

CYSA REGISTRAR COMMITTEE SCOPE OF AUTHORITY

The CYSA Registrar committee will consist of two Co-Chairs, a Secretary and at least one member from each club. Clubs to be represented are as follows: Castle Rock, Kalama, Kelso and Longview

Purpose:

The Registrar Committee shall be responsible for the registration of teams and individual players for all recreation teams. The formation of the teams will follow the standard rules and guidelines provided within the CYSA rule book.

Registration for all clubs will utilize a registration program called BONZI.

Registrar committee will receive and act as custodian for all registration material received from affiliates such as doctor notes, verifying player's ages and insuring that teams are composed of players of the proper age level. Under certain circumstances age groups may be mixed to form competitive and fair teams.

Registrar Committee will establish the registration dates for both Fall and Spring Seasons.

Each club will be responsible for individual club advertisements.

Registrar Committee will hold four annual meetings (February, May, July and November). Registrar Committee will also hold other meetings throughout the year as needed.

CSA approves a maximum of two registrars from each club are authorized coach clearance within their club. For manual approval of coach(s), registrar responsible for coach clearance must provide cleared approval date and time, name of registrar and new expiration date for coach.

CYSA board will determine level of BONZI access for each registrar committee member.

GENERAL GUIDELINES AND COMMITTEE RESPONSIBILITIES

General Guidelines

The Registrar Committee will follow these rules as to the best as our ability:

- Each Club is responsible for verifying player's ages as well as verifying that the age groups within BONZI are current.
- WSYSA roster maximums will be used to determine the number of players on each team, as follows:

Age Group	Maximum Team Size
U6 and U7	8 players
U8	10 players
U9	12 players
U10	12 players
U11	14 players
U12	14 players
U13 and above	18 players

- The Registrar Committee will agree to set one open registration date and one cut-off date for each season.
- Registrar Committee will communicate with the scheduler all final rosters and team competition needed to allow Scheduler to fulfill scheduling duties.
- Coaches must be willing to accept additional players within the maximum team capacity. Coaches will not be included in the rostering process. Coaches with disputes will be referred to their Club Coach Liaison.

Transfers within CYSA:

-Players may be asked to transfer from one club to another due to player numbers being over or under. Transfers within CYSA will begin after the team building meeting. The deadline for transfers will be exactly one week after the team building meeting.

-Each club registrar will be responsible to notify their club treasurer and all registrars of all transfers after transferred have been completed.

Late Registration:

Late registrations should wait until the CYSA Registrar Committee has met (approx. one week after registration closes each season). Registrars will use the assigned waiting list form, which identifies the parents and players name, contact information, age bracket and time/date of request. Late registrations will be allowed **only** if there is room within age brackets, as to allow all those players who registered before the deadline first option to be placed on a team.

Playing Down:

Recreational players will be encouraged to play at their own age level, however in the event that a parent is requesting a player to play down, the following guidelines are established:

- The safety of the children will come first.
- An official doctor's note will be required and needs to state the purpose or reason for player to play down. Size of player is **not** a reason for playing down.
- All requests must be presented at the Team Building Meeting. It is at the discretion of the Registrar Committee to approve or deny request.
- Doctor's note will expire upon one year from the date signed.
- Record of request will be kept in Committee Notebook.

Playing Up:

Recreational players will be encouraged to play at their own age level. Recreational players will be allowed to up one year higher age level per the following guidelines or conditions as approved by the CYSA Registrar Committee:

- **Requests will be evaluated on a case by case basis and the registrars will attempt to make the appropriate and safe decision for all players.**
- The safety of the children will come first.
- Players are allowed to play up one year above their age group. Parents must make such request.
- Any player requesting to play up more than one year will need to submit "Play Up Request Form" to the registrars. Parents will also be required to have coach submit (in writing) to registrars their approval and reason the child would be better positioned on a higher age bracket team.
- Any Play Up request can be allowed as long as moving player(s) does not disrupt team roster numbers for the bracket that the player is leaving.
- Club Registrars will make their decision as a group, presented at the time of the team building meeting. Based on the play up request form from parent and written request provided by coach presented at the team building meeting.
- Coaches requesting that entire team to play up one year must request via email to their club registrar. It is the coach's responsibility to notify all parents of this play up request and provide written approval from each parent. The coach is responsible for presenting this to the registrar prior to registration closing.

Combining Teams:

The combination of age divisions may be adjusted as needed to meet minimum number of player requirements. The following guidelines will be established:

- The safety of the children will come first.
- When combining age groups for scheduling the games the registrars will be responsible for verifying that the combined age group of players is appropriate for the completion level they will be playing for that season.
- The registrars should keep the teams equal in number and age.
- In the event of a team combining age groups, coaches will need to understand that they may not receive all of their returning players, however, club registrar will do their best to accommodate.

Recreational Tournament Teams:

- Any recreational team registering for tournament play will need to contact their Club Registrar.
- It is the responsibility of the Club Registrar to assign rosters.
- It is the responsibility of the Coach to review the tournament rules, policies and deadlines provide all necessary information to Club Registrar in a timely manner, such as player cards, medical release waivers, etc. .
- Players from other teams (in same age bracket) can be transferred to tournament team if their current season team is not participating in said tournament.

Releasing of Players to play in other organizations:

- The Club Registrars will from time to time get request from other soccer organizations to release players to play in a different league. The Club Registrar can make this decision to release the player; if it is not detrimental to the current team in which this player is rostered.

Releasing of Players to play with Timber Barons Tournament Team:

- Prior to any Club Registrar approving a player to be released for a Timber Barons Tournament team as a guest player, Registrar must notify via email all other Club Registrars of request to ensure that player has not been “double registered”.
- Guest players are only allowed to participate in requested tournament (additional tournaments must be submitted separately through the same process).
- Club Registrar must move player back to original team placement once dated roster is provided for said tournament. Dates on the roster shall be specified with a start date and end date of said tournament.

Timber Barons/Select Players returning to Recreational Play:

- Prior to any Club Registrar approving a player to be released from a Timber Barons/Select Team, Registrar must notify via email all other Club Registrars of

- request to ensure that club guidelines, time lines and/or Timber Barons contract is being followed.
- Timber Barons season contract is June 1-May 31. Timber Barons may return to rec in the fall after their contract has ended.

If registering Rec. Teams in Vancouver League is necessary:

- Age Brackets with less than 4 teams will be registered in the Vancouver League to allow them to participate with several other competitive teams.
- Vancouver League will communicate directly with CYSA Scheduler(s) to determine schedule and game locations for that season.

Committee Responsibilities

Voting members of the Registrar Committee shall be current registrars.

Co-Chair Responsibilities:

- Set Meetings (date and time)
 - Fall Team Building Meeting (July)
 - Post Fall Meeting (November)
 - Spring Team Building Meeting (February)
 - Post Spring Meeting (May)
- Facilitate Meetings
- Attend Monthly CYSA Ops Meetings
- Provide age chart to all clubs/registrars prior to Fall season
- Print and distribute the player's cards to registrars (as needed for tournaments)
- General Correspondence to all clubs/registrars
- Communicate with all clubs regarding upcoming dates and deadlines
- Provide timely response to all questions and concerns within 24 hours
- Communicate with Schedulers as needed
- Work directly with CYSA Board regarding communication with Vancouver League prior to each season.

Secretary Responsibilities:

- Manage and maintain Committee Notebook. (Notebook will contain Committee Scope of Authority, Policies and Procedures, Committee Minutes and all players request documentation.)

- Attend Registrar Committee Meetings
- Take Minutes at each meeting
- Print Minutes and provide at Registrar Committee for meetings.
- Provide approved minutes to CYSA Board of Directors Secretary
- Check CYSA Registrar emails and forward emails to appropriate clubs