

## Registration Requirements and Procedures

(updated: 12/23/06)

### Required Forms

- o All Players
  - membership form.
  - birth certificate required.
  - signed membership pass with current picture.
  - \$40 registration fee (on-line payments only; do not combine teams)
  - team roster – list all players and coaches, team name and team number.
- o Double Rostered Players
  - must submit primary declaration form.
  - must submit a revised team roster.
- o Transfers
  - must submit transfer form.
  - must send a revised team roster.
  - must turn in player pass.
  - 10 day sit out period starting from date all paperwork is received by registrar.
  - transfers from another league – processing fee of \$20.
  - must submit a revised team roster.
- o Drops
  - must submit drop form.
  - must submit a revised team roster.
  - must turn in player pass.
- o Player and Coach Passes
  - All coaches and players must make a new pass every year.
  - Coaches must have 2 passes on a lanyard at all times on the field to coach.
- o Coaches
  - Coaches must have 2 passes to be able to be on the team's sidelines.
    - o Risk Management Pass and Coach Pass.
    - o **Submit or mail all required documents to the State Registrar.**
- o Team & Coach Roster – **MANDATORY** - needs to be sent Oahu League Registrar
  - players must be in alphabetical order of last name.
  - must have jersey numbers.
  - must have listing of coaches (be sure to notate Head Coach).
  - this form is mandatory for all changes to any team (transfers, drops, etc.).
- o Forms
  - all forms can be found on the Oahu League website <https://www.OahuLeague.com>
  - please do not use old forms–State HYSA will not accept old forms after 8/31/05.
  - use the all-in-one transfer/drop/primary declaration form; please check the website for updated forms.
- o Game Cards
  - players must be pre-printed on the team game card to be eligible to play; no write-ins are allowed for players; if a player is not on the game card, they will not be allowed to play.
  - the Head Coach is listed on the game; up to four coaches may write-in their names as coaches of record for the game.

### Special Notes

- o Your team designation is according to your “oldest” player; i.e., you may not have a team designation number of U11 and only have U10 players on your team; you must have at least one U11 player on your team to be an U11 team.
- o Any player registrations that are submitted incomplete will be returned to the sender. Player passes should have the signature on the back and the name typed on the last section of the pass. Pictures should be CLEARLY marked with the player/coach name.
- o New passes will be required every year with a birth certificates for a player.  
New passes will be required every year with non membership forms for coaches.

### Player Application Instructions

- o 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 and team name – please list club and team; if it is an independent team, please list as an independent team name.
  - the bottom line is not used locally, so it is not required.
- o 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 items that are needed.**
- o 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

- o Make sure both the Parent/Guardian and Player have signed with dates

### “Consent for Medical Treatment” Box

- o This box needs to be signed and filled out by a parent or guardian. With no signature, you, as a coach, would not be able to get medial treatment for the player in the event of an emergency.
- o **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

- o These need to be completed:
  - information on the front will be printed by the OL Registrar- leave it blank.
  - on the back – the player needs to sign the first line.
  - pictures should be on a separate sheet with name clearly marked or on the back of the picture (or paper clipped to the pass) **DO NOT SEPARATE THE PASSES ON THE SHEET.**
  - player's picture have to be the right size to fit on the pass.
- o There will be only **ONE** player pass issued per year.
  - without a **CURRENT** card, neither player nor coach will be allowed to participate in a game. Players must be pre-printed on the game card to play.

- o Lost Cards
  - The league has taken the standpoint that, because of the possibility of a player (or coach) having two cards, and the subsequent ramifications, **PLAYER CARDS THAT ARE LOST WILL BE REPLACED**, only when accompanied by the old card (if damaged or outdated), OR with 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. **If it is found that the pass was duplicated to circumvent the sanctioning of the League or State Associations, such said person shall be sanctioned from playing in the League for one Year.** Please keep your cards together and secure.

### Transfers

- o There is a **maximum of 5 transfers per seasonal year per team.**
  - It makes no difference **FROM** what team, “disbanded” or not. The League does not recognize the term “**disbanded** teams”. Teams are registered for the year. They don’t have to play, but if they choose not to enter a season, that is justification for the players to look for another team, but this will be shown as a transfer by the receiving team. In the event of a change in **PRIMARY** teams, or between any team of the same age group, that will be considered a transfer.

### Double Rostering

- o A player may play on more than one team (**there is a two 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 the coaches, the player and the 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. **THIS IS PARTICULARLY IMPORTANT IF A PLAYER IS CONSIDERING PARTICIPATING IN THE USYNC TOURNAMENT. PLAYERS SHOULD CARRY THEIR OWN CARDS** when playing for different coaches, understanding that if they lose the card, they may not be allowed to participate for the rest of the year.

### Game Cards

- o The game cards given to each coach with completed registration materials reflect the actual roster in the HYSA database. **NO WRITTEN-IN ADDITIONS FOR PLAYERS WILL BE ALLOWED.** Any names written in will be presumed to be illegal players. **Uniform numbers** must be provided to make it easier for you each week. When a new player is added or deleted, new game cards will be issued. (a revised team roster is required to make changes).

### Submitting Documents

- o **ALL PLAYER PASSES MUST SUBMIT THE PROPER DOCUMENTS FOR PROCESSING**, along with player passes and fees.
- o Payment – on-line registration and payment only through the OL Store; no checks are accepted. Do not combine teams when making registration payments
- o **Any additions, drops, or transfers to a team require a revised team roster to be submitted. A current game card can not be used.**

### Dropped Players

- o When any players are dropped from a 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. A revised roster is also required to be submitted.

**Rooster Limit**

- o U17-U19 – minimum of 7 players, maximum of 22 players.
- o U11-U16 – minimum of 7 players, maximum of 18 players.
- o U8's and U10's – minimum of 5 players, maximum of 14 players.

**Pickup and Delivery**

- o Drop off documents by Wednesday 12 noon; pick up Friday of the following week (except for the first submittal deadline of the season).
- o All documents will be dated upon receipt.
- o Please include an e-mail address on the revised roster if you would like to be notified when your documents are ready.
- o You will be asked to sign in your drop offs and sign out your pick ups; please be sure to check all logs for your packets.
- o All packages must have the following written on the envelope:

TO: Doreen Tanaka, Registrar)

FROM: \_\_\_\_\_  
(coach name, team name and team number)

ENCLOSED: \_\_\_\_\_  
(what is in the packet- i.e., player registration, etc)

All material may be either hand carried or mailed to:

Oahu League  
4725 Bougainville Drive, PMB #538  
Honolulu, HI 96818-3179