

TSSAS REGISTRATION MANUAL

The following outlines what steps need to be taken to register your league and your teams.

For New Registrars

Section 1-Registering the league - Form LRS-031604

1. Each league must be registered by September 30th of every soccer season which must also include a fee of \$250.
 - Form to register the league is entitled "LEAGUE REGISTRATION FORM" and is labeled Form LRS-031604. The form needs to be filled out including as much information as possible including e-mail addresses which is the usual form of communication.

Section 2-Registering the Teams - Form LRT-031604

2. Teams for the FALL season must currently be registered by October 31st
 - The form to register the teams is entitled "REGISTERED TEAMS BY DIVISION" labeled Form LRT-031604. Each team must be assigned a number either by the League Registrar or by the TSSAS Administrator. It is highly recommended and less confusing to keep the same numbers for each team even if that team changes it's name. A copy of the TSSAS assigned team numbers is available on request.

Section 3-ID numbers

3. We do NOT use Social Security numbers because of the risks involved especially as many of the leagues have a lot of their player registrations on the Web.
 - The current numbering system consists of 9 digits the first three of which are always 713 which is the ID number assigned to TSSAS. The second set of digits will be the number that TSSAS has assigned to all league members. The last four digits are the leagues choice and could be the last four digits of the Social Security number or a sequential number that is assigned by the league registrar or a combination of the team number plus an assigned number. The problem with this method is if the player changes teams, he requires a new number and new card if the registration process is to remain consistent.
 - An example of the current number system for AMSA is: 713 -01 -1234. TSSAS will not accept Social Security numbers as ID numbers on any registrations. This breakdowns as follows:713 – TSSAS assigned number, 01 – TSSAS number assigned to AMSA, 1234 – a sequential random numbering system maintained by AMSA.

Section 4 - Registering the players

TSSAS has two forms that are to be used exclusively to register players. Both of these forms are available on the TSSAS web site. See below for more form information.

- Players can be registered throughout the entire year. TSSAS does not discount the fees regardless of the date registered and the amount charged must at the minimum comply with the amount shown on the published fee list. All player registrations must be sent in to TSSAS every 60 days and must include the fees. See the Current Important Dates page.

Form TSSAS 1 8/8/99 Multiple Returning Players (5) on each form.

- This is a form that has been adapted to register returning players for a team. It has enough space for a minimum of five players per page and can be ordered with the previous seasons registered players information already filled out OR as a form that several players on the same team can fill out.
- At the start of each season and upon request, TSSAS will provide each member league with a printout of all of their registered players from the previous season. These printouts will be on Form TSSAS 1 8/8/99. The member league's, upon receipt of the forms, will issue them to their memberships by team and the players will sign, date and make any corrections that may be necessary to the information. Players that are not returning will be lightly crossed off so the information is still visible making it obvious that those players are not returning to the team.

Form TSSAS 2 (9-16-02) Individual Player Registration Form

- This form is for single registration and is available in both English and Spanish.
- Filling out the biographical information is very straightforward. Again, please remember that we no longer use Social Security numbers and that the assigned ID number will be used in its place. Every player must sign the waiver and release and if it's a minor, then the signature must also be provided by the parent or guardian along with the consent part of the form filled in by the Youth Coach
- Players are registered as either (A)mateur, (A)mateur (D)etention, (M)ultiple or (T)ransfer. You will notice there are four boxes on the form. Each has a # sign in them. Not all of this information will apply. The following additional information is provided to assist you in completing the form:
 - L. # League number
 - ML. # Multiple league number (the new league)
 - T. # Team number
 - M # Multiple team number (new team)
- If the player is a multiple player then information about the team he is already registered with AND the new team he is joining needs to be recorded. A player can only have multiple status

with any team other than the Primary team that is not playing in the same division. Otherwise, the player needs to transfer to the new team.

- If the player is transferring from one team to another, the team manager of the team he/she is leaving MUST sign the release before the player fills out the rest of the form to join the new team.
- League number information can be obtained from the TSSAS Affiliates Directory. Each league listed has its corresponding league number in the title or from the copy posted on the web site
- The team number system is either first implemented by the local registrar or, if it has not been done so, by the State registrar. Upon receipt of copies of the pre-printed player registration forms the team number should have already been assigned. Please stay with the numbering system that was originated as it is very difficult to make changes in the master database. Give it some thought when you're coming up with the initial numbering system and allow for additional teams. Copies of the assigned team numbers will be forwarded upon request. Numbers do not have to be sequential and are restricted to 3 digits
- Players can be registered throughout the year by the local registrar sending in the completed and signed form every 60 days along with the necessary fees to cover the registration or by electronic transmittal of the data base. The form or data base must include a minimum of the name, birth date sex of the player along with the assigned ID number, league and team number

Section 5 – Player Cards

Every player must be issued a player card provided by the local Registrar which upon completion will contain Player First and Last names, Birthdates, date issued, team and division and Registrars signature plus a picture of the player. Cards will be copied onto regular paper, folded in half and then every card MUST be laminated. TSSAS will provide each league a player card template that each league can copy to make a supply of their own player cards to issue to either the captains or individually to the players.

There are two player cards available. The first is for the player who is registered with a single team as shown below.

Sample 1

<p>Texas State Soccer Association-South Reg-on 88</p> <p>League _____ State _____ Season _____</p> <p>Player Team _____</p> <p>Division _____</p> <p>Signature _____</p>	<p>USASA United States Adult Soccer Association</p> <p>U.S. ADULT SOCCER ASSOCIATION PLAYER CARD</p> <p>DATE: _____</p> <p>REGISTRATION: _____</p> <p>ID. No: _____</p> <p>REGISTRATION YEAR: _____</p> <p>SEX: _____</p> <p>DOB: _____</p> <p>Headshot Player Picture Here</p>
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The other is for a player who is registered with more than one team in different divisions. The Primary team is always the first team the player registers with. As already mentioned, a player cannot register with a different team in the same divisions as a multi player and must Transfer in order to do so.

Sample 2

<p>Texas State Soccer Association-South</p> <p>League _____ State _____ Season _____</p> <p>Primary Team _____ Division _____</p> <p>Next Team to _____ Division _____</p> <p>Next Team to _____ Division _____</p> <p>Next Team to _____ Division _____</p> <p>Region 88 Registrar _____</p>	<p>USASA United States Adult Soccer Association</p> <p>U.S. ADULT SOCCER ASSOCIATION PLAYER CARD</p> <p>DATE: _____</p> <p>REGISTRATION: _____</p> <p>ID. No: _____</p> <p>REGISTRATION YEAR: _____</p> <p>SEX: _____</p> <p>DOB: _____</p> <p>Headshot Player Picture Here</p>
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Returning players can reuse their existing player cards every year by applying a sticker that looks exactly like the back of either of the cards above, single team and transfer player in sample 1 and multi team in sample 2. The TSSAS Administrator can provide you with a supply of self sticking labels to apply to the back of the cards by request. To make your own player cards, Template 1 is for a single team and Template 2 is for multi teams.

Section 6 – Procedures to register players

The following procedures must be followed to register players with TSSAS.

- EVERY player must register on one of the forms listed, either Form TSSAS 1 (9-16-02) or Form TSSAS 2 (9-16-02). These forms or the electronic information must then be sent in to the TSSAS Administrator every 60 days in order for that player to be officially registered with USASA.
- Every set of registrations must also have a team roster attached entitled “TSSAS-Player Transmittal Roster Sheet by Team” and is labeled Form LPT-031604 with the players that are being registered at that time entered onto the form. This form is especially important for identifying multiple and transfer players who’s multiple and transfer information is very often not on the Players Registration Form. Players cannot claim multiple player status unless information is provided of the primary team and league. Same is true of a transfer player who must have a primary team to transfer from. There is a form version on line in Word that can be filled in by typing. Upon receipt, this can be scanned and the data transferred into the TSSAS database.
- There must also be a payment for the players that are being registered in the form of a league check, money order or certified check. Individual checks are not accepted. Information for the fees is entered onto form “Player Registration Cover Sheet” labeled Form LPC-031604.
- If you have teams that are playing in the State Cup, the players that are on the team roster submitted to the Commissioner must be registered with TSSAS generally at least 1 week prior to the first game. These rules are subject to change based on, Men, Women or Coed Division ST Cup Rules and should be checked on the TSSAS website for the exact deadlines. The State Registrar is responsible for checking rosters and late player registration may be reason for the players not being allowed to participate. It is absolutely imperative that any players and teams that will participate in the State and National Cups be registered with TSSAS within the designated time period.
- Same rules apply for National Cup teams whose rosters are generally frozen one week prior to the game. However, it takes time to check and registrations should be in to TSSAS at least two weeks prior to the deadline. Again, players not registered in time with TSSAS will not be allowed to play in any games.

Section 7 – Electronic Registration

The preferred way to transmit any information to the TSSAS office is electronically with an EXCEL file attached to an e-mail. I suspect that many of you use EXCEL as your choice of spreadsheet. Even if you use Access or Filemaker, EXCEL is still the preferred means of transferring information. The following headings are the ones required by TSSAS

Players										
Player ID	Last Name	First Name	Middle Name	Address	Address Num	City	State	Zip Code	Home Phone	E-Mail
713-01-3587	Allcorn	Frank		10104 Murmuring Creek Dr.		Austin	Texas	78736	(512) 288-5133	fallcorn@austin.rr.com

Date of Birth	Registration Type	League Number	Team Number	Team Number2	League Number2	State Registrar Date	Sex	Country of Birth	Record Type	Release
01/20/1936	1	1	15			11-15-2002	1	England	P	Yes/No

Most of the headings are self explanatory on the upper line. However a few explanations are in order for the lower line.

Registration Type:

- 1 - New Player
- 2 – AD Player
- 3 – Professional Player. As we have very few of these, we are using this for Military Registrations
- 4 – Team Representative or Coach
- 5 – Transfer or Multi Player

League Number:

- Number assigned by TSSAS for your league

Team Number:

- Number assigned to each team by the league. This number needs to stay with the team for the life of the team. It can also be assigned by TSSAS if the member league does not use a numbering system

Team Number 2 and League Number 2:

- This information is required when players have a 5 Registration Type (either a multiple player or a transfer player) as both the primary and secondary teams MUST be assigned for a multiple player and the players release team MUST be assigned when a player transfers, along with the new team numbers

State Registrars Date:

- This is the date that the TSSAS Registrar assigns upon receipt of the entry into the TSSAS data base. Essentially, this is the date the player is registered with TSSAS

Sex:

- Sex is assigned as 1 for a Male and 2 for a Female

Record Type:

- P – Player
- C – Coach
- A – All

Release:

- This is marked YES when the player is transferred from one team to another. Both teams and leagues are marked on the form, the ones the player is leaving and the team and league the player is registering with. It is important the league the player is leaving is indicated

The barest minimum of information transmitted electronically comprises of first name and last name, team name, DOB and ID number but keep in mind that without multi and transfer information, every player is charged as a new player with the new player fee.

Section 8 – Other points of interest

TSSAS Note 1: For those of you that have not used a numbering system previously, it does have several advantages. The first is that regardless of how many times the teams change their name; you can always keep track of them. If your league holds a bond on the teams, you can always keep track of it over the years regardless of countless name changes and captains. Some team names are very complex and hard to spell time after time. Numbers are simple. TSSAS does require that every team has a number just as every league and player is assigned numbers. If you don't use a numbering system, TSSAS has to assign numbers to your teams in order for the TSSAS program to work.

Check List for Registering teams and Players with TSSAS

1. Register the League - Fill out Form LRS-031604 and send it along with a check made out to TSSAS for \$250.00 by Sep 30th of each year
 2. Register the teams - Fill out Form LRT-031604 and send it in at the same time as the League Registration or by October 30
 3. Register your players using either the pre printed form Form TSSAS 1 8/8/99 sent to you by TSSAS or by Form TSSAS 1 8/8/99 and Form TSSAS 2 8/8/99 or with an on line registration system.. EVERY player must register or re register
- On a 60 day basis, send in the player registrations or equivalent electronic information along with the appropriate cover forms, Form LPT-031604 and Form LPC-031604.and the corresponding fees made out to TSSAS. First due date is October 30th.
4. Repeat this process through the start of the Spring Season when additional teams may need to be added using the appropriate forms
 5. Repeat this process through the start of the Summer Season when additional teams may need to be added using the appropriate forms
 6. If you only play Spring and/or Summer, the following date will apply. You must register your League and teams by Jan 31st or by Jun 1st respectively.
 7. If you have teams competing in the State and National Cups, those players MUST be registered with TSSAS by January 31st in order to be included on the official roster that is issued the State Administrator, subject to the rules of the competition.

Current important dates

1. September 1st – Start of the new FALL season. Leagues must register with the appropriate form and fees. Team and Player registrations can be submitted to TSSAS	2. September 30th - Deadline to register the leagues for the Fall season	3. October 30th – Deadline to register teams for the FALL season and the first 60 deadline to register players
4. December 31st - Player registrations must be submitted on or before this date for the second 60 days	5. January 31st – Deadline for registering SPRING leagues only. Does not apply to leagues that play through FALL/SPRING	6. January 31st - Deadline for Player registrations for the State and National Cup participation
7. February 28th - Player registrations must be submitted on or before this date for the third 60 days	8. March 31st - Considered to be the end of the FALL/SPRING season.	9. May 1st – Registration for SUMMER Leagues only commences
10. May 31st - Is the deadline for Player registrations for the fourth 60 days for the FALL/SPRING season	11. June 1st – Deadline to register SUMMER Leagues and teams only (for those leagues that have NOT registered for the FALL/SPRING leagues	12. July 1st – Last date to register Teams for the SUMMER season only
13. July 31st - Deadline to register PLAYERS for the entire year for all Leagues	14. August 31st - End of the current soccer season	15.

Current Fee List

Below are the fees paid to TSSAS.

League Affiliation Annual Fee	\$250.00
New League Bond	\$200.00
New Player	\$17.00
Transfer Player	\$6.00
Multiple Player	\$5.50
Military Registration Player	\$7.00