

# Registrar Policy Letter

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## 1. Age/Gender Divisions for Recreational Teams

- 1.1. Planned age/gender divisions for recreational teams will be as follows:
  - Girls: U5, U6, U7, U8, U9-10, U11-12;
  - Boys: U5, U6, U7, U8, U9-10, U11-12;
  - Co-ed: U13-16.
- 1.2. If there are not enough registered players to form at least three teams in each division, the separate boys and girls divisions may be combined into co-ed divisions (e.g. U12 co-ed) and/or age groups may be combined (e.g. U7-8, U9-U10).
- 1.3. For U13 teams and above if there are not enough registered players to form a co-ed division with at least three teams, ESC will attempt to form one or two Traveling Recreational teams to play against teams from another club. These teams may be required to play some or all of their games in other towns.

## 2. Player Registration Process

- 2.1. Beginning in the fall 2007 season, registrations will be via an online registration system. Players may be registered from any computer with an internet connection. During weeks that the registration office is open, a computer with an internet connection will be available.
- 2.2. The following items are required to be registered and assigned to a team:
  - Properly completed online registration form.
  - Payment of all applicable fees. Payment can be made by either:
    - credit card,
    - personal check via mail or at the registration office,
    - cash (at the registration office only when it is open and manned).
  - Proof of age on file with ESC. See section 7 for a list of acceptable documents.
  - For competitive or traveling recreational players only, a digital photo of the player (face only). If a regular photo is submitted, it will be scanned into digital format.
- 2.3. Recreational players will not be assigned to a team until all of the required items have been received. Competitive players will not receive a player pass/ID or be placed on an official team roster until all of the required items have been received.
- 2.4. Age groups:
  - Players are assigned to an age group based on their age on July 31<sup>st</sup>. For example, a player who is 7 years old on July 31<sup>st</sup> is in the U8 (under 8) age group. Much like school grade levels, players do not change age groups between the fall and the spring seasons. A single age group contains players with birthdates from August 1 through July 31. For example, all players with birthdates of August 1, 2001 to and including July 31, 2002 are in the same age group.
  - “Playing up”: A player may request to play in an age group 1 year higher (maximum) than his/her true age. There are limits to the number of players “playing up” per team (see section 5). The request must be made during the online registration process and approved by the Registrar.
  - “Playing down”: Players will not be allowed to play in a younger age group under any circumstances. It is prohibited by USYSA, OSA, and ESC regulations.

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2.5. Special requests. The following guidelines apply:

- Not all special requests can be accommodated. (See section 5 for team assignment priorities.) If a request for a specific team cannot be accommodated, that player will be placed on another team as space permits.
- All special requests must be made using the online registration system at the time of registration.
- Due to the number of players involved, the Registrar will not call individual parents/players to discuss team assignments.

## 3. Dropping from Registration and Refunds

3.1. All requests to be dropped from registration must be in writing to the Registrar. Email is acceptable.

3.2. All requests for a refund must be in writing to the Registrar. Email is acceptable.

3.3. Each request must include the name of the player, name of the parent or guardian making the request, phone number, and mailing address.

3.4. In compliance with ESC's agreement with our online registration provider (Demosphere), if the registration was paid by credit card the refund must be credited back to the same credit card account. Refunds of check or cash payments will be made by check via U.S. mail.

3.5. Refund guidelines:

- For on-time registrations (all fees and documents received by the registration deadline):
  - A refund request received before the registration deadline will receive a full refund of all fees.
  - After the registration deadline, a \$15 processing fee will be deducted from any refund.
  - A refund request received later than 21 days after the first game of the season will not receive any refund.
  - If the Registrar is unable to assign the player to a team due to the player's age or a lack of teams, the player will receive a full refund.
- For late registrations:
  - \$15 will be deducted from any refund for processing.
  - A refund request received later than 21 days after the player has been assigned to a team will not receive any refund.
  - If the Registrar is unable to assign the player to a team due to the player's age or a lack of team openings, the player will receive a full refund.

## 4. Fees

4.1. Registration fees for Recreational players (includes traveling Recreational teams):

- U5-U8                                 \$38
- U9 and above                         \$45

4.2. Registration fees for Competitive players (no longer includes uniform rental or deposit fees):

- All ages                                 \$45

4.3. Other fees:

- Minimum processing fee     \$15 (see section 3.5.)

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## 5. Recreational Team Formation

### 5.1. Team guidelines chart:

Age group	Game Rules	Min team size	Max team size	Max # of players “playing up” per team
U5	3 vs. 3	4	6	0
U6	3 vs. 3	4	6	1
U7	4 vs. 4	6	8	2
U8	4 vs. 4	6	8	2
U9	6 vs. 6	9	11	3
U10	6 vs. 6	9	11	3
U11	8 vs. 8	11	13	4
U12	8 vs. 8	11	13	4
U13 & up	11 vs. 11	14	18	4

5.2. Team size will not exceed the maximum number of players in the table above unless the coach approves. Per ESC Administrative Regulations, para. III.B.1., the ESC Board of Directors must approve a team to have more than 18 players.

5.3. The maximum number of players normally allowed to “play up” per team is listed in the table above. Exceeding these limits requires approval from the Registrar and the coach.

5.4. Individual team assignments will follow these general guidelines:

- Players who register by the deadline and were on the official roster of a team from the *most recent season* shall have the highest priority and shall return to the same team if at all possible unless the player specifically requests otherwise.
- **Players who register late receive no team assignment priority regardless of the number of seasons played previously.** No player shall be removed from a team roster to make room for a late registration.
- Special requests will be considered, but may not always be accommodated due to other factors.
- Notwithstanding the above guidelines, players will normally be grouped with other players who attend the same school whenever possible.

5.5. Teams may be formed without coaches if there are not enough coach volunteers. The parents of players on these teams will then be contacted and requested to select a parent-coach for the team.

5.6. Late registrations will normally be offered first to the teams most in need of more players. The coach must approve each late addition to the team roster. If no team positions are available, the late registration will be placed on a waiting list until a position becomes available.

5.7. Requests to transfer to another team require approval from the Registrar. Requests must be made in writing (email is acceptable) to the Registrar and include justification. The coaches of both teams must be notified before the Registrar makes a final determination to approve or disapprove.

## 6. Competitive Teams

6.1. Competitive teams will be provided with stamped official OSA Player ID cards and team rosters. **The Registrar will produce all of these documents.** Rosters and ID cards created by individual teams will not be stamped or approved. Blank documents will not be stamped or approved.

6.2. Team member requirements: Before any player is added to an official team roster, he/she must have completed the online registration form, paid the appropriate fees, and have a proof of age document on file with ESC. A digital photo is necessary to create a player ID card.

6.3. Preliminary Team List: Competitive team coaches are responsible for providing the Registrar with the names of **potential** team members as early as possible. The Registrar will then notify the coach of any players on the list who are not registered, have not paid the required fees, or do not have proof of age on file.

6.4. Official Team Rosters: Competitive team coaches are responsible for providing the Registrar with a final list of selected players as early as possible. The Registrar will then create the official team roster and player ID cards. Rosters will be valid for one season only, e.g. either spring or fall. The roster must have an ESC stamp and a Red Carpet stamp to be valid.

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- 6.5. Player ID Cards: Player ID cards will be valid for one season only. Photos should be submitted in digital format if possible. A photo submitted for the fall season will be used again for the spring season. Players should submit a new photo each fall.
- 6.6. Competitive coaches may request copies of proof of age documents from the Registrar if needed for a tournament.

## 7. Required Documents for Players, Coaches, and Volunteers

- 7.1. Proof of age: Per USYSA regulations, proof of age shall consist of a copy of one of the following:
  - a birth certificate
  - a Uniformed Services Identification and Privilege Card (DD Form 1173) issued by the uniformed services of the United States
  - a birth registration issued by an appropriate government agency or board of health records
  - a passport
  - an alien registration card issued by the United States Government
  - a certificate issued by the Immigration and Naturalization Service attesting to age
  - a current driver's license
  - an unexpired federal, state, or local government identification card (if documentation of date of birth is required)
  - a certification of a United States citizen born abroad issued by the appropriate government agency.

NOTE: Hospital, baptismal, or religious certificates will not be accepted. Shot records are not acceptable.
- 7.2. ESC does not need social security numbers for players. There is no need to submit a copy of the player's social security card.
- 7.3. ESC will keep a proof of age document on file until the child is too old to play. At that time, the document will be destroyed by shredding.
- 7.4. All volunteers including coaches, assistant coaches, team managers, etc. must submit an OSA Volunteer Disclosure form. This form will be submitted using the Online Registration system. Social security number, driver's license number, and date of birth are required. Oklahoma Soccer Association (OSA) uses this information to conduct a criminal background check on all volunteers.
- 7.5. A Volunteer Disclosure form submitted for the fall season is also good for the spring season.
- 7.6. ESC is required to submit Volunteer Disclosure forms to OSA by Sep. 1<sup>st</sup> for the fall season and Mar. 1<sup>st</sup> for the spring season.

## 8. Contacting ESC

- 8.1. The preferred method of contacting the ESC Registrar is by email (checked daily). Send registration related questions to the Registrar at [registrar@enidsoccer.com](mailto:registrar@enidsoccer.com) and include name of the parent or guardian, name of the player involved, and a brief explanation of the reason for contact. The best and fastest way to resolve difficulties with online registration is to email the Registrar.
- 8.2. The Registrar will normally contact coaches and parents by email.
- 8.3. Questions related to Recreational game schedules should be directed to the Scheduler, not the Registrar. See website for contact information.
- 8.4. The Registration office phone number is 580-237-7567. The office is only open and manned for 3-4 weeks during registration before the fall and spring seasons. Phone messages are usually checked weekly at other times during the season, and infrequently when between seasons. All phone messages should include the name of the parent, guardian, or coach, name of the player (if applicable), contact phone number, and a brief explanation.

Tim Rehmel  
Registrar, Enid Soccer Club