

# WDDOA – Fall 2018 Registrar Instructions

## Fall 2018 Preparation/Procedures/Deadlines



Below you will find everything needed to get your teams ready for Fall 2018 League play. It is listed in chronological order. A complete list of important dates is also published on the WDDOA website.

### 1. TEAM SUBMISSIONS:

1.1. U11.  
**Deadline:  
June 28<sup>th</sup>**

1.1. Under 11 Team Declarations: **Deadline June 28<sup>th</sup>**, by 10pm. The purpose of the Team Declaration is to notify us of the number of teams to expect as well as their competitive level. This process is achieved through a google doc and is not posted online. These are typically completed by DOCs.

1.2. **Deadline:  
June 28<sup>th</sup>**

1.2. Under 11 and Only pre-qualified Under 12 through Under 19 team Registration: **Deadline June 28<sup>th</sup>**, by 11:59pm. Detailed instructions can be found on how to register teams in the WDDOA Roster Readiness Manual.

1.3. U12/U19.  
**Deadline:  
July 2<sup>nd</sup>**

1.3. Fall 2018 Team Info Sheets - Under 12 through Under 19 pre-qualified teams: **Deadline July 2<sup>nd</sup>**, by 11:59pm. This document helps validate the eligibility of each pre-qualified team entered in the 18-19 WDDOA registration event as well as provide the scheduling format chosen for each Challenger Flight team; Neutral / WDDOA assigns fields and refs (Higher fee) or Home & Away / Club assigns home game fields and refs (Lower fee)

1.4. RFC  
U12/U19.  
**Deadline:  
July 3<sup>rd</sup>**

1.4. Requests for Consideration - Under 12 through Under 19 non-qualified teams: **Submission and Payment Deadline July 3<sup>rd</sup>**, by 5pm. Any non-pre-qualified, pre-qualified but unable to retain club core (>50% USYS registered in the club during Fall 2017 – Spring 2018 seasonal year), or new team can file an “RFC”. These forms will be evaluated by the WDDOA Directors Council and teams will be notified of their decision by July 9<sup>th</sup>. Their decision will be final. A form without payment is considered an incomplete form. Incomplete forms will **not** be reviewed.

### 2. TEAM BUILDING:

Team Building is achieved in your Club tab. Don't forget that GotSoccer automatically rolls teams up an age group on August 1<sup>st</sup> so you will be working with age groups one year younger than the Fall 18 age groups until August 1<sup>st</sup> (U10 for U11, U11 for U12).

2.1. Existing  
Teams:  
15 to 20  
minutes  
per team

#### 2.1. Existing Teams

Do **not** create new teams if your existing teams are coming back. Your existing teams history (including GotSoccer Rankings) will be wiped out if you start anew. Be sure to keep a list of your existing teams that shows what changes were made to them for reference (it'll come in handy!). Make sure the Edit functions are locked (padlock icons in both “T” and “R” columns in the team list view).

##### 2.1.1. Make changes


Changes to Age Group, Division, or Team Name can be made from the team account: Club tab; Teams; click on the team name; make changes; add a note at the bottom left of the page in the Notes section with the old (17-18) team name; click “Update Team Account”. You should make all your changes before entering the teams in any registration event.

##### 2.1.2. Adjust team rosters

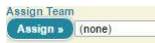
You will need to work in your player list: Club tab; click on Players in dark menu bar. If using GotSoccer for online registration, enter your Fall Program name in

**Filter by Upcoming Program** (None) , and click “Apply Filters”.

### 2.1.2.1. Unassign Players

Start by unassigning the players no longer on a particular team from the player list view: put the team name in the  and “Apply Filters”. Select the players to remove then click “Assign” in  with the team name set to (none).


### 2.1.2.2. Assign Players

Start by removing the team name in the Team Name filter box and filter for your players in the correct age group and gender so as to see a smaller list of players and select which team you are assigning players to in , select players and click “Assign”

2.2. New Teams:  
20 to 30 minutes per team

## 2.2. New Teams

### 2.2.1. Create Team Accounts

Under the Club tab, click on Teams in the dark menu bar then click on . Be sure to add a team Username and Password. Do not add a team ID. Any WDDOA team will need a team ID generated from our end. Remember, only WDDOA teams should start with 42. Any division 2 or lower team should be regenerated to carry your local association code (04 for CAYSA, 16 for AAYSA, etc..). Do NOT, under any circumstance, un-check the roster edit functions that are checked by default under the school grade box.


### 2.2.2. Assign Players

Follow the same process outlined in 2.1.2.2.

## 2.3. Archiving Teams *(This can be done later)*

Keeping your team list “clean” under the Club tab is essential for minimizing errors. Use the archive option for all the teams you think you will not be using/are not returning. This does not affect player status.

Club tab; Teams in dark menu bar; Select your teams to archive; Put “Archive” in

; Click the Set Level/Grade button. Your archived teams will disappear off the active list. (Always Archive, NEVER delete)

To access your archived teams, simply filter for Level/Grade “Archived”. From there you can reactivate a team by changing its Level/Grade.

## 3. ROSTER COMPOSITION:

Age Group	Play Format	# Players
U11-U12	9v9	16
U13-U15	11v11	18
U16-U19	11v11	22

Under 11 rosters have no restrictions regarding composition other than the maximum number of players allowed (16) and that there **must** be at least one “true age” U11 player on a U11 team. In the same way, Under 13 rosters **must** carry at least one “true age” U13 player. Under 12 through Under 19 Pre-qualified teams must retain Club Core

3.1 Club Core: We recommend you keep copies of your last official rosters in order to help you keep track of roster retention

3.1. Club Core: For Fall 2018 there will still be a core requirement. The requirement of >50% will be calculated from the qualifying roster; Fall 2017 Roster for SRPL / SCL teams that qualified during the Fall season and Spring 2018 Roster for all other teams. However, it will be a "club core" requirement rather than a "team core" requirement. This means that core will be met by filling the team with >50% of players who were registered with the club (rostered to a USYS Primary Team) for the 2017/2018 seasonal year. Example: to retain core, a roster of 16 from the prior seasonal year must return 9 club players rostered to Primary Teams that participated in USYS competitions.

3.2. Fall 2018 Team Info Sheet: this form is to help you verify and maintain core retention. This form will be required for you to complete and upload into each team account. You will want to update this form as you work on each team and make sure you add the team name in the file name so you can find your forms easily.