

## Registrar's Quick Guide to Most Common Errors

Written by Shirley McGraw

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1. Coach or team manager needs to check ID cards and roster before first game and after each addition. Roster should not be confused with game cards.

2. Player ID card belongs to the player. A team administrator should keep the player cards together and present them at games; however, if a player needs the card to transfer or go to a tournament with another team, team should give card to the player.

#### 3. Transfers

Releasing coach does not have to sign

No reason required

Maximum five transfers per year on primary team

Player must play in two regular scheduled, regular season games

Information must be complete on form (team numbers, player ID, parent and player signature, dates, registrar signatures, etc.)

Attach penalty point report with transfers

Association registrar needs copy of paper form then information can be approved in Affinity.

Parent or club registrar initiates transfer in Affinity.

Notify association registration by submitting completed paper form (by email or fax) when transfer or release is ready to finalize in Affinity

Collect ID and re-issue ID

#### 4. Releases

Once a player is rostered to a team, a coach, manager or registrar cannot involuntarily release a player unless the situation meets one of the following situations and is properly documented:

(1) the player has violated the rules of USSF, USYSA or STYSA; (2) the player has moved a distance too far away to make participation practical; and (3) the player is injured too severely to play

#### 5. Registration

Registering (or rostering) a player or adult with no form (by telephone, word of mouth, etc.)

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Not verifying date of birth on initial registration  
Processing a form with incomplete information

6. Team Formation. Use fair and unbiased process to assign and roster players to recreational teams.

7. Duplicate Players. Check for duplicate players. Player registered with more than one team can jeopardize entire team's eligibility. When a player is rostered to multiple teams, the player cannot participate with two (2) different teams on the same days or with two (2) teams in the same competition regardless of the age brackets. There is a difference in register and roster. Player cannot be registered more than once per seasonal year  
Player can be rostered to multiple teams, e.g., primary team, tournament team, etc.

8. No Published Policies. Clubs need to post refund, late registration, play up policies on club website.

9. Background Checks (BGC). Registrars need to manage adult registration, coaching license, and BGC. Often the record will need additional information (DL expiration, etc.). Sometimes it will need a gentle push to process the BGC from the registrar especially if the adult is not attached to a team.

10. Playups. A maximum of four U10 or younger players may be allowed to play-up to an older team (U11 or U12), no matter what the team's competition level. (STYSA Registrar's Handbook). Also, under-11 teams may begin practicing and participating in tryouts, tournaments, scrimmages and friendly games on May 1 or the day after the end of each association's spring season, whichever is later."

11. Set deadlines ahead of time that will work with association and state deadlines for registration (begin/end), cups, transfers, etc.