

Registration Requirements / Procedures

➤ Required Forms

- All Players
 - Membership Form (copy)
 - Birth Certificate Required (copy)
 - Player's pictures must have player name identified on it (clearly printed)
 - Player's pictures are to be 1"x1"- no hats or sunglasses – must be color
 - \$40 registration fee (On Line payments only-One Payment per team)
 - Team roster (see below for order)
 - Copy of on-line payment is required for processing
- Double Roster Players
 - Must submit "Player Status" form
 - Must submit a revised team roster
- Transfers
 - Must submit transfer form
 - Must send a revised team roster
 - Must turn in player pass – paper clipped to form
 - 10 day sit out period starting from date all paperwork is received by registrar
 - Transfers and double roster from another island league – Fees \$20
- Team Roster
 - Must be in alphabetical order of last name
 - Must have Jersey numbers listed on team roster
 - Must accompany all changes
 - Please list all coaches to be assigned to team
 - Highlight changes
- Forms
 - All forms can be found on our website – Oahuleague.com
 - Please do not use old forms–Hawaii State will not accept old forms after August 31, 2005
- Game Cards
 - Players must be on the team game card to be eligible to play. If you are not on the game card, you will not be allowed to play

➤ Pickup / Delivery:

- Drop off documents by Wednesday 12 noon
- Pick up is 2 Fridays later (unless your team had follow ups)
- All documents will be dated
- Please include an e-mail address if you would like to be notified when your documents are ready – No e-mail address, no notice.
- You will be asked to sign in your drop offs and sign out your pick ups
- All Registration packets (PLAYERS Only), must be taken to the UPS Store for pick up and processing. **NO EXCEPTIONS.**
- Please review your game cards upon receipt, any changes you must notify the Registrar ASAP via e-mail
- Please make your double sided copies before using the revised game cards

- **Special Notes**
 - Your team designation is according to your “OLDEST” player.
 - Any player registrations that are submitted incomplete, will be returned.
 - Pictures should be CLEARLY marked with player name and be the correct size.
 - Once you have played in a season, (ex: 7 aside) your team number cannot be changed.
 - If you need to change because you are picking up an older player, you will need to create a new team. You will have to double roster or transfer your players accordingly.
- **Player Application Instructions**
 - Top Box
 - In the box at the top: “League Name” should be HYSA-Oahu League
 - Age group and division are essentially the same BU10 for Boys Under 10
 - Club & Team name – Please list Club / Team. If independent team, please list as Independent / Team Name.
 - The bottom line is not used locally, so is not required
 - Second Box (player information)
 - **Please fill out all boxes in this area.**
 - **Player’s name will be entered as they appear on the birth certificate**
 - **These are mandatory registration information needed**
 - Third Box (Parent and other information)
 - Please provide information on Parents, up to and including emergency information
 - **Mandatory information for registration is Parents name and player’s school**
 - Emergency information is for the coaches and will not be used by the league
- **“IMPORTANT” Box**
 - Make sure both the Parent/Guardian and Player have signed with dates
- **“Consent for Medical Treatment” Box**
 - This box needs to be signed and filled out by Parent / Guardian. With no signature, you, as a coach, would not be able to get medial treatment in the event of an emergency.
 - **MOST MEDICAL FACILITIES** would require an original signature. When submitting the player application, submit a **READABLE, DARK COPY**, and retain the original. (Which **you** should have available at all soccer events, including practices. Applications that are too light or unreadable will be returned.
- **Player Passes:**
 - Only **ONE** Player pass issued per season, per player.
 - Without a **CURRENT** card, player will be allowed to participate in a game. Players must be listed on the game card to play
 - Lost Cards
 - **LOST PLAYER CARDS MUST BE REPLACED.** To get a replacement – you will need a signed notarized affidavit stating the card is lost. There is a \$10 fee/lost card with a \$50 cap for multiple cards on the same team.
- **Double Rostering:**
 - A player may play on more than one team (**2 team maximum**), as long as they are on teams of different age groups or different genders. The player must be listed on the game card to play. Primary teams should be declared on the **PRIMARY TEAM DECLARATION** form signed by both coaches, player and parent, if the initial registration is for more than one team, otherwise, the primary team shall be the team for which the player first played during the seasonal year.

- **Game Cards:**
 - The game reflect the actual roster in the HYSA database. **NO WRITTEN-IN ADDITIONS WILL BE ALLOWED.** Any names written in will be presumed to be illegal players. When a new player is added or deleted, new game cards will be issued with proper documentation. (a revised team roster is must accompany all changes)
- **Submitting Documents:**
 - **ALL PLAYER PASSES MUST SUBMIT THE PROPER DOCUMENTS FOR PROCESSING.**
 - Payment – On Line Payments only (no checks accepted)
- **Fees:**
 - Registration Fees
 - \$40 Initial Season Registration Fee
 - \$20 Outer Island Registration Fee (if registered to another island league)
 - \$10 Player pass – Replacement Fee
 - **Please do not mix team registration fees with player registration fees, and please pay by team.** Coaches with multiple teams need to register **EACH TEAM** individually.
 - **On-Line payments only – no checks.**
- **Dropped Players:**
 - Any players dropped from your team, a dropped player form must be submitted prior to the player being removed from the roster. The card must also be returned to the league with the dropped player form.
- **Rooster Limit:**
 - There are 18 players allowed/team from the U11's up. U8's and U10's are limited to 14 players/team. 22 players are allowed on U17-19 teams
- **Pickup / Delivery:**
 - Drop off documents by Wednesday 12 noon
 - Pick up is 2 Fridays later (unless your team had follow ups)
 - All documents will be dated upon receipt
 - Please include an e-mail address if you would like to be notified when your documents are ready
 - You will be asked to sign in your drop offs and sign out your pick ups
 - All packages must have the following

TO: _____ (Doreen Tanaka-registrar)

FROM: _____ (Team name and team number)

ENCLOSED: _____
(what is in the packet-ie. player registration, etc)

All player registration material will be dropped off and picked up at:

**UPS Store - NEX
4725 Bougainville Drive
Honolulu, HI 96818-3179**