

WDDOA – Fall 2018 Roster Readiness Manual

Fall 2018 Club Preparations for Official Roster Generating and Player Card



Below you will find everything needed to get your teams and their official documents (Rosters, Player Cards, and KidSafe Passes) generated and available to your teams prior to Fall 2018 League play. In an effort to make everything flow, it is listed in chronological order. A complete list of important dates is also published on the website. Following all the steps in this manual is crucial to the efficacy of roster processing.

1.
Registration
Deadline:
June 28th

1. **TEAM REGISTRATION:**

The “WDDOA 2018-2019 Team/Player Registration (roster/cards)” event is now open and you can start registering teams.

1.1. All teams and players participating in WDDOA will register with WDDOA

1.2. Process: You can register all your teams at once from your club GotSoccer account.

- Login / Club tab, click on “Teams” in dark menu bar
- Find the Register Teams in: (Select a League/Event) above the team list
- Use the drop down and find “WDDOA 2018-2019 Team/ Player Registration (roster/cards)” and click “Select”. The team list will refresh with teams not registered in the event
- Select all U11 teams you wish to enter into the WDDOA League and all your U12 through U19 pre-qualified teams (Remember, they will still show as U10 through U18 in your GotSoccer team list until August 1st, 2018.)
- Click “Enter Selected Teams” in the green menu bar

Note: you can check your registrations: clear the event from the “Register Teams In” box and enter it instead in the Filter by Upcoming Event box and click “Apply Filters”. Your currently registered teams will be listed.

1.3.
Verification.
Fall 2018
Team Info
Sheet
uploaded
into team
account
Deadline:
July 2nd

1.3. Verification: The Fall 2018 Team Info Sheet you complete for each Under 12 through Under 19 pre-qualified team must be uploaded into each team account. To Upload the form:

- Club tab, click “Teams” in dark menu
- Click on the team name and [Login to Team Account](#)
- Click on “WDDOA 2018-2019 Team/Player Registration (roster/cards)”
- Click on the “Documents” tab and click “Choose File”
- Choose your “Fall 2018 Team Info Sheet” for that particular team (you should update the document name to include the specific team name)
- Click “Upload File”.

2. 18/19
Registration
Period starts
August 1st.

2. **ROSTERS AND PLAYER CARDS - WDDOA ROSTER GENERATION:**

The STYSA Registration Period designates the time by which player movement off or between teams must be documented with Transfer/Release paperwork. Your committed existing players should be placed on rosters by August 1st. However, since we will only be printing player cards and rosters for your National League and Frontier Conference teams, you will have until August 15th to get your final players added for us to capture your rosters and start processing your teams. NL and Frontier team printing will take priority based on start of League play (August).

2.1. Check your teams: in order to effectively do this, use filters to your advantage. First start by checking a number of things all at once, then proceed to each individual team. Since by the time you will be doing this, you will have already entered the teams in the “WDDOA 2018-2019 Team/Player Registration (roster/cards)” event, the steps should be as follows:

2.1. Login and check **ALL your teams** at once

- **Login to access your team list:**
 - Login
 - Club tab
 - Teams
 - Locate the “Filter by Upcoming Event” box and use the drop down to enter “WDDOA 2018-2019 Team/Player Registration (roster/cards)”
 - Click “Apply Filters”

STYSA Team Number Format											
Association #	Club #		Division Level	Gender	Birth Year	Team Number					
4	2	1	2	S	B	0	5	1	2	3	4

Example: The team above is a WDDOA Super 2.05 (Under 14 for 18/19 Calendar year) Boys team for Club #12.

• **Team ID numbers:** now that STYSA Team ID codes were changed to reflect the Birth Year as opposed to the Age Group, Team ID #s do not have to be regenerated every year. Since WDDOA has to input team ID numbers one by one, the only way we would like you to interpret the underline statement above is: **please do NOT regenerate your Team IDs anymore**. In addition to us having to touch every single team, please remember that your club number may be duplicated in another association (CAYSA may have a 04-12, and AAYSA may have a 16-12, meaning WDDOA has two 42-12), which means we will also have to manipulate the last 4 digits of the team numbers. So please please, do not touch the WDDOA Teams ID numbers.

- **Team Division Level:** Prime teams will be Division 1, Alpha teams will be Super 2, Challenger teams will be either Division 1 or Super per club choice. Please note division level chosen may restrict the ability to play Spring Cups as no Division 1 teams are allowed to play Directors Cup in U13 through U19.
- **Team Age Group:** As you will be checking your teams prior to August 1st, each team should be one age group under what they will be for Fall 2018: Under 10 now for Fall 2018 Under 11, Under 15 now for Fall 2018 Under 16. While you’re at it, now that the Birth Year age group change has been in effect for two full seasonal years, go ahead and update your team names to the older age group if you had kept a combined age group in the team name: your 05/04 team should be updated to 04, your 00/01 should be updated to 00.
- **Roster Maximum:** make sure you do not have any teams with too many players (make sure you have enough players on each team as well...)

2.1. Now check each **individual team** one by one

- **Now move on to each individual team:**
 - Do NOT click on the team name, click on “» View” in the Apps column (right side)
 - Click on  in the row for “WDDOA 2018-2019 Team/Player Registration (roster/cards)”
- **Roster Accuracy:** Make sure you have the right players on the team! Remember, once we generate the rosters, you will need to submit a Transfer-Release form in order to move a player! There is **no way around this!** Unassign any players that shouldn’t be there.
- **Verify Players Age:** make sure none of the players on a particular team are too old for the team you are working on. This step is much easier now that the age groups are Birth Year specific! Check that there are no 07s on your 08 teams (incoming U11s).
- **Valid Pictures:** Make sure a valid picture is uploaded for every player: Registrar tab; Players in dark menu bar; Enter a team name and filter; Update any invalid picture.

VALID Pictures	INVALID Pictures
	

2.2. Main Roster Freeze: **Deadline: August 15th.**

- **Verify Adults:** Click on the “Basic Info” tab and check Coach, Assistants, Team Managers and click on the “Contact” tab to check the main contact for each team. If you think you had added adults that do not show in the “Basic Info” view it may mean their KidSafe isn’t current and needs to be updated!

2.2. Main Roster Freeze: August 15th (New Players *Late player adds*: August 22nd)
On August 15th, we will capture all rosters. Please be sure to have finished all the steps listed in 1. and 2.1. by July 31st. It is **highly recommended** you set yourself and your club an earlier deadline in order to be ready for August 15th. Any player frozen onto a roster on August 1st will **require a Transfer Release form in order to be removed!!**

2.3. How to Notify WDDOA

As you work through each individual team for the verification process, the **last step** for each team will be to notify WDDOA through GotSoccer! Once you have gone through and validated all the steps outlined in 2.1. above, you will go back to the “Rosters” tab, make sure the “WDDOA 2018-2019 Team/Player Registration (roster/cards)” is selected at the top, click on  next to “Notify Registrar”. A message box will appear in which you will add: “Team verified on <Date>, Ready to Process”. Then click on . On our end, we will see a notification button appear next to each team name.

Registrar Notification Action:

- Whatever you write in the message is visible to whoever has that team login access: coaches, team managers, etc. Be mindful...
- Because whoever has team login access has access to a notification button as well, **make sure** you include the message above in the message box. The message shows up stamped with who wrote it on our end either from Club or Team, so if the message is from the team, or if there is no message, we will assume it did not come from you and we will clear the notification so as to keep our action list clear.
- Do NOT add additional or alternate notes, we will only be looking for the “Team Verified” message above and will not read or act on anything else.
- WDDOA will be processing teams club by club. Once there is a notification icon next to a majority of your teams, we will begin our process.
- If we find issues you will be contacted. If you prefer to set up a time to review teams with us, please call 512-278-9898.

2.4. WDDOA Process Schedule

Once you have notified WDDOA, we will begin our process of verification. Provided no issues are discovered the rosters will be generated and your official rosters and virtual player cards generated. **Only National League and Frontier Conference teams will get printed Player Cards and Rosters which will be mailed to the team manager on file in GotSoccer.** Any team with multiple issues that cannot be immediately resolved will be pushed back to the bottom of the processing schedule.

Again this year: we will invoice you for player fees twice a year as we did this past year. The first invoice will go out in September for all your original rosters and the second in April for all your Adds, Transfers, and Moves. (Team fees will not be invoiced and are due July 3rd).

Because National League and Frontier may start earlier than anyone else, those teams will be given priority for processing in order to get all printed documents time to reach the teams prior to their first game. Registrars, you must keep up with which teams are affected in order to have those teams verified and ready to go earlier than everyone else. August 15th will not be an early enough deadline to set for those teams because Frontier Conference League is set to start on **August 18th.**

3. **ADDITIONAL PROCESSES AND REQUESTS:**

3.1. Player card printing: Tournaments

Clubs will have the ability to submit team player card printing requests for tournaments who do not accept virtual cards through the WDDOA Google Doc. Remember, you can use you 2017/2018 player cards for ALL August tournaments. We will have a limited amount of time to process these. Submission does not guarantee processing will occur prior to the event.

3.2. Club Pass Printing: National League and Frontier Conference Club Pass Players

WDDOA will have a Google Doc to request the printing of Club Pass player cards. The link to this Google Doc will only be provided to Registrars and Team Managers of clubs with teams in NL and Frontier Conference.

3.3. New Player Adds (Late registrations): August 22nd at the earliest

For New Players needing to be added to your rosters after the August 15th deadline, we will be using the WDDOA New Player Add Google Doc as we did last seasonal year. We will not be looking at this list until **at least August 22nd** as our priority processing official paperwork for ALL WDDOA teams.

If your team is going to a tournament and you decide to by-pass the WDDOA New Player Add by adding the player as a Guest Player (per your local Association's process), this player will then have to be **transferred** onto the WDDOA roster and will use one of the team's maximum number of transfers per seasonal year.

3.4. Transfer/Releases

All player movement after August 1st **require a Transfer/Release form.** All Transfer forms should be emailed to TRform@wddoa.org. Forms should be sent to this address **only**. Please do not copy other wddoa.org email addresses as this will only slow the process down. Please do not notify us that you sent a form to that address. Use the approved WDDOA Transfer/Release form published at www.wddoa.org.

3.4.1. Releases: All release players will be moved to the WDDOA Release Pool. If a player later needs to be transferred to a different team, an updated Transfer Release form will be required.

3.4.2. Transfers: WDDOA Transfers and Moves require a DOC signature. Forms missing a DOC signature will not be automatically processed. Players transferred from one team to another within the same club are considered "Moves" and do not count towards the team's maximum number of transfers per seasonal year.

3.4.3. Contested Transfer: a DOC may refuse to approve a transfer. In that case, a detailed explanation from the club and the parents will be requested which will be considered by the Directors Council to determine whether or not the Transfer-Release will be processed.

3.4. Final Roster Freeze:
Deadline: April 2019 TBD.

3.5. Final Roster Freeze

The Final Roster Freeze matches the STYSA Roster freeze deadline for State and Presidents Cups which will be some time in the spring.

3.6. International Travel Clearances / ITCs

The ITC requirements are changing! ITC submissions will only be required for players of clubs with ties to named professional teams, clubs with Developmental Academy Programs (USSF D.A.), or participating in the Lamar Hunt US Open Cup.