

August, 2007



South Carolina Amateur Soccer Association

<http://www.scamateursoccer.org/>

Submit SCASA Team Registration Form by email to: admin@scamateursoccer.org

Make Registration Fee Checks Payable to 'SCASA' and Mail to:

Danielle Willis-St. Marie
SCASA Administrator
84 Saratoga Road
Irmo, SC 29063

SCASA Player Registration Process - Summary

For 2007/2008 Seasonal Year

- Team Rep registers team directly with State Administrator ("SA") by email admin@scamateursoccer.org
- SCASA Team Registration Forms must be complete and in the correct format. Drop down menus have made it easier to choose specifications.
- Registration fees (includes 'dual fee' for players already registered in another league) must be sent by the Team Rep to the SA before Player Passes are issued unless otherwise specified by SCASA.
- SA emails current SCASA Team Registration Form back to the Team Rep/League Administrator and a SCASA-certified roster to the Team Rep to use at games as necessary as by league policy for registered players who have not yet received Player Passes.
- Updated stickers (Validation Stickers) for the back of the Player's Pass will be made for players with a pass from a previous year. These must be on the back of the pass prior to play. *A blue sticker on the back of the Player Pass indicates an expired USASA Membership.*
- SA will mail Player Passes and Validation Stickers to the Team Rep or League Administrator within 7 business days after receiving the complete SCASA Team Registration Form and full dues payment.
- Team Reps have newly registered players sign their Player Pass, add photo, and laminate the Pass or add Validation Sticker to the back of the existing Player Pass. Note – passes must be 'heat sealed', not taped.
- All new players must sign a USASA 'Release of Liability and Assumption of Risks Agreement' form and return it to the League Administrator. By signing the USASA SCASA issued Player Pass each player is indicating that they have read, understood and acknowledged that which is written in the 'Release of Liability and Assumption of Risks Agreement' form.
- Once registered, players may be made 'inactive', but not 'unregistered' (i.e., no return of fee if player does not play).

SCASA Registration Process – Details/ For 2007/2008 Seasonal Year

1. SCASA Team Registration Form

The Team Rep completes the SCASA Team Registration Form and e-mails it to the SA:
admin@scamateursoccer.org

This Excel spreadsheet form is available on the SCASA website www.scamateursoccer.org under the heading 'Documents'.

The SA checks the submitted SCASA Team Registration Form for completion and communicates VIA EMAIL with the Team Rep directly if there are any problems/questions concerning the information submitted.

For the SCASA Team Registration Form to be considered complete:

- a) All cells must be completely filled in. If information does not exist (i.e. no e-mail address), then the cell must contain "none".
- b) Verify the player's name is spelled correctly and that the complete legal name is used (e.g. "Robert Smith vs. Bob Smith, vs. Rob Smith, etc.). *Inconsistently submitting a player's name/DOB will be recognized as a 'new player' by the database therefore creating a new Player Pass.*
- c) Double check player's date of birth. *Translation can become an issue – make sure that the month and day is what you intended it to be when typed:*
(i.e. 1/2/90 (January 2, 1990) v. 1/2/90 (February 1, 1990))
- d) Include the area code for all telephone numbers listed. 999-999-9999

2. Registration Fees Payment

At the same time as submitting the team roster form, the Team Rep mails a check (one check made payable to SCASA) to the SA for the player fees based on the formula
(number of players) x (player fee)

See 'FEE STRUCTURE' below for player fee amounts.

Note: Payment of Player Fees may need to be made directly to the league, as per league-specific rules. Check with your League Administrator or the SA for any questions regarding payment of player fees.

3. Player Passes

Once the check for player registration fees is received by the SA or the league (as per league-specific rules), the SA:

- a) Checks the player information against the database, and the database assigns a Player Pass Number if the player is new. This number will always remain the same – it is unique to each individual and will follow you throughout the state into other SCASA Leagues.
- b) Prints new Player Passes for players registering for the first time and Validation Stickers for the back of the Player Pass for returning or transferring players who already have Player Passes. *A blue sticker on the back of the Player Pass indicates an expired USASA Membership.*

Within 7 business days of receipt of a complete SCASA Team Registration Form and receipt of the player registration fees by the SA or by the League Administrator, the SA then mails the Player Passes with laminate sleeves and Validation Stickers back to the Team Rep/League Administrator.

Upon receipt of the new Player Passes and/or Validation Stickers, the Team Rep:

- c) Checks the Player Passes for accuracy.

(immediately contact the SA if a pass is printed incorrectly or missing – either by phone 803-622-1880 or by email admin@scamateursoccer.org)

- d) Has the players sign their Player Passes. *Note: All new players must sign a USASA ‘Release of Liability and Assumption of Risks Agreement’ form and return it to the League Administrator. By signing the USASA SCASA issued Player Pass each player is indicating that they have read, understood and acknowledged that which is written in the ‘Release of Liability and Assumption of Risks Agreement’ form. The USASA **Release of Liability and Assumption of Risks Agreement** can be downloaded from the SCASA website under the heading ‘Documents’ or obtained from the League Administrator.*

- e) Takes the completed Player Passes (with attached photo and signed) to be heat-sealed/laminated. League offices all have SCASA-issued heat laminators. Locations such as Kinko’s also have heat laminators that may be used to heat-seal the Player Passes. **USE ONLY A LAMINATING MACHINE.**

It is important that pictures added to the Player Passes are RECENT and CLEARLY show the face of the player. The Referee or other official checking the picture MUST be able to discern who the player is from the attached photo. *The card space for the photo is about 1-3/16” wide by 1-3/8” tall, so the head of the player on the picture must be roughly the size of a quarter.*

- f) If a player already has a SCASA issued Player Pass, then the Team Rep attaches the 2007-08 Seasonal Validation Sticker to the back of the Player Pass. The color of this sticker is specified and is the same throughout the state. *A blue sticker on the back of the Player Pass indicates an expired USASA Membership.*

4. Final Roster Forms and Later Changes

The SA emails a team’s completed SCASA Team Registration Form to the League Administrator and the Team Rep.

The SCASA SA also generates “official certified rosters” to the Team Reps/League Administrator. As per league rules, a team may use, for game check-in of players, a certified SCASA Team Registration Form copy with photo ID’s for registered players who have not yet received their Payer Pass. *Note: it is a new SCASA policy that officials report, via www.SCREF.org, any player playing without a USASA SCASA issued Player Pass and who was not listed on the certified roster.*

To add or drop a player (make inactive), a team rep must email to the SA the team’s most recent roster spreadsheet, as last sent to him by the SA, with additions added on the bottom and deletions marked with a “D” in the far right column for any such players. There will be no refunds of registration fees for players dropped from a teams’ active roster.

To receive, for a weekend’s game, an updated certified SCASA Team Registration Form showing new players, the Team Rep must email the SCASA Team Registration Form with player additions to the SA by Wednesday, 5pm of that week.

5. Release of Liability and Assumption of Risks Agreement

Each new player, when registering for the first time, must sign the USASA **Release of Liability and Assumption of Risks Agreement** and submit it to the League Administrator. The USASA **Release of Liability and Assumption of Risks Agreement** can be downloaded from the SCASA website under the heading ‘Documents’ or obtained from the League Administrator.

NOTES:

- It is a SCASA and USASA policy that ALL Player Passes must have a signature, photograph, current year Validation Sticker on the back of the Pass, and be heat-sealed in order to be “VALID”
- Player Passes and Validation Stickers are issued **ONLY** for the players that are “paid for”, either directly to SCASA or to the League (as per league-specific rules).
If a check for player fees is not sufficient to cover all of the players on the submitted SCASA Team Registration Form, the SA will send Player Passes for players equaling the amount of the check beginning at the top of the team registration form working down.
- A non-playing registered player may be designated as “dropped/inactive” if the team needs to add a player and the league has an active roster size limit. If a player drops out or does not play, fees will **not be refunded**.
- The Game Day Form is on a tab after the Team Registration Form (bottom left of spreadsheet). The SCASA Team Registration Form has been linked to the Game Day Form so that information entered on the registration form is automatically transferred to the Game Day Form. The Game Day Form may be used by a league as by that league’s policies.

FEE STRUCTURE

1. Player Fee Registration for 2007-08 Seasonal Year (1 Sept ‘07 – 31 Aug ‘08): **\$20/player**
2. Player Pass replacement cost (if lost): **\$5/player**
3. Dual Registration cost for issuance of another Player Pass for a player to be on a team in a different league: **\$5/player**
4. Additional administrative fees include:
 - a) Team Roster entered into computer spreadsheet by SCASA from a text only email or hard copy version of a legible roster faxed, mailed, or emailed to SA: **\$25/roster**
 - b) Overnight shipments of ‘late adds’ or ‘rush’ jobs (2 business day turn-a-round): **\$30** *(All above requirements for Team Roster submission apply)*