

DYNAMIC YOUTH SPORTS PROGRAMMING, LLC

Registration Reference Guide

Super Development League

7/1/2009



This reference manual provides instructions for completing the application and registration process the Super Development League and for adding and deleting players after the season has begun.

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Registration Reference Guide

Overview

The intent of this document is to provide instructions and tips that will help you to complete your registration after your league application has been accepted. While the SDL will be as responsive as it can to address any questions you may have, please refer this guide first as we have found that most questions that new and returning teams have are addressed by the guide.

Fee Payments

The team fee is comprised of two types of payments. The Team Application Fee is taken with your application into the league and is meant to ensure that teams applying have the roster size to ensure participation. The Team Roster Fee is based on the number of players carried on your game roster. There are no other payments required such as for referees. Some venues may impose a parking fee on certain days that the league plays and this fee is not included in your team fee.

Team Application Fee

The Team Application Fee may be paid by check or by credit card (Visa and Mastercard are accepted). The SDL can only accept a single team fee payment. Please do not send individual parent checks. The current fee schedule can be found on the [SDL website](#).

Payment by Check

Make checks payable to DYSP and mail them to
Rick Ostrander
SDL Commissioner
2801 Harkness Drive
Plano, Tx 75093

There is a \$35 return check fee that will be added to the amount of your team fee.

Payment by Credit Card

When you receive your acceptance email you will find a link that will permit you to make payment by credit card. Again, the SDL is only able to accept Visa and Mastercard. The team payment will reflect any deposit that was made by credit card at the time of registration.

Team Roster Fee

The Team Roster Fee is a per player charge. There are a minimum number of players that must be carried on the team's roster. This number, which varies by division and is based on experience, is set to ensure that teams are likely to participate throughout the season with concern for competing activities. You must have specific permission from the SDL to carry fewer players but in all cases the minimum team fee is based on meeting the minimum roster requirement:

1. There will be a cutoff at which time all game rosters are locked
2. The team will then have a set period of time from which to make payment based on the number of players on the roster.
3. Payment can be made by check or credit card but the team will not be scheduled until all funds are received

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Preparing your documentation

While each club/team may have its own process for distributing and collecting paperwork, we have included some tips that may be helpful for you.

Overview

Each player registered with US Club Soccer must have an electronic copy of their proof of birth (birth certificate or passport) uploaded to their player profile. It is important then that you get a very clean and legible copy from which you can make a legible scan. Second, each parent must complete and sign the SDL Player Waiver form; it may be helpful to designate a practice where each parent is to have their medical and emergency contacts and insurance details with them so that the forms can be completed and returned all at one time. Please always check to be sure that the form is signed. The designated team manager must bring each player's waiver to the game. Spot checks will be done and any player found not to have a waiver will not be permitted to play. Finally, each adult that is to be listed on the roster must complete the [US Club Soccer's Staff Background Check Application](#) (your team fee includes the primary coach; all other adults listed will require an additional fee). This application must be completed in order for US Club Soccer to issue a ID card and thus for the adult to participate with the team during league play. The remainder of this section describes the process for each form. Before you get started, please create on your computer hard drive a folder that is named after your team name. This is where you should save your SDL documents.

Proof of Birth (POB)

The following instructions will help ensure that you create an acceptable POB that US Club Soccer will accept:

A POB can be a birth certificate or a passport. US Club Soccer prefers a pdf file, but you can also use JPG, and JPEG but please be sure that the resolution is less than 150 dpi to avoid a large file.

- 1) Using a scanning device, scan the original or good quality copy of your player's proof of birth document as a .pdf file (Birth Certificate or passport). Note that each player must be scanned and saved as a **separate** file.
 - **Size restrictions:** Restrict the document's size to no larger than a standard sheet of paper
 - **Resolution:** 72 to 150 dpi
 - **File overall size:** Uploaded document should be no larger than 700KB
 - **File types allowed:** PDF, JPG, JPEG, GIF
- 2) Save this file as a PDF and store it on your computer using the player's name and date of birth as the unique file name (e.g., POB YYYYMMDD_LASTNAME_FIRSTNAME.pdf). Please be sure to note which folder you have saved it in, in order to retrieve it later.
- 3) If you do not have the capability to scan documents, you can rely on the services of Kinko's, Office Depot, Office Max and other printing facilities that provide these types of services for a small fee.

SDL Player Waiver form

The form must be completed and signed by the parent or legal guardian of any player participating in the SDL. Failure to do so could put the team and club at serious financial risk. The form is required once for each soccer year - - often insurance and contact details change which is why we asked that it be completed each year.

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The following instructions will help ensure that you have an acceptable waiver that the SDL will accept:

1. Only use the waiver form found on the SDL website. No other league's form will be accepted.
2. The form must be completed in its entirety and signed.
3. Be sure to bring the original or copy of the waiver for each player to every game. If there is an accident and the player requires medical attention and the parent is not available, having the release will be imperative.

US Club Soccer Staff Background Check Application

The SDL is concerned for the players' safety. Included in your team fee is the background application check for the named coach. A team that wants to include a manager and/or an assistant coach on the team's roster may do so. There is an additional charge and each adult listed must complete the background check application. The check is done online. If your coach has completed this application through their club's registration with US Club Soccer, then please send the Coach's US Club Soccer staff ID number to sd1@dynamicyouthsports.com for confirmation.

No one associated with the SDL can view the application and while the applicant will be notified if their background check is not accepted and provided appropriate details, the SDL will only be notified that the coach cannot be registered.

The instructions are:

1. Go to this website [US Club Soccer's Staff Background Check Application](#)
2. Select "Coach" or "Manager" as the registration type and then click "Go"
3. Select "Club" or "Academy" for Type of Membership
4. Select "SDL Soccer (TX) – Club #189" from the pull down menu **DO NOT SELECT ANY OTHER CLUB NAME regardless of your individual club affiliation**
5. Complete all required information
6. Select "Submit"
7. Write down your confirmation Background Application ID Number

Rosters

When your Team Application fee has been processed, the SDL will send to the designated contact on the acceptance email your user id and password that you will use to enter your roster. Until such time as we can get an automated interface, player input on the game roster using the team application and scheduling system and player input for the US Club Soccer roster will have to be done separately. Once the two rosters have been completed, the SDL will submit all players to US Club Soccer for processing and any issues will be communicated to you (most have to do with uploading the wrong POB or not being able to read the POB, so please, when uploading the POB, be sure and click on "View POB" to confirm that it is legible and that it matches the name of the player and DOB entered). A player not approved by US Club Soccer may not participate in an SDL match.

Game Day Roster - Team Application and Scheduling System Access (RAS)

When your team application has been approved, you will receive a administrator user id and password. You will be able to login to the Team Scheduling system to create a game day roster. All game rosters

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will be locked prior to the Team Roster fee payment deadline. This is done to help ensure that the process for adding new players is followed.

Adding a player to your game day roster

1. Ideally, you will want to have the SDL Player Waiver form available to you as most of the required information can be found on the form; also get a valid family email address too as this will facilitate communication with parents if we need to send information out
2. Start-up your internet browser and go to the [RAS](#) website
3. Enter your user id and password as communicated in your team's acceptance email
4. Select Manager Rosters
5. Select the button "Add Player"
6. The following fields are required
 - a. Player's First Name
 - b. Player's Last Name
 - c. Email Address
 - d. Birth Date
 - e. Parent's First Name
 - f. Parent's Last Name
 - g. Address
 - h. City
 - i. State
 - j. Postal Code
 - k. Phone
7. Once you have entered the required data click Add Player
8. If successful, the player just added will appear and you may click Add Player to continue with another player
9. If your team includes players who will also play for a different club in SDL, you will still add the player to your game day roster, but be sure the parent sends an email to sdl.dynamicsyouthsports.com copying the coaches of each team indicating their approval for the player to do so and which team will be listed as the primary team (this is needed because unlike the game day roster, US Club Soccer does not permit duplicate entries)
10. If your club is going to have players play among different teams, the initial game day roster for purposes of determining the Team Roster Fee must list at least the minimum number of players for that division (i.e., 13 for U10, 11 for U9 and 10 for U8/7)

At the cutoff for completing the initial game day roster, all rosters will be locked and to add a new player you will select Add Player at which time an email will be sent directly to the SDL refer to the section Removing a player

If a player is registered with the SDL and is no longer going to play for your team, then please:

1. Create an email to sdl@dynamicsyouthsports.com
2. In the subject line enter your Team's name and the word "REMOVE"
3. In the body of the email enter the full name of each player to be removed and if that player is moving to another team, please note the name of the team if known
1. DO NOT attempt to move the player to "Open Player" status as this could result in the player being permanently deleted and if they are moving, you may be subject to payment for their re-registration

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If the player was entered inadvertently and has not been formally registered, you can scroll to the bottom of the player's record and select the box marked for Deletion and then select "Update Player" and the player will be removed from your roster permanently.

11. Adding a player after the season begins for specific details

US Club Soccer Roster

When your team fee has been processed, the SDL will distribute your user id and password. You will be able to login to the US Club Soccer website and add and view players on your team(s).

There are two types of players that a team may wish to add to their US Club Soccer roster:

- Player that has not played SDL the previous soccer year (August 1 through July 31)
- Player that played SDL the previous soccer year and who has switched teams

This section describes how to add each player to the US Club Soccer website. There are two types of players. The first is a player that did not participate in SDL in the prior season. This player is treated as a "New player to SDL." The second type of player is a player who played the previous season in SDL but is moving to another team. This player is referred to as a "Returning SDL Player." Instructions are also included regarding adding a player after the season begins and how to remove a player.

Adding a "New" player

1. Ideally, you will want to have the SDL Player Waiver form available to you as most of the required information can be found on the form; also get a valid family email address too as this will facilitate communication with parents if we need to send information out
2. Start-up your internet browser and go to the [US Club Soccer website](#)
3. Enter your user id and password as communicated by the SDL to you
4. Select the tab "Player Management"
5. Select the button "Add Player"
6. Confirm the team name is correct (coaches of more than one team will display all teams so please select the correct team)
7. Enter all required fields (marked by an *); ideally you will enter the jersey number but it is not mandatory
8. You do not need to enter a valid family email as often as the US Club Soccer system will not accept a player who may already have a sibling with the same email address already entered
9. While you may load the POB file at this time, we have found it best to add the player and then come back in to update the player with their POB file. To load the POB file click on "Browse" then select the file from the folder that you created (please use your US Club Soccer Team Name for naming this folder) and then click "Open"
10. Click "Add Player"
11. If the POB file has been uploaded successfully, you will see the words "View POB" as shown by the illustration included in this section; select "View POB" to confirm that the player's proof of birth is readable and matches the player's name and date of birth entered
12. Otherwise, click "Add Player" to add the next player - - when complete you may logoff or click "Back to Player Listing" to see all players added.
13. If an "*" shows up next to the player's name it indicates that the player may be registered with another club or on another team's roster; send an email to sdl@dynamicyouthsports.com indicating the name of the player and team name

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Adding a “Returning” player

To add a player to your team that played SDL the previous soccer season or soccer year:

1. Complete an email to sdl@dynamicyouthsports.com including your team’s name in the subject line and the word “ADD”; document the full name and date of birth for each returning player to be added to your roster and if possible, include their previous team’s name
2. The SDL registrar will contact you if there are any issues placing the player on your roster
3. Once added you will be able to view the added player

Removing a player

If a player is registered with the SDL and is no longer going to play for your team, then please:

4. Create an email to sdl@dynamicyouthsports.com
5. In the subject line enter your Team’s name and the word “REMOVE”
6. In the body of the email enter the full name of each player to be removed and if that player is moving to another team, please note the name of the team if known
2. DO NOT attempt to move the player to “Open Player” status as this could result in the player being permanently deleted and if they are moving, you may be subject to payment for their re-registration

If the player was entered inadvertently and has not been formally registered, you can scroll to the bottom of the player’s record and select the box marked for Deletion and then select “Update Player” and the player will be removed from your roster permanently.

Adding a player after the season begins

Once the season begins we will inactivate all access to the RAS game day roster system to ensure that any new players that are added are properly covered. To add a player, first go to your US Club Soccer roster and complete the following steps by noon on the Wednesday preceding the weekend the child is to begin play:

1. Follow the instructions for adding either a Returning player or New player as documented previously under the section US Club Soccer Roster
2. Send an email to sdl@dynamicyouthsports.com when the player and their POB, if required, have been added
3. Make appropriate payment of the Team Roster player fee

The player will be confirmed by US Club Soccer and added to your US Club Soccer team roster. Upon receipt of US Club Soccer’s approval, your game day roster will be unlocked and you will have one day to add the player to your game day roster before access will be restricted. Refer to Adding a player to your game day roster for specific steps.

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The following diagram may be useful to identifying what you should be viewing on the screen:

NEW- Proof of Birth Uploading

1. Go to Player Mangement

The screenshot shows the 'Update Player' form in the US Club Soccer system. The navigation bar includes 'CLUB INFORMATION', 'TEAM MANAGEMENT', 'PLAYER MANAGEMENT', 'STAFF MANAGEMENT', 'CLUB RESOURCES', and 'COACH'S CORNER'. The 'PLAYER MANAGEMENT' tab is selected, indicated by a yellow arrow. The form contains the following fields and options:

- *Team Name: Soccer Select EJJ18
- *First Name: Sample MI
- *Last Name: Test
- *Street: 1234 Sample Street
- *City: Your Town
- *State: California
- *Zip: 98765
- *Phone: 1234567890 Ext
- Email: [Empty]
- *Date of Birth: 11/23/1989 (MM/DD/YYYY) [View POB](#)
- US Citizen:
- *Gender: Boy Girl
- Jersey: [Empty]
- Exp. Date: [Empty]
- Current Status: Up To Date
- Upload POB: [Text Input]
-
- Check this box and press the DELETE button to remove the player from the system.
-

Annotations on the screenshot include:

- A yellow box on the left sidebar with the text: "You are able to VIEW the uploaded POB from **HERE**", with an arrow pointing to the "View POB" link.
- A yellow box on the right with the text: "2. Upload Proof of Birth (POB) **HERE**", with an arrow pointing to the "Upload POB" field.
- A yellow arrow at the top points from the "1. Go to Player Mangement" text to the "PLAYER MANAGEMENT" tab.

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Players Playing for Multiple Teams – Same Club

A Club having multiple teams may use cross over players that are age-appropriate. So long as the player appears on one of the Club's teams and all of the club's teams have met at least the minimum roster requirement for the particular division, no additional Team Roster Fee will be required. After payment of the Team Roster fee, the game roster will be unlocked for a Club to add these players to those teams that they will cross over to play. Additionally, the player should only be listed on his/her primary team in US Club Soccer.

Players Playing for Multiple Teams – Different Club

A formal request by email, copying the coach of each team, must be sent to sdl@dynamicyouthsports.com prior to the start of the season by the parent of a player that is seeking permission to participate for more than one club's academy team. The parent must designate which team is the primary team for placing the player in the US Club Soccer system. The player must be entered on both club teams' game day roster in RAS and will be counted against both team's roster count in determining the Team Roster fee. Any team requesting that a player from another club's team participate on their team after the team payment registration deadline will be required to pay the Team Roster Fee player fee before the player is permitted to play for the new club.

Correspondence

The SDL communicates primarily through emails. Often, the SDL will use an email manager that permits mass distribution. PLEASE NOTE, in these instances it will appear that the email was only directed to you. This is not the case and you can easily tell because these emails will (hopefully) begin with the salutation:

- To ALL Managers or
- ALL Coaches or
- ALL Coaches and Managers

In doing so, you may find that the content is not specific to yourself or team but if you have any doubts, feel free to reply and ask for clarification.

When responding or when initiating an email to the SDL, **please** be sure and place in the Subject Line the **correct name of the team and the division** so that the SDL can better manage emails and responses. It is also helpful to use "reply to all" and to include the body of the text of previous communications. The following contact information is provided for your use. The contact number & fax will send an MP3 voice mail or PDF file of your message or fax directly to us. We will endeavor to reply to emails and voice messages within one business day if not sooner.

Jason Dillard jason@dynamicyouthsports.com

Rick Ostrander rick@dynamicyouthsports.com

League Email sdl@dynamicyouthsports.com

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