

MVYSA Registration System Directions

Last Update - March 17, 2011

Spring U15, U16, U17, U18 and U19 teams registering early to play tournaments prior to February of their spring season must pay the entire team fee in order to get their forms processed – see 'MVYSA Fee Structure' on the mvysa.com home page.

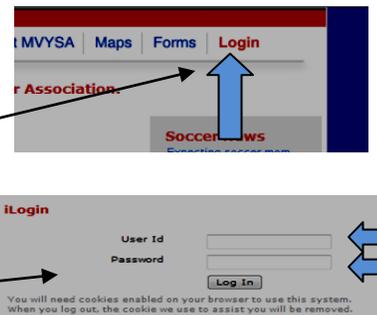
Registration Packet Checklist:

- at least minimum number of players on roster (U8-10 is 8, U11-12 is 10, U13-19 is 12)
- at least 1 assistant coach on roster
- player registrations signed by parents in both required spots (original and 1 copy)
- coach forms signed by coaches (original and 1 copy)
- proof of age if needed (1 copy will be kept by MVYSA) - see **Proof of Age** section below
- player cards signed by players with attached color pictures (original) – must have color USYSA logo on back
- coach cards signed by coaches with attached color pictures (original) – must have color USYSA logo on back
- signed KidsSafe/Risk Management certificate for each coach on your roster whose RM-date is red
- head coaches license required for U8–14 teams, head coach must have at least a Youth Module II or F license (original)
- signed Coaches Code of Conduct for each coach on your roster (see mvysa.com Forms page) (original)
- signed Parents Code of Conduct for each player on your roster (see mvysa.com Forms page) (original)

To complete your registration you need to login and build your roster

To Login:

1. Go to www.mvysa.com
2. Click on the **Login** link at the top right
3. Enter the user id and password that you received via email in the **iLogin** section



- If you forget your password go to the Password Reminder on the login screen. The password will be sent to your email address that is on file

To see your user info:

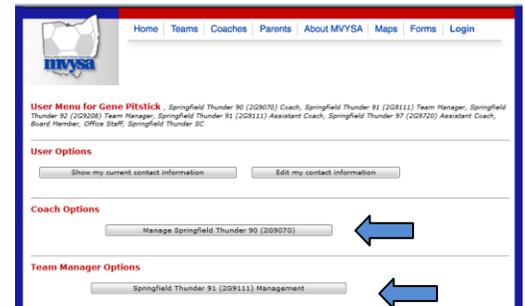
Click on “Show my contact information” in the User Options section

To edit your user info:

- Click on “Edit my contact information”
- Correct any contact info needed – Please return here whenever phone or email info changes!
- Click on ‘Update User Info’

To build your roster:

- In the Coach Management Options or Team Manager Options click on *Manage your team*



- Click on ‘Edit Roster’ button



- Teams must add players to their roster.
 - All teams will have empty rosters at the start of each year.
 - Returning teams can use [Recover Player](#) to get back their previous players who are returning for another year.
 - New teams will use [Register Player](#) to add players to their roster
 - NEW** – if a player has been on any MVYSA team previously you will be able to get them added to your roster with past data to save you time. [Register Player](#) has been modified for this new function

Edit Roster

----- Use **Recover Player** to put last years players back on your roster! -----

Roster printing disabled until divisioning completed.
 This team has not yet completed registration at MVYSA Office.
0 Active Players listed - 12 positions open for this roster.

[Coaches Code of Conduct Form](#)
[Parents Code of Conduct Form](#)

Register Player	Transfer In Player	Register Ass't Coach	Recover Player
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Register Player

Recover Player

* If birthdate is in green then birth date was verified previously otherwise include proof of age with registration.

Head Coach

E	Tim Davis	5 Ivanhoe Avenue Dayton, OH 45419	h937 294-7848 e937 620-8526 w937 640-7636	timothydavis@woh.m.com timothy.l.davis@usbank.com	F C
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Assistant Coaches At least 1 Assistant Coach required with a limit of 2 Assistant Coaches per team

E	Dan Bartley	51 Harman Terrace Oakwood, OH 45419	h937 396-0955 e937 469-0544 w937 396-0900	dan.bartley@polycom.com fastbrock@hotmail.com	F C O
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4. [Edit](#) players to correct changed info or [Delete](#) players who have left the team

Edit Roster

----- Use **Recover Player** to put last years players back on your roster! -----

Roster printing disabled until divisioning completed.
 This team has not yet completed registration at MVYSA Office.
11 Active Players listed - 3 positions open for this roster.

[Coaches Code of Conduct Form](#)
[Parents Code of Conduct Form](#)

Register Player	Transfer In Player	Register Ass't Coach	Recover Player	Roster	Player Cards	Player Forms	Team Menu
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	Name	Address	DOB* Age	Email Phone	
E	Jenna M Davis	104 Wildwood Drive South Charleston, OH 45368	04/23/1998 U12	jenmeg23@woh.rr.com (937) 568-4760	F C D

Edit

Delete

5. New teams will see any empty roster.

Green DOB means MVYSA has seen proof of age previously

Recover Players

Use [Recover Player](#) to retrieve player info for players who were on your roster in previous seasons

1. Click on [Recover Player](#) link in the menu bar at the top of the **Edit Roster** page

Miami Valley Youth Soccer Association
mvysa B12-2 - 2B9642 Springfield Thunder 96 White
[Log Out](#)

Edit Roster

----- Use **Recover Player** to put last years players back on your roster! -----

Register Player	Transfer In Player	Register Ass't Coach	Recover Player	Player Forms	Team Menu
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This team has not yet completed registration at MVYSA Office.
0 Active Players listed - 14 positions open for this roster.

Name	Address	Phone	DOB*	Email
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- To add a player back on your roster simply click on [Recover](#) on right side of players name

Recover Former Player to Roster for

ID	Name	Address	DOB	Recover
17609	Jakob K Barker	1144 Lisa Drive, South Charleston	1997-08-17	Recover
17610	Troy (TJ) J Castle	3963 Delmar Circle, Springfield	1996-09-21	Recover
17615	Justin Crew	3569 Heatherwood, Springfield	1997-06-17	Recover
17619	Michael W Essig	4155 Moss Point Lane, Springfield	1998-02-11	Recover
17620	Spencer Evans	2750 Springfield Jamestown Rd, Springfield	1998-03-31	Recover

To Add a player who has never played on your team before:

- Click on [Register Player](#) link in the menu bar at the top of the **Edit Roster** page

Edit Roster

----- Use Recover Pla

[Register Player](#) [Register In](#) [Register Coach](#)

- Carefully enter the birth date of the player you want to add (Do not enter a guess at birth date as you will not be able to change it later and the birth date is used to see if the player is already in the system or already on another team for this year).

New Player DOB input

For adding new players who have **not** played on your team before (otherwise use **Recover Player**)

Date of Birth
 Jan / 1 / 2002
 Submit Player DOB

- If the player you want to add is in the list click the [Recover](#) button on the right of their name. Otherwise click on [Add New](#). If you recover a player you can edit their info later (like if you know the name is right but the address has changed).

Add Player to Roster

ID	Name	Address	DoB	Action
16911	John-Henry Frantz	1998-06-12	2401 Wells DR, Sidney	Recover
16300	Henry Mosser	1998-06-12	145 Aberdeen, Oakwood	Recover

-----Not Listed Above-----
[Add New](#)

- If you click Add New then you will get a blank form to fill in for the new player. Enter ALL data annotated with * - these are mandatory fields

mvysa Miami Valley Youth Soccer Association
 B12-2 - 2B9642 Springfield Thunder 96 White
[Log Out](#)

Add a Player

* First Name * Last Name MI

* Address

* City * State/County OH Greene * ZIP Plus4 [Zip Plus4 Lookup](#)

* Phone (w/area code) 937 * DOB / / * Gender

* Email

High School NOT IN HS/DID NOT PLAY

PARENT/GUARDIAN INFORMATION

Father's Name Occupation hPhone
 cPhone
 wPhone

Mother's Name Occupation hPhone
 cPhone
 wPhone

Person to Notify in Emergency (if parent not available) Phone

Doctor to Notify in Emergency Phone

- Enter all 9 digits of Zip Code, i.e. 45429-1234 – use US postal service to look up the plus 4 digits - <http://zip4.usps.com/zip4/>
- County – it is very important that this is correct
- Area Code defaults to 937, change if necessary
- Phone Number, i.e. 233-7958
- Date of Birth (DOB) must be entered correctly
- Gender – only boys on a boys teams and only girls on a girls team
- Email - Parent email only! If the parent does not have an email address please enter the Head Coach email instead.
- Items in the bottom "Parent/Guardian Information" section are optional if a team feels they are helpful
- Click on “Submit Player Information” button

14. Repeat for remaining players

Maximum and minimum number of players :

- U8, U9, U10 - Maximum of 12 players, Minimum of 8 players
- U11, U12- Maximum of 14 players, Minimum of 10 players
- U13, U14, U15, U16 - Maximum of 18 players, Minimum of 12 players
- U17, U18, U19 - Maximum of 22 players, Minimum of 12 players
(no more than 18 may dress for any 1 game)

Must have minimum on roster to complete registration

Assistant Coach Registration

1. Click on [Register Ass't Coach](#) link in the menu bar at the top of the **Edit Roster** page



2. Enter Assistant Coach information just like Player Form and Submit`
3. You must have 2 coaches registered, the Head Coach and at least one assistant.
4. Maximum of 3 coaches, Head coach + 2 assistants
5. Use the **B** button to edit Head Coach and Assistant Coach information as needed.

Player Forms

1. Click on [Player Forms](#) link in the menu bar at the top of the **Edit Roster** page

Edit Roster

----- Use **Recover Player** to put last years players back on your roster! -----

[Register Player](#)
[Transfer In Player](#)
[Register Ass't Coach](#)
[Recover Player](#)
[Roster](#)
[Player Cards](#)
[Player Forms](#)

This team has not yet completed registration at MVYSA Office.
0 Active Players listed - 14 positions open for this roster.

Name	Address	Phone	DOB*	Email

2. Make sure ALL your information is correct, if not close the forms window and make any last minute changes by clicking the “[Edit](#)” link of the left side of the players name



USYSA Membership Form
OHIO SOUTH YOUTH SOCCER ASSOCIATION, INC. – PLAYERS



United States Youth Soccer Association
Member of the United States Soccer Federation (USSF)
Affiliated with the Federation Internationale de Football Association (FIFA)

Player ID: 1584-17609			Season: F09-S10		
League Name: MVYSA		Age: U12		Division: B12-2	
Club/Team Name: Springfield Thunder SC/Springfield Thunder 96 White					
2B	11	002	002	36	1584
Region	State	District	League	Club	Team
					C
					C/R

PLAYER INFORMATION	
Name	Jakob K Barker
Address	1144 Lisa Drive South Charleston, OH 45368
Phone	(937) 568-4230
Birth Date	08/17/1997

SPECIAL NOTE TO ALL PLAYERS WHO PLAYED HIGH SCHOOL LAST FALL

Ohio High School Athletic Association rules limit OSYSA teams to no more than five (5) players who played high school soccer at the same high school last fall (varsity, reserve, freshmen) from being on the same OSYSA team prior to June 1st. Jakob K Barker played for: **NOT IN HS/DID NOT PLAY**

3. Information in the center section is optional.

Father:	Occupation:	hPhone: cPhone: wPhone:
Mother: Angie Barker	Occupation:	hPhone: cPhone: wPhone:
List any medical problem or prohibition the player has		
Person to notify in emergency (if parent not available)		hPhone: cPhone: wPhone:
Doctor to notify in emergency		Phone:

4. Remember that the Player Forms must be printed in color
5. Use plain copier or printer paper to print your Player Forms

- You may print a single form by clicking the [Form](#) link on the right side of each players entry
- Get the forms signed and dated by the players parent in the TWO spots marked with an **X**

CONSENT FOR MEDICAL TREATMENT
 As the parent or legal guardian of the above-named player, I hereby give my consent for emergency medical care prescribed by a duly licensed Doctor of Medicine or Doctor of Dentistry. This care may be given under whatever conditions are necessary to preserve the life, limb or well-being of my dependent.

Signature of Parent/Guardian: _____ 

X Address: **1144 Lisa Drive, South Charleston, OH 45368**

Phone: (H) **(937) 568-4230** (C) () - () (W) () - ()

I, the parent/guardian of the registrant, a minor, agree that I and the registrant will abide by the rules of the USYS, its affiliated organizations and sponsors. Recognizing the possibility of physical injury associated with soccer and in consideration for the USYS accepting the registrant for its soccer programs and activities (the "Programs"), I hereby release, discharge and/or otherwise indemnify the USYS, its affiliated organizations and facilities utilized for the Programs, against any claim by or on behalf of the registrant as a result of the registrant's participation in the Programs and/or being transported to or from the same, which transportation I hereby authorize.

Printed Name of Parent/Guardian: _____

Signature of Parent/Guardian: **X** _____ Date ____/____/20____ 

Print parents name here!

Coach Form

Head and Assistant Coaches Form are done separately

- Click on **F** button on the right side of the coaches entry

Head Coach					
E	Ken Whitt	1019 S Limestone St Springfield, OH 45505	h937 360-1060 c937 360-1060 w937 325-5537	kwhitt001@woh.rr.com	F 
Assistant Coaches At least 1 Assistant Coach required with a limit of 2 Assistant Coaches per team					
E	Robert Paul	1316 Ryan Ct. Springfield, OH 45503	h937 399-4270 c937 206-0106 w937	Therecorder2018@yahoo.com	F C D
E	Chris Fralick	120 Fifth St. Springfield, OH 45504	h937 390-0565 c937 206-0294 w937	cfralick@mevaformwork.com Amy.Fralick@wpafb.af.mil	F C D

- Print in same manner as the player forms
- The coach must sign the form

Player Cards

- Click on [Player Cards](#) link in the menu bar at the top of the **Edit Roster** page

Edit Roster

----- Use **Recover Player** to put last years players back on your roster! -----

[Register Player](#)
[Transfer In Player](#)
[Register Ass't Coach](#)
[Recover Player](#)
[Roster](#)
[Player Cards](#) 

This team has not yet completed registration at MVYSA Office.
0 Active Players listed - 14 positions open for this roster.

Name	Address	Phone	DOB*	Email
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- Make sure ALL your information is correct, if not close the forms window and make any last minute changes by clicking the "[Edit](#)" button next to the player/coach

- Click on [Player Cards](#) link again and check your changes

<p>PLAYER PASS F08-S09</p> <p>STATE OSYSA NAME NATHAN ANDORFER DOB 07/24/1997 TEAM Springfield Thunder 96 Navy TEAM # 2B9614 AGE: U12 ID 2B9614-13253</p>	<p>PLACE PHOTO HERE</p> <p>NATHAN ANDORFER 07/24/1997 Springfield Thunder 96 Navy U12</p> <p>_____ Player Signature</p> <p>_____ Registrar Signature</p>
<p>PLAYER PASS F08-S09</p> <p>STATE OSYSA NAME QUENTIN BAKER DOB 04/12/1997 TEAM Springfield Thunder 96 Navy TEAM # 2B9614 AGE: U12 ID 2B9614-976</p>	<p>PLACE PHOTO HERE</p> <p>QUENTIN BAKER 04/12/1997 Springfield Thunder 96 Navy U12</p> <p>_____ Player Signature</p> <p>_____ Registrar Signature</p>
<p>PLAYER PASS F08-S09</p> <p>STATE OSYSA NAME JONATHAN BRAY DOB 11/19/1996 TEAM Springfield Thunder 96 Navy TEAM # 2B9614 AGE: U12 ID 2B9614-8065</p>	<p>PLACE PHOTO HERE</p> <p>JONATHAN BRAY 11/19/1996 Springfield Thunder 96 Navy U12</p> <p>_____ Player Signature</p> <p>_____ Registrar Signature</p>
<p>PLAYER PASS F08-S09</p>	<p>PLACE PHOTO HERE</p> <p>TY CORBIN 04/11/1997 Springfield Thunder 96 Navy U12</p> <p>_____ Player Signature</p> <p>_____ Registrar Signature</p>

Notice color US Youth Soccer logo which must be in background!

- Use plain copier or printer paper to print your Cards – **do not use card stock!**

Remember that the Cards must be printed in Color and to turn on Print Backgrounds in your **web browser** so the US Youth Soccer logo appears as in the above sample. For versions of Internet Explorer before IE8 - Go to Tools>Internet Options>Advanced>Printing>Print Backgrounds and Colors to turn on print background. In IE8 check the box to Print Background Colors and Images in File/Page Setup. In IE9 check the box to Print Background Colors and Images in Print/Page Setup. In Firefox check the box 'Print Background (colors and images)' found in File/Page Setup. In Opera select Print Page Background in the Print/Print Options menu and set Scale to Print to 100%. Google Chrome and Apple Safari cannot print background images.

- Print your Cards – When printing multiple cards if your printer cuts off the bottom of a card reduce print size to 95%. However do not print cards smaller than 2" by 6.25".
- Cut your Cards on the background borders given.** But don't separate the left and right hand sections!

<p>PLAYER PASS F08-S09</p> <p>STATE OSYSA NAME RYAN NESTER DOB 04/07/1997 TEAM Springfield Thunder 96 Navy TEAM # 2B9614 AGE GROUP: U12 ID 2B9614-957</p>	<p>PLACE PHOTO HERE</p> <p>RYAN NESTER 04/07/1997 Springfield Thunder 96 Navy U12</p> <p>_____ Player Signature</p> <p>_____ Registrar Signature</p>
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COLOR picture of face glued here
Must fit the square!

Player signs here above the line

- Glue a recent color headshot (1"x1") of the player on the card that fits the square.

8. Have each player sign above the words 'Player Signature' and fold cards in half.

Coach Cards

1. Each coaches card is printed separately by clicking on **C** button on the right side of each coaches entry
2. As with player cards the coaches cards must be in color, have US Youth Soccer logo, have proper size color face shot and be signed by the coach

<p>COACH PASS F08-S09</p> <p>STATE OSYSA</p> <p>NAME MIGUEL PEDRAZA</p> <p>TEAM Springfield Thunder 96 Navy</p> <p>TEAM # 2B9614 AGE GROUP: U12</p>	<p>PLACE PHOTO HERE</p> <p>MIGUEL PEDRAZA</p> <p>Springfield Thunder 96 Navy U12</p> <p>_____ Signature</p> <p>_____ Registrar Signature</p>
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KidsSafe/Risk Management

1. You need to submit a copy of the KidsSafe/Risk Management certificate with a 'date submitted' within the past 2 years for each coach on your roster. Other adults like trainers or directors of player development who have contact with the players must also complete and submit the KidsSafe/Risk Management certificate
2. Have each coach go to this link - <https://ssl.gcis.net/hhforms/OHSRMDData/RiskUserMainForm.asp>, complete the form and print the 'Submitted' certificate.
3. If 'RM-' date is green in Team Menu no documentation need be submitted.

4. Form to submit looks like this:

Ohio South Youth Soccer Association
OFFICIAL OSYSA FORM
OS YOUTH SOCCER

KidSafe/Risk Management
This letter provides notification that:

First Name: Gene
Middle Initial:
Last Name: Pitstick
Street Number: 4305
Street Address: Phoenix Dr
City: Springfield
State: Ohio
Zip: 45503-6323
Last 4 Digits of SSN: 9656

SUBMITTED

- The above listed person has provided the information required by the Ohio South Youth Soccer Association Risk Management Program to our online data center.
- The information was provided to Ohio South Youth Soccer Association on (2/15/2006).
- OSYSA policy requires that all volunteers, referees, etc. must provide or update this data every 2 years. Some leagues and organizations may require the submission of this information on an annual basis.
- This notification letter may be provided to the state, league, referee, and other authorities requiring proof that the risk management information submission has been done.

I certify that the above statements are true and that the making of false statements on my Risk Management Disclosure form may be considered sufficient cause for immediate dismissal upon discovery thereof. I understand, and agree, that any misleading information or omission of information may be cause for dismissal. I specifically authorize OSYSA, and its agents, to make inquiries of courts, law enforcement agencies, or other agents for records of criminal convictions. I understand that it is the intent of OSYSA to deny participation to any person who has been convicted of a crime as outlined in the OSYSA Risk Management Policy. I understand that any inappropriate and/or unacceptable conversation or conduct with a juvenile that is a violation of law may be grounds for dismissal. I certify that I have reviewed the OSYSA Risk Management Policies. I understand that OSYSA reserves the right to submit checks on individuals who have submitted applications at any time. I agree to hold OSYSA, its officers, employees, agents, local soccer clubs and leagues, and their officers, employees, and agents harmless from any actions arising out of any background checks that may be done.

Signature: _____
This data was recorded in the OSYSA Risk Management Online Database.

Date must be within past 2 years!

Coach must sign here!

Head Coach License

1. The **head** coach of each U8 to U14 team must show proof of holding at least a Youth Module II (formerly called USSF F license) when the registration packet is processed at the MVYSA office.
2. License classes are held each summer and winter.
3. If the coach has taken the required course but doesn't have the license copy, he or she should contact Ohio South to obtain a copy. See osysa.com for contact info.
4. If the Edit Roster shows the coaches license information in green below coaches name then MVYSA has previously verified the coach has the need license and this is not required to be shown again at registration.
5. A waiver for 1 season may be granted to coaches who are unable to take the required class prior to the season beginning.

Formal Roster

You will not be able to print your formal roster until after the team registration packet is processed at the MVYSA office. This will allow teams to print as many formal rosters as needed whenever needed.

Proof of Age

- Proof of Age is usually a copy of the players birth certificate.
- See MVYSA the Rules/League Rules number 1.4 for alternatives.
- The first time a player is registered MVYSA verifies that the birth date you have entered in our system matches the Proof of Age submitted, verifies the name entered in our system matches the Proof of Age submitted, and keeps a copy of the Proof of Age submitted.
- If players name has been legally changed from what is on birth Certificate then MVYSA needs a copy of the document issued when the name was changed.
- Proof of Age for Players whose birth date is shown in green on your Edit Roster page have been previously verified by MVYSA and does not require you to submit a Proof of Age.

To speed up processing:

- Make sure you have everything listed in the check list at the beginning of this document.
- Put player forms, cards and proofs of age in the order the players names appear on the Roster.
- Put each type of item in a separate group – i.e. a group of player cards, a group of player registrations, a group of Proof of Ages, etc.

Team Registration:

- Bring your completed packet to the MVYSA office at 7029 Taylorsville Road, Suite A, Huber Heights, OH 45424 (see the entry for "MVYSA office" on the Map pages for directions)
- All forms will be checked for accuracy and completeness, the cards will be stamped and laminated and the formal roster will be issued
- Usually the office staff can process the packet while you wait. If all items are correctly prepared it may only take 15 minutes or less
- New teams for spring need to bring in their packet in by the deadline posted in the mvysa.com Calendar
- Returning teams need to bring their packet in 7 days prior to their first game
- Please direct all questions to the MVYSA office - office@mvysa.com, (937) 684-4241 or (800) 948-5772