

GAASA TEAM REGISTRATION - March 6, 2012

New clubs must contact Tom Pickett to obtain access to GAASA's SoccerWorks software in order to declare a team.

1. Teams must have been declared by February 11, 2012.
2. You will be invoiced for the teams that you declared. If you agree with the invoice you may mail your payment to the GAASA post office box or you can attend the Team Registration meeting to pay your invoice.
3. Turn in club officers contact information if names or contact information have changed.

GAASA PLAYER/COACH REGISTRATION DAY – March 23, 2012

Location: Pinnacle Sports, 313 Medina Road, Medina OH 44256

Below is the schedule for clubs to attend Player Registration to register players on their declared teams. Clubs listed in **RED** are to send at least 2 volunteers to help on March 23. [Please notify registrar of the names of the volunteers prior to March 23 at lblazeff@aol.com.](#)

9:00	Wadsworth		
9:15	Rootstown	Streetsboro	Ternopil
9:30	Field	Green	Bees
10:00	Woodridge	Internationals	Louisville
10:15	Copley		
10:30	Stow		
10:45	Springfield	New Philadelphia	Minerva
11:00	Diamond	Chippewa	
11:15	Kent	Revere	
11:45	Tango	Perry	
12:00	NEO		
12:15	New Approved Clubs or Clubs not listed		
1:00	Barberton	Lake	HSDP
1:15	Alpha Phi	Cuyahoga Falls	Norton
1:45	Highland	Carrollton	
2:00	Akron Metro	Northwest	
2:30	Coventry	Brecksville (BBHS)	Sagamore Hills
2:15	Tallmadge	Jackson Select	Jackson Fury
2:30	Waterloo	Manchester	
3:00	Europa	Inner city	
3:15	Washington	Strikers	

Arrive at your assigned time!

Barberton, Lake, Alpha Phi, Cuyahoga Falls, Norton, Highland, Carrollton, Akron Metro, HSDP, and Northwest are to volunteer in the morning from 8:30-1:00 pm and register at their assigned time Stow, Springfield, New Philadelphia, Minerva, Diamond, Chippewa, Kent, Revere, Tango, Perry and NEO are to register at their assigned time then volunteer in the afternoon from 12:30-5:00 pm.

Additional clubs may also volunteer as well. Each club who volunteers will receive a \$20 per person credit awarded at the spring 2012 registration. A no-show will not receive any credit.

The GAASA Registrar will train the morning crew and the afternoon crew will be trained by the morning crew. The GAASA Registrar will be available all day for any questions that may arise at your table.

SoccerWorks Software, designed by Keri Sarver

1. You must have access to this software to declare teams, contact Tom Pickett, Executive Director.
2. Your declared team names will be loaded in your software by Keri Sarver by a pre-determined date.
3. Follow the README instructions with SoccerWorks to add players/coaches or release players/coaches from teams.
4. If you have a NEW player to your club and you enter the player data into SoccerWorks and the software tells you that this player "is already registered to (another club)" YOU MUST EMAIL me with the name of the player, birth date, the name of the club that the message tells you he/she is registered with as well as an attachment of the Player Status Form that releases this player from his/her previous club to your club. Please also include your name and your club name.
5. ALL players being added to your team's roster must have the proper paperwork presented at the July 30 player registration in order to be a member of this roster. All new players must have a:
 - a. Player Registration Form completely filled out with all signatures (medical waiver, code of conduct,)
 - b. Birth Certificate or previous season player pass
 - c. Player pass printed from SoccerWorks Software with the player signature and the player's color picture glued to the reverse of the pass
 - d. Player's name must be listed on the roster of the team that he/she is playing
6. ALL coaches being added to your team's roster must have a:
 - a. Coach Registration Form completely filled out including coaching license number and code of conduct acceptance signature.
 - b. Risk Management APPROVED confirmation of application for new coaches. This may take several weeks for an approval so make sure coaches do this well in advance of July 30 to get you the APPROVAL document by July 30.

- c. Coach pass printed from SoccerWorks Software with the coach signature and the coach's color picture glued to the reverse of the pass for new coaches.
 - d. Coach license unless coach is in the grace period or you know I already have the license. If a coach upgrades a coaching license be sure to get the new document to the GAASA Registrar.
7. Bring ALL player and coach passes from fall 2011. Those not being used for spring 2012 must be turned into Tom Pickett at the 1st table on March 23. Those passes being used for spring 2012 are to remain with the team paperwork as you complete the registration process on March 23

On March 23 you will have 4 stations to visit to register players and coaches for spring 2012 in the following order:

1. 1st table will check to see that the team rosters you have corresponds to the teams that were declared. Turn in any passes not being used from fall 2011.
2. 2nd table will check your coach paperwork. First to be sure your coach has a current risk management application form on file and a coaching license either on file or newly being registered
3. 3rd group of tables will check your player paperwork for all players
4. 4th table – Cashier table. Please be prepared to pay for all players and coaches being registered for spring 2012.

Be sure that you have all of your player passes and coach passes as well as 1 copy of each of your team rosters when you leave.

If you have any questions as a club registrar please feel free to email me in advance.