

To: Illowa/Illinois Coaches

From: Nancy VanVoltenburg  
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REGISTRATION DEADLINES:

IYSA – August 1<sup>st</sup>

Illowa – August 1<sup>st</sup>

Re: IYSA Fall 2010 Registration

This letter contains guidelines for completing your Illinois Youth Soccer Association (IYSA) registration for the new soccer year.

This IYSA registration process **does not** register you with Illowa for playing Illowa league games; that must be done each fall and spring by completing the league game registration information on the Illowa website ([www.Illowa.org](http://www.Illowa.org)) with a deadline of August 1<sup>st</sup>.

The following are guidelines for completing your IYSA registration:

1. Roster Form. Print the IYSA/Illowa registration roster form on 8½ x 14” paper (which will provide the room necessary to legibly print your player names, etc.). Please type or **print neatly**. Make sure **all signatures** (coaches and players) are on the roster.

**Roster limits:** U-8 and 9 teams may only roster 12 players; U10, U11 and U12 teams may only roster 14 players; U13 through U15 may roster 18; and U16 through U19 may roster 22 players. Players may only be rostered on **one** team.

An Age Chart is also available for reference. The only exceptions are made for U15Boys and U19Girls in the fall, and U15Girls and U19Boys in the spring (to correspond with the high school seasons)

If you will be placing an *Iowa resident* on your roster, please call me ASAP. There are additional forms required for rostering an Iowa resident on an Illinois team – and they must be completed before your team can register in Illinois.

2. Birth Certificates OR Last Year’s Player Pass. You must provide a birth certificate for each player. Submit the birth certificates in the same order as the names on the roster. Birth certificates will not be retained by the Registrar – they will be returned to you. In lieu of furnishing a birth certificate, you may furnish the player’s previous year’s Illowa player pass.
3. Emergency Medical Release & Liability Waivers. You must submit a **copy** of a completed Emergency Medical Release & Liability Waiver form for each player. Those waiver copies will be retained by Illowa. Coaches must retain the originals, so **DO NOT SUBMIT YOUR ORIGINALS**.
4. Disclosure Statement. If your team is a member of a Club (EMSSC, GSC, etc.) you must complete a Disclosure Statement for each coach and turn it in to your Club’s

designated Risk Management Coordinator. Each individual Club is responsible for retaining the Disclosure Statements for each club volunteer and insuring compliance with the IYSA Risk Management Policy (as mandated by the US Youth Soccer Association). **The club's Organization Certification must be turned in to me prior to the start of the Illowa season or all of your teams will be ineligible to play until your club is in compliance.**

If you are an independent team, not a member of any Club, then you need to turn in your coaches' Disclosure Statements to me with your registration materials.

5. Fees. If your team is a member of a Club, your Club will be billed for your Illowa and IYSA fees. If not, you must include a check for your fees with your registration materials. Both fees (Illowa league fee and IYSA registration fee) may be included in one check. Checks must be payable to Illowa Youth Soccer League. Illowa league fees are listed on the Illowa registration web site; the IYSA Registration fee is \$170 for U8 and U9; \$195 for U10 through U12; \$245 for U13 through U15; and \$295 for U16 through U19.
6. **IYSA Registration Deadline.** Registration materials should be submitted to me by August 1<sup>st</sup> (which is approximately 3 weeks prior to the start of the Illowa season), to provide sufficient time for your registration to be processed and cards issued prior to the start of the Illowa season. **A LATE PAYMENT FEE OF \$100 WILL BE ASSESSED FOR A TEAM SUBMITTING IYSA REGISTRATION MATERIALS AFTER 8/1.**
7. Member Pass. After your roster and supporting documents have been checked, the Member Passes will be printed and delivered to you with your official Roster. You will then be responsible for obtaining signatures and attaching pictures to the Member Passes, and getting them laminated – all **prior** to your first game.

Some additional information for future reference –

To add or remove a player or coach from your team, you will need to complete an Add/Transfer form. That form is also available on the Illowa website.

Your IYSA registration includes supplemental medical insurance coverage for all registered members of your team. Insurance claim procedures and claim forms are available at the IYSA website ([www.IYSA.org](http://www.IYSA.org)) or you can contact me for copies.

Travel Permits (for out-of-state tournaments) and Tournament Guest Player forms can now be completed online at the IYSA website ([www.IYSA.org](http://www.IYSA.org)). Coaches should make themselves familiar with the requirements for these forms.

Contact me if you have any questions – and have a great season!