

WDDOA – Fall 2022 Roster Readiness Manual

Fall 2022 Club Preparations for Official Roster Generating and Virtual Player Cards



Below you will find everything needed to get your teams and their official documents (Rosters, virtual Player Cards, and KidSafe Passes) generated and available to your teams prior to Fall 2022 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. Team Registration
Deadline:
July 6th.

1. **TEAM REGISTRATION:**

The “WDDOA 2022-2023 Team/Player Registration Event (official roster)” event is now open, and you can start registering teams. Only your pre-qualified teams with valid core retention and your new U11 teams should be registered at this time. Do not register any new U12 through U19 teams you will be submitting RFCs for. Any pre-qualified team you will be submitting an RFC for (different flight than pre-qualified for), should be registered with the understanding that if the change request is denied, the team will be returning to its pre-qualified level of play.

1.1. All teams and players participating in WDDOA, Frontier Conference, and SCL will register with WDDOA

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

- Login / Club Management, click on “Teams”
- Click on “Registration” in the menu bar: 
- Scroll down until you find “WDDOA 2022-2023 Team/Player Registration Event (official roster)” and click “Register”. Your list of teams will appear with the Registration event showing at the top
- In GotSport, you will need to register your teams by Division: only the teams matching the division selected in the “Registration Fee” box at the top will be available to select. Division 1 is the default. The age group of the teams in this event view will be the correct upcoming 2022/2023 age group. Until August 1st, when looking at these teams in any other view than the upcoming 22/23 registration event, the age group showing for these teams will be the 2021/2022 age group. Be sure to recognize the difference between “Current Age Group” (2021/2022 until August 1, 2022) and “Event Age Group” (2022/2023 after August 1, 2022).
- Select the U11 and U12-19 pre-qualified teams and click the blue “Register” button at the top of the page. Be sure to choose “Selected Teams” as opposed to “All Teams”
- Select Division 1 as the Division level then click “Save”
- The next screen will show you the list of teams you have just registered.
- Once you have registered all your U11 and Pre-qualified Division 1 teams, you will need to go back and change the division to Super 2 in the “Registration Fee” box so you can select your U11 and Pre-qualified Super 2 teams and register them in the WDDOA Registration Event as well.


1.3. Fall 2022 Team Info Sheet upload and status updated in Club Google sheet
Deadline:
July 12th

1.3. Verification: The Fall 2022 Team Info Sheet is for you to complete for each Under 12 through Under 19 pre-qualified team in order to validate eligibility and upload into each team record to verify core retention:

- Pre-qualified teams must retain club core from the previous seasonal year
- The final roster used for reference depends on the competition the team participated in during the 21/22 Seasonal year:
 - Frontier and SCL: Final Roster on December 15th 2021
 - Prime, Challenger, Alpha: Final Roster in Spring 2022

- The minimum number of players having to return depends on the final number of players rostered to the team. You can find a helpful chart [HERE](#).
- Eligible players to be counted toward core will have been registered with the club and rostered to a primary team playing in a USYS competition during the 21/22 Seasonal Year

To Upload:

- Login
- Club Management > Team Registrations
- Locate the “Event” box at the top of the page and use the drop down to enter “WDDOA 2022-2023 Team/Player Registration (official roster)”
- Click “Search”
- Click on a team name, a pop-up window will appear
- Click on the Registration tab
- Click the “Edit” button 
- Follow the prompts to upload the appropriate team info sheet. It will be important to have a good naming system for these forms as you create them so you upload the form matching the team you have selected. This will be especially important if you have more than a handful of teams participating with WDDOA.
- As you upload each Team Info Sheet, be sure to update Column I, “*Team Info Sheet Completed and Core Verified*” in your Club Google Teams Sheet.

2. 22/23
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 Frontier Conference teams, you will have until August 11th to get your final players added for us to capture your rosters and start processing your teams. NL Frontier team printing will take priority based on start of their 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, all your WDDOA participating teams will be in the “WDDOA 2022-2023 Team/Player Registration (official roster)” event, the steps should be as follow:

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

- **Login to access your WDDOA registered team list:**
 - Login
 - Club Management > Team Registrations
 - Locate the “Event” box at the top of the page and use the drop down to enter “WDDOA 2022-2023 Team/Player Registration (official roster)”
 - Click “Search”
- **Open your Club Google Teams Sheet:**
 - Compare the list of teams in GotSport and your Google Sheet list of pre-qualified teams to make sure you have not missed anyone
 - If you have a lot of teams, you may want to use age and gender filters in order to reduce the size of the list you are verifying at one time
 - As you verify each team, be sure to update the Club Google Team Sheet: Is the team going to make, Fall 2022 Team Name, RFC to different flight. Be sure to also check the first column as the WDDOA office may have placed comments or questions next to certain teams for you.
- **Team Age Group:** Because you are looking at the teams registered in the 22/23 Registration event, the age group column is actually the Event Age Group: your 2012

teams will show U11 even though their current age will be U10 prior to August 1st 2022. If your 2011 teams show as U12, you will need to let us know so we can fix it on our end after you fix it on yours.

- **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...)
- **Now move on to each individual team:**
 - Click on the team name, it will bring up a pop-up window with the team details and tabs at the top
 - Scroll down to Registration Information
- **Team Competitive Level (Division):** Prime teams will be Division 1, Alpha teams will be Super 2, Challenger teams will be either Division 1 or Super 2 per club choice. Please note: division level chosen in Challenger may restrict the ability to play specific Spring Cups, specifically Directors Cup. No WDDOA registered team should play South Texas Cup.
- **Roster Accuracy:** scroll back up and click on the Roster tab at the top of the pop-up window and make sure you have the right players on the team! Remember, once we generate/approve the rosters, you will need to submit a Transfer-Release form to move a player! There is **no way around this!** You will need to go back to the roster builder tool to unassign any players that shouldn't be there.
- **Check Players Age:** although GotSport does have a number of South Texas rostering rules programmed in, which should prevent overage players from being assigned to a team, make sure none of the players on a particular team are too old for the team you are working on. Check that there are no 2011s on your 2012 teams (incoming U11s) for example.
- **Valid Pictures:** Make sure a valid picture is uploaded for every player. You will be able to edit any invalid picture directly from this view: click on a player's name whose photo needs cropping and click on the blue "Edit Image" button; reposition or drag any of the blue markers to reframe then click "Save". (Note: every time you do this, the system will kick you back to team list view. You will have to click on the team again to keep going. If you have too many pictures to update, we highly recommend you do this either from the Roster Builder view in the WDDOA Registration Event, where you can update pictures one right after the other without having to use several clicks of the mouse to get back to where you left off, OR from your program registration view as registrations come in. If you haven't made uploading a picture required at the time of registration, you should do so ASAP)

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

VALID Pictures	INVALID Pictures
	

- **Verify Adults:** Click on the "Coaches" tab [Players](#) [Coaches](#) [Managers](#) and check Coach, Assistants, (You will click on the "Manager" tab to check Team Managers).

2.2. Main Roster Freeze: **Deadline: August 11th.**

2.2. Main Roster Freeze: August 11th
 On August 11th, 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. Any player approved onto a roster on August 11th will **require a Transfer Release form in order to be removed!!**

2.3. How to Notify WDDOA

As you validate each team and finalize them, you will notify us that they are ready in your Club Google Teams Sheet: you will enter "Yes" in column M:

2.3. Team
Verification
Deadline:
July 6th.

- By July 6th, **WDDOA must know which of your teams are viable and which are not.** There are several columns in the document where the Club Registrar/Administrator must provide yes or no input and are clearly marked in the column headings.
- As you work through each individual team for the verification process (once you have gone through and validated all the steps outlined in 2.1. above), the **last step** for each team will be to notify WDDOA through your Club Google Teams Sheet. A good target date would be August 1st to have "Yes" in column M: "Is Team Roster Verified, 100% Photos Uploaded and Cropped? Is Team Ready to Generate" so that we can start our rostering process on August 11th.

2.3. Team
Notification
Deadline:
August 11th.

Registrar Notification Action:

- To edit the spreadsheet, after clicking on the link provided to you, you will need to sign into your Google (gmail) account. If you do not have a Google (gmail) account, you will need to create one. Club Registrars/Administrators will be given editing access, Club DOCs will be given viewing access.
- WDDOA will be processing teams club by club. Once there is a "Yes" 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 your official rosters and virtual player cards generated. **Only National League Frontier Conference teams will get printed Player Cards and Rosters which will be mailed to the team manager on file in GotSport.** Any team with multiple issues that cannot be immediately resolved will be pushed back to the bottom of the processing schedule. **Because National League Frontier Conference** may start earlier than anyone else, those teams will be given priority for processing 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 11th will not be an early enough deadline to set for those teams because Frontier Conference League is set to start in **August**.

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 October 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 13th).

3. **ADDITIONAL PROCESSES AND REQUESTS:**

3.1. Club Pass Printing: National League 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 Frontier Conference.

3.2. New Player Adds (Late registrations): August 25th at the earliest

For New Players needing to be added to your rosters after the August 11th 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 25th** as our priority will be processing official paperwork for ALL WDDOA teams. New Players may be added until the published Final Roster Freeze date. Example: WDDOA Prime, Challenger, and Alpha rosters freeze April TBD, 2023.

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. Final Roster Freeze:
Deadline: April 2023 TBD.

3.3. 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.

Please take care to fully complete Transfer/Release Form BEFORE submitting. Incomplete forms CANNOT be processed, and all incur delays. We need ALL the information listed in order for the system to work smoothly. Forms submitted after Tuesday 10pm may be unable to be completed prior to following weekend play.

3.3.1. 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.

3.3.2. 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.

3.3.3. 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

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

WDDOA - Fall 2022-2023 FEE SCHEDULE



- **WDDOA Flight 1 – Prime:** Flight Playing Neutral Site Model - \$500.00 per team + \$125.00 per player
Team fee is due on July 13th and player fees are due when billed. Past due payments on team fees may result in team removal prior to initial scheduling.
- **WDDOA Flight 2 – Challenger:** Team Playing Model is Chosen by Club.
 - Team Playing Neutral Site Model - \$400.00 per team + \$125.00 per player
 - Team Playing Home vs Away Model - \$300.00 per team + \$75.00 per playerTeam fee is due on July 13th and player fees are due when billed. Past due payments on team fees may result in team removal prior to initial scheduling.
- **WDDOA Flight 3 – Alpha:** Flight Playing Home vs Away Model - \$200.00 per team + \$35.00 per player
Team fee is due on July 13th and player fees are due when billed. Past due payments on team fees may result in team removal prior to initial scheduling.
- **Frontier Conference / SCL Team Registration Fee:** WDDOA will not require teams participating in Frontier Conference / SCL to submit a team fee. The fees for these competitions are set and collected by STYSA. The fees/registration information for Frontier / SCL competitions will be posted at: www.stxsoccer.org
- **Frontier Conference / SCL Player Fee:** \$100.00 per player.
- **Rescheduling Fee: Prime:** \$75.00 / **Challenger Neutral** \$75.00 / **Challenger Home/Away** \$50.00 / **Alpha** \$35.00
- **Fines: Forfeit** - \$250.00 may be assessed per forfeited game. **Handwritten Player** - \$100.00 may be assessed per player *additional fees and/or referral to D&P for teams refusing to travel, and willful forfeitures.
- **Spring Cup Registration Fee:** Teams entering Cup play (State, Presidents or Directors) in Spring 2023 are responsible for paying the Cup team entry fee directly to STYSA.

Directors Cup:

- 🇹🇽 11U-14U: \$575
- 🇹🇽 15U-19U: \$600

Presidents Cup:

- 🇹🇽 11U-12U: \$600
- 🇹🇽 13U-19U: \$725

State Cup:

- 🇹🇽 11U-12U: \$600
- 🇹🇽 13U-19U: \$825