

REDWOOD JUNIOR YOUTH SOCCER LEAGUE (RWL) FALL 2015 REGISTRATION INSTRUCTIONS

RWL Registrars:

Tony Johnson (rwlnorth@gmail.com)

1001 Drake Ave, Burlingame, CA 94010

650 576 5763

Clubs: Alpine Strikers, Belmont United,
Burlingame, Juventus, San Carlos, San Mateo

Tony Morin (rwlregsouth@gmail.com)

861 Haddock St. Foster City, CA 94404

650 759 4328

Clubs: Half Moon Bay, Madera Roja, Palo Alto,
Peninsula, Ravenswood, Stanford

Deadline: Registration materials are due to the RWL Registrar by July 05, 2015. Late submissions are not guaranteed to be processed in a timely manner. If a team is planning to participate in an August tournament, please ask that the tournament date be indicated with their submission request.

2015 Fall Registration Overview for rosters entered on the Redwood League site:

- Teams must upload birth certificates/passports and signed 1601 forms, as well as player and adult photos, directly into the RWL site.
- New adults must access the 1650 Risk Management form and register through the Affinity Sports registration site.

REGISTRATION INSTRUCTIONS if entering rosters on the RWL site:

1. **Registration with CCSL Playing League** (www.calnorth.org/ccsl/ccsl/ and www.gotsoccer.org)

Teams pay for the playing league based on instructions at the above websites. Teams must apply and pay for CCSL Fall league online at the GotSoccer website. This fee is NOT paid to RWL.

NOTE: Deadlines for CCSL are set by Cal North. It is each team's responsibility to review the Cal North website and register within the stated deadline. RWL and CCSL deadlines are NOT the same. You do not register for CCSL via RWL site.

2. **Registration with RWL Registration League** (www.redwoodsoccer.org)

All teams must complete a new registration of their team on the RWL site and submit a current team transmittal to the CLUB registrar. (Note: a RWL team transmittal is always a "draft" roster. It should never be considered as the final playing roster.)

a. Team payments:

Before printing out the team transmittal, payment should be made to RWL (www.redwoodsoccer.org/payments) via PayPal, based on the following schedule:

- Team: \$30
- Player: \$15 each
- Adult: \$10 each

- Lamination: \$40 per team (optional)

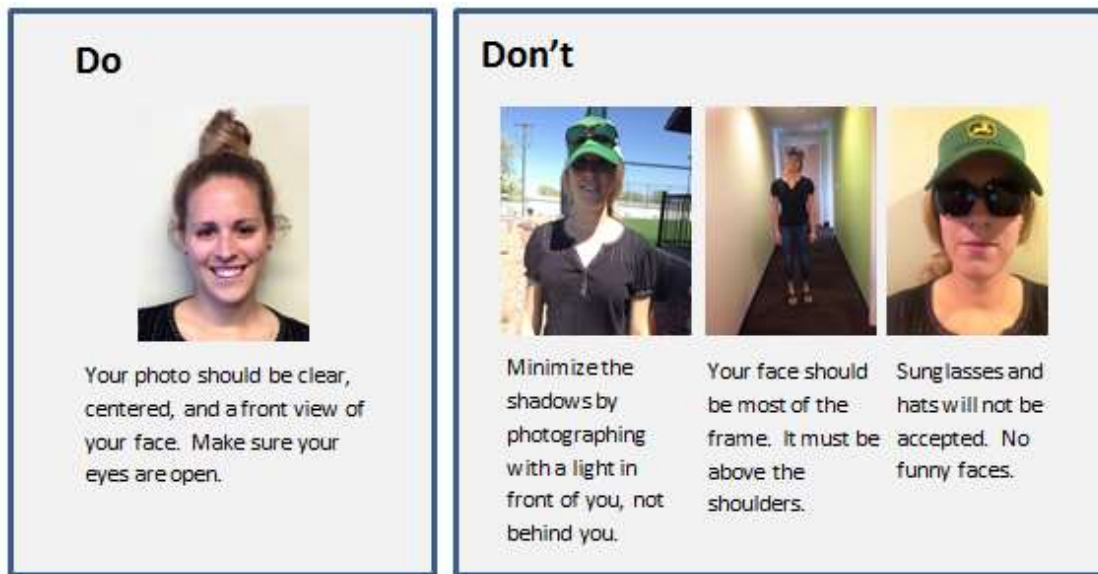
b. Team roster sizes:

- U11 and younger: minimum to register: 10; maximum roster: 18
- U12 – U13: minimum to register: 13; maximum roster: 18
- U14 and older: minimum to register: 13; maximum roster: 22

c. Player Registration

Players' registration documents must include:

- A 1601 Registration Form completed and signed (highlighted areas are mandatory). **Please try to minimize hand-written 1601 forms...**forms can be completed online, and then printed out for signature. Teams should upload a signed copy into the RWL site or submit a copy as part of the registration packet. (Note: mother's birthday is no longer needed)
- Proof of Age (POA): A copy of the player's birth certificate or passport (if not previously registered with Cal North within the past two years up through the fall of 2013) should be uploaded into the RWL site, or submitted as part of the registration packet
- A player photo – should be uploaded into the RWL player profile site
 - No larger than 1.5" H x 1" W
 - Head shot only
 - No hats or dark glasses



1. Player / adult photos that have been uploaded adhere to the guidelines shown above

d. Adult Registration – all new adult staff (18 and older that have not had an approved background check within the last two years) need to register in the official Cal North Data Management System on the Affinity site as an administrator and have an approved background check entered in the system prior to being rostered to a team. Detailed instructions appear at

http://www.calnorth.org/programs/risk_management/coaches_and_admin/

(PLEASE READ the Risk Management section at the bottom of this document)

- i. A scanned copy of the completed LiveScan request form (that includes the system "ATI #") **must** be included in the registration materials
- ii. A photo – can be uploaded into the RWL adult profile site
 - a. No larger than 1.5" H x 1" W
 - b. Head shot only
 - c. No hats or dark glasses

Coaches who are minors (under 18) do not need to complete a background check, but must submit form 1660 (see example at bottom of document) to the Cal North State Office. All approved 1660s are valid until the minor turns 18 years of age, at which point they will need to be fingerprinted.

Please note:

All of the above requested team registration information for players and adults should be provided to the RWL registrar (**by no later than July 5**) electronically, that is all documentation should be uploaded into the RWL site.

e. Team Registration "Packet" – the team's electronic registration packet should include electronic versions of the following:

- i. One completed team transmittal form from the RWL site. The "status" field should show "Paid as of xx/xx/xxxx". All players and adults should show the payment date in the "Adult" or "CYSA" column. Teams must have at least one adult on the transmittal form
- ii. One completed 1601 membership form for each player (in the same order as on the RWL team transmittal form).
- ii. POA for each player not registered within the last two soccer seasons. POA documents written in a non-Latin alphabet (A, a, B, b, etc) must have a Foreign Document Translation Form, or a notarized translation document, submitted with the POB document.

What the teams will receive back: Cal North team passes and goldenrod (official) roster. The back side of the player pass will have the medical liability release with the contact / doctor info printed. Parent will need to sign the pass (can be done after lamination by signing a piece of tape covering the signature field)

Lamination services are available through your League Registrar for \$40.00 per team (includes fall and spring seasons). Payment should be made by separate check made out to the RWL registrar. Service includes laminated passes, pass card ring and lanyard

After initial fall registration: roster change materials should be uploaded to the RWL site

Player Adds – provide:

- Updated team transmittal from RWL site that reflects player add and payment
- One (1) copy of signed 1601 form
- One (1) copy of player POA if player was not registered within the past two soccer seasons

- \$15 payment (PayPal) per added player

Adult Adds – all new adults (18 and older) must go through Live Scan Fingerprint Background Check program discussed above. Additionally, the following information must be submitted to the League Registrar:

- Updated team transmittal from RWL site that reflects adult add and payment
- Copy of completed Live Scan Request Form, showing the ATI #
- \$10 payment (PayPal) per added staff member

Player Transfers. Teams are allowed unlimited transfers within the Redwood League and five (5) transfers from outside of the Redwood League. What is needed:

- Updated team transmittal form
- 1606 Roster Change Form with two signatures (parent & releasing coach),
- Existing Player Membership Pass. No transfers will take place without the existing player pass being returned to the League Registrar

Transfer Process:

Process: A copy of the signed 1606 form should be made.

Releasing team: Provide signed Form 1606 Team Roster Change Form to transferring player/family/accepting team

-- Provide copy of 1606 form and Player Membership Pass to releasing Club Registrar

-- Releasing Club Registrar provides 1606 form copy and Player Membership Pass to League Registrar.

Accepting team:

Provide signed 1606 form to Club Registrar who submits to League Registrar to match up with Player Membership Pass

Player Releases: To release a player, the team must turn in the following:

- Updated team transmittal form
- 1606 Team Roster Change in Status Form – requires signatures from a parent and releasing team official
- Player pass

Once released, the player will be placed in District Drop Pool. A previously released player is no longer required to be transferred back onto the player's original team.

Roster Change Processing Turnaround Time: Please set expectations with your team managers and coaches that roster change paperwork that is turned in later than Wednesday evenings may not be available for that weekend's games.



Risk Management

Coaches and Team Administrators

All new adult coaches need to register in the official Cal North Data Management system as an administrator and have an approved background check entered in the system prior to being rostered to a team. The preferred and highly recommended method of registration is via the online process. Registering at the state level must be completed at least once. Doing so will provide the coach with a user name and password which ensures access to tools offered to account holders in the system; including searching and registering for courses and events, updating user account info, printing out completed forms, licenses/certifications awarded upon completion of a Cal North Coaching Course, and reviewing rosters.

Coaches must go to an approved Capital Live Scan vendor to have their prints processed in the most efficient manner.

How Do Coaches Register in Cal North's Data Management System?

To register in the system, please visit the [Cal North Data Management System](http://calnorth.affinitysoccer.com) (<http://calnorth.affinitysoccer.com>) and follow these steps:

1. On the main Cal North Data Management System landing page, please click on the “Cal North Risk Management Registration>>” registration link in the right hand column.
2. If you are a returning user, you can login with your existing account. If you are a new user, please use “Option 2” and press the “[Create New Account](#)” button at the bottom.
3. Once you have established an account (**please make sure to use your full legal name on all documents and forms**) and logged in, press the “Continue” button at the bottom after you are done adding any new players or other Parent/Guardians if necessary.
4. Click on the “Register as a Coach/Admin” button in the right most column on the row indicating your name.
5. A new window will appear, in the Play-Level drop down list, select “Risk Management”.
6. Complete all fields in the form that is displayed, and press the “Save” button at the bottom.
7. The new window will close, and you will be able to press the “Continue” button.

8. Agree to Electronic Legal Agreement.
9. Press the “No Payment Due, and Continue” button at the top.
10. Press the “Print Receipts and Forms” button to obtain your “Request for Live Scan Form”. You will need to present this form to the Capital Live Scan vendor that will be processing your fingerprints.

CAPITAL LIVE SCAN REQUEST FORM
TO BE FILLED OUT AND SIGNED BY PARTICIPANT

State of California REQUEST FOR LIVE SCAN SERVICE (C.S. 8076.1473) Applicant Subdivision 	Live Scan (Participants/Vendors outside Capital Live Scan must fax this completed form to: 916-451-3897 Participants that are outside of North counties are responsible for returning fees	Capital Live Scan Capital Live Scan P.O. Box # 2075, 949-6020044 10700 Linderoth Avenue 504 Creek Station Lane (916) 227-5127 Available 24/7
Agency CPTI AE689	PRINT (L222) Name of Person to be scanned	
Agency Name: California Youth Soccer Association (Cal Youth) Mat. Code: 1887 Address: 1040 Sequoia Lane, 805 Placentia, CA 94689 Application Type: <input checked="" type="checkbox"/> Coach <input type="checkbox"/> Athlete <input type="checkbox"/> Employee ID TITLE: <input checked="" type="checkbox"/> Coach <input type="checkbox"/> Trainer <input type="checkbox"/> Volunteer <input type="checkbox"/> Referee	Last: Johnson First: Arthur Middle Name: _____ Suffix: _____ Birth Date: _____ Male <input checked="" type="checkbox"/> Female <input type="checkbox"/> CDL No. _____ Other: _____ Height: _____ Weight: _____ Eye Color: _____ Hair Color: _____ Street #: _____ Street Name: 1001 Drake Ave City: Shafter State: CA Zip: 94310-8912 Club Name: Cal North Risk Management	
Circle One or Both: Level of Service: <input checked="" type="checkbox"/> DCU <input type="checkbox"/> FBI	Mandatory Fields: District Number: DC _____ League Number: 02 _____	E-Scan Receipt Amount \$ _____ Type & Payment: <input type="checkbox"/> Debit <input type="checkbox"/> Credit <input type="checkbox"/> Cash <input type="checkbox"/> Bill
CLS: _____ Transacting Agency: _____ Name of Live Scan Operator: _____ LSP # _____ Date: _____ ATI No.: _____ If resubmission, list original ATI Number: _____	To be completed by participant: <input type="checkbox"/> California Driver's License <input type="checkbox"/> Passport <input type="checkbox"/> California Identification <input type="checkbox"/> Resident Alien Card <input type="checkbox"/> Valid out-of-state Driver's License <input type="checkbox"/> Immigration Card <input type="checkbox"/> MVA's Identification <input type="checkbox"/> State Card	
<small> Consent to be fingerprinted as required by law for the California Youth Soccer Association (CYS) is required under certain conditions of our athletic organizations. I understand that I am responsible for completing this form (ATI form - Club Management System) and Agreement that contains the complete policies and procedures pertaining to my request to be fingerprinted under the Cal Youth Soccer Management Program. I declare under the penalty of perjury under the laws of the State of California that the information that I have furnished on this form is true and correct to the best of my knowledge. </small>		
Signature: _____		Date: 04/20/2014

Where Should Coaches Have Their Fingerprints Processed?

Upon registering in Cal North’s Data Management System as an administrator, and printing out their Request for Live Scan Form, coaches can either go to a league sponsored event or an approved Capital Live Scan Vendor.

Please contact your club for information regarding upcoming fingerprinting events, or view the calendar of upcoming events. If your club is not having a fingerprinting event, please visit the Capital Live Scan website for details on local vendors in your area.

Please make sure full legal names, and dates of birth on all documents and forms are used as required. Failure to submit accurate information will result in delays in processing. Additionally, coaches should request a copy of the completed request for live scan form if they are visiting an approved vendor, and fax the completed form to the fax number indicated at the top of the form. **Please submit a copy of the Live Scan Request Form (with ATI# showing) as part of registration submission.**

Coaches who are minors (under 18) do not need to complete a background check, but must submit a completed / signed Form 1660 (example below) to the League Registrar every seasonal year. All approved 1660s are valid until the minor turns 18 years of age, at which point he/she will need to be fingerprinted. **This form is for Minor Team Official Registration only**



CALIFORNIA YOUTH SOCCER ASSOCIATION, INC.
MINOR TEAM OFFICIAL REGISTRATION AND RISK MANAGEMENT DISCLOSURE FORM

20__ / 20__ SEASON

PROVIDING FALSE INFORMATION OR OMITTING INFORMATION WILL RESULT IN IMMEDIATE SUSPENSION FROM ALL CAL NORTH ACTIVITIES

APPLICANT INFORMATION - REQUIRED INFORMATION
Legal Last Name, Legal First Name, Address, City, State, Zip, Email, Birthdate, Gender, CPR Trained, Home Phone, Cell, Driver's License Number, State, Expiration Date, Social Security Number, Other ID/Passport

IMPORTANT REGISTRATION QUESTIONS (Check in Box Required)
1. Have you ever been convicted of a crime of violence?
2. Have you ever been convicted of a crime against children?
3. Have you ever been convicted of a crime against an individual?
4. Have you ever been convicted of fraud?
5. Have you ever been convicted of a felony?
6. Have you ever been convicted of a crime involving an alcohol or drug related offense in the past 5 years?
If you have answered YES, you can not be associated with any CYSA affiliated team until you have received clearance from CYSA.

I certify that I have no physical illness or impairment which will make participation in soccer related activities dangerous to me. Registrant represents that the information contained on this form is true and correct and that the registrant has not lied about, misrepresented or otherwise falsified such information. Incomplete forms will be returned!

- I understand that:
1. It is the intent to deny registration to any person who has been convicted of crime against an individual.
2. In applying for a position, the information which I have furnished on this form is subject to verification.
3. I will abide by the rules and regulations set forth by the California Youth Soccer Assn. Inc., United States Youth Soccer, United States Soccer Federation and its affiliated Leagues and Clubs.
4. THIS MINOR TEAM OFFICIAL REGISTRATION AND RISK MANAGEMENT DISCLOSURE FORM MUST BE UPDATED EVERY SEASONAL YEAR UNTIL THE MINOR REACHES 18 YEARS OF AGE, AT WHICH TIME THEY WILL NEED TO COMPLETE FORM #1650 AND BE LIVE SCANNED (FINGERPRINTED).

I acknowledge having and maintaining at least the minimum amount of insurance as required by the State of California per the State Vehicle Code. I agree to notify CYSA representatives that I do not have such coverage if at any time I am asked to use my personal or non-owned vehicle for affiliated youth soccer activities. Furthermore, I agree to not allow any person who does not have authorization and/or insurance to drive my vehicle for affiliated youth soccer activities.

I declare under Penalty of Perjury under the laws of the State of California that the information that I have furnished on this form is true and correct to the best of my knowledge. This declaration was executed at (city) _____, California, on (date) _____

APPLICANT SIGNATURE: _____ DATE: _____
GUARDIAN NAME (PLEASE PRINT): _____
GUARDIAN SIGNATURE: _____ DATE: _____