

## INTERESTED IN BECOMING A NEW PLAYER OR NEW TEAM TO SCSA?

Use the following information as a general guideline to registering as a new player or as a new team to Sedgwick County Soccer Association. Frequent updates to deadlines and procedures will be listed on our website. This handout is intended as a guideline only and not to change or supersede the SCSA Operations Manual.

All forms can be found on our SCSA website ([www.scsasoccer.com](http://www.scsasoccer.com)) under Forms & Documents.

### SCSA has a recreational and competitive division based on the age of the player.

1. **Recreational** - players from 5 to 8 will be considered recreational and are not subject to tryouts. Placements are made to a team that has an open spot on the roster. Placement is not guaranteed if teams are full and taken on a first-come, first-serve basis. Waiting lists are compiled.
2. **Competitive** - players from 9 to 19 are considered competitive. All competitive players are given a tryout as determined by the team coach.
3. **Age Group** – the age division is determined by the birth year of your player. A player may play up an age division but never play down.

### New Player to SCSA:

- **Forms needed**
  - **Player Membership Form** – provides player and parent contact information to SCSA
  - **Player Medical Release** - will be retained by the team coach for all practices, games and tournaments. Notarization is no longer required.
  - **Proof of birth** - most common is the birth certificate. Other options are driver's license (16 or older) or passport. The proof of birth is required to be seen by the SCSA League Office but not retained. Hospital or baptismal letters are not accepted as a government issued proof of birth.
- **Individual registration or team registration**
  - Individual registration - U5 - U8 recreational players may enroll individually during the Open Registration period of July 1st through July 31st. At this time, the player's information (name, DOB, parent's names and contact information) are recorded on a waiting list and matched once all teams have registered. After the Recreational Team registration is complete, we place new recreational players to the teams requesting or having an open position. Once placed on a team, new Player Forms listed above and fees will be completed and given to the new coach. SCSA cannot guarantee placement on a team.
  - Individual registration - U9 - U19 competitive players should review the Tryout Website for the age division interested in. Contacting each of the teams and coaches will provide the required information for potential openings, practice locations, and the tryout dates and times. The annual Tryout listing is found on our website under Tryouts page.
  - Team registration - If the player is coming to SCSA as part of a team, they will complete all paperwork listed above, pay registration fees and turn in to the coach for team registration prior to the appropriate age deadline. Deadlines listed for the registration is for teams only. Teams are able to register players, up to maximum roster, throughout the seasonal year.

- **Fees per player and team**

Fees are determined by age division and may be found on our website. Recreational player's fees include state registration, field usage and parking lot fees and include a uniform (jersey, shorts, socks). Competitive player fees include a team fee and per player fee of state registration, field usage and parking lot fees. Uniform costs are determined by the competitive team. Competitive teams may have other costs associated with the team/club such as tournaments, trainer or coaching fees.

## **New Team to SCSA:**

- **Forms and fees needed:**

- **Team Application** – provides team name, division and lists fees per players on team
- **Team Contact** – required list of all coaches and managers contact information. Clubs or teams should submit an excel spreadsheet with all coaches & manager contacts by team.
- **Schedule Conflict Form** – required document indicating division preference and dates unable to play during the season. Max of 6 days will be honored for conflicted dates.
- **Team Official Membership Form** – one form required for each coach, assistant coach, trainer and/or manager – also needed for risk management. See New Coach information.
- **Alphabetical team roster** - a listing of all team players and coaches are required and should match the Player Membership Forms and Team Official Membership. A sample form is available on the website but any alphabetical listing may be submitted. Teams using online registration should submit a Player Import report listing all players to be registered.
- **Code of Conduct** – conduct form signed by the club manager or head coach indicating they have provided the listed information to all parents and players. One form is sufficient for all teams within a club. Online registration must include this as a required document.
- **Player Fees** - Fees are based on age of team. Refer to Fees listed on the Team application. Fees are subject to be changed and are approved by the SCSA board prior to the Fall season.
- **Age Group Chart** – provides range of age for each division, maximum roster, length of games, and size of ball required.

**NEW Fall 2018** – Teams now have an option for SCSA to enter their players or may enter their own players into the Got Soccer online system to receive a \$25 discount. **NOTE:** This requires training by SCSA Office staff prior to entry to ensure all required items are completed. As long as teams/clubs complete the player entry a minimum of day before the coach's meeting, a \$25 credit will be issued to the team.

- **Registration deadlines:**

1. **Fall Team Registration begins early July with deadlines for U11-U19 occurring generally the third week in July and U5 – U10 occurring the final week in July. Fall season runs mid-August to first weekend of November.**
2. **Spring season deadlines are in February and season goes from mid-March to end of May.**
3. **NOTE: SCSA honors a “free agency period” of first 1-2 weekends in June to July 15 of which all players are considered free agents.** As defined in the SCSA Operations manual, no club, team, coach, player or parent may approach a registered player to leave his/her team outside of this free agent period. ***This does not apply to AYSO registered players or any other soccer players not affiliated with sanctioned leagues of SCSA or KSYSA.***

4. Competitive SCSA teams U9 – U19 hold tryouts during this free agency period. Check the SCSA website for our tryout website if you are interested in attending. The tryout website will be posted throughout the year for new players to have access to team contact information.
5. Team registrations after the seasonal deadline will not be accepted to allow schedules to be completed timely. Teams are only accepted with full payment of team fees. Players may be added, up to maximum roster, throughout the seasonal year.

- **Additional forms which may apply:**

- **Multi Roster form** – Players playing for more than one team will need a multiple roster form for each player signed by both the primary team coach, secondary team coach and the parent of the player. Player may sign if 18 years or older in lieu of the parent. An electronic email may substitute for the multi roster form as long as all same information is included.
- **Player Release form** – Once final roster is complete and league games started, any player no longer playing on the team will be required to complete a Player Release form signed by the parent and team coach listing the reason for the release. Player cards are required to be returned when the final signature is obtained. No players will be released until the Player Release Form and Player Card is turned in to the SCSA office.

### **New Coach to SCSA:**

- **Form needed:**

- **Team Official Membership form** – one for each coach, assistant coach, trainer and/or manager

- **Risk Management requirements:**

- Any coach, assistant coach, trainer or manager who will be on the sideline is required to complete an on-line background check through the State. To get started, provide the SCSA League Office with the team official's following information (include on the Team Official Form or email to [scsasoccer@sbcglobal.net](mailto:scsasoccer@sbcglobal.net)):
  - Legal name – First name, Middle initial (if used), Last name
  - Email address
  - Date of Birth
  - Name of Team associated with
- Upon receipt of the above information, SCSA will send a link containing the user name for the background check. Upon receipt, follow the process to complete the questions, and submit the form. When finished, the status should reflect Pending. If not, return to make sure all questions have been answered.
- You will not be added to any SCSA teams until you have received State approval.
- For a new team official or expired, a background check will be completed and is valid for 2 years. Cost is \$20 per team official payable at time of request, approved or not.
- SCSA will collect the risk management fees at team registration or when the coach is added to the team with a Team Official Membership form.
- State approval generally takes 5-7 days. This may take longer during registration periods so it is best to get done as soon as possible. While waiting for approval, add the team official's picture in Got Soccer to be available when printing the coach pass.
- SCSA office **IS NOT** notified when a coach is approved. Let us know when approved and will add you to the team listed on your Team Official profile(s).

- **Abuse Prevention requirements:**

- All SCSA adult members including coaches, managers, referees, administrators are now required to complete the training for sexual abuse awareness prior to being eligible to coach. Additionally ALL KSYSA adult members are now mandatory reporters of any suspected child abuse.
- KSYSA will send the required video training link to current team official and monitor all completions for the training.
- New coaches will be notified once registered with SCSA from KSYSA.
- Be aware the email link is specific to the email address for tracking purposes and cannot be shared with other coaches.
- For more information, please refer to the KSYSA prohibited conduct policy found at [www.kansasyouthsoccer.org](http://www.kansasyouthsoccer.org) – About – Bylaws & Rules. This mandatory training is pursuant to the Protection Youth Victims from Sexual Abuse and Safe Sport Authorization Act of 2017.

- **Coach Licensing:**

- Licensing has changed to the Grassroots Pathway Initiative allowing coaches flexibility to take online and field courses specific to the player age involved.
- Refer to the SCSA website – Forms/Documents – 2018 Grassroots Pathway Initiative Q&A for more details and information on what courses are applicable.
- All new coaches, assistant coaches and trainers are required to take the minimum of the following 2 courses:
  - Introductory
  - Online age appropriate course
- **How do I register and pay for the Grassroots courses?**
  1. **Online courses** - Go to the KSYSA website, [www.kansasyouthsoccer.org](http://www.kansasyouthsoccer.org) - Coaches – Digital Coaching Center – login or register as new coach
    - a. Introduction to Grassroots Coaching – free information on pathway courses
    - b. Choose age most appropriate of 7v7, 9v9 or 11v11 – 1 is required, all available
  2. **In-person courses** - KSYSA website - Coaches - Course Licensing - In-Person Grassroots Licenses - choose location and age of 7v7, 9v9 or 11v11.
  3. **Payment** - You will register and pay for the fees online at the KSYSA website.
    - Introduction module - no charge, required before registering for online or in-person.
    - Online modules - \$25 each age division
    - In-person course - \$65 each

### **Coach Meetings:**

- Final league schedules are distributed at the coach's meetings at SCSA offices generally a week to ten days before season begins. Check the SCSA website for the most current dates.
- Recreational teams will receive their team uniforms at this meeting if not picked up at time of registration.
- Teams will receive the player and coach cards/passes at this meeting only if full payment is made and required paperwork submitted for the team.

- All teams will receive their official roster. Competitive teams will receive their player cards (U9 and older). U7/U8 coaches will receive their coach passes.
- As of June 1, 2015, player cards require a current player picture prior to be printed by SCSA. Please make sure a clear headshot picture is loaded for each player and team official prior to 8/1 to ensure receipt of player/coach passes in time for the coach's meetings. Tips to load pictures in Got Soccer are found at the SCSA website – Forms/Documents.
- All player cards are required to be laminated with a player picture prior to the first sanctioned league game or tournament.

**SCSA communicates to coaches and parents solely through email and our website. Please be sure you have a current email address on file with the league. To be sure you receive emails, subscribe online via our website at [www.scsasoccer.com](http://www.scsasoccer.com) – Hot Topics**