential volunteers and to remind all parents that AYSO is a volunteer run organization. It does not replace the need for all volunteers to complete a Volunteer Application. The Volunteer Application includes information critical to AYSO's Safe Haven program and the mission to provide a safe, family-friendly youth soccer experience.



Step 5 provides parents with any Region specific Registration information created in the General Settings setup. Regions can include:

- instructions for parents to submit Player and Volunteer Applications at an upcoming Registration event;
- a list of upcoming Registration events, dates, locations and times;
- registration fee information;
- refund policies;
- requests for parents to provide Birth Certificates or proof of age along with their signed forms and registration fees.
- Region contact information

Step 5:



The screenshot shows the AYSO online application process, Step 5: Region Info. The page header includes the AYSO logo, the text "American Youth Soccer Organization", and navigation links for Home, Español, Help, and Signout. Below the header is a "My eAYSO" bar and a progress indicator "1.1.1". The main content area has a breadcrumb trail: Step 1. Select a Region, Step 2. Parent Info, Step 3. Player Info, Step 4. Parent Jobs, Step 5. Region Info, and Step 6. Agree & Submit. The main text reads: "If your region has supplied information about its registration, it will appear in the box below. Scroll all the way through the text box to be sure you've read everything. If the box is empty, we've included contact information below. Please make a note of it before you proceed." Below this is a scrollable text box containing the following information: "Please bring 2 copies of the Player Application and 2 copies of your Volunteer Application to the Community Center, 5555 W. Torrance Blvd., on Saturday, May 19th or Saturday, May 26th. Player Application Fees: \$80" and "New Players must bring original Birth Certificate or proof of age." Below the scrollable box is the "Region Contact Information" section, which lists: "Region # 14", "Region name West Torrance", "Contact name Registrar", "Contact phone Registrar Phone #", "Contact E-mail registrar@region14-ayso.com", and "Regional website www.region14-ayso.com". At the bottom of the page are "Previous" and "Next" buttons.

The final online player application step requires that the parent or guardian read and acknowledge the consent agreement. This step ensures that AYSO has the parent or guardian's permission for their child to participate in the AYSO program and their assumption of the basic risk associated with playing the game of soccer.

Step 6:



American Youth Soccer Organization

My eAYSO

[Home](#)
[Español](#)
[Help](#)
[Signout](#)

1.1.1

Step 1. Select a RegionStep 2. Parent InfoStep 3. Player InfoStep 4. Parent JobsStep 5. Region InfoStep 6. Agree & Submit

Scroll Down and Click "I Agree"

DISCLAIMER, ASSUMPTION OF RISK AND WAIVER AND CONSENT AGREEMENTS

I warrant and acknowledge that I am the parent or legal guardian of the player named on this application, a minor ("Player"), and on behalf of myself, Player and our heirs, assigns and next of kin, I hereby enter into the following agreements IN CONSIDERATION OF Player's being able to participate in any way at practices, games or other activities ("EVENTS") sanctioned by the American Youth Soccer Organization ("AYSO").

DISCLAIMER, ASSUMPTION OF RISK AND WAIVER: I acknowledge that participation in soccer necessarily involves travel, play in adverse field conditions, contact with considerable force, and risk of severe, permanent physical injury including bruises, scrapes, strained, sprained or torn muscles, tendons or ligaments, broken bones, dislocation of joints, concussion, brain damage, nerve and spinal cord injury, paralysis and death. I WILLINGLY AND VOLUNTARILY ASSUME ALL SUCH RISKS. I willingly and voluntarily agree to comply with the stated and customary terms and conditions for participation and, if Player or I observe any concern in Player's readiness for participation in the EVENTS, I will remove him/her from participation and bring such concern to the attention of the nearest official immediately and also of the regional commissioner as soon as possible thereafter.

I HEREBY RELEASE, DISCHARGE AND AGREE TO HOLD HARMLESS, to the fullest extent permitted by law, AYSO, its players, employees, volunteers, officials, sponsors and other representatives and any and all owners, lessors, lessees or other persons or entities allowing, permitting or authorizing the use of facilities by AYSO and the agents, employees, officers and directors of said persons or entities ("RELEASEES") from any and all claims, demands, costs, expenses and compensation arising out of or in any way related to an injury or other damage that may result to said participant or to members of my family or my household or individuals I invite or for whom I am otherwise responsible while participating in or present at any of the EVENTS, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE. I further acknowledge that AYSO is primarily administered by volunteers rather than paid professionals.

I further acknowledge and accept that this Disclaimer, Assumption of Risk and Waiver is intended to be as broad and inclusive as permitted by the laws of the state in which we live and agree that if any portion of this Disclaimer, Assumption of Risk and Waiver is deemed to be invalid, the remainder will continue in full legal force and effect.

ACKNOWLEDGEMENT AND CONSENT: <http://www.ayso.org/resources/insurance.aspx> as the same may be amended from time to time, and either I have read and understand the terms or I will do so before permitting Player to participate. For both internal and external use, I acknowledge that AYSO may compile and use addresses and soccer photographs of Player consistent with the AYSO Privacy Policy set forth at http://www.ayso.org/resources/legal/privacy_policy.aspx, as the same may be amended from time to time. I consent to such uses and hereby waive all rights to approval and compensation.

I HAVE READ THE DISCLAIMER, ASSUMPTION OF RISK AND WAIVER, AND THE ACKNOWLEDGE AND CONSENT AGREEMENTS, FULLY UNDERSTAND THE TERMS OF EACH, UNDERSTANDING THAT I AND PLAYER HAVE GIVEN UP SUBSTANTIAL RIGHTS BY MY SIGNING THIS FORM AND AGREEING TO THESE TERMS, AND I SIGN THIS FORM FOR MYSELF AND ON BEHALF OF PLAYER AND AGREE TO THESE TERMS FREELY AND VOLUNTARILY AND WITHOUT INDUCEMENT.

Note: Clicking the button below signifies your agreement with the foregoing and shall constitute your signature for legal purposes.

PreviousI agree

Once parents complete this step, the player application becomes part of the Region's Applicant Registration file and the player is placed in an A- Applicant status; ready for the Registrar to accept and formally register the player with the Region.



For Regions using the eSignature feature, parents will be shown the screen below including a complete Player Registration Form and they will be instructed to type in their name, thereby authorizing an electronic signature.

Please scroll down & click the checkbox to indicate you agree to use electronic signatures.
 Please type your name to electronically sign this document.

Player Registration Form

American Youth Soccer Organization
 www.soccer.org

Membership Year: FS2009
AYSO ID #: 65028337

Region Number 418	Division U-10	Check if a VIP Player <input type="checkbox"/>	Loc. Code
----------------------	------------------	--	-----------

Player

Region Specific Message:
Wait list applications for non-registered players being accepted until 3/15 for spring games starting in April. Parents of players new to the Region must provide player proof of age. See www.ayso418.org for details. Team placement not guaranteed.

First Name JACK		Middle Name	Last Name DOE		Suffix	Area Code 773	Telephone 888-1111	
Nickname	Street Address 123 Kolmar St			City Chicago	State IL	Zip Code 60641		
Mailing Address (if different from Street address)				City	State	Zip Code		
Emergency Contact (other than parent) John		Area Code 773	Emergency Telephone 888-1111		Physician Name Dr. McDermott		Area Code 773	Physician Telephone 555-2222
Gender <input checked="" type="checkbox"/> Boy <input type="checkbox"/> Girl	Birthdate 1/1/2000	Age 9	School Name British School of Chicago			Family e-mail address johnd@gmail.com		
Medical Insurance Carrier Anthem		Siblings to play with:			Current injuries or minor physical limitations or other medical condition the coach should know about: No			
Yrs of Experience 0	Height 49	Weight 61	Parent/Guardian #1 <input checked="" type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Guardian					
First Name JOHN		Middle Name			Last Name DOE			
Address (if different from Player) 123 Kolmar St				City Chicago	State IL	Zip Code 60641	e-mail address johnd@gmail.com	
Employer IBM	Area Code	Business/Cellular Telephone		Area Code 773	Home Telephone 888-1111		AYSO is an all volunteer organization. I apply to: <input checked="" type="checkbox"/> Coach <input type="checkbox"/> Asst. Coach <input type="checkbox"/> Referee <input type="checkbox"/> Team Parent <input checked="" type="checkbox"/> Other	

Parents must scroll down to review the document and agree to the disclaimer. They must check the box and type in their name. The date will be automatically captured by the system. Then they must click "Review" to go to the final screen.

I HAVE READ THE ABOVE EMERGENCY AUTHORIZATION, AND THE DISCLAIMER, ASSUMPTION OF RISK AND WAIVER, AND THE ACKNOWLEDGEMENT AND CONSENT AGREEMENTS PRINTED ON THE REVERSE SIDE OF THIS FORM, FULLY UNDERSTAND THE TERMS OF EACH, UNDERSTAND THAT I AND PLAYER HAVE GIVEN UP SUBSTANTIAL RIGHTS BY MY SIGNING THIS FORM AND AGREEING TO THESE TERMS, AND I SIGN THIS FORM FOR MYSELF AND ON BEHALF OF PLAYER AND AGREE TO THESE TERMS FREELY AND VOLUNTARILY AND WITHOUT INDUCEMENT.

I agree to use an electronic signature [\(read more\)](#)

Parent/Guardian Signature: John Doe Date: _____

The AYSO Endowment Fund: The AYSO Endowment Fund is committed to bringing the AYSO experience to children who need financial help. If you would like to make a tax deductible contribution to assist in this effort, please call the Member Services Department at 800-872-2976 or send an e-mail message to endowment@ayso.org .	DOB Verification	Check Number	Fee Charged	Amount Paid

© 2009 American Youth Soccer Organization Rev. 11/09

First Name JACK	Middle Name	Last Name DOE	AYSO ID #: 65028337
--------------------	-------------	------------------	---------------------

Disclaimer, Assumption of Risk and Waiver and Consent Agreements

I warrant and acknowledge that I am the parent or legal guardian of the player named on the reverse side of this application, a minor ("Player"), and on behalf of myself, Player and our heirs, assigns and next of kin, I hereby enter into the following agreements IN CONSIDERATION OF Player's being able to participate in any way at practices, games or other activities ("EVENTS") sanctioned by the American Youth Soccer Organization ("AYSO").

DISCLAIMER, ASSUMPTION OF RISK AND WAIVER: I acknowledge that participation in soccer necessarily involves travel, play in adverse field conditions, contact with considerable force, and risk of severe, permanent physical injury including bruises, scrapes, strained, sprained or torn muscles, tendons or ligaments, broken bones, dislocation of joints, concussion, brain damage, nerve and spinal cord injury, paralysis and death. I WILLINGLY AND VOLUNTARILY ASSUME ALL SUCH RISKS. I willingly and voluntarily agree to comply with the stated and customary terms and conditions for participation and, if Player or I observe any concern in Player's readiness for participation in the EVENTS, I will remove him/her from participation and bring such concern to the attention of the nearest official immediately and also of the regional commissioner as soon as possible thereafter.

HEREBY RELEASE, DISCHARGE AND AGREE TO HOLD HARMLESS, to the fullest extent permitted by law, AYSO, its players, employees, volunteers, officials, sponsors and other representatives and any and all owners, lessors, lessees or other persons or entities allowing, permitting or authorizing the use of facilities by AYSO and the agents, employees, officers and directors of said persons or entities ("RELEASEES") from any and all claims, demands, costs, expenses and compensation arising out of or in any way related to an injury or other damage that may result to said participant or to members of my family or my household or individuals I invite or for whom I am otherwise responsible while participating in or present at any of the EVENTS, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE. I further acknowledge that AYSO is primarily administered by volunteers rather than paid professionals.

I further acknowledge and accept that this Disclaimer, Assumption of Risk and Waiver is intended to be as broad and inclusive as permitted by the laws of the state in which we live and agree that if any portion of this Disclaimer, Assumption of Risk and Waiver is deemed to be invalid, the remainder will continue in full legal force and effect.

ACKNOWLEDGEMENT AND CONSENT: I understand the terms of the Soccer Accident Insurance Plan are set forth in a pamphlet available from the Safety Director of my region or on-line at <http://www.ayso.org/resources/insurance.aspx>, as the same may be amended from time to time, and either I have read and understand the terms or I will do so before permitting Player to participate. For both internal and external use, I acknowledge that AYSO may compile and use addresses and soccer photographs of Player consistent with the AYSO Privacy Policy set forth at http://www.ayso.org/resources/legal/privacy_policy.aspx, as the same may be amended from time to time. I consent to such uses and hereby waive all rights to approval and compensation.



o Please review this document carefully and scroll down before clicking SUBMIT.

Player Registration Form

American Youth Soccer Organization
www.soccer.org

Membership Year: FS2009
 AYSO ID #: 65028337

Region Number 418	Division U-10	Check if a VIP Player <input type="checkbox"/>	Loc. Code
-----------------------------	-------------------------	--	-----------

Player

Region Specific Message
Wait list applications for non-registered players being accepted until 3/15 for spring games starting in April. Parents of players new to the Region must provide player proof of age. See www.ayso418.org for details. Team placement not guaranteed.

First Name JACK		Middle Name	Last Name DOE		Suffix	Area Code 773	Telephone 888-1111	
Nickname	Street Address 123 Kolmar St			City Chicago		State IL	Zip Code 60641	
Mailing Address (if different from Street address)				City		State	Zip Code	
Emergency Contact (other than parent) John		Area Code 773	Emergency Telephone 888-1111		Physician Name Dr. McDermott		Area Code 773	Physician Telephone 555-2222
Gender <input checked="" type="checkbox"/> Boy <input type="checkbox"/> Girl	Birthdate 1/1/2000	Age 9	School Name British School of Chicago			Family e-mail address john@gmail.com		
Medical Insurance Carrier Anthem		Siblings to play with:			Current injuries or minor physical limitations or other medical condition the coach should know about: No			
Yrs of Experience 0	Height 49	Weight 61						

Parent/Guardian #1 Father Mother Guardian

First Name JOHN		Middle Name	Last Name DOE	
Address (if different from Player) 123 Kolmar St			City Chicago	State IL
		Zip Code 60641	e-mail address john@gmail.com	
Employer IBM	Area Code	Business/Cellular Telephone	Area Code 773	Home Telephone 888-1111

AYSO is an all volunteer organization. I apply to:
 Coach Asst. Coach Referee Team Parent Other

The bottom of the screen will display the information captured by the system for the electronic signature. The parent must click **“Submit”** to complete the final step or they have the option to return and edit any information that may need to be changed.

ACKNOWLEDGEMENT AND CONSENT: I understand the terms of the Soccer Accident Insurance Plan are set forth in a pamphlet available from the Safety Director of my region or on-line at <http://www.ayso.org/resources/insurance.aspx>, as the same may be amended from time to time, and either I have read and understand the terms or I will do so before permitting Player to participate. For both internal and external use, I acknowledge that AYSO may compile and use addresses and soccer photographs of Player consistent with the AYSO Privacy Policy set forth at http://www.ayso.org/resources/legal/privacy_policy.aspx, as the same may be amended from time to time. I consent to such uses and hereby waive all rights to approval and compensation.

Electronic Signature Process Record
 YDID: 5uo3-545-AYS01-28T/Wpqa-546-AYS01-28F
 The document above has been electronically signed in accordance with the law.
 Current Date & time: 15-Feb-10 13:29:31 PST
 IP address: 71.130.66.130
 Agreed to E-Sign Disclosures at: 15-Feb-10 13:29:31 PST
 Signed as: John Doe dated 02/15/2010

After submitting their Player Registration application, parents are returned to the eAYSO Welcome menu where they can click on **Online payments** or **Print forms**.

If the Region offers credit card payments, the *Message to Parents* setting should direct parents to click on **Online payments** first and pay by credit card before printing their forms. The printed Player Registration forms will show the last four digits of the credit card number in the check # field and the amount paid.

Note: If the Region is configured for credit card payments, the **Online** payments link will be enabled once the player application is complete. Until then, it will remain disabled. If the Region is not accepting credit card payments, the option remains disabled. Only the **Print** player form link will be enabled.

Parents should be directed to print the Player Registration forms. The **Print** form page will show the player(s). Clicking on the player name will open the eSigned form with the eSignature at the bottom.





Player and Volunteer Application Forms

AYSO recognizes that not everyone will be able to take advantage of online registration. Paper player and volunteer application forms will still be available from the AYSO National Office. Regional Registrars and registration staff can enter the data from paper forms into eAYSO or the forms can be sent to the AYSO National Office for processing.

The paper application forms change from time to time for various reasons. Always use the most current form. Examples of the most current forms can be downloaded from the AYSO Web site at: www.ayso.org under *Resources/Forms* or you can also check with the Registration Department at the AYSO National Office or the AYSO Supply Center to determine the most current form to use.

Note: Do not accept any Player Registration Form or Volunteer Application Form with any modifications made to any of the language on the form. There must not be any crossed out words or any additions made to the disclosures, waivers, acknowledgements or agreements.

Pre-Printed Forms

The task of processing paper application forms for returning players and volunteers is greatly simplified when Regions use forms pre-printed with the data already on file in eAYSO. Parents and returning volunteers appreciate these pre-printed forms because they only have to check the form for accuracy, mark it for any changes or additions and sign it before submitting it to the Region. These forms can be ordered for free once each membership year by calling the Registration Department at the AYSO National Office. Forms for additional registration periods can be ordered for a fee.

Blank Application Forms

Blank application forms should be used only for players and volunteers who are new to your Region. Blank forms are available from the AYSO Supply Center and can be downloaded from the AYSO Web site: www.ayso.org.

There is a forty-cent (\$.40) charge for each handwritten Volunteer Application submitted to the AYSO National Office for data entry.



18-year-old player application forms

There is a special form for players who are 18 years of age at the time of registration. Because these players are of legal age, parents cannot sign the consent agreement on their behalf. The 18-year-old player must sign the form themselves. If your Region will provide a U-19 age division, you should be sure to have a supply of these on hand.

Youth Volunteer Application forms

Likewise, there is also a special form for youth or underage volunteers which requires parent/guardian approvals. AYSO strongly encourages youth volunteers particularly in the Pro-Referee program or as team training assistants, and they are welcome to earn community service hours serving their AYSO Region. The only exceptions are that they cannot be a Team/Head Coach, an official Assistant Coach, a Regional Board member or serve in a staff position with purchasing responsibilities.

Youth Volunteers must carry a signed copy of their Youth Volunteer form when performing volunteer duties for a Region because it contains parental consent and contact information as well as a medical release in the event urgent care is needed.

Registration Kits (Reg-Kit)

Regional Commissioners or Registrars may order one free Kit per membership year from the AYSO National Office by calling **800-872-2976**. **Registration Kits should be ordered at least six (6) weeks prior to the first scheduled Registration Day.** Orders are shipped via UPS and cannot be delivered to a post office box number. In some cases, the AYSO National Office may be able to accommodate a rush request for a Reg-Kit. There will be a \$150.00 fee to offset the additional costs to print and process rush orders on top of any expedited shipping fees.

The Registration Kit includes pre-printed player registration and volunteer application forms, blank player registration and volunteer application forms, recruitment brochures, posters, *A Parent's Guide To AYSO* booklets and *Soccer Accident Insurance* brochures.

Pre-printed forms may be requested which will include the previous year's registrants with the current year's information.

A Standard Registration Kit includes:

(Quantities are based on the player count from the previous year)

- Player Registration Forms (#GS101-7)
- Volunteer Application Form (#GS102-7)
- Youth Volunteer Forms-25pk (#GS103-7)



- 18 Year Old Player Registration Forms-25pk (#GS104-7)-Upon request
- Soccer Accident Insurance (SAI) Brochures (#GS206-7)
- A Parent's Guide to AYSO (#GS207-7)
- Coach Recruitment Brochures (#GS202-7)
- Referee Recruitment Brochures (#GS203-7)
- Player Registration Posters (#GS301-9)
- Volunteer Recruitment Posters (#GS303-9)
- Calling All Girls Posters (#GS307-9)

A Spanish Registration Kit includes:

(Quantities will be the same for all orders unless specified by the Registration Dept.)

- Spanish Player Registration Forms (#GS101S-7)
- Spanish Volunteer Application Forms (#GS102S-7)
- Spanish Soccer Accident Insurance Brochures (#GS206S-7)
- Spanish ABCs of AYSO (#GS207S-7)
- Spanish Coach Recruitment Brochures (#GS202S-7)
- Spanish Referee Recruitment Brochures (#GS203S-7)
- Spanish Player Registration Posters (#GS301S-9)

*Additional items may be ordered from the AYSO Supply Center (888-297-6786) and billed to the Region.

Note: Registration orders may only be placed by the Regional Commissioner and/or the Registrar of record in eAYSO. If changes have occurred to the Regional Board that have not been reported, the order may be delayed. Please ensure that the Information Form and Volunteer Application Forms for new board members (now available to complete online through eAYSO) have been submitted to the AYSO National Office prior to placing the order. Both forms are available for download at: www.ayso.org under the Resources/Forms section.

Registration Processing Times

When deciding between online registration or hard copy paper forms, keep in mind the following information:

- **7 minutes:** the average time it takes to process a hand written paper form and interpret handwriting
- **2 minutes:** the time it takes to process a pre-printed paper form for a returning member
- **30 seconds:** the time it takes for the Registrar to process an online application

Mail-In Registrations

Some Regions choose to have some or all player registration forms and payments mailed into the Region as opposed to collecting the forms in person at a formal Registration event. This is certainly a convenient option for busy parents, but the trade-off for this convenience may be:

- A lost opportunity to meet and recruit parents to volunteer in the Region and create a sense of community
- Incomplete Registration and Volunteer forms that require follow-up
- Less opportunity for parents to receive information about next steps or upcoming events
- A potential for less visibility to the Reconciliation of Registration Fees

Accepting mail-in player registration applications works best when used in conjunction with eAYSO online applications for returning players and volunteers. In most cases, the identity/age of these applicants has already been verified and eAYSO provides data validation steps to ensure the applications are complete.

The greatest trade-off in using a mail-in process is the lost opportunity to meet and recruit volunteers before the team formation and coach/referee pre-season training meetings. Many Regions also use their registration events as a way to increase their visibility in their communities and encourage sponsorships.





Registration Day

A registration event should be just that – an event that embodies the fun and enjoyment of the AYSO experience. It should be well-organized and heavily staffed with knowledgeable people. Work with the Regional Commissioner and Regional Board to establish a timeline for the Region’s activities. Registration days should be scheduled far enough in advance to allow enough time to process all the forms and data before training must take place and teams formed.

For a Registration Day event, be sure to use a facility that has enough space, utilities and available parking. The following layouts provide suggestions for arranging stations to facilitate the registration process. The simple sequence lists a minimum of three stations. The comprehensive sequence includes several optional stations. Each Region should tailor its layout according to the facility size and its priorities so that a smooth traffic flow is assured.

Simple Sequence (3 stations)

- Station #1 Check-in
- Station #2 Staging
- Station #3a Speed Lane
- Station #3 Cashier

Comprehensive Sequence (11 stations)

- Station #1 Check-in
- Station #2 Staging
- Station #3 Uniform sizing
- Station 3a Speed Lane
- Station #4 AYSO Information
- Station #5 Coach recruiting
- Station #6 Referee recruiting
- Station #7 Volunteer recruiting
- Station #8 Fund-raising station
- Station #9 Forms check-out (volunteer forms)
- Station #10 Cashier/Payments table (located at exit)

(#1) Check-In Station (mandatory)

- Use two tables if possible – one for new players and another for returning players. This will speed up the process for returning players.

(#2) Staging Station (mandatory)

- Staffed by board members roaming among registrants
- Used by registrants to fill out forms - Provide tables and chairs.



(#3) Uniform Sizing Station Staffed by the uniform coordinator and key volunteers

- Display various sizes of uniforms
- Size player's shirts and shorts (be sure to upgrade to one size larger if season is a few months away)

(#3a) Speed Lane Station

For players/volunteers who pre-registered online and need to

- Make a payment and/or sign forms.
- Sign up for a position as a volunteer.
- This station could also be used for returning volunteers.
- Assign a registration worker who is experienced with eAYSO to provide a personalized but quick registration.

Hints: A yellow brick road to follow, numbers on the tables or on the floor, arrows leading parents through the process etc.

(#4) AYSO Information Station

Staffed by board members and includes the following information (can be combined with Staging station in the Simple Sequence)

- SAI Information—An SAI brochure should be provided for each family registering players
- AYSO Videos (Parent, Kids Zone, etc.)
- AYSO publications - PLAYSOCCKER, Parent's Guide To AYSO etc.
- Local vendor information
- AYSO Region Information
 - Map of Region
 - Field locations
 - Region contact information and next steps (see Whew! Flyer)
 - Regional calendar – clinics, meeting etc.
 - Refund policy
 - Section & Regional guidelines including practice locations, duration and times
 - Sportsmanship guidelines
 - Kids Zone Pledge and Information

(#5) Coach Recruiting Station

Staffed by coach administrator and staff to provide the following information:

- Inform parents that AYSO is an all-volunteer organization
- Recruit coaching prospects and provide clinic information
- Provide copies of volunteer job descriptions

(#6) Referee Recruiting Station

Staffed by referee administrator and staff to provide the following information:

- Inform parents that AYSO is an all-volunteer organization
- Recruit referee prospects



- Provide copies of volunteer job descriptions
- Encourage referees regarding advancement
- Encourage non-referee candidates to attend clinics to learn how they will enjoy the game of soccer and assist their child. They might become a referee next year.

(#7) Other Volunteer Station

Staffed by board members and other key volunteers to encourage people to volunteer for other AYSO positions in the Region such as:

- Team parents
- Field volunteers
- Equipment volunteers
- Photo day volunteers
- Position descriptions can simplify the process of helping potential volunteers understand the different roles.

(#8) Fundraising Station (optional)

Staffed by board members and volunteers for sales of merchandise (purchased/on consignment), soccer balls, shinguards, shoes, etc. and prior year's unused uniforms. This would also be the place to promote any pre-season camp activity the Region might sponsor (AYSO Soccer Camps, e.g.)

(#9) Forms Check-out Station

Staffed by Registrar, CVPA, and appropriately trained staff members to validate registration information of players and volunteers. (Pre-printed and new recruits)

- This is an ideal station to recruit volunteers
- Review registration and application forms for completeness.
- Verify information such as: birth dates, required signature, etc. Notate on form the amount of the fee paid and the payment method
- If the parent/guardian has volunteered to help, he/she may proceed to cashier station
- Last chance to ask the parent/guardian to stop by Stations #5, 6, & 7 to obtain information on Region volunteer needs.

(#10) Cashier Station (mandatory)

Staffed by Treasurer and trained volunteer staff to perform the following:

- Accepts forms only after approval by forms check-out station #9
- Review forms
- Collect payments and issue cash receipts
- Return to the parent or volunteer their copy of any form
- Securely store completed applications and registration forms out of view of others
- Provide security at this station



Form Checking Procedures

When accepting forms at registration:

- Ensure that all required information is provided. Data entry in eAYSO cannot be completed without it and incomplete forms submitted to the AYSO National Office will be returned.
- Respectfully reject a form where an applicant refuses to provide any of the key identifying information (volunteer applications must contain SSN, D-O-B and Driver License #) or has either added text or crossed out text in the legal language of the forms. These are the terms and conditions of participation in AYSO established by the National Board of Directors and cannot be altered.
- Check that any handwritten information is legible on all copies
- All forms must be signed and dated (even if signed electronically online).
 - A parent or guardian must sign the player form for any player under 18.
 - The 18 year-old-player (at the time of registration) must sign his/her form.
 - The person requesting to volunteer must sign the application form.
 - A parent or guardian must sign the Youth Volunteer application for any volunteer under 18 years of age.
- Player forms must contain a birth date. It is considered good practice to ask that a birth certificate, passport or other government issued document containing a Date of Birth (D-O-B) be presented to confirm the age of any player new to the Region (let parents know this in advance!). Some Regions require verification of age each year.
- **NOTE: The birth date cutoffs for each age division can be found on the AYSO Web site at: www.ayso.org.**
- Each Player Registration Form should include a notation as to (a) the amount of the regional fee charged; (b) the method of payment; and (c) the amount of the payment taken in (partial payments, e.g.).
- When assisting the CVPA with volunteer forms, check the photo I.D. of the applicant and confirm the likeness, signature and I.D. number with those on the form (except for pre-printed forms where the number is obscured for security purposes).
- **NOTE: Volunteers assisting the CVPA at Registration Days or other AYSO events where Volunteer applications are accepted must be trained by the CVPA on the Application screening process identified in the CVPA manual pages 24-26.**
- Return the appropriate application copy to the parent or volunteer.

Reconciliation of Registration Forms and Monies

Registration events can be very busy days with several hundred families or more signing up to play. Despite the sometimes hectic nature of these events, the Registrar and the Treasurer, or their representatives, must employ a process that will reconcile the number of forms taken in and the amount of monies collected at each registration event. This can be done periodically throughout the day or time should be set aside at the end of the event, before leaving the registration site.

The amount of any cash on hand at the beginning of the event (for change, e.g.) should be noted. Then, at the end of the day, the money taken in and the number of forms accepted should be carefully counted. At least two people should be assigned to this task, and each should double-check the other's work.

At the end, there should be a confirmed record that the amount of cash matches the cash receipts plus any cash on hand at the beginning, and that, when added to the total of credit card receipts and checks, the grand total of the money taken in matches the number of registration forms and the notations on each form for the fee charged and amount paid.





Registration Reconciliation Form



REGISTRATION RECONCILIATION FORM

Registration Date	Region/Area/Section	Registration Location
<input type="text"/>	<input type="text"/>	<input type="text"/>

Checks		Total	Reg Fees	Sponsors	Equip	Other
Total Number of Checks	<input type="text"/>	Value of Checks	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		(a)				

Cash Receipts		Total	Reg Fees	Sponsors	Equip	Other
Total number of cash receipts	<input type="text"/>	Value of cash receipts from receipt book	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		(b)				
	Beginning cash balance	<input type="text"/>				
		(c)				

Deposit	Total	Reg Fees	Sponsors	Equip	Other
	<input type="text"/>				
	(a) + (b) + (c)				

Charges		Total	Reg Fees	Sponsors	Equip	Other
Total Number of Charges	<input type="text"/>	Value of Charges	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total player registration forms	<input type="text"/>
---------------------------------	----------------------

<input type="text"/>	<input type="text"/>	<input type="text"/>
Print Name	Signature of treasurer or designee	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Print Name	Signature of registrar or designee	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Print Name	Signature of regional commissioner	Date

REGISTRATION PAYMENTS TO NSTC	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Date	Payment	Num of Players
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Date	Payment	Num of Players
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Date	Payment	Num of Players	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Date	Payment	Num of Players	



After Registration Day

After Registration events and the collection of player and volunteer registration applications, the Registrar(s) and CVPA(s) have a number of responsibilities to fulfill. Periodically, throughout the registration period, the Registrar should provide registration status information to the Regional Commissioner, Regional Board, Division/Age Coordinators and others with a need to know.

Also, after the registration events are over, the Registrar(s) and CVPAs must complete Phase II of the Registration process:

- use eAYSO to “accept/register” player and volunteer applicants
- put players on teams and
- assign volunteers to jobs.

Volunteer Application Screening

CVPA’s must screen new volunteers by checking with the references provided on the application. CVPA’s are also encouraged to check the Megan’s Law database of registered sex offenders in their community. Alert the AYSO National Office Safe Haven department of any concerns.

Volunteers Who Answered “Yes” to a Disclosure Question

The CVPA should separate forms with a “Yes” answer and identify them appropriately when sending volunteer forms to the AYSO National Office Safe Haven department so they will receive expedited processing.

Do not assign a volunteer position to anyone who answered “Yes” until the CVPA receives the approval from the AYSO National Safe Haven office.

Applicant data reports

The Export Application Data report from eAYSO can be customized to retrieve lists of interested players and volunteers. These lists can be arranged and sorted in any number of ways that might be useful as the Region plans the new season.

Processing Players and Volunteers for the New Season

Reminder: completion of an application online does not mean the player or volunteer is registered. The Registrar and registration staff must use eAYSO to “accept” players and CVPA(s) must “accept” volunteers for the new season. This is done through the Player Registration or Volunteer Registration functions of eAYSO. Consult the User Guide for more detailed instructions.

You should inform the Treasurer when you are “accepting” players. At midnight each day, the system automatically creates an invoice for the national player fee for all players “accepted” by the Registrar(s) that day. These invoices are due and payable 30 days from the date they were created.



Processing Hard Copy Player and Volunteer Forms:

Regions requesting to have the AYSO National Office process their registration data should include a Registration Control Form with each batch of player application forms submitted to the AYSO National Office. This form can be downloaded from the AYSO Web site at:

<http://www.ayso.org/Resources/Forms/>

The CVPA should complete the Registration Control Form for any volunteer applications being shipped to the AYSO National Office Safe Haven office.

A separate Registration Control Form is required for each of the categories below:

1. Returning players
2. New players
3. Returning volunteers
4. New volunteers
5. Board members
6. Those volunteers who check "Yes" on the disclosure statement

DO NOT combine Player Application forms with Volunteer Application Forms

Attach the proper Registration Control Form to each category of forms using a paper clip or rubber band. **(DO NOT STAPLE.)**

Player registration fees must accompany any player registration forms being submitted to the AYSO National Office for processing. Notify the Regional Treasurer for preparation of the check. Forms will not be processed without proper payment of fees.

Sending Forms to the AYSO NATIONAL OFFICE

Send forms in batches to the AYSO National Office without delay. Do not wait until all registration events are over to do so.

Place all forms in a sturdy envelope or shipping box.

For security purposes, you are strongly urged to send these form packages via registered mail, return receipt requested or by using FedEx, UPS, DHL or other courier service where proof of delivery can be provided.

Use the following information when addressing any parcels:

For Volunteer Applications:

Safe Haven Department
AYSO
19750 S. Vermont Ave. #200
Torrance, CA 90502
Phone: 1-800-872-2976

For Player Registration Forms:

Registration Department
AYSO
19750 S. Vermont Ave. #200
Torrance, CA 90502
Phone: 1-800-872-2976



Online Player Registration

As stated previously, all new and returning players must be registered each Membership Year and collection of signed player applications and fees is just the first phase of player registration.

The second phase of player registration requires that all player application data be input into the eAYSO database (if not entered online by parents/guardians) and that the player's status be changed to **R – Registered**.

Organize Player Applications

The first step is to organize all the Player Applications into 3 groups:

Player Applications completed electronically in eAYSO

Player Applications completed using pre-printed Player forms

Player Applications completed using blank Player forms

Depending on the number of forms, it may be worthwhile to sort the forms alphabetically by last name within each group to match the order they will appear on the Registration screens in eAYSO.

Using the eAYSO Player Registration function

- Log on to eAYSO
- Select the **Region** menu and **Player**, then **Registration** from the drop down lists
- Check the Membership Year displayed to ensure that players are registered into the correct Membership Year.
- Note that the screen defaults to “Current Players”. In a new Membership Year, there may not be any currently registered players.
- Registrars can select their preference for the number of records per screen that is displayed.
- The “Filtered by” drop down list allows the Registrar to see all the Registered players, players unprocessed (applicants), players who have dropped, and those who have transferred or who are flagged by the Registrar.

Note: For eSignature Regions, a new grouping NE will appear for any Player Registration applications created in eAYSO but Not ESigned. Parents of these players must be notified that they must log back into eAYSO and eSign the application.



For the applications in Group 1, select “Applicant” in the “Filtered By” field for electronically completed applications in eAYSO.

2.1.1

Region Player Listing

Region # 9695 Membership Year MY2011 Players 13 Gender All Division All

Current Players Filter By Applicant 10 Records Per Page AYSO ID Last Name

<input type="checkbox"/>	<input type="checkbox"/>	Status	AYSO ID	Player	Year	Division	Sex	DOB	Phone	City	Check	Amount	
<input type="checkbox"/>	<input type="checkbox"/>	A	69206442	aron, aron	MY2011	U-12	B	04/19/00	4564564574	dfgdfg	<input type="text"/>	100.00	
<input type="checkbox"/>	<input type="checkbox"/>	A	68194182	asdf, asdf	MY2011	U-12	B	06/13/00	3213213210	valencia	<input type="text"/>	100.00	
<input type="checkbox"/>	<input type="checkbox"/>	A	68778655	Bonita, Chica	MY2011	U-16	G	08/10/96	3109730259	Hawthorne	<input type="text"/>	100.00	
<input type="checkbox"/>	<input type="checkbox"/>	A	69166132	er, er	MY2011	U-10	B	03/06/02	4564564574	dfgdfg	<input type="text"/>	100.00	
<input type="checkbox"/>	<input type="checkbox"/>	A	68431260	Gonzalez, Kathy	MY2011	U-16	G	07/07/96	9999999999	redlands	<input type="text"/>	100.00	
<input type="checkbox"/>	<input type="checkbox"/>	A	68194127	hdf, dfg	MY2011	U-14	B	04/24/98	3213213210	valencia	<input type="text"/>	100.00	
<input type="checkbox"/>	<input type="checkbox"/>	A	68464285	mclaughlin, sam	MY2011	U-10	B	02/01/02	9999999999	redlands	<input type="text"/>	100.00	
<input type="checkbox"/>	<input type="checkbox"/>	A	69166141	qw, qw	MY2011	U-12	B	03/25/00	4564564574	dfgdfg	<input type="text"/>	100.00	
<input type="checkbox"/>	<input type="checkbox"/>	A	68212106	S, Sures	MY2011	SP0	G	05/04/91	9896626563	asd	<input type="text"/>	100.00	
<input type="checkbox"/>	<input type="checkbox"/>	A	68425093	Smith, Samantha	MY2011	U-16	G	06/01/97	9999999999	redlands	<input type="text"/>	100.00	

12

R - Registered; A - Applicant; D - Dropped; T - Transferred; - Flagged player; RI - Registration Incomplete; S - Signup for subsequent programs;

- From this screen, enter the check number of check used to pay the registration fees (if a Region uses online payment feature, a four digit code will be seen in the check number field). If there is no fee payment, put 00 in this field.
- Verify the accuracy of the Division and make changes as necessary. Click on the box left of the player name to “check” / select the player.
- After submitting or processing as many records as possible, Click the “SUBMIT” at the bottom of the screen.
- For the online applications created by parents, this is all that is necessary to register these applicants. After “submitting” the screen of applicants, these applicants will appear as Registered.
- Use the “Remove” field to the left of each player by clicking on the box below the red “X” to drop a player from the current membership year. When players are “Removed” from the current membership year, their record will not have any indication that they participated in the current membership year. Removing a brand new player will remove all record of that player.



- For eSignature Regions, remember to select **Not ESigned** to see all the incomplete online applications and notify those parents to complete the eSignature process in eAYSO.

For the applications in Group 2, applications on pre-printed forms, change the drop down list from “Current” players to “Previous” and set the “Filtered By” to “All”.

MyeAYSO Region Area Section NSTC Signup Lookup Reports Preferences

2.1.1

Region Player Listing

Region # 9695 Membership Year MY2011 Players Gender All Division All

Current Players Filter By All 10 Records Per Page AYSO ID Last Name Search

✕	✓	Status	AYSO	Year	Division	Sex	DOB	Phone	City	Check	Amount	
<input type="checkbox"/>	<input type="checkbox"/>	R	655052	2011	SP0	B	01/01/90	1111111111	City		100.00	
<input type="checkbox"/>	<input type="checkbox"/>	RI	674709	2011	SP0	G	02/28/87	3424234234	asdasd		100.00	
<input type="checkbox"/>	<input type="checkbox"/>	R	682410	2011	U-16	B	03/27/97	5464564564	asf		100.00	
<input type="checkbox"/>	<input type="checkbox"/>	R	66801797	MY2011	U-12	B	03/04/00	5464626436	valencia		100.00	
<input type="checkbox"/>	<input type="checkbox"/>	R	66801830	MY2011	VIP	B	06/13/91	2134567898	Chicago		100.00	
<input type="checkbox"/>	<input type="checkbox"/>	R	66870819	MY2011	U-08	B	02/21/04	9493555913	Irvine		100.00	
<input type="checkbox"/>	<input type="checkbox"/>	R	66801820	MY2011	U-10	B	06/13/02	2134567898	Chicagoaa		100.00	
<input type="checkbox"/>	<input type="checkbox"/>	R	68434617	MY2011	U-10	B	06/13/02	2134567898	Chicagoaa		170.00	
<input type="checkbox"/>	<input type="checkbox"/>	R	66801826	MY2011	U-16	B	06/13/96	2134567898	Chicago		100.00	
<input type="checkbox"/>	<input type="checkbox"/>	R	66804524	MY2011	U-16	B	06/13/96	2134567898	Chicago		100.00	

1 2 3 4 5 6 7 8 9 10

R - Registered; A - Applicant; D - Dropped; T - Transferred; ♣ - Flagged player; RI - Registration Incomplete; S - Signup for subsequent programs;

- Proceed as before, registering these previously registered players by updating the fees paid, clicking the check box to the left of their names and “Submitting” the updates.
- If the player name does not appear in the list; enter the Name or ID Number to locate the player record.

For Group 3, the new, handwritten applications, select the “Add New Player” button at the bottom of the screen and enter all the required information from the form provided, update the fees paid information, click the check box and “Submit” the records for updating.

American Youth Soccer Organization

...
 Espa
 H
 Sign

MyeAYSO
Region
Area
Section
NSTC
Signup
Lookup
Reports
Preferences

2.1.3.1

Note the tabs for each section of the form

Player Information

Name Abdullah, Zara
S/A/R 6/D/0418
Membership Year FS2009
AYSO ID 635871

Information
Details
Parents
Program Info
History

Legal first name Zara *	Middle name J	Legal Last name Abdullah *	Suffix ---	Home phone 773 871 2247
Nick name 	Street 2948 North Paulina ! *	City Chicago *	State IL *	Zip code 60657 *
Mailing street 2948 North Paulina !	Mailing city Chicago	Mailing state IL	Mailing zip code 60657	
Emergency contact Shazia Abdullah *	Emergency phone 312 560 7783 *	Physician name Peter Lechman	Physician phone 312 926 7337	Location code --Select--
Gender <input type="radio"/> Boy <input checked="" type="radio"/> Girl *	Birth date <input type="checkbox"/> Verified 0 21 0 *	Age 5	Division ---	School Rogers Park I
Medical Ins Carrier Blue Cross Blue Shield <small>Red - Mandatory Fields</small>	<input type="checkbox"/> Hearing impaired <input type="checkbox"/> VIP	Experience years	Height 44 inches	Player E-mail abdullahshazia@gm: Weight 50 lbs

NOTE The Birth date verification field...Registrar can use this field no matter the manner in which applications are handled: Fully electronic, Pre Printed or Hand Written applications

For more detailed instruction, consult the online Player Registration User Guide.

Note: Once players are “registered” an invoice is automatically created by eAYSO for the corresponding National Player Fees. Alert the Treasurer to check for these invoices and to make prompt payment to the AYSO National Office.



After Registration

Distribution of Completed Forms

Player Registration forms

- **Copy 1:** to the coach (this copy has the original signature of a parent for emergency medical release and authorization to participate).
- **Copy 2:** sent to the AYSO National Office (not necessary if your Region uses the eAYSO online registration system).
- **Copy 3:** retained by the Region's Registrar until notified otherwise by the AYSO NATIONAL OFFICE.*
- **Copy 4:** returned to parent/guardian at the registration event.

***Depending on the state in which they reside, minors have until up to 3 to 6 years after reaching majority age (18 years of age) to file a legal claim for an incident occurring while they were a minor. Consequently, signed copies of the Player Registration application must be stored securely until the player is 24 years old.**

Volunteer Application forms

- **Copy 1:** MUST be signed and sent to the AYSO National Office as soon as it is collected.
- **Copy 2:** retained by the Region's CVPA (retained for a period as specified by AYSO National Policies) and accessible by the Registrar if needed.
- **Copy 3:** given to volunteer.

Youth Volunteer Application forms

- **Copy 1:** MUST be signed by both the youth and the parent/guardian and kept by the youth volunteer. This form should be in the youth volunteer's possession whenever volunteering as it contains a medical release.
- **Copy 2:** retained by the Region's CVPA (retained for a period as specified by AYSO National Policies) and accessible by the Registrar if needed.
- **Copy 3:** must be sent to the AYSO National Office.

Player Application Forms created Using eAYSO:

Recent changes in the system now cause this form to print on two pages. AYSO recognizes the added burden to the Regions, and regrets that it was necessary so requested changes could be incorporated. Parents are directed to print at least two copies for submission to the Region, sign and date each copy on page 1, and initial page 2. As long as one copy of page 2 is kept on file by the Region, the others can be discarded. If your Region requires more than two copies of the player form (for distribution to a division leader, e.g.), this should be included in the Region's Registration message under the General Settings.



- **Copy 1:** Page 1 goes to the coach (this page has the original signature of a parent for emergency medical release and contains all the contact information needed by the coach. Page 2, containing the waiver and authorization to participate should be retained by the Region and kept on file
- **Copy 2:** This copy is the Region’s copy for filing purposes if it desires to retain a paper copy. If not, page 1 of this copy can be provided to a division head if needed. Page 2 can be discarded as long as page 2 from Copy 1 is retained.
- **Copy 3:** This copy is only needed if the Region wishes to provide a division head with a copy of page 1. Page 2 of this copy can also be discarded.

Volunteer application forms created using eAYSO:

- **Copy 1:** MUST be sent to the AYSO National Office as soon as it is collected
- **Copy 2:** may be printed and retained by the Region’s CVPA (retained for a period as specified by AYSO National Policies) and accessible by the Registrar if needed.
- **Copy 3:** is not required because the volunteer may access his or her volunteer record at any time using eAYSO.

Registration Reports

Player and Volunteer Listings

Each Region may print player and volunteer listings as needed using the Report functions of eAYSO. There is no longer any need to request these from the AYSO National Office.

Pricing Schedule for Additional Forms and Listings

As an AYSO Region, you are entitled to receive a standard registration package each year free of charge which should cover most of your registration and application form needs. The following price list is for additional forms and reports you may want over and above the standard registration kit allotment:

Pre-printed Registration Forms

- Players 25¢ per player name
- Volunteers 25¢ per volunteer name

Labels: \$10 set-up fee plus:

- Players 2¢ per player name
- Volunteers 2¢ per volunteer name

Time Allowance for Shipping

- Listings, labels, supplies approx. 3 weeks
- Pre-printed registration forms approx. 6 weeks



There will be a \$150 charge for all RUSH orders plus any requested special delivery charges (Overnight, 2-day etc.).

NOTE: Before placing an order for pre-printed forms, check with the AYSO Registration Department to ensure that all registration data from the previous season has been entered and properly accounted for.

Record Keeping

There are several forms you will require as the Region's Registrar or CVPA:

- Player Registration Form
- Volunteer Application Form
- Youth Volunteer Application Form
- 18 year old Player Registration Form
- Registration Kit Order Form
- Registration Control Form – Players or Volunteers

These forms are available for download at:

<http://www.ayso.org/resources/forms>

Forms online are in PDF (portable document format), which means they can be printed from any personal computer which has Adobe Acrobat Reader installed.

www.adobe.com/products/acrobat/readstep.html

Player and Volunteer Record Maintenance

eAYSO was designed to allow maintenance and updating of all player records directly without the need to send these forms to the AYSO National Office.

All player deletions or “drops” should be done by the Registrar using eAYSO. (see National Player Fee Credit Policy if a player is being removed)

All volunteer record maintenance should be done in eAYSO by volunteers with the authority to make changes. The volunteer positions with this authority are:

- Regional Commissioner
- Regional CVPA
- Registrar
- Area Director
- Section Director



Refund Policies

It is inevitable that some players will drop out, sometimes even before teams are formed or play begins.

One of the biggest areas of complaint that the AYSO National Office receives is the question of refunds to participants who drop out of the program for good, bad or indifferent reasons. The range of Regional policies on this subject varies from a full refund to a partial refund to no refund, sometimes depending on the timing of the request for the refund. Ensure your Region has discussed and decided upon the Region's refund policy. Equally important, make sure the policy is well-publicized. Include it in any advanced registration notices. Display it prominently on the Region's Web site and at any Registration Day(s). It is difficult to uphold a policy no one knows about.

When "push-comes-to-shove", however, it may be wisest and least problematic to refund the entire amount. In exceptional circumstances, the Region may consider deducting the cost of a uniform, whether or not it has been used, and other specific non-recoverable costs from the refunded amount. It is tempting to reduce the refunds in the case where a child leaves the program to play in another program or for no apparent reason. In the end, the amount of time spent defending the refund policy may not be worth the funds kept. The Standard Regional Guidelines reflect this policy.

National Player Fee Refund Policy

As a Registrar, you will have the ability in eAYSO to "drop" a registered player with just the click of a mouse button. If the drop occurs before the national player fee invoice is paid, the system automatically adjusts the player invoice. Because the payment of the invoices is the responsibility of the Regional Treasurer, you should inform the Treasurer whenever you've dropped players.

If you drop a player after the corresponding national player fee invoice is paid, AYSO National Office will credit the Region for the national player registration fee under the following conditions:

The Region's request for the national player fee refund includes:

- The player's name(s)
- The player's AYSO I.D. number(s)
- A statement signed by the Regional Commissioner stating that the player(s) never practiced or played during the membership year for which the request is made.

- The request is made before the end of that membership year (i.e., on or before July 31.)
- The refund request is made using the Process Dropped Players function under the Treasurer menu of eAYSO

This refund policy applies only to the national player registration fee. Regional refund policies for the balance of the Regional registration fee may vary.

(Ref Std. Regional Guidelines Article 7 Paragraph 2 Registration Fees; Refunds.)





Customer Service

Each AYSO Region is like a small business that provides its customers with a good and valued product. All members of the Region should strive to ensure that the Region's service is satisfactory. Be well-organized. Provide good, clear communications before, during and after registration.

Parents get anxious as the season draws near and are eager to know when the teams will be formed, when the practices will start, etc. Make sure your post-registration communications provide a clear timeline for these activities. Update the Region Web site or send out emails or even letters or post cards updating your families on the schedule of events.

Hint: eAYSO can be set up to notify parents by email when their child is placed on a team with information on how to contact the coach.

Make it easy for "customers" to get in touch with you in case legitimate questions arise. Check emails and answering machines regularly as there is nothing more frustrating than being unable to leave a message or not getting a response. Solicit the help of others if the volume grows too large.

The "*Whew! I've Registered, Now What?*" flyer that follows is a good example of the types of questions and concerns that frequently generate anxious parent phone calls after Registration.

Exceptions can be a Slippery Slope

Some Regions choose to make exceptions to the AYSO's Rules & Regulations, guidelines, policies and procedures in the belief that local circumstances warrant it. Examples include a player "playing up" an age division, team assignments to accommodate car pools, pairing two coaches who want to work together or placing friends on the same team.

If the Region does not engage in play against other Regions or does not form secondary play teams to participate in tournaments or other outside competitions, these exceptions may not seem problematic. However, more often than not, these exceptions end up creating greater issues than the problems they were designed to solve.

Exceptions open the door to accusations of favoritism, bias, unbalanced teams and they can complicate matters if legal actions are filed. It is easier to defend decisions if those decisions are always the same and they are based on standard regional guidelines and policies. When one exception is granted, requests for other exceptions almost always follow.



AYSO's Rules & Regulations and the Standard Regional Guidelines are based on over 40 years of experience crafting a youth sports experience that maximizes the enjoyment of the participants. A Region should not depart from these best practices without careful consideration and the approval of the Area Director.

For questions or concerns, contact Member Services at the AYSO National Office:

1-800-872-2976 or email: memberservices@ayso.org.

Whew! I've Registered, Now what?

WHEW! I've Registered! NOW WHAT HAPPENS?

WHAT'S THE BOARD DOING?

Immediately after the last registration date, your Board begins putting teams together for the upcoming season. When this is completed the Uniforms will be ordered and the coaches will be notified.

WHEN DO THE COACHES GET THEIR TEAMS?

Coaches should expect to receive their team rosters by [XX/XX/XX]

WHEN DO THE PLAYERS GET CALLED?

Teams may begin practice on or after [XX/XX/XX]. The coaches will call the players usually from mid to late July. They will give you all the information you will need in regards to practice times and location. Each coach sets his/her own practice days, time and location. The practice fields are located throughout [Enter locations] [Enter practice field locations]

IT'S AFTER AUGUST 1 AND MY CHILD HAS NOT BEEN CALLED. WHAT DO I DO?

Please do not panic if you see teams practicing and your child has not been called. Not all teams begin practice at the same time. The very young teams, in particular, do not always begin practice on [XX/XX/XX]. Also some coaches may be out of town. If your child has not been called by [XX/XX/XX], you may leave a message at [XXX-XXX-XXXX]

WHAT ELSE DOES MY CHILD NEED?

The registration fee includes: complete uniform (jersey, shorts, socks), supplemental accident insurance and team and individual pictures.

In addition, you may need to obtain shoes, shin guards, a size [XX] soccer ball (size depends on age) and a water bottle.



HOW OFTEN ARE PRACTICES AND GAMES?

Practices are held once or twice a week (field and times to be determined by your child's coach). Games will be on [Saturday] with the first game on [XX/XX/XX]. Game fields for some in the older divisions may be [Enter locations] [Enter practice field locations]

WHAT ABOUT REFUNDS?

Players withdrawing prior to [XX/XX/XX] will be issued a full refund. After [XX/XX/XX], all requests for a refund must be submitted in writing and accompanied by a self-addressed stamped envelope. Mail to:

[Enter Name]

[Enter Address]

[Enter City, State Zipcode]

IS THERE LATE REGISTRATION?

Late registration begins after our last registration on [XX/XX/XX] and lasts through [XX/XX/XX]. Those interested may contact us at [XXX-XXX-XXXX] or [Enter Email Address here or alternate phone]

PLEASE REMEMBER...

AYSO is a parent-based volunteer organization established to provide a positive experience for our children. Go to the games. Learn the rules. Above all, be tolerant of the children's coaches and referees mistakes and weaknesses.

QUESTIONS???

Contact [Contact Name at XXX-XXX-XXXX]

or check the Region website at

[www.youregionsitehere.com]



Conclusion

At the conclusion of this manual, we hope that you have a greater understanding of the vital role the position of Regional Registrar plays in promoting a fun, fair, and safe family environment for children to enjoy and experience soccer. Please follow through with your commitment to this role by completing the required certification and job training:

- AYSO's Safe Haven
- Registrar

Registrars may also find the following Management Program workshops helpful:

- Registration Day – A Survival Guide
- Developing a Regional Calendar
- Budgeting for Regional Board Members
- eAYSO for Registrars

If there are any questions, concerns, or issues that you and your Regional Commissioner would like assistance with, please contact the AYSO National Office:

AYSO National Office
(800) USA-AYSO or (800) 872-2976
www.ayso.org

Email: registration@ayso.org

Be sure to check the Registrar web page on the AYSO website for FAQs, updates, forms and other valuable resources.

AYSO would like to take this opportunity to thank you for volunteering your time and for helping to fulfill the vision of providing world class youth soccer programs that enrich children's lives. You are one of over 250,000 who volunteer annually to serve the children of AYSO and whose dedication and commitment make it all possible. Thank you!



Registration Forms

Registration forms are provided to help Registrars manage the Registration process. There are checklists, forms to order a Registration Kit and forms to submit Player Registration Forms and Volunteer Application forms to the AYSO National Office for processing. If you have any questions, please consult the Resources page on www.ayso.org or call the AYSO National Office and ask for the Registration Department.



AYSO Regional Registrar's Check List

Registrar's Checklist

1

Season Dates: _____	Date
REGISTRAR CERTIFICATION & TRAINING	
Registrar's Manual <ul style="list-style-type: none"> Mailed from the AYSO National Office upon a new appointment If not received, call Volunteer Services at (800) USA-AYSO 	
Regional Registrar Position Description <ul style="list-style-type: none"> Download from the AYSO Web site: www.ayso.org Review with Regional Commissioner 	
Registrar Certification & Training <ul style="list-style-type: none"> AYSO's Safe Haven – Certification Component also available online at web site: www.aysotraining.org Registrar Workshop/Webinar – Training Component (or Registrar I and Registrar II) Registration Day – A Survival Guide – Continued Training 	
PRE-REGISTRATION PLANNING	
Registration Planning Meeting with all Regional Board Members <ul style="list-style-type: none"> Annual Budget & Player Registration Fees determined Determine Registration Dates with Board Members Review Late Registration and Refund Policy Review Scholarship Program, if appropriate Coordinate Board Member roles & responsibilities <ul style="list-style-type: none"> Publicity Coordinator – Advertisements, Flyers, etc. CVPA – Volunteer Registrations/Screening Treasurer – Cash Management/Reconciliation Form Volunteer Coordinator – Volunteer Recruitment Coach and Referee Administrators – Recruitment 	
Registration Kit (free) <ul style="list-style-type: none"> Order from Registration Dept. at the AYSO National Office at least 6 weeks prior to first Registration Date 	
Blank Registration and Volunteer Forms (if needed) <ul style="list-style-type: none"> Order from the AYSO Store (888) 297-6786 	
Registration Day site/facility <ul style="list-style-type: none"> Ensure large enough space/room Ensure ample parking Kid's Corner/activities Obtain permits/certificate of insurance (from Safety Director) 	
Update Registration Messages, Settings, in eAYSO <ul style="list-style-type: none"> Review Region Settings/Preferences Update Registration Online Messages for Parents Prepare e-mail blast for parents with Registration information 	
Promote Online Registration in eAYSO	
Print & Distribute Registration Flyers and Advertisements <ul style="list-style-type: none"> Check with local schools, business & newspapers 	



Registrar's Checklist

2

Prepare Registration Day Stations & Signs <ul style="list-style-type: none"> Uniform Sizing (if applicable) Referee ,Coach & volunteer Recruiting Cashier 	
REGISTRATION DAY	
Bring all necessary equipment and supplies	
Set-up Room and Displays	
Consider Express Line for Online Registrations and Preprinted forms	
Check Forms and New Player Birth Certificates	
Complete Registration Reconciliation Form (signed by Treasurer and Registrar)	
AFTER REGISTRATION DETAILS	
Set Location & Procedure for Late and Waiting List Registrations	
Ensure all monies are transferred to Treasurer (via Registration Reconciliation Form)	
Work with Treasurer to ensure National Player Fee payments are made to AYSO National Office prior to start of the season or within 30 days of receipt	
Process registration applications in eAYSO ASAP	
Prepare Rosters for Team Distribution <ul style="list-style-type: none"> Distribute Player Registration Forms to Coaches 	
Securely store Region copy of all Player Registration Forms (see guidelines in Registrar Manual)	
Monitor Team Roster <ul style="list-style-type: none"> Contact for deletions/additions Work with Treasurer for accurate fee payments to AYSO National Office 	
Coordinate Forms with CVPA <ul style="list-style-type: none"> Player Form copies to Coaches, National Office (if not in eAYSO), Region Archives Volunteer forms all go to AYSO National Safe Haven Department 	
Process dropped players in eAYSO <ul style="list-style-type: none"> Submit complete request for any National Player Fee refunds needed Work with Treasurer to process any player fee refunds according to Region policy in a timely manner 	
Thank volunteers for helping with Registration <ul style="list-style-type: none"> Registration workers & form checkers Flyer designer, printers, distributors Data Entry helpers 	



Registration Kit Request Form

Adj #: _____ Kit Order #: _____ Print Date _____ Ship Date: _____



REGISTRATION KIT REQUEST

Section: _____ Area: _____ Region: _____ Date: _____

Prepared By: _____ Requestor must: Regional Commissioner or Registrar

These forms are for Membership Year: _____
(Sample 2010-2011, 2011-2012, etc.)

First Registration Day: _____
(Order should be submitted at least 6 weeks prior to the first Registration Date. Orders submitted with less than 6 weeks are subject to a \$150.00 Rush Fee.)

Ship to: _____

Daytime Phone: (____) _____ Email address: _____

Address (NO P.O. Boxes): _____

City _____ State _____ Zip _____

You must provide an email address if you would like to receive UPS tracking information.

Please select how you would your forms sorted (select one):

- Alphabetically (default)
- Zip Code/Alphabetically
- Gender/Alphabetically
- Gender/Division/Alphabetically
- Division/Alphabetically
- No Pre-printed Player Forms
- No Pre-printed Volunteer Forms

Do you have 18 year old players (yes/no): _____
(If yes, would you like a packet of the 18 year old Player Applications?)(GS104-7) _____

Spanish Material (yes/no): _____

Email your request to registration@ayso.org



Registration Control Sheet – Players



REGISTRATION CONTROL SHEET Player Registration Forms

Section: _____ Area: _____ Region: _____ Date: _____

Prepared By: _____ Volunteer Position: _____

Daytime Phone: (____) _____ Email address: _____

Return Address: _____

City _____ State _____ Zip _____

Please check box if these forms were entered in the eAYSO by the Region (ARCHIVE)

These forms are for Membership Year: _____
(Sample 2010-2011, 2011 -2012 etc.)

Region's playing season(s) (dates): _____

Total number of forms submitted with this control sheet: _____

Please only **One** box. Use a separate **CONTROL SHEET** for each category of player registration forms you are submitting:

- New Players
- Returning Players

Instructions:

1. Attach this control sheet to the player registration forms with a paper clip, rubber band, etc.
2. Include a Regional check for the National Player Registration Fee due. Registration forms will not be processed without payment. (Personal Checks are not acceptable.)
3. **Properly screen** registration forms for completeness before mailing to the National Registration Office. Incomplete forms will be returned to the Region.
4. Use a sturdy envelope or box for mailing with USPS Certified Return Receipt or a delivery service with a package tracking number. MAIL or SHIP TO:

AMERICAN YOUTH SOCCER ORGANIZATION

National Office
Attn: Registration
19750 S. Vermont Ave. Suite 200
Torrance, CA 90502



Registration Control Form – Volunteers



CONTROL SHEET VOLUNTEER APPLICATIONS

Section: _____ Area: _____ Region: _____ Date: _____

Prepared By: _____ Volunteer Position: _____

Daytime Phone: (____) _____ Email address: _____

Return Address: _____

City _____ State _____ Zip _____

Please check box if these forms were entered in the eAYSO by the Region (ARCHIVE)

These forms are for Membership Year: _____
(Sample 2010-2011, 2011 -2012 etc.)

Region's playing season(s) (dates): _____

Total number of forms submitted with this control sheet: _____

Please ✓ only **One** box. Use a separate **CONTROL SHEET** for each category of volunteer application forms you are submitting:

- New volunteers
- Returning Volunteers
- Flagged (checked 'yes' or requested by CVPA / RC)

Instructions:

1. Attach this control sheet to the volunteer applications with a paper clip, rubber band, etc.
2. Keep a copy of this Control Sheet and attach the confirmation receipt email from Safe Haven.
3. **Properly screen** application forms for completeness before mailing to the National Safe Haven Office. Incomplete forms will be returned to the Region.
4. Use a sturdy envelope or box for mailing with USPS Certified Return Receipt or a delivery service with a package tracking number. MAIL or SHIP TO:

AMERICAN YOUTH SOCCER ORGANIZATION

National Safe Haven Office
19750 S. Vermont Ave. Suite 200
Torrance, CA 90502

