



MEMBER REGISTRATION AND REPORTING MANUAL

Revised June 2009

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www.nwdcjsa.org

NORTHWEST DISTRICT'S GUIDE TO REGISTRATION

NORTHWEST DISTRICT'S GUIDE TO REGISTRATION	- 2 -
ORGANIZATION	- 3 -
INTRODUCTION.....	- 3 -
ASSOCIATION ORGANIZATION.....	- 4 -
PLANNING	- 5 -
FEEES.....	- 6 -
SUBMISSION & RETRIEVAL OF MATERIALS	- 7 -
THE PLAYER PASS	- 8 -
THE ROSTER.....	- 9 -
COACHES & MANAGERS:.....	- 13 -
PLAYERS:.....	- 13 -
ID Numbers:.....	- 13 -
DOUBLE-ROSTERING/MULTI-ROSTERING:	- 13 -
TOURNAMENT ROSTER:	- 14 -
ADDITIONS AND CHANGES TO A ROSTER:.....	- 15 -
RESIDENCY:	- 15 -
CT CUP, STATE CUP & PREMIER:	- 16 -
IN-HOUSE TEAMS AND INTER-CLUB RECREATIONAL LEAGUES:.....	- 17 -
GUARDIANSHIP:.....	- 17 -
FRAUD:	- 18 -
CHANGE OF CLUB REGISTRATION	- 18 -
PREMIER TEAMS	- 19 -
PERMISSION TO TRAVEL	- 20 -
LOST PASSES.....	- 20 -
INJURIES & INSURANCE COVERAGE.....	- 21 -
LIABILITY	- 22 -
DISTRICT COMPUTER SOFTWARE.....	- 22 -
BLUE SOMBRERO NOTES.....	- 23 -
CONCLUSION	- 25 -
FORMS	- 26 -
REGISTRATION AGE CHART	- 26 -
REQUEST FOR CHANGE OF CLUB REGISTRATION or CHANGE OF TEAM	27
VOLUNTARY RELEASE FORM	28

ORGANIZATION

NW District Registrar Progression & Assignments

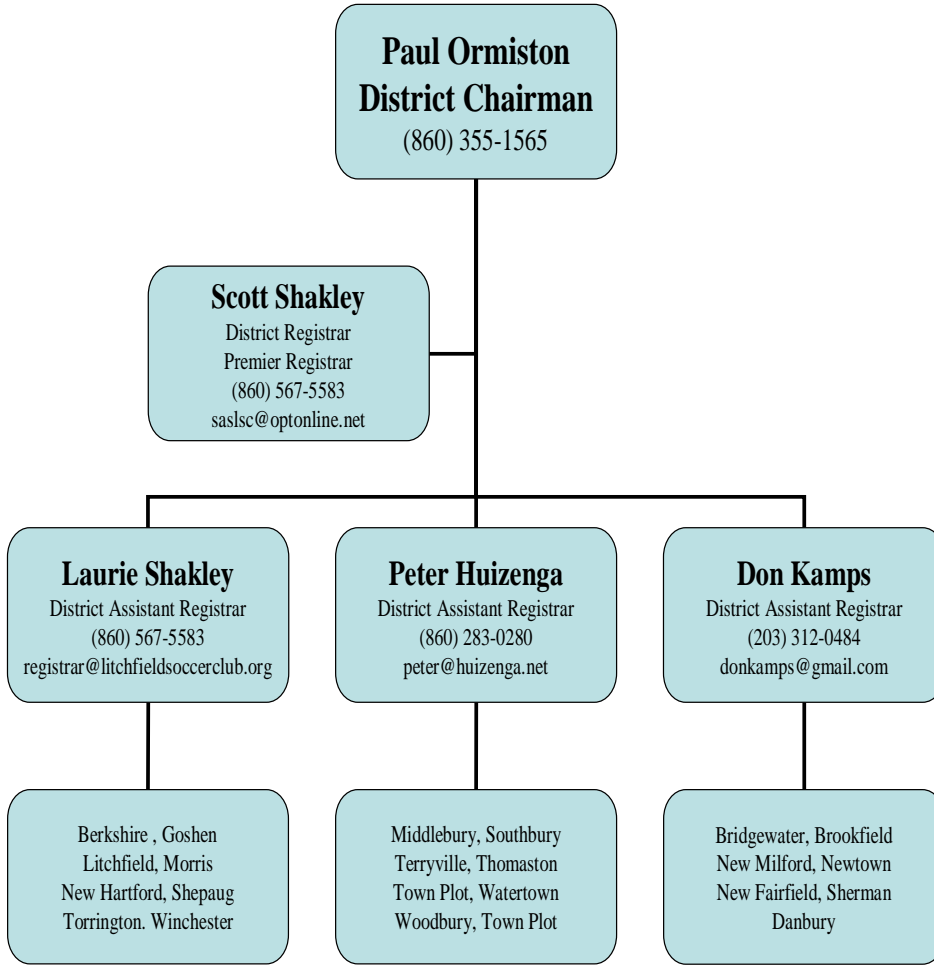


Figure 1

INTRODUCTION



Welcome to the world of Connecticut Soccer! As members of this Northwest District, you are also members of The Connecticut Junior Soccer Association (CJSA), The United States Soccer Federation (USSF) and United States Youth Soccer (USYS). Being members of these

prestigious organizations is an honor and a privilege. No other youth sports association has the resources, experience and technology that youth soccer enjoys.

Upon assuming membership in these organizations, we accept the rules and regulations set forth by each. As registrars, you are the primary enforcers of these rules. Although you are not expected to be an expert in the area of youth soccer registration, this manual along with the support of district officials, will certainly help you maintain and administer your clubs to the best of their ability. You too are a support to the many coaches, administrators and other volunteers that make up your club. Their work may be more visible, however your hard work and dedication is just as important. If it were not for you, no one would be playing!

This manual will serve to assist the Club Registrar in the preparation and submission of necessary data, paperwork, passes, rosters etc. which are needed by players, coaches and clubs that are participating in The Northwest District of CJSA. Pay close attention to deadlines. As stringent as the district is with club deadlines, so too is the state and federation with district deadlines. Deadlines and required submissions are always posted on the district website and listed in the district calendar. Please consult them or your club president on a regular basis.



In closing, please be aware that the district, as well as the other clubs, deeply appreciates the time and effort put in by registrars. It is a difficult and sometimes thankless job that is extremely necessary. With everyone's cooperation, we can continue to enjoy an efficiently-run organization.

ASSOCIATION ORGANIZATION

The Northwest District is one of seven districts that make up The Connecticut Junior Soccer Association (C.J.S.A.). CJSA is run by a single president and seven district vice-presidents. Each district, however, is run independently of the others with its own corporate structure and funds. Our Northwest District is run by a District Vice President who acts as C.O.O. and Chairman of The Board. An executive committee made up of The District Secretary, The District Treasurer, The District CJSA Representative, The District Referee Administrator, and the league commissioners, assists The District Vice President in the operations of the district. The Executive Committee, along with appointed

representatives from each club (usually the club presidents) makes up the entire Northwest District Board of Directors.

As members of the CJSA State Association, each district has two votes (DVP & Rep.) at the monthly board meetings of the State Board of Directors. Each district is also granted one vote per fifteen registered players at the State Annual General Meeting held in January. This alone is testament to the importance of accurate and efficient registration.

CJSA is one of 55 state associations. Each state association is a member of one of four regions throughout the country. Connecticut is a member of Region 1 of The United States Soccer Federation (USSF). USSF encompasses all soccer in the United States with a Professional Division (MLS and USL), an Amateur Division (Olympics), and Youth Division (USYS - us).

PLANNING

Many of the problems that occur from season to season are clearly due to a lack of planning by club officials. As registrar, it is necessary to ensure registration dates are set up well enough in advance to afford ample time for submission of materials to the district registrars. It is best to set up and publicize your registration dates early in the season. Most clubs COMPLETE Spring registration by February and COMPLETE Fall registration by June. Don't forget, you need to have time for try-outs and recruiting (legally) if necessary. *It is strongly recommended that a club registrar always have a copy of The CJSA Guidebook as well as the Northwest District Constitution & By-Laws.*

Following is a check-list which might serve beneficial in planning your registration process:

REGISTRATION CHECK-LIST

- ✓ Sign-up dates chosen
- ✓ Site chosen
- ✓ Dates Scheduled and Well-Publicized
- ✓ Club Registration Forms Printed & Ready with Required Clauses
- ✓ Aggressive Publicity and Marketing Strategy Enacted

- ✓ Volunteers Scheduled for Registration
- ✓ Registration Sessions Completed
- ✓ Initial Data Collated
- ✓ Teams Picked and Coaches/Managers Assigned
- ✓ Seasonal Commitments sent to Commissioners
- ✓ Data Entered into Software & Rosters & Passes Compiled
- ✓ All Information Sent to District Assistant Registrar
- ✓ Rosters & Passes Picked up From District Assistant Registrar
- ✓ Rosters & Passes Distributed to Necessary Coaches
- ✓ Final Additions Made in Timely Fashion

FEES



The fee structure of this district will become more familiar as experience is gained. Please remember the following: **A CLUB OWING MONEY FROM A PREVIOUS SEASON OR NOT SUBMITTING THE CORRECT FEES WILL NOT RECEIVE PROCESSED PLAYER PASSES AND/OR ROSTERS FROM THE DISTRICT ASSISTANT REGISTRAR!** This is very important and sometimes causes difficulties

for clubs. This district is not a bank, nor does it employ collection agents.

Your club will generally be billed twice each season, four times per year:

- Invoice for teams committed to leagues
- Invoice for players registered

Table 1 will identify some of the fees that are collected by this district (\$NW6100):

OPERATION	FEE
i) Competition Player Registration	\$12/player
ii) Recreation Player Registration	\$8/player
iii) Adult Volunteer	\$4/adult
iv) Fall to Spring, Recreation to Competition Differential	\$4/player
v) Lost Player Pass	\$10/pass
vi) Inter-Club League Fee	\$75/team

vii) D1, D2, D3 Premier Team Administrative Fee	\$50/team
viii) Club Performance & Compliance Bond	\$100/club
ix) Forfeit	\$25/cared & loss of bond
x) Missing game card for home team	\$25/cared & loss of bond
xi) Protest	\$25/game
xii) Team Move-Up Petition Consideration	\$50/team
xiii) Late Fee for Missed Deadlines	\$25/day
xiv) Fine Review	\$50/fined event
xv) Referee Fees (See NWD Team Handbook)	Varied
xvi) Premier League Referee Assignor's Fee	\$8/game

Table 1

SUBMISSION & RETRIEVAL OF MATERIALS

The district assistant registrar you are assigned will have certain guidelines and procedures enacted for the submission and subsequent retrieval of club registration material. PLEASE keep in mind; these individuals are volunteers just like you. Rudeness towards them will not be tolerated. *They are granted a time limit of two (2) weeks to process material!* Although they rarely need this amount of time, keep this in mind when submitting material. Also, they will not correct your mistakes. If a submission is not 100% complete and accurate, it will not be processed. Avoid mailings which require a signature from the addressee as registrars will not be expected to retrieve items from their post office.

Please check the district website or consult your club president for specific dates. The normal deadlines run in this fashion:

FOR SEASONAL COMMITMENTS:	5 weeks prior to season start Spring – 2 nd Saturday in March Fall – 2 nd Saturday in August
FOR SUBMISSION OF ROSTERS:	2 weeks following seasonal commitments
SEASON STARTS:	Spring – 2 nd weekend in April Fall – 2 nd weekend in September
ROSTERS FROZEN & DATA DUE:	2 nd weekend of season

Season start dates will change when the starting weekends coincide with Easter or Labor Day. Deadlines are announced in plenty of time at several district meetings, as well as being posted on the district website. Ignorance of a deadline is no excuse for missing it!

***WHAT IS SUBMITTED TO DISTRICT ASSISTANT REGISTRAR AT EVERY SUBMISSION?**

- ❑ Four (4) copies of properly completed team roster
- ❑ Properly completed player passes
- ❑ Certification of age for each player pass
- ❑ Guest player permission & out-of-state permission form if applicable
- ❑ Approved Change of Club Registration Form if applicable

***WHAT IS RETRIEVED FROM DISTRICT ASSISTANT REGISTRAR?**

- ❑ Two (2) copies of the certified roster
- ❑ Entire team of certified & laminated player passes
- ❑ Approved out-of-state and guest player endorsements, if applicable

THE PLAYER PASS

Every player in the Northwest District of CJSA who engages in inter-club (travel) or premier play must be issued an official player pass. This pass is prepared by the club registrar and certified/laminated by the district registrar.

After entering the data into The Logical Solutions software, it will create the data for the front portion of the pass. The registrar then affixes a clear, recent, color picture of the player where indicated. The player is then required to sign the pass before lamination. Most clubs have the player sign a blank label at registration time then peel and stick it to the pass. This is perfectly acceptable.

NOTE: In order for a pass to be endorsed and laminated by a district registrar, a certification of age must be attached to the new pass. *This certification could be:* an old

laminated/certified pass, a birth certificate (hospital birth certificates are NOT accepted), an alien registration card or other government document. Be aware photocopies are accepted as these will not be returned.

Upon preparation of each pass by the club registrar, it is then bundled with four copies of the team roster and submitted to the appropriate district assistant registrar for processing.

Upon certification by a district official, passes become property of the district and must be relinquished upon request. No player may receive two passes in the same seasonal year for classic teams. Although the software will print necessary data on the front of the pass, check them over for errors or omissions. The “Age Group” field on the pass must reflect the age of the player, NOT the age of the team.

This district strictly adheres to and enforces this rule: ***NO PASS, NO ROSTER – NO PLAY!!!***

Do not get caught ill-prepared when it comes to player passes. A player must have a valid pass, and be listed on a valid roster in order to play in ANY game. **NO EXCEPTIONS AT ALL!**

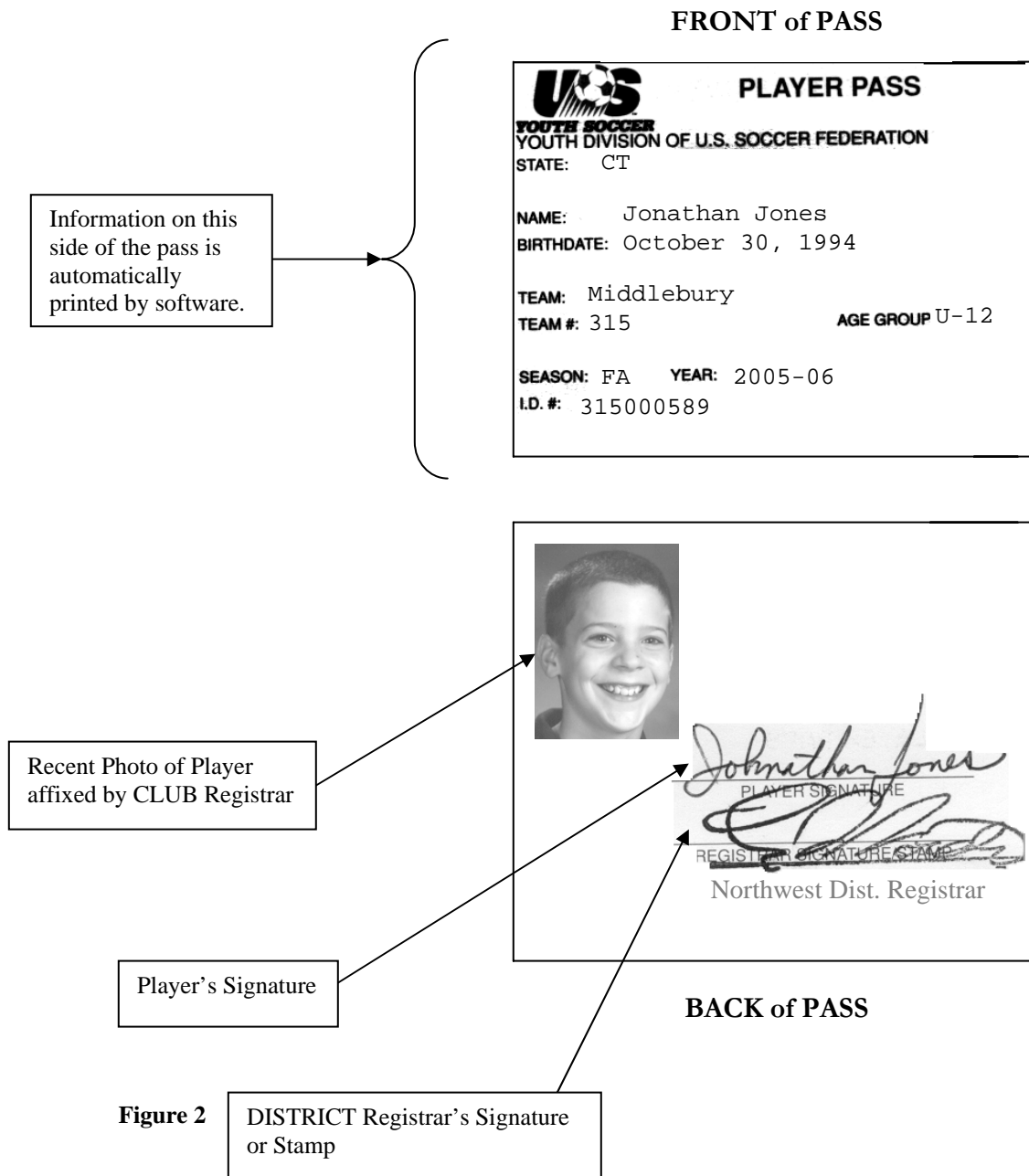
A completed sample player pass is on the following page.

THE ROSTER



The Roster is singly the most important document a registrar will prepare and without which, a team does not exist. For the most part, the roster will be prepared and printed by the Logical Solutions Software. Only rosters printed in the likeness of the sample using Logical Solutions Software will be accepted. ***Rosters may only be signed/endorsed by the club registrar listed on the “Club Affiliation Form”***

Sample of the Player Pass



Rosters may only be prepared for recognized teams. A team is defined as a group of properly registered players, lead by at least one properly registered adult coach, for the purpose of playing in a recognized CJSA or Northwest District league. Each roster should be designated as Premier, Classic or Recreational. This is done by the League

Organizer software and is used to determine the amount of insurance paid for each player. Tournament teams are recognized for a specified tournament only. The roster of a tournament team becomes invalid upon completion of specified tournament.

Once a roster is prepared and printed, it is to be endorsed and dated by the club registrar. By affixing his or her signature to the roster, the registrar is testifying to the validity of that roster as well as ensuring each player is legal, all information is correct to the best of the registrar's knowledge, and all necessary fees have been paid to the appropriate authorities. The roster is then submitted in quadruplicate (4 copies) in a single package along with properly prepared player passes, to the assigned district assistant registrar.

The roster is made up of many parts, all of which need to be accurately completed before it is an acceptable document. One of the more important aspects is the same as with the player pass. ***IF THE PLAYER IS NOT LISTED ON THE OFFICIAL ROSTER, HE/SHE MAY NOT PLAY!*** This is the simplest rule to avoid confusion.

When assigning players to a roster, please keep in mind you may be restricted to a certain number. Refer to Table 2 for more information.

	A Bracket			B Bracket			C Bracket			Premier		
	U9/10	U11	U12+	U9/10	U11	U12+	U9/10	U11	U12+	U12ss	U12/15	U16+
Game format	8v8	8v8	11v11	8v8	8v8	11v11	8v8	8v8	11v11	8v8	11v11	11v11
Maximum roster size	14	18	25	14	18	25	14	18	25	14	18	22
Minimum # of single rostered players	8	8	11	8	8	11	8	8	11	7	7	7
Maximum # of double/multi rostered players	No limit	5	5	No limit	5	5	No limit	5	5	Not applicable		

Table 2
U12ss = U12 small sided

A completed sample roster (Figure 3) is on the following page.

Sample of ACCEPTED C.J.S.A. District Roster

Home Club Identification

Team League/Gender Identification

District Identification

MINIMUM Coach/Asst./Manager Data.

MINIMUM Player Data.

Official League Endorsement Seal. Provided by District Registrar. Endorsement Stamp may also look like that below.

Connecticut Junior Soccer Association
BROOKFIELD SOCCER CLUB
 IB11 BROOKFIELD SOCCER CLUB
 SPRING 2001

District: Club:300 U- 11 Boys Competitive Color: Northwest District Club Number
 NORTHWEST DISTRICT Team Number: 300

Name	ID#	Address	City	St	Zip	Phone				
Coach: GAROFALO, RICK	30000411	10 WOODVIEW DRIVE	BROOKFIELD	CT	06804	(203) 775-8188				
Assist: HLAVAC, BILL	300003275	9 HUNTING RIDGE ROAD	BROOKFIELD	CT	06804	(203) 775-6474				
Assist: SACKERSON, MARK	300001472	6 RICHARDS ROAD	BROOKFIELD	CT	06804	(203) 740-2125				
Name	ID#	Address	City	St	Zip	Phone	Birth	Age	Sex	P/S
1 BADER, CHRISTOPHER F	300002118	7 BROADVIEW ROAD	BROOKFIELD	CT	06804	(203) 740-9600	04/13/1990	10	M	
2 CAPPELLO, JOSEPH M	300003110	4 TREMONT LANE	BROOKFIELD	CT	06804	(203) 775-6579	06/26/1990	10	M	
3 ECKSTEIN, JORDAN A	300001520	15 MAPLE LANE	BROOKFIELD	CT	06804	(203) 775-9284	08/29/1990	9	M	
4 GAROFALO, JEFF D	300001303	10 WOODVIEW DRIVE	BROOKFIELD	CT	06804	(203) 775-8188	07/31/1990	10	M	
5 GRADT, JASON J	300003061	6 PURITAN VALLEY ROAD	BROOKFIELD	CT	06804	(203) 740-1878	07/01/1990	10	M	
6 HLAVAC, SEAN E	300001790	9 HUNTING RIDGE ROAD	BROOKFIELD	CT	06804	(203) 775-6474	06/21/1990	10	M	
7 HOLMES, JUSTIN	300003217	9 JASON COURT	BROOKFIELD	CT	06804	(203) 775-2360	10/10/1989	10	M	
8 MARGULIES, ADAM Z	300037371	79 HIGH ROCK ROAD	SANDY HOOK	CT	06482	(203) 270-9255	07/27/1990	10	M	
9 MARQUES, MATTHEW R	300037402	8 EDNA COURT	BROOKFIELD	CT	06804	(203) 740-0620	04/10/1990	10	M	
10 MARSTON, MICHAEL V	300001701	15 MEADOW DRIVE	BROOKFIELD	CT	06804	(203) 775-4237	02/01/1990	10	M	
11 MARTIN, MICHAEL P	300001449	27 GREENKNOLL DRIVE	BROOKFIELD	CT	06804	(203) 740-8223	04/28/1990	10	M	
12 MCCLOSKEY, JAKE A	300001535	5 JUNIPER LANE	BROOKFIELD	CT	06804	(203) 775-4445	04/21/1990	10	M	
13 MORELLI, ANDREW N	300726503	54 HOP BROOK ROAD	BROOKFIELD	CT	06804	(203) 775-0202	04/27/1990	10	M	
14 NIMER, MATTHEW D	300001130	8 SQUIRE COURT	BROOKFIELD	CT	06804	(203) 775-8668	12/04/1989	10	M	
15 ROUNTOS, STEVEN P	300003115	16 SOUTH MOUNTAIN	BROOKFIELD	CT	06804	(203) 775-0264	03/05/1990	10	M	
16 SACKERSON, MICHAEL G	300001307	6 RICHARDS ROAD	BROOKFIELD	CT	06804	(203) 740-2125	01/04/1990	10	M	
17 SMITH, JONATHAN P	300003116	3 NORTH PLEASANT RISE	BROOKFIELD	CT	06804	(203) 740-9609	04/11/1990	10	M	
18 VOLKMAR, KEVIN J	300037247	11 EDNA COURT	BROOKFIELD	CT	06804	(203) 740-8039	05/16/1990	10	M	

LEAGUE # PLAYERS SIGN 3/14/01 FA SP 18

STATE CUP # PLAYERS SIGN 3/14/01 FA SP 18

Sue Ward
NW District Asst. Registrar 2000-2001

This team agrees to abide by the rules and regulations of the Connecticut Junior Soccer Association, Inc. and any rules and regulations hereafter made. In addition, I have personally checked the above and find them all eligible to play according to C.J.S.A. Rules.

Signed: [Signature] Club Registrar Date: 2/27/01 Signed: _____ Official Team Representative Position _____ Date: _____

League Organized by: Logical Solutions, Inc., Elkton Park, PA * 02/28/2001


Northwest District Club Number

CT Cup or State Cup endorsements

District Registrar Endorsement Seal See Appendix "A"

OPTIONAL Coach, Manager Signature

MANDATORY Club Registrar Signature/Stamp.



GJSA
Northwest District
Seasonal Year
 Spring
 Fall
20 01
18 Phys.
Official Registration
Eric W. Woods, DVP

Figure 3

COACHES & MANAGERS:

Only those listed on a roster and presented with a valid pass may participate in an official capacity during any game. Each individual listed on a roster must be issued a player pass. There may be an unlimited number of coaches, assistants, managers, trainers, etc. listed on the roster. However, please keep in mind with respect to all district classic games, only three (3) adults are allowed on the “Team” side of the field at a time. The data for coaches and managers etc. must include at a minimum, Name, ID #, Complete Address, Telephone Number.

REMINDER: *ALL* registered adults must submit risk management form directly to the state!

PLAYERS:

Players are listed in the main body of the roster. Keep in mind the population limits described earlier. Also keep in mind, for Classic rosters, no more than 5 players can be double/multi-rostered for ages U11 and above. Also keep in mind residency and transfer restriction. These will be discussed later. The minimum data required for players on a roster is: Name, ID#, Complete Address, Telephone Number, Birth date, Gender. Also, players who are guest, transfers, or releases must also be indicated. This is usually accomplished through the software and is listed on the bottom of the roster.



ID Numbers:

For purposes of identification, each member of your club (players & coaches) must be assigned a unique 9-digit identification number. In the past, social security numbers have been an easy identification number. However, recently there have been instances where some people are reluctant to supply their social security number. If this is the case, you may use your 3-digit club identification number followed by a software-generated 6-digit serial number.

DOUBLE-ROSTERING/MULTI-ROSTERING:

Double-rostering takes into account two distinct classes related to the District league in which the teams participate. Multi-rostering accounts for when players are rostered between Classic and Premier Teams. In any case, players may only be double/multi-

rostered to a team of equal or greater age group and competition level. Maximum number of double/multi rostered players means that the combination of double and multi-rostered players shall not exceed the maximum number. There is no limit on the mix - just the total. You must also be aware of the number of single rostered players on a roster. There are minimums for each age group, and this is defined in Table 2.

Since premier is a state-run not a district-run league, registrars are encouraged to familiarize themselves with premier roster requirements should your club have teams participating in the state premier league.

PREMIER: With respect to premier, there is no limitation on the number of Classic players that can be on the premier roster. Passes for such players are unique in that they will be designated with a red “PREMIER” stamp and a blue dot. The administrative policies governing premier rostering are dictated by the state association that governs the league and further questions should be directed to your club president or district premier registrar.

CLASSIC: With respect to classic league double-rostering, the maximum amount of double-rostered players is five (5) (U11 and above). The minimum single rostered levels must also be observed. In this case, a player may chose to play for two different teams within the same classic club. Again, in this case, the player may only be double-rostered to an equal or higher age group and competition level within the same gender. These players may only be issued one pass and it is the club’s responsibility to ensure the pass is taken from game to game without being lost. The five players double-rostered to a second team must clearly be identified on the roster and is set at the time of the roster freezing.

TOURNAMENT ROSTER:

A tournament roster is a valid roster prepared in the identical fashion to a league roster; however, it is valid for the specified tournament only. Tournament rosters may in fact be your league seasonal roster or may be one specially prepared with guest

players. In any event, a copy is certified with the name of the tournament and therefore, should be destroyed upon completion of the tournament. ***If guest players are added, please do so in plenty of time to have your district assistant registrar endorse the roster.*** Be sure to check the approved “Application to Host a Tournament” for the number of guest players allowed at a given tournament. Guest players do not have to be registered to your club. They don’t even have to be registered in Connecticut. They do, however, have to be legally registered to USSF. If you are using a guest player, a completed “Guest Player Eligibility” form must be submitted to the district assistant registrar before the roster is certified.

ADDITIONS AND CHANGES TO A ROSTER:

Additions and/or changes to a roster may be made up to the specified date of roster freezing. Just like submitting a new roster, ANY changes must be accompanied by four (4) copies of the roster. ***Keep in mind, district registrars are allowed two (2) weeks for roster processing!*** DO NOT bring an addition to a registrar on Wednesday expecting that player to be able to play in Saturday’s game. Changes or addition not accompanied by complete paperwork will not be processed. Rosters generally freeze two weeks after the start of each season.

RESIDENCY:

Although premier rosters are not subject to municipal residency requirements provided at least 50% of the players are registered to CJSA, classic district rosters are subject to residency restrictions. Any team is allowed two (2) out-of town (NOT out-of-club) players on it. This is based upon the player’s home address (P.O. Boxes are not acceptable). The exception to this is where a player’s town of residence does not have a team fielded in his/her age and competition group or is a member of a regional school district. These are some case examples that will serve to address possible issues:

Five U-14 Division B boys from Roxbury played together on a Shepaug team in the Fall. The following spring, there is a U-13 team Division B team in Shepaug, but not U-14. All of these players are allowed to play on a U-14 Division B team in Woodbury. Woodbury may also have two players from Watertown on the same team, regardless of the fact that Watertown has a U-14 Division B team fielded.

A player who does not make Division A try-outs in his own home club WILL be considered a foreign resident on a neighboring club’s roster. For instance:

Four U-12 girls try out for a Division A U-12 team in Newtown. Unfortunately, they don't make the team. A Brookfield U-12 Division A team has four openings. This Brookfield team can only roster two of these girls provided they have no other out-of-town players.

Regional school districts are exempt from “foreign” classifications where multiple clubs exist in the towns served by the regional school district:

Both Southbury and Middlebury have U-11 Boys Division A teams. Five players decide to leave the Middlebury team at the end of the fall season to play for Southbury in the spring that lost players to injuries and moving. Southbury already has three Woodbury players rostered and Woodbury also has a U-11 Division A team. The Middlebury players in question may legally be rostered to Southbury since Regional School District #15 serves both Middlebury and Southbury.

In certain towns, such as Waterbury, where multiple clubs exist, players are free to register to any team in any home club with no restriction to residency. Keep in mind, however, that some officials may not recognize certain geographical distinctions such as Watertown & Oakville, Southbury and South Britain, Newtown and Sandy Hook. We all know these are the same towns, just be prepared to explain this if you use these distinctions. Also be aware that while the district provides for these exemptions from foreign player designation in an effort to allow the maximum amount of players to participate, certain clubs have the right to restrict non-residents from membership. Also keep in mind if a team is to enter CT Cup, residency restriction are different.

CT CUP, STATE CUP & PREMIER:

These three distinctions are programs administered by the state association and have a unique set of requirements and administrative protocol. A brief description of each follows and if your club participates in any or all of these state programs, you are encouraged to familiarize yourself with the various requirements associated with each.



CT CUP (p.k.a. “State Cup”) is a seasonal single-elimination, state wide tournament for boys and girls U-11 and up. You must participate in the district league if you are to play CT Cup. If a team is to participate in the CT Cup, the club is

responsible for registering the team with the state and ensuring all rules are followed. Participation in CT Cup must be indicated to the registrar certifying your roster so the appropriate designation can be made.

STATE CUP (p.k.a. “Open Cup”) is the regional and national challenge cup competition. This is reserved for premier teams.

PREMIER (a.k.a. “State League”) is a state run league in which teams do not participate in district competition. It is a league of three divisions based upon promotion and relegation.

Information regarding these programs is available from the state website (www.cjsa.org) or from your club president.

IN-HOUSE TEAMS AND INTER-CLUB RECREATIONAL LEAGUES:

While this manual deals primarily with district classic travel teams, club registrars will be called upon to administer their club’s in-house league teams and the inter-club recreational league teams. Typically, the In-House teams are comprised of the younger U-08 and U-06 players but occasionally, some clubs support in-house leagues at older age groups. Clubs within the district may also run Recreational Plus Leagues. These are travel leagues for Recreational teams where the players are not chosen by ability, ranking, special invitation, or any method of assessment. Premier players are not allowed to play in Recreational Plus leagues.

It is important to remember that while your club may administer the scheduling and competition of these leagues independently from the district, The US Soccer Federation [§213.1(a)(5)] does require ALL players of a member organization to be registered and this INCLUDES your in-house players, coaches and volunteers.

GUARDIANSHIP:

In the instances where a player is under the legal age of majority (18), a parent or guardian is required to sign a registration form. Upon signature of a registration form, insurance coverage is enacted and the player/parent agrees to abide by all rules set forth by the club, district, state and federation. If a guardian is signing for the player, a copy of legal authorization allowing the guardian to act on behalf of the minor’s welfare should be kept on

file by the club. This is especially important when it comes to travel and medical treatment.

This is the standard medical consent verbiage to be included on your club's registration forms:

“As the legal parent or guardian of the registrant, a minor, I hereby give consent for emergency medical care to be administered by a duly licensed medical doctor or doctor of dentistry. This care may be given under whatever conditions necessary to preserve the life, limb, or general physical well-being of the minor depended named above.”

FRAUD:



If someone can think of it, it has been done in an effort to defraud the system. From changing dates on Birth Certificates, to cutting and pasting signature stamps, to carefully delaminating and altering player passes, to falsifying coaches and using made-up post office boxes, this district has seen it all! While some of these examples might seem humorous, they are severe violations of the rules and expose not only coaches and clubs but also this district and CJSA to unnecessary liability. This district and the state will always defend its members when it comes to honest errors or omissions.

Blatant negligence will not be tolerated. The “win at all cost” attitude is out there, especially when it involves highly-paid coaches and trainers. Not every incident of dishonesty and fraud is caught, however, when it is, this district and the state do not take it lightly and justice is swift and severe.

In this overly litigious society, falsifying documents and other forms of administrative cheating is not worth jeopardizing insurance coverage and risking a lawsuit.

CHANGE OF CLUB REGISTRATION



The Change of Club Registration involves a player moving from one club to the next. The CJSA seasonal year runs September to August. At the fall season, players become free agents to play where they choose within the guidelines of residency. In essence,

traditionally after Labor Day, a player no longer has ties to a club to which he was previously registered. However, if a player wishes to change clubs after the fall season but before the spring season (in the middle of a seasonal year), a “Change of Club Registration” form must be completed and processed. NOTE: Until such time as the destination club registrar is notified of the completion of the transfer form by the district registrar, the affected player is not registered to any club and may not participate in games and or practices until the transfer is processed. Keep in mind several parties need to sign off on this form and this takes time. Please remember this if it is close to the start of the season and time is of the essence.

PREMIER TEAMS

Premier teams participate in the Premier League which is a state run league overseen by a Board of Governors. These teams play under the rules of The National Challenge Cup Committee which are available directly from CJSA. This text can be found in the CJSA Guidebook and is supplemented with a publication provided just for Premier Play available from the State Office.

Some items to keep in mind when dealing with premier:

- There are no residency restrictions provide 50% of players are CJSA registered
- Premier teams start at the U-9 age level
- Teams must qualify and maintain qualifying records to remain in premier league
- The maximum number of players on the roster is 18 (22 for U-16 to U-18)
- Rosters must be endorsed “PREMIER” by the District Premier Registrar
- Player Passes must be endorsed “PREMIER” by the District Premier Registrar
- It is up to the premier team manager to submit roster copies to the state administrator
- Team is limited to five transfers at the time of freezing
- Players may not be deleted. They must be transferred or released

- A Change of Club Registration form or a Release form must be submitted to remove a player from a premier team
- In the absence of a Club Change or Voluntary Release, the only way a player may be removed from a team is if the player is injured, moves a distance away that would prevent reasonable travel, or has broken a CJSA or district rule.
- Clubs sponsoring premier teams assume all liability associated with said team

PERMISSION TO TRAVEL

Permission to travel to play various friendlies and/or tournaments has become streamlined over the years and falls into three basic categories:

- | | |
|--|---|
| Out of District, but within Connecticut: | A simple e-mail notification to the District VP |
| Out of Connecticut, but with the U.S.: | Complete the electronic submission form associated with the “E-TRAVEL” link available on the NW District as well as CJSA website. |
| Out of the USA including CAN & MEX: | Forms are available from the District VP requiring submission to the Federation. Allow 30-days for this. |

In any event, permission to travel is absolutely required to ensure the tournament or game in which a member team is to participate, is in fact a recognized US Soccer Federation Youth Affiliate and therefore will be covered by insurance. Always look for an approved “Application to Host” from the tournament. When in doubt, contact the District VP.

LOST PASSES



Player passes are the property of the district under the control of the club. Passes, do on occasion, become lost. The most common cause of lost passes is neglecting to have the fall coach turn the passes in to the club registrar at the end of the season. Remember, the passes are good for an entire seasonal year (Fall to Spring). It is

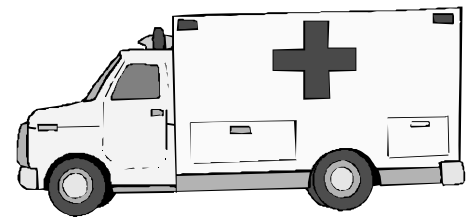
also a good idea to have the coaches return the pass at the end of the Spring season as this eliminates the problem of chasing parents for age documentation since a previous season's laminated pass is sufficient to prove a player's age.

Should a pass be lost, new passes, along with age documentation, should be prepared by the club registrar and submitted to the assigned district assistant registrar along with a \$10/pass fee and a brief explanation of how the pass was lost.

It is imperative that two passes NEVER exist for the same player during the same seasonal year. Any player or club caught using two passes is subject to district disciplinary measures.

INJURIES & INSURANCE COVERAGE

Upon registering every member of your club, they become eligible for insurance coverage under the CJSA insurance plan. Technically, for practice and try-out purposes, the insurance is considered "in force" once the parent has signed your club registration form with the assumption the premium will be paid to the state by your club within 30 days. Provided the club abides by all District, State and Federation Rules & Regulations, the USYS-affiliated insurance plan will cover members' medical and liability risks, with some restrictions.



The insurance policy covers all members against liability and is a secondary medical insurer for incidents occurring related to sanctioned activities. Club presidents are supplied with a copy of the actual insurance policy and certificates are issued in early September of each year.

Should an accident occur (any medical emergency requiring first aid attention is considered an accident), notification must be made either verbally or through e-mail to the district vice president within 24 hours of the incident. Within 72 hours of the incident, a "Notification of Accident" form must be mailed or faxed to the district vice president. If in doubt, it is always a good idea to fill out an accident report just to keep on file.

LIABILITY



No one ever likes to think about it but it is a part of society in today's world. Lawsuits can, and do, happen. The district has attorneys on staff to assist with legal issues when they arise and in general, litigious issues are handled at a district or state level and issues requiring clubs to become involved are usually covered by your club's membership in the association. Exceptions to this would include gross negligence or criminal conduct by a club or its member(s). For this reason, it is strongly encouraged that each club be incorporated and carries some sort of directors & officers insurance as well as bonding treasurers and registrars.

To offer additional protection for the club, this district and associated personnel, the following disclaimer must be included on all club registration forms and acknowledged by parents:

"I, the parent or guardian of the registrant, a minor, agree that I and the registrant will abide by the rules and policies of The United States Soccer Federation (hereinafter "USSF"), United States Youth Soccer (hereinafter "USYS"), CT Jr. Soccer (hereinafter CJSA), The Northwest District (hereinafter "NWD"), The ABC CLUB, as well as their affiliated organizations and sponsors. Recognizing the possibility of injury associated with soccer, and in consideration for USYS NWD and the club accepting the forenamed registrant for participation in their programs, I hereby release, discharge, indemnify, and/or otherwise hold harmless, USYS, CJSA, NWD, The ABC CLUB, their associated personnel, sponsors and employees, including, but not limited to coaches, assistants, directors, property and facility owners, against any claim, by or on behalf of, the registrant as a result of the registrant's participation associated with the same and/or being transported to or from said programs, which transportation I hereby expressly authorize."

DISTRICT COMPUTER SOFTWARE



Each club operating in the Northwest District is required to use "Logical Solutions League Organizer" computer software to generate data and print passes & rosters. There are over 13,000 players and some 2,500 coaches and other volunteers in 29

clubs within this district. Data has to be managed in a fashion where merging of compatible files can exist. The state is moving to an internet based system (Blue Sombrero) with various levels of encryption to upload registration files to a central location.

Specific questions regarding software are best answered by the district registrar. Some club registrars have become very proficient in using this software and will be glad to assist some of the newbie's at this process.

BLUE SOMBRERO NOTES

The online system is scheduled to be fully functional for the seasonal year of 2009/2010. At this point, many of the steps that are being completed by the town registrars and the district registrars will change. The steps will be similar; however, the methods to execute those steps will change. This manual will be updated to reflect the new steps. For now, the following process notes are helpful for the registrars and district registrars.

Team Finalization

1. Log into the State Portal (<http://cjsa.bluesombrero.com>)
2. Under Admin, select Team Registration Tasks, and then Team Registration Dashboard
3. Select the town you would like to finalize and click show teams
4. This brings up the Pending Registrations window
5. Selecting edit under player count will display in a new window all the players on the team.
6. Selecting edit under personal count will display in a new window all the coaches on the team.
7. Selecting edit under team basic will display in a new window the team name, club name, season, level and age group
8. Selecting "view roster" will display a roster of all player and coaches
9. Selecting the number under personal count will display in a short window all the coaches/volunteers on the team.
10. The team can be finalized by selecting the "finalize" check box, and then selecting "Finalize Selected Teams" at the bottom of the page.

Player Age Verification

1. Log into the State Portal (<http://cjsa.bluesombrero.com>)
2. Under Admin, select Verification, and then Player Verification
3. Select the town you would like to verify
4. A list of players whose birthdates have not been verified will appear. You can sort the list by the column headings. You can search for a specific item by putting the value in the box under the headings and then select the appropriate filter with the down arrow. For example, if you were looking for John Smith, type in Smith in the box under LastName, and then using the arrow under the box, select "Contains". This will show you all the Smiths. The filter will stay active until you clear it. This is done by selecting "NoFilter".
5. If you need to change the birth date on a player, select the birth date of the player. A second window will open. The date can be changed and saved.
6. If you have verified the player's birth date, select the check box to the left of the team name. After all the players you want to verify are selected, click the Save button at the bottom of the page.

A player's birth date will only ever have to be verified once. After it is verified, if for what ever reason it needs to be changed, a state administrator will have to make the change.

Team Verification

1. Log into the State Portal (<http://cjsa.bluesombrero.com>)
2. Under Admin, select Approvals, and then Team Approval
3. Select the town you would like to verify and click show teams
4. Selecting the number under player count will display in a short window all the players on the team.
5. Selecting "view roster" will display a roster of all player and coaches
6. Selecting the number under personal count will display in a short window all the coaches/volunteers on the team.
7. The team can be approved by selecting the "approve" check box, and then selecting "submit" at the bottom of the page.

Under Admin, Team Registration task, Team Registration Dashboard you will see a one page a summary of the individual town's team status

CONCLUSION

§NW6700 of The NW District By-Laws assigns authority for any and all registration administration protocol and procedures to the policies contained in this book. In the event you can't find what you are looking for in these pages, feel free to use your club or district administrators. They will help you find an answer contained in the other district, state or federation by-laws.

Throughout this manual, various forms are referenced and samples follow in these last pages. Since these forms may change or be updated frequently, you are best served by visiting the "FORMS" section of the district website: (www.nwdcjsa.org or www.cjsa.org) for the most up to date versions.

It may seem as though there is a lot of information contained in these pages. The truth of the matter is this is a mere sampling of the total rules, regulations, procedures, and protocol that is involved with running a district in CJSA. Hopefully through sharing this, it will make your job as registrar less taxing. A bit of advice – learn to delegate and ask for help. Your district officials are here to help you. Use them! Those people in your club who say, "I don't want to coach but I will help..." Use Them! Keep ahead of schedule and stay organized. This will help prevent burnout!

FORMS

REGISTRATION AGE CHART

Date of Birth	Soccer Year – Fall to Spring										
	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
8/1/02 to 7/31/03	-	-	-	-	-	-	U6	U7	U8	U9	U10
8/1/01 to 7/31/02	-	-	-	-	-	U6	U7	U8	U9	U10	U11
8/1/00 to 7/31/01	-	-	-	-	U6	U7	U8	U9	U10	U11	U12
8/1/99 to 7/31/00	-	-	-	U6	U7	U8	U9	U10	U11	U12	U13
8/1/98 to 7/31/99	-	-	U6	U7	U8	U9	U10	U11	U12	U13	U14
8/1/97 to 7/31/98	-	U6	U7	U8	U9	U10	U11	U12	U13	U14	U15
8/1/96 to 7/31/97	U6	U7	U8	U9	U10	U11	U12	U13	U14	U15	U16
8/1/95 to 7/31/96	U7	U8	U9	U10	U11	U12	U13	U14	U15	U16	U17
8/1/94 to 7/31/95	U8	U9	U10	U11	U12	U13	U14	U15	U16	U17	U18
8/1/93 to 7/31/94	U9	U10	U11	U12	U13	U14	U15	U16	U17	U18	U19
8/1/92 to 7/31/93	U10	U11	U12	U13	U14	U15	U16	U17	U18	U19	U20
8/1/91 to 7/31/92	U11	U12	U13	U14	U15	U16	U17	U18	U19	U20	U21
8/1/90 to 7/31/91	U12	U13	U14	U15	U16	U17	U18	U19	U20	U21	-
8/1/89 to 7/31/90	U13	U14	U15	U16	U17	U18	U19	U20	U21	-	-
8/1/88 to 7/31/89	U14	U15	U16	U17	U18	U19	U20	U21	-	-	-
8/1/87 to 7/31/88	U15	U16	U17	U18	U19	U20	U21	-	-	-	-
8/1/86 to 7/31/87	U16	U17	U18	U19	U20	U21	-	-	-	-	-
8/1/85 to 7/31/86	U17	U18	U19	U20	U21	-	-	-	-	-	-
8/1/84 to 7/31/85	U18	U19	U20	U21	-	-	-	-	-	-	-
8/1/83 to 7/31/84	U19	U20	U21	-	-	-	-	-	-	-	-
8/1/82 to 7/31/83	U20	U21	-	-	-	-	-	-	-	-	-
8/1/81 to 7/31/82	U21	-	-	-	-	-	-	-	-	-	-



REQUEST FOR CHANGE OF CLUB REGISTRATION or CHANGE OF TEAM

PLAYER INFORMATION (Print Clearly):

Last Name: _____ First Name: _____

Street Address: _____ City, State, Zip: _____

Date of Birth: _____ ID#: _____ Tel. #: _____

CURRENT: _____ B G U- _____
Premier **Club/Team** Club # Age Grp. District

_____ B G U- _____
Classic **Club** Club # Age Grp. District

TO: _____ B G U- _____
Premier **Club/Team** Club # Age Grp. District

_____ B G U- _____
Classic **Club** Club # Age Grp. District

Signature of Parent/Guardian Name Printed Date Signed
(Player, if over 18)

Consent of Current Club President or Chief Officer (Club player wishes to leave):

Signature of President or Officer Name Printed Date Signed

Consent of New Club President or Chief Officer (Club player wishes to Join):

Signature of President or Officer Name Printed Date Signed

A transfer is not completed until it is received in the CJSA Office and approved by State Registrar or President.

Fax or Mail to: CJSA Player Registration
11 Executive Drive
Farmington, CT 06032
860-676-1162

Approved transfers will be sent to the district registrars and club(s) in the district.

FOR CJSA USE ONLY:	
Approved	Denied – Reason: _____
Signed: _____	
Date: _____	





VOLUNTARY RELEASE FORM

PLAYER INFORMATION:

Last Name: _____ First Name: _____

Date of Birth: _____ I.D.#: _____ Telephone: _____

(The above named player no longer wishes to play for ANY club during the remainder of this current seasonal year being September 1st through August 31st.)

_____	_____	<input type="checkbox"/> B <input type="checkbox"/> G U-____	_____
Premier Club/Team	Club #	Age Grp.	District

_____	_____	<input type="checkbox"/> B <input type="checkbox"/> G U-____	_____
Classic Club/Team	Club #	Age Grp.	District

x _____	_____	_____
Signature of Parent/Guardian	Name Printed	Date Signed

x _____	_____	_____
Signature of D.V.P. or Registrar	Name Printed	Date Signed

REGISTRAR or DVP – Mail original release form with updated roster and old pass to the C.J.S.A. State office.

NOTE: The wording of this release MAY NOT be changed or altered in ANY WAY. If a player will continue to play, a “Request for Change of Club Registration” form must be used instead



