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# South Carolina Youth Soccer Staff

**Hans Pauling**, Executive Director, [paulingh@aol.com](mailto:paulingh@aol.com)

- ❖ League Administrator ([leagues@scysa.org](mailto:leagues@scysa.org))

**Bonnie Epperson**, Office Administrator– [scysa@scysa.org](mailto:scysa@scysa.org)

- ❖ Coaching Licenses
- ❖ Insurance
- ❖ Background checks (Email for assistance)
- ❖ Billing Questions
- ❖ ODP

**Nancy Shultz**, State Registrar - [nshultz@scysa.org](mailto:nshultz@scysa.org)

- ❖ Registration
- ❖ Travel
- ❖ Abuse Training Certificates - SafeSport
- ❖ Billing Questions pertaining to registration invoices
- ❖ Interstate/International Clearance

**Lisa Neill**, Event Coordinator – [lisa.neill@scysa.org](mailto:lisa.neill@scysa.org)

- ❖ State & Regional Events
- ❖ Birth Certificate Verification/photo corrections/Merge Duplicates
- ❖ ODP
- ❖ League Support

**Thad Miller**, Technical Administrator – [tmiller@scysa.org](mailto:tmiller@scysa.org)

- ❖ ODP
- ❖ Coaching Education

**Sandy Burris**, Technical Administrator – [burris@scysa.org](mailto:burris@scysa.org)

- ❖ ODP

**Olivia Neill**, Soccer Administrator – [Olivia.neill@scysa.org](mailto:Olivia.neill@scysa.org)

- ❖ Social media
- ❖ Webpage Support
- ❖ Event Support

# Affiliation Forms

Affiliation forms are DUE: APRIL 1, 2021

Affiliation forms as well as bylaws, board members, billing information and risk management forms will all be completed under the new Affiliation Module.

To complete Affiliation, please go to this link:

<https://scyouthsoccer.sportsaffinity.com/Foundation/WebForms/MbrSanc/MbrRegDefault.aspx?more=5>

You will see the following items:

- Welcome
- Contact Info
- Member Info
- Upload
- Promo Tab
- Terms
- Review
- Payment
- Complete

Teams Tab is where you complete the Affiliation and sign.

Once you review, payment for the Affiliation, Presidents Workshop and Registrars Workshop (\$100) will be made by credit card or e-check.

# **Board of Directors Input Information**

Added through the Affiliation Module

Contact Info Tab

Make sure you check to see if they are returning and use that info to add the board member. Use Lookup to add your board members. Make sure if there is more than one entry for an administrator that you let Lisa know so they can be merged and that you are using the correct entry.

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## **Billing Information**

Added through the Affiliation Module

Member Info Tab

Make sure you enter the address and emails that you want your invoices and if applicable your field fees to be sent to. This must be completed.

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## **Uploading Club Bylaws**

Bylaw changes MUST be submitted WITH your Affiliation form.

If you have a NAME CHANGE this MUST be:

- Reflected in your bylaws OR with and APPROVED for saying you are “doing business as” (DBA) and your new name
- Name changes are done annually
- Club name change submitted for the 2021/22 season remains until the 2022/23 seasonal year

Bylaws are uploaded under the Upload Tab

# Create a Travel Roster

Tournament Rosters will NOT be approved until the following requirements have been met:

- Required Documentation have been completed
  - Guest players from another club must have an email sent to state registrar from the players' present club giving permission for the player to guest play
- Remittance is made
- All outstanding club fees are paid

To complete a travel roster, please follow the steps below:

1. Log in
  2. Click **Team**
  3. Click **Travel Roster**
  4. Click **Create New Request**
  5. **Enter Tournament Information** (this can all be obtained on the tournaments Permission to Host)
  6. Present roster will show, you can remove players not attending by clicking the red "X" at the end of the players line
  7. To add a guest player, whether in your club or outside the club, click on Add Player/Admin Inside Organization
    - a. Select player
    - b. Type in player's ID
  8. To add a guest player from another state click new player outside organization, you will also need the Interstate Permission Form completed for this player.
  9. Click **Save and Continue**
  10. Click **Review &Submit**
    - a. Make payment
- DO NOT choose New Player Outside Organization unless the player is from a different state association
  - If you need assistance, contact Nancy at [nshultz@scysa.org](mailto:nshultz@scysa.org) or 843-928-3677

To print travel documents/papers

1. Log in
2. Click **Team**
3. Click **Team Info**
4. Click **Travel Roster Tab**
5. Click **Print Travel Papers**

If you make any changes once the roster has been approved by the state, it will become an "amended" roster and will need to be approved by the state again before you can print the travel papers.

For in state tournaments you only need the 2<sup>nd</sup> page of the travel papers; for out of state you will need the 2<sup>nd</sup> and 3<sup>rd</sup> page. The 3<sup>rd</sup> page is your permission to travel.

# Assigning Players and Administrators

After a team has been created, please follow the steps to assign to teams:

## **Players**

1. Click correct team name
2. Click Roster Players
  - a. Filter for players when needed (age, gender)
  - b. Make sure you have selected correct year of player to add
3. Add Selected players and Save

## **Administrators**

1. Click correct team name
2. Search for Admin
3. Select Admin type (head coach, assistant coach, manager, DOC)
4. Add Selected Admin and Save

# Creating Teams

To create a team, please follow these steps:

1. Log in
2. Create
3. Select District
4. Enter Team name – club initials, name, year (ex. Cainhoy 02 Girls)
5. Select Gender
6. Select Play Level
  - a. Recreation
  - b. Jr. Academy
  - c. Classic II or Open
  - d. Classic or PMSL
  - e. Challenge
  - f. Premier
7. Select Age Group
8. Save

# Adding Club Pass Players

Club Passes are allowed in each of the following as defined by the rules of the governing events:

- League
- State Cups
- Regional Events
- National Events

Players must be registered with the club they wish to club pass with at cups, regionals and nationals by the freeze date listed on the SC Youth Soccer calendar.

- Freeze dates are 48 hours PRIOR to the first cup match

Players cannot play down in level. The player may play no more than **two** matches per day. A team may use a maximum of five club pass players in any one game.

To add a club pass player, please follow these steps:

1. Log in
2. Click **Teams**
3. Click **Tournament & Schedule Apps**
4. Click **View Tournament App**
5. Click **Player Roster**
6. Click **Add Club Pass Player**
7. Search for the player
8. Click **Add to Roster**



# Game Day Roster

Official SC Youth Soccer Team Roster that lists a maximum of 18 and a minimum of 7 eligible players for competition.

Game Day Rosters are required in conjunction with club pass players primary team pass.

Can be completed by manager or coach

Maximum of 5 club pass player in any one league match.

To print your game day roster, please follow these steps:

1. Log in
2. Click **Team**
3. Click **Tournament & Schedule Apps**
4. Click **Schedules/Game Scoring**
5. Click **Print Roster**

# Player Jersey Numbers

Jersey Numbers are REQUIRED for ALL 13U-19U Classic II/Open, Classic/PMSL, Challenge and Premier/Piedmont Teams.

Jersey numbers must be input for the rosters to be activated

Please make sure ALL jersey numbers are corrected each year

To update jersey numbers, please follow the steps below:

1. Log in
2. Click **Teams**
3. Click **Team Information**
4. Click the **Team Roster Tab**
5. Click the **Edit Player Team Info** button
6. Enter the jersey numbers of each player
7. Click **Save Changes**

For Tournament/Gaming League

1. Log in
2. Click **Teams**
3. Click **Tournament & Schedule Apps**
4. Click **View Tourn App**
5. Click **Player Roster**
6. Click **Edit Player Team Info**
7. Click **Save Changes**

# Player Release/Transfer Request

To submit a player's release/transfer request from one club to another, please follow the steps below:

1. Log in
2. Find player you wish to release/transfer
3. Click **Transfer tab**
4. Click Radial Button
  - a. First radial button if you know the team the player is transferring to
  - b. Second radial button if you just want to release player or don't know which team the player is transferring to
5. Select **Reason**
6. Click **Submit Transfer**
7. Click **Approved**
  - a. Once for initial request
  - b. Once for releasing team administrator
  - c. Once for releasing league administrator
8. Contact Nancy by email when this has been initiated ([nshultz@scysa.org](mailto:nshultz@scysa.org)) or 843-928-3677.

**If a player is just changing teams within your club and the team is already activated, simply send an email to Nancy and she will make the change for you. There is no need to start a transfer/release.**

# Creating a Discount Payment Plan

To create a discount payment plan, please follow the steps below:

1. Log in
2. Click **Club Details** (located on the left)
3. Click the **Registration** tab
4. Click the **Discounts** subtab
5. Use the **Edit A Discount** drop-down to select one of your discounts
6. Click the **Discount Payment Plan** button
7. Use the **Max # installments** drop-down to select the maximum number of installments you want available for your discount payment plan.
8. Click the **Update Payment Plan** (the system will automatically divide each installment evenly)
9. Click the Pencil Icon to adjust the installment amounts and/or installment dates
10. If you choose to adjust the installment amounts and/or installment dates, click the **Update** button to save your changes.
11. If you would like these changes to apply to all other age groups, scroll down and click the **Apply** button

# Birth Certificates

Registrars are required to upload birth certificates for ALL PLAYERS.

This includes recreation players – NO EXCEPTIONS.

Parents can upload these for you.

Birth certificates need to be pdf or jpeg files smaller than 1mb.

All information, with the exception of the player's legal name, date of birth and date/country can be redacted.

If you need help uploading or have questions, please contact Lisa Neill.

To upload a player's birth certificate, please follow the steps below:

1. Log in
2. Click **Player Lookup**
3. Click the **Player** you wish to add the birth certificate for
4. Look at the boxes to the top far left – this is where you upload the photo and beside that is where you upload the birth certificate
5. Click icon labeled **Click to Upload BC**
6. Click **Choose File**
7. Select the image of your player's birth certificate
8. Click **Upload Image**

If no Birth Certificate is available, other proof of age are as follows: 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), or a certification of an American citizen born abroad and issued by the appropriate government agency. Hospital, baptismal, or religious certificates will not be accepted. Player proof of age for traveling teams shall be available upon request.

# Uploading Player Photos

Registrars' are required to upload photos for ALL Junior Academy, Classic (Open or PMSL), Challenge or Premier League teams as well as ALL Recreational teams attending tournaments or those who request player passes.

- Upload pictures for ALL coaches, assistant coaches and managers
- These pictures will be printed to the player pass
- Pictures should be headshots only
  - Think passports and school pictures
  - No hats or sunglasses
  - Nothing should be readable on shirts (if you can see that much you need to crop the photo)
- You are responsible for making sure that all photos are uploaded correctly when printed. This includes coaches as well.
- Printing hard copy Player Passes requires official card stock paper.

To upload player photos, please follow the steps listed below:

1. Log in
2. Click **Teams** (to upload a team's photos at one time) or click **Player Lookup** (to upload a photo individually)
3. Click Player whose photo you wish to upload
4. Click icon labeled **Click to Upload Photo** (upper left)
5. Click **Choose File**
6. Select the player's photo
7. Click **Upload Image**

# Printing Player Passes

The “Print ID Card PDF” is only available when the team has been activated by the state.

Digital cards are printed in the league application and can be done by either the team coach, team manager or yourself.

To print player passes, please follow the steps below:

1. Log in
2. Go to **Team**
3. Click **Team Name** desired
4. Make sure Team Roster tab is selected
5. Below roster, once activated, click **Print ID Card PDF**

If no cards show up, make sure you have your pop up blockers turned off or the pdf for printing will not show.

There is a limited number of times you can print the passes so if they no longer print, let Nancy know.

For card stock, contact Nancy Shultz or the state office.

# International Clearance Rules

## US YOUTH SOCCER RULE 207

The Federation and FIFA have International Clearance requirements and procedures for players coming to the United States to play soccer. A player age 10 or older requiring international clearance must receive approval from the US Soccer Federation PRIOR TO BEING REGISTERED.

International Clearance Requirements are needed for:

- Any player born outside of the United States
- Any player who was previously registered with a club outside of the United States.
- Prior clearance is still valid if a player has not subsequently registered with a club in a foreign federation
- High School soccer in the United States is not affiliated with US Soccer and therefore does not follow FIFA's regulations.
- All players you register must answer the following questions in Affinity
  - Country of Birth
  - Country of Citizenship
  - Has this player played outside of the U.S?
- If you are uploading spreadsheets to Affinity those questions must also be completed.
- Players born in US Territories (i.e. Puerto Rico) must complete an international clearance as many of these territories have their own soccer Federation.

For more information on the International Clearance process see link below:

<https://www.ussoccer.com/about/federation-services/intl-clearance>



# Coaching Education License Requirements

## SCYS Recreation Soccer Coaching Requirements

- 4U-12U – Intro to Grassroots Coaching Module
- 13U – 19U – US Soccer in Person 11 vs 11 license

## SCYS Jr. Academy Coaching Requirements

- 8U-10U – US Soccer in Person 7 vs 7 license
- 11U-12U – US Soccer in Person 9 vs 9 license

## SCYS Open, PMSL, Challenge & Premier Coaching Requirements

- 13U-19U

Head Coach – US Soccer National “D” License

Assistant Coach – US Soccer in Person 11 vs 11 license

During Covid the “D” license has been waived for the fall 2021 season, but you must show progress towards gaining compliance towards their next coaching level during the 2021 fall season and the 2022 Spring season (i.e. Intro to Grassroots and the 11v11 in person license). Full compliance must be gained by the beginning of the Fall 2022 season for the proper play level.

# Coaching License & Background Check

## Requirements

You are responsible for:

- Checking your coach's licenses. If they are not licensed and have used their seasonal grace, don't assign them to a team until required criteria has been met.
- Under Admin Lookup you can filter to see if a coach is licensed or has an updated background check by following the directions listed below:
  1. Log in
  2. Select Admin Lookup
  3. Select Certification (to check license)
  4. Specify License you are looking for (i.e. choose "No License" if you are trying to find all of your coaches who do not have a license)
  5. Select Risk Filter By (to check background check)
    - a. Approved- background check is good
    - b. Denied – background check is not approved/cannot coach
    - c. Expired – needs new background check ran before he/she can coach
    - d. Under Review – background check is in process (check the Additional Information Required box on the coaches information screen to see if there is any information that Bonnie is still needing for the coach)
    - e. None – has not yet started the background check procedure
  6. Make sure you have the correct season selected and any other item you would like to filter by
  7. Click Search
- You can then go to Report and print the Team Admin report.
- You can also view their status on the Compliance Screen in U.S. Soccer Connect.
- **Allow 72 hours once background checks are submitted for new status to show.**
- Please check the Additional Information Required Box and have waited 72 hours before contacting Bonnie at the state office [Scysa@scysa.org](mailto:Scysa@scysa.org) for background check status.

# Abuse Prevention Certification

All administrators (board, team managers, assistant coaches, head coaches, DOC's) must have approved abuse prevention certificate.

Create an account with the Learning Center. Go to <https://learning.ussoccer.com> to create account. If admin already has an account they will just need to log in. Once logged in, go to coaching education, then click on courses (at top of page), click on Supplemental Courses, then click on SafeSport. If you have previously had the abuse certificate you can go to your My Account page and click to do the renewal.

Once training is complete if you have used the same email address and name as you are registered in U.S. Soccer Connect (Affinity), then the certificate will upload automatically.

## Registration Fees

|  |         |
|--|---------|
| Recreation Players   | \$ 7.00 |
| 8U-12U Jr. Academy Players   | \$20.00 |
| Classic Players (Open/Classic II, PMSL/Classic I, Challenge & Premier) | \$30.00 |
| Team Roster (only for classic teams or requested rec/academy)          | \$10.00 |
| Roster Recreation to Classic   | \$25.00 |
| Roster Recreation to Jr. Academy                                       | \$15.00 |
| Roster Jr. Academy to Classic  | \$15.00 |
| Transfer (Only from one club to another club at classic level)         | \$25.00 |
| Coach/Asst. Coach (License lower than a "D")                           | \$10.00 |
| Coach/Asst. Coach (License "D" or higher)                              | \$25.00 |
| Director of Coaching   | \$50.00 |
| Manager  | \$10.00 |

All teams must have two (2) administrators assigned to be activated.

President's Workshop, Registrar's Workshop & Affiliation Fees will be paid via the Affinity Affiliation Module and are due by May 1, 2021.

## League Fees

- SC State Challenge League \$950 (15U-19U Fall) (13U-14U Spring)
- SC State Challenge League \$700 (Non Cup Season 13U-14U Fall)
- President's Medal League (PMSL) \$700
- Open League \$700
- Jim Hudson 9v9 League \$400
- Jim Hudson 11v11 League \$700

## Cup Fees

- US Youth Soccer South Carolina State Cup (Piedmont Teams) \$450
- US Youth Soccer Presidents State Cup & Open Cup \$575 (13U-14U)  
\$625 (15U-15U)  
\$650 (17U-19U)
- Publix Academy Cup fees to be determined (increase expected)

## Referee Fees

- Jim Hudson 9v9 League
  - 11U-12U Ref \$30/AR \$20
- SCSCCL
  - 17U-18U Ref \$76/AR \$50
  - 15U-16U Ref 66/AR \$45
  - 13U-14U Ref 60/AR \$40
- PMSL /Open
  - 17U-18U Ref 60/AR \$40
  - 15U-16U Ref 50/AR \$36
  - 13U-14U Ref \$40/AR \$30

# Cups and Games Schedule Spring 2021

Spring (4/24-25) **US Youth Soccer Presidents State Cup**

- Florence Complex

Spring (4/24-25) **Publix Open & Rec Cup**

- Lexington Soccer Complex

Spring (5/1-2) **Publix Palmetto Academy Cup**

- SCUFC Complex

Spring (5/8-9) **US Youth Soccer South Carolina State Cup**

- Lexington Soccer Complex

**2021/22 Tournaments TBD**

# 2021/22 Registration Information

All players and coaches in your club MUST be registered with SC Youth Soccer or a USSF affiliated Organization

If players are registered with a USSF Affiliated organization, rosters/spreadsheet for these players/coaches should be submitted to the state to verify that all of your players are registered.

If you see a player/coach/parent listed twice or more in your database, please contact Lisa Neill at [lisa.neill@scysa.org](mailto:lisa.neill@scysa.org) and she will take care of merging these for you.

Periodically check your player database to make sure players that you have accepted have been assigned to a team.

If you refund money or have dropped a player from your club before your club has been invoiced for registration, please let Nancy know so they can be removed from our database and your club not be charged for that player.

Clubs will be charged for ALL activated/accepted and assigned players.

The SC Youth Soccer Rules can be found at the link below:

[https://www.scysa.org/assets/72/6/revised\\_scysa\\_rules\\_10.5.20\\_rev.pdf](https://www.scysa.org/assets/72/6/revised_scysa_rules_10.5.20_rev.pdf)

Make sure you read the registration rules as well as the club/league rules. You are responsible for this information

## **Registration Deadlines**

- Select/Academy – September 30, 2021
- Recreation - October 30, 2021
- Select/Academy – January 30, 2022
- Recreation – February 15-25, 2022 (prior to AGM)

This does not mean that individual players cannot be added just that your team registrations should be completed in their majority.