



VYSA REGISTRATION POLICY

USSF and US Youth Soccer require that all State Associations comply with the following:

All clubs, leagues, associations, and organizations that are members of a National State Association (in this case VYSA) **MUST** register every soccer player, every coach, and every soccer team that is sponsored, financed, coached, or administered by the club league, association, or organization whether they be male or female, members of traveling teams, competitive teams, intramural programs, recreational programs, or house programs.

All clubs and leagues must submit registration data for all players, coaches, volunteers, and administrators to VYSA on CD/DVD or by e-mail no later than October 1 for Fall registrations and no later than April 1 for Spring registrations. ***PLEASE NOTE: Travel Leagues are required to have each team use the VYSA Online Travel Registration system. Therefore, the following computerization requirement only applies to Recreational Clubs.***

Computerization Requirements

FILES

All records from an organization must be submitted by e-mail or on CD or DVD. E-mail is acceptable for files smaller than 2 million bytes. Please either separate files by the role of your members (one file for players, one file for coaches, one file for administrators, etc.) or have a record type attached to each record indicating whether they are players, coaches, administrators, etc. and include explanations of your record types used (see information on next page regarding Record Type under Fields).

FORMAT

Any of the following formats are acceptable:

- MS EXCEL .xls file (preferred format)
- Other formats are acceptable, but may require additional submission if the file is unreadable
- Users of League Organizer are encouraged to send in the Persons.dbf file instead of using the export utility.

FIELDS (all fields are required unless indicated as optional)

| | |
|----------------------------------|--|
| Registration Number | 12 characters (optional) |
| Salutation (Mr., Mrs., Ms, etc.) | 15 characters (optional) |
| First Name | 15 characters |
| Middle Name | 15 characters (optional) |
| Last Name | 25 characters |
| Honorific (III, Jr., Esq, etc.) | 10 characters (optional) |
| Address | 42 characters |
| Address | 42 characters (optional) |
| City | 20 characters |
| State | 2 characters |
| ZIP Code | 10 characters |
| Birthdate | (mm/dd/yyyy) - must use 4 character year |
| Gender (M or F) | 1 character |
| Telephone | 13 characters |
| E-mail | 50 characters |
| Record Type | 20 characters |

Suggested Record Type Codes

| | |
|----|-----------------|
| P | Player |
| C | Coach |
| AC | Assistant Coach |
| M | Manager |
| A | Administrator |
| R | Referee |
| O | Other Volunteer |

Questions??? Contact Jackie Burket at 540 693-1430 or by e-mail at Jackie@vysa.com

E-mail data to: VYSAdata@vysa.com

Or Mail disks to: VYSA State Office
5450 Southpoint Plaza Way
Fredericksburg, VA 22407

If submitting data on disk, please affix Labels to each disk providing the following information:

- 1. Club Name*
- 2. Club Number*
- 3. File Format Used*
- 4. Beginning and Ending Registration Dates*
- 5. Date Submitted*
- 6. Name and Phone Number of Person That Formatted Disk*

Clubs submitting disk(s) that are not formatted properly will be notified and must resubmit properly formatted within 5 working days.

If the file is larger than a single diskette, please use WINZIP*, PKZIP*, OR ARC Compression utilities to compress the file. This allows for the equivalent of 4 to 8 diskettes will fit on a single diskette.

**PKZIP and WINZIP can be downloaded from the WEB without cost at www.paware.com*