



Team Registration Process

Managers are responsible for team registration, the official team roster and player passes. You can accomplish these through the Virginia Youth Soccer Association (VYSA) using their software, RosterPro. The policies and procedures for registration are complex, numerous, and must be followed exactly in order for your team to be eligible to play any sanctioned games. VYSA maintains an excellent web site where you can access all the registration information you need including links for downloading the program and manual for RosterPro at http://vysa.com/registration/index_E.html.

The team registration process takes 2 to 3 weeks and is detailed in the VYSA policy and procedure manual. NOTE: You will have to obtain birth certificates or old player passes and photos from each player, enter all the information into RosterPro, print out and assemble the roster and the new player passes, have the players sign the passes, and submit it all to the SVU's Assistant Registrar. You will want to leave time to correct any errors and resubmit if necessary.

The packet of information to be submitted to SVU's Assistant Registrar for initial registration is as follows:

- Original Roster (from RosterPro) and one (1) copy [State Cup is two (2) copies]
- Two (2) copies of the Audit report
- Original birth certificate or previous years' USYS Member Pass, medical release form (notarized) and signed player pass for each player

The final step is for the SVU Assistant Registrar to submit the information electronically, via RosterPro, to VYSA and the league registrar. All information must be accurate at this stage so that it does not get returned to the club and be redone.

IMPORTANT DETAILS:

SVU is in the Skyline Club Soccer League (SCSL). Our league number is 981. Each travel club is assigned a three or four letter code that will be used to identify all travel teams in each league in which the club has teams participating.

When registering your team for tournaments, SVU requires a standard way of identify our teams: SVU <gender> <age division> <level>; for example, "SVU Boys U11 Blue".