



HYSA NON-PLAYER REGISTRATION PROCEDURES

Effective immediately, ALL Coaches will be registered directly with the State Association. All “Non-players” - (coach, assistant coach, youth coach, team managers, club administrators, league officials, etc.) who have contact with players, must complete the current Hawaii Youth Soccer Association Non-Player Membership Form (available at hawaiisoccer.com under forms). Form must be legible and completely filled--incomplete forms will be returned. **A risk management check will be completed for all individuals submitting a non-player membership form. You are cleared when the risk management/coaching license badge is issued to you. Registration of coaches and risk management checks are now the responsibility of the State and will not be completed at the league level. League Registrars will no longer accept non-player registrations. Player Registrations should be processed through your league of registration. Please be sure to include the coaches’ names on the team roster when submitting to your league.**

Submit the following to HYSA:

1. Completed and signed HYSA Non-Player Membership Form.
2. 1-1/4” x 1-1/4” color photos for risk management/coach license badge (1 each).
3. Copy of current drivers license. If individual does not have a drivers license, copy of a current government issued ID that has a photo and signature.
4. \$5 registration fee. Checks made payable to HYSA.
5. A signed USYS Member Pass. Leave information on front of the pass BLANK.
6. Self-addressed stamped envelope. Use appropriate size envelope and enough stamps for the number of passes you are requesting.
7. Make sure to advise us what team(s) you are registering for.
8. Provide us with a phone number and e-mail address to contact you should we have questions.

Mail to:
Hawaii Youth Soccer Association
Attn: State Registrar
P.O. Box 31286
Honolulu, Hawaii 96820

If you do not submit a USYS Member Pass, we will assume you do not wish to be on the sideline with a team. For all non-players who require a pass to be on the team sideline: Must sign member pass and submit with a current 1-1/4”x1-1/4” color photo adhered to the top left (over attach photo here).

Member pass and risk management/coaching license badge is a requirement beginning in August 2005 for all coaches and administrators who will be on the team sideline. You must wear both passes around your neck and have it visible to the referees at all times during the game. Referees will have the authority to remove you from the team sideline if both passes are not available and visible.

Please allow at least 10 days for processing of pass. **SUBMIT EARLY** and avoid problems!