

REGISTRATION PROCEDURE GUIDELINES BYE LAWS (Rev 7-24-09)

4.3.2 REGISTRATION YEAR

1. The USSF-Amateur Division registration year for Amateur Players, as administered by TSSAS, is from SEPTEMBER 1 through AUGUST 31 of the following year. This time period is considered to be a total playing seasonal year, regardless of the number of seasons (Winter, Spring, Summer) an individual League may choose to incorporate within their program.
2. Regardless of the date an Amateur Player is registered, that Player's registration is valid through the following AUGUST 31. After AUGUST 31, the registration process will start over for the next TSSAS seasonal playing year.
- 3, IMPORTANT NOTE: This procedure does not include Professional Players. (See heading Professional Players for procedures.)

4.3.3 IMPORTANT DATES AND DEADLINES

1. For the purposes of identifying different seasons, the following will apply:
 - Fall – From September 1 through December 31.
 - Spring – January 1 through April 31
 - Winter - From September 1 through April 31.
 - Summer – From May 1 through October 31.

Leagues and Teams properly registered for the Fall or Winter Season do not have to register again for the Spring or Summer Season. Those Leagues and teams are already considered registered if they wish to play in the Spring and/or Summer

2. **Players** who are properly registered with a League for the Fall or Winter Season do not have to register again for the Spring or Summer Season if playing within a League, and as long as they remain within the same competition.

- SEPTEMBER 1 (FALL OR WINTER)

(First sanctioned practice or event)

LEAGUE Registration and TEAM Registration with MANDATORY TEAM LIABILITY INSURANCE FORM and PLAYER Registration can start for the new year. The United States Soccer Association's Liability and Medical Insurance is in effect only when players on a team are fully registered with the State Association's Registrar's Office.

- SEPTEMBER 30 (FALL)

LEAGUE Registration fees (See heading FEE STRUCTURE) are required on or before this date. They must be accompanied with the proper LEAGUE REGISTRATION FORM. Fines for late registration will be determined and administered by the State Registrar with approval of the State Board of Directors.

- OCTOBER 30 (FALL)

TEAM Registrations and PLAYER Registration Forms must be submitted on or before this date for the prior 60 days, together with the appropriate fees. (See heading FEE STRUCTURE) Late registration of either Teams or Players will be subject to fines to be determined and administered by the State Registrar with the approval of the State Board of Directors

- DECEMBER 31 (FALL)

PLAYER Registration Forms must be submitted on or before this date for the prior 60 days, together with the appropriate fees. (See heading FEE STRUCTURE) Late registration of either Teams or Players will be subject to fines to be determined and administered by the State Registrar with the approval of the State Board of Directors.

- JANUARY 31 (SPRING LEAGUES ONLY)

LEAGUE Registration Forms and TEAM Registration Forms with the MANDATORY TEAM LIABILITY INSURANCE FORM for SPRING LEAGUES ONLY including appropriate fees (See heading FEE STRUCTURE) are due on or prior to this date.

- JANUARY 31 (FALL OR WINTER)

Deadline to register Players to participate in the State and National Cups together with the appropriate fees. (See heading FEE STRUCTURE)

- FEBRUARY 28 (FALL OR WINTER) and (SPRING LEAGUES ONLY)

PLAYER Registration Forms must be submitted on or before this date for the prior 60 days, together with the appropriate fees. (See heading FEE STRUCTURE) Late registration of either Teams or Players will be subject to fines to be determined and administered by the State Registrar with the approval of the State Board of Directors

- MARCH 31 (FALL OR WINTER) and (SPRING LEAGUES ONLY)

This date is considered to be the completion of the Fall or Winter Season. Therefore, all forms and fees must be in the State Registrar's Office on or before this date or fines will be levied against the League for non-compliance to the TSSAS procedures. Any Teams registered after this date will be considered a SUMMER Season Team, not FALL or SPRING

- MAY 1 (SUMMER SEASON ONLY)

SUMMER LEAGUE Registrations including appropriate fee (See heading FEE STRUCTURE) is due on or before this date for only those LEAGUES who have not registered from September 1 to this date.

- JUNE 1 (SUMMER SEASON ONLY)

TEAM Registration Forms and the MANDATORY TEAM LIABILITY INSURANCE FORM including appropriate fees (See heading FEE STRUCTURE) is due for those Teams who are registering for the SUMMER SEASON ONLY and have registered on or before May 1, but not prior to December 31 .

- JULY 1 (SUMMER SEASON_ONLY) and (FALL OR WINTER)

This is the last date to submit TEAM Registration Forms and any New Player Registration Forms for the SUMMER SEASON ONLY or the FALL OR WINTER SEASON, together with the appropriate fees. (See heading FEE STRUCTURE). NO TEAMS OR PLAYERS WILL BE REGISTERED FOR THE CURRENT SEASON(S) AFTER THIS DATE. Late registration of either Teams or Players will be subject to fines to be determined and administered by the State Registrar with the approval of the State Board of Directors

4.3.7 COMPUTERIZED PLAYER INFORMATION

1. Upon request, each Certified League Registrar will receive pre printed PLAYER ROSTER FORMS for their returning players. They may also request a copy of an electronic database of their player registrations for the previous season.
3. Each Player must complete a TSSAS Registration Form or an online registration form for each team registration. PLEASE PRINT ALL LETTERS AND NUMBERS CLEARLY. After completing the biographical information section, the Player then signs and dates the form under the heading "PLAYER SIGNATURE:" or by the use of an electronic signature showing that he approves the form to be correct and of his INTENT to play for that League's Team
4. In the case of a returning player, the Certified League Registrar will provide a sticker for the current year to be affixed to the back of the Player's laminated card or in the event the card is unavailable, the player will fill out a new player card which the Certified league Registrar will complete and laminate.
5. The Team Representative or the player, will then take or mail the PLAYER REGISTRATION FORMS WITH THE APPROPRIATE FEES AND THE TEAM ROSTER to the Certified League Registrar. The Certified League Registrar will send the ORIGINAL ONLY or they may send in an electronic copy of the database in lieu of the forms, along with the appropriate fees, and the Team Roster to the STATE REGISTRAR'S OFFICE pursuant to the time periods as set forth in the Registration Procedures (4.3.3 IMPORTANT DATES AND DEADLINES). A copy of the TSSAS Registration Form and a copy of the Team Roster are to be kept with the Certified League Registrar for that League's records.
6. DATA EXCHANGE between TSSAS and leagues will complement registration by providing player registration electronically. The leagues will provide TSSAS with an electronic transfer of information for each registration package-of ten or more players.
7. E-MAIL BASED ELECTRONIC DATA EXCHANGE between TSSAS and leagues will be used. This exchange will take place through the use of e-mail attachments preferably as an Excel data base. To insure the data has arrived at the desired location each exchange will require acknowledgement of receipt by both parties.

A typical E-mail based exchange:

- (1) League sends player and team files to TSSAS.
- (2) Registrar acknowledges receipt of files.
- (3) Registrar sends acknowledgement to league of completed transaction.

8. PLAYER FILE FORMAT;

Player Electronic exchange can contain the following;

- a) TSSAS Team Number
- b) Last Name
- c) Middle Name
- d) First Name
- e) Address
- f) City
- g) State .
- h) Zip Code
- i) Area Code/Phone Number
- j) Email
- k) Birth Date (ODMMYY)
- l) Registration status
 - (1) "A" Amateur
 - (2) "D" Amateur Detained
 - (3) "M" Multiple Registered
 - (4) "T" Transfer Amateur
 - (5) "R" Team Representative
- m) Team Number
- n) TSSAS League Number
- o) Team Number2
- p) TSSAS League Number2
- q) Registration Date (DDMMYY)
- r) Sex
- o) Country of Birth
- p) Record Type
- q) Release

But MUST contain at the very least:

- a) TSSAS Team Number
- b) Last Name
- d) First Name
- k) Birth Date (ODMMYY)
- l) Registration status
 - (1) "A" Amateur
 - (2) "D" Amateur Detained
 - (3) "M" Multiple Registered
 - (4) "T" Transfer Amateur
 - (5) "R" Team Representative
- n) TSSAS League Number
- o) Team Number2
- p) TSSAS League Number2
- q) Registration Date (DDMMYY)
- r) Sex
- q) Release

B. TEAM FILE FORMAT

Electronic exchange can contain the following

- s) Team Number
- b) TSSAS League Number
- c) Team Name
- d) Division
- e) Primary colors
- f) Home Field
- g) Team Rep Information ,

But **MUST** contain at the very least:

- a) Team Number
- b) TSSAS League Number
- c) Team Name

Please note that the State Registrar requires very little information to register both Teams and Players in an electronic transfer of data.

4.3.8 NEW REGISTRATIONS

NOTE: EACH TIME A NEW PLAYER IS ADDED TO A TEAM and within each 60 day deadline of player registrations, that player shall be registered with TSSAS either by the transmittal of the completed form OR by means of an addition to the original electronic data transfer. The time period must be waived in the case of registering players for State and National Cups. In the case of State Cups, players **MUST** be registered at least one week prior to the first game that the team is scheduled to play. After the game has taken place, no more players may be added to the roster. The same rule applies in the case of National Cups except the deadline when no more players can be added is the Regional Tournament.

- A. All Players must complete and sign the TSSAS Player Registration Form or the electronic on line equivalent. A clear photo of that Player **MUST** be attached to the I.D. Card, which must be laminated. The Team Representative or the player will then forward all necessary documents and fees to the Certified League Registrar who in turn will forward the same to the State Registrar.

B. PLAYERS SUBSTITUTE I.D. NUMBER (713)

On the Player Registration Form, the **CERTIFIED LEAGUE REGISTRAR** is to assign that Player a nine (9) digit number in chronological order of registration beginning with 713-(league #)-**** **IF A PLAYER WITH A 713 NUMBER DOES NOT RETURN TO PLAY IN THE SAME LEAGUE AS THE PREVIOUS YEAR, A NEW PLAYER MAY USE HIS/HER NUMBER.**

ACCEPTABLE 9 DIGIT I.D. NUMBER

1. 713 IS THE NUMBER ASSIGNED TO REPRESENT TSSAS.
2. A TWO (2) DIGIT NUMBER HAS BEEN ASSIGNED BY TSSAS TO REPRESENT YOUR LEAGUE. Your league number can be found next to your League Name and Abbreviation in the current directory (Section 1.0).

3. The last four digits can be the choice of the Certified League Registrar and can consist of any combination of “smart” numbers, last four digits of the SS#, consecutive numbers or any other choices. All numbers must be unique with no duplicates
4. ALL PLAYERS PREVIOUSLY REGISTERED WILL KEEP THEIR SAME 713 ID NUMBER. NEW PLAYERS WILL BE ASSIGNED A NINE (9) DIGIT NUMBER.

4.3.9 MULTIPLE REGISTRATIONS

AMATEUR PLAYERS may be registered with more than one Team at the same time as long as the Teams are in different Divisions. A separate USSF Player's Registration Form or the electronic equivalent and a the appropriate fees **MUST BE PAID FOR EACH REGISTRATION**. Leagues are given the choice of issuing a separate player card and number for each team that a player registers with OR they may issue one number and one player card with a multi sticker on the back that designated the primary team and up to three multi teams Leagues are not oblige to recognize the multi player rule if their own Rules and Bye Laws so state. The State Registrar will recognize the Player's earliest registration for determination of **FIRST TEAM** and **LEAGUE**. (In other words, when a Player plays in a Tournament, Cup, etc. competition, the **FIRST TEAM** he/she registered with is the Team he/she **MUST**-play with in the event of a conflict).

4.3.10 PLAYER RELEASES

- A Player who wishes to leave one Team in a League to join another Team in that **SAME LEAGUE AND SAME DIVISION** **MUST** submit a **NEW PLAYER REGISTRATION FORM (A)** with the **PLAYER RELEASE** section properly filled out from the Team he/she is leaving. If the existing player card is available, a new sticker is attached with the details of the new team or a **NEW I.D. CARD** is given to the Player when he/she registers with the new Team. USSF rules require every Player to register on every Team he/she plays for.
- 4.3.11 YOUTH REGISTRATION (UNDER 19)

Youth Players are now allowed to fill out the (A) form and sign up with a Senior Division Team without affecting the Youth status. A properly filled out and signed **PARENTAL PERMISSION** section of the **NEW PLAYER REGISTRATION FORM** **MUST BE SENT IN**. to the Certified League Registrar who will process the Player's Registration Form in the same manner as any other Amateur Player Registration Form.