

September 2010

South Carolina Amateur Soccer Association

<http://www.scamateursoccer.org/>

Submit SCASA Team Registration Form by email to: admin@scamateursoccer.org

Make Registration Fee Checks Payable to 'SCASA' and Mail to:

Danielle Willis-St. Marie

SCASA Administrator

84 Saratoga Road

Irmo, SC 29063

803-622-1880

SCASA Player Registration Process - Summary

- Team Rep registers team directly with State Administrator ("SA") by email admin@scamateursoccer.org
- SCASA Team Registration Forms must be complete and in the correct format. Drop down menus have made it easier to choose specifications.
- Registration fees (includes 'dual fee' for players already registered in another league) must be sent by the Team Rep to the SA before Player Passes are issued.
- SA emails current SCASA Team Registration Form back to the Team Rep and a SCASA-certified roster to the Team Rep.
- Updated stickers (Validation Stickers) for the back of the Player's Pass will be made for players with a pass from a previous year. These must be on the back of the pass prior to play.
- SA will mail Player Passes and Validation Stickers to the Team Rep within 7 business days after receiving the complete SCASA Team Registration Form and full dues payment.
- Team Reps must have newly registered players sign their Player Pass, add photo, and take to GreenvilleRec to be laminated, or add Validation Sticker to the back of the existing Player Pass. Note – passes must be 'heat sealed', not taped.
- Once registered, players may be made 'inactive', but not 'unregistered' (i.e., no return of fee if player does not play).

SCASA Registration Process – Details

1. SCASA Team Registration Form

The Team Rep completes the SCASA Team Registration Form and e-mails it to the SA: admin@scamateursoccer.org
This Excel spreadsheet form is available on the SCASA website www.scamateursoccer.org under the heading 'Documents'.

The SA checks the submitted SCASA Team Registration Form for completion and communicates VIA EMAIL with the Team Rep directly if there are any problems/questions concerning the information submitted.

For the SCASA Team Registration Form to be considered complete:

- a) All cells must be completely filled in. If information does not exist (i.e. no e-mail address), then the cell must contain "none".
- b) Verify the player's name is spelled correctly and that the complete legal name is used (e.g. "Robert Smith vs. Bob Smith, vs. Rob Smith, etc.). *Inconsistently submitting a player's name/DOB will be recognized as a 'new player' by the database therefore creating a new Player Pass.*
- c) Double check player's date of birth. *Translation can become an issue – make sure that the month and day is what you intended it to be when typed: (i.e. 1/2/90 (January 2, 1990) v. 1/2/90 (February 1, 1990)*
- d) Include the area code for all telephone numbers listed. 999-999-9999

2. Registration Fees Payment

At the same time as submitting the team roster form via email, the Team Rep mails a check (one check made payable to SCASA) to the SA for the player fees based on the formula (number of players) x (player fee). See 'FEE STRUCTURE' below for player fee amounts.

3. Player Passes

Once the check for player registration fees is received by the SA, the SA:

- a) Checks the player information against the database, and the database assigns a Player Pass Number if the player is new. This number will always remain the same – it is unique to each individual and will follow you throughout the state into other SCASA Leagues.
- b) Prints new Player Passes for players registering for the first time and Validation Stickers for the back of the Player Pass for returning or transferring players who already have Player Passes. Within 7 business days of receipt of a complete SCASA Team Registration Form and receipt of the player registration fees by the SA, the SA then mails the Player Passes with laminate sleeves and Validation Stickers back to the Team Rep.

Upon receipt of the new Player Passes and/or Validation Stickers, the Team Rep:

c) Checks the Player Passes for accuracy.

(**immediately** contact the SA if a pass is printed incorrectly or missing – either by phone **803-622-1880** or by email **admin@scamateursoccer.org**)

d) Have the players sign their Player Passes.

e) Take the completed Player Passes (with attached photo and signature) to GreenvilleRec to be heat-sealed/laminated. League offices all have SCASA-issued heat laminators. Locations such as Kinko's also have heat laminators that may be used to heat-seal the Player Passes. **USE ONLY A LAMINATING MACHINE.** It is important that pictures added to the Player Passes are **RECENT** and **CLEARLY** show the face of the player. The Referee or other official checking the picture **MUST** be able to discern who the player is from the attached photo. *The card space for the photo is about 1-3/16" wide by 1-3/8" tall, so the head of the player on the picture must be roughly the size of a quarter.*

f) If a player already has a SCASA issued Player Pass, then the Team Rep attaches the Seasonal Validation Sticker to the back of the Player Pass. The color of this sticker is specified and is the same throughout the state.

4. Final Roster Forms and Later Changes

The SA emails a team's completed SCASA Team Registration Form to the League Administrator and the Team Rep. The SCASA SA also generates and sends "official certified rosters" to the Team Reps and League Administrator. *Note: it is a SCASA policy that officials report, via www.SCREF.org, any player playing without a USASA SCASA issued Player Pass.* To add or drop a player (make inactive), a team rep must email to the SA the team's most recent roster spreadsheet, as last sent to him by the SA, with additions on the bottom and deletions marked with a "D" in the far right column for any such players. There will be no refunds of registration fees for players dropped from a teams' active roster.

NOTES:

- It is a SCASA and USASA policy that ALL Player Passes must have a signature, photograph, current year Validation Sticker on the back of the Pass, and be heat-sealed in order to be "VALID"
- Player Passes and Validation Stickers are issued **ONLY** for the players that are "paid for."
If a check for player fees is not sufficient to cover all of the players on the submitted SCASA Team Registration Form, the SA will send Player Passes for players equaling the amount of the check beginning at the top of the team registration form working down.
- If a player drops out or does not play, fees will **not be refunded**.

FEE STRUCTURE

1. Player Fee Registration for (1 Sept – 31 Aug): **\$25/player**

2. Player Pass replacement cost (if lost): **\$5/player**

3. Dual Registration cost for issuance of another Player Pass for a player to be on a team in a different league: **\$5/player**

4. Additional administrative fees include:

a) Team Roster entered into computer spreadsheet by SCASA from a text only email or hard copy version of a legible roster faxed, mailed, or emailed to SA: **\$25/roster**

b) Overnight shipments of 'late adds' or 'rush' jobs' (2 business day turn-a-round): **\$30** *(All above requirements for Team Roster submission apply)*

GreenvilleRec Fees for Men's 11v11 Soccer

\$445 per team registration fee

\$60 per team, per game referee fee (8 game regular season, plus a max of 2 playoff games)

\$25 per player SCASA fee, as indicated above