

## NCSL Managers

### 1. Registration within VYSA

- a. (refer to the booklet on website [www.sysa.net](http://www.sysa.net) - Travel Team Information - Travel Team Manager - VYSA Registration)
- b. birth certificates, passports, last year's player card must be collected
- c. print player cards
- d. pictures must be current, in color, face picture, 1" x 1"
- e. get signatures for each player in BLACK ink only

### 2. Conduct forms

- a. (forms on website [www.sysa.net](http://www.sysa.net) - Travel Team Information - Travel Team Manager - NCSL forms)
- b. Players Code of Conduct
- c. Parent Code of Conduct
- d. Official Code of Conduct

### 3. Checklist (on website [www.sysa.net](http://www.sysa.net) - Travel Team Information - Travel Team Manager - NCSL forms)

### 4. Approval

- a. Once all the steps are done, it comes to Tammy Ryan (20397 Brightwater Place) for preliminary approval.
- b. Once approved then you take it to Tammy Meyers, registrar. (1713 Sadlers Wells Drive, Herndon)

## Helpful Hints for Registration

1. Make sure you always use black ink.
- 2.. Make sure the player's legal first and last names are used. Make sure the player signs his name exactly like it appears on the front of the card. If they previously signed in cursive they MUST use cursive again.
- 3.. Must have original proof of birth. No photo copies. Must be in English, if not must have notarized translation.
4. All team officials need passes with pictures.
5. All passes need pictures. Must be clear 1 x 1 head shots. (like a passport picture) Must be current, not the same as last year.
6. Cannot use white-out or any other corrections on the roster or passes.
7. Turn in 2 copies of the roster in Black and White. Roster must be back to back, top to top– not two separate pages.
8. If doing State Cup – two back to back, black and white copies of this roster also.
9. Two copies of the audit report. Team official must sign report.
10. Large white envelope provided to turn in paperwork. Do not seal envelope.

## NCSL Dates

### Registration Deadlines

Playing in a Tournament on:	Roster Due to Registrar on:
August 12 & 13	July 29, 2011
August 20 & 21	August 5, 2011
August 27 & 28	August 12, 2011

July 15 STAR (U12 teams) Classes for the Fall season will be posted on the NCSL website ([www.ncsl-soccer.com](http://www.ncsl-soccer.com))

July 17 Team Manager VYSA Training Session 10 - 2:30 new managers or 2:30 - 5:00 returning managers  
- Holiday Inn Quantico Center

August 22 Mandatory NEW team meeting 7:30 pm - Weston Hotel, 7802 Leesburg Pike, Falls Church

August 22 PCA Workshop for Coaches - Double Goal I - Weston Hotel, 7802 Leesburg Pike, Falls Church  
(Coaches must register asap)

August 25 PCA Workshop for Coaches - Double Goal II - Weston Hotel, 7802 Leesburg Pike, Falls Church  
(Coaches must register asap)

September 8 PCA Workshop for Coaches - Double Goal I - Weston Executive Office Building (auditorium),  
101 Monroe St., Rockville, 20850 (Coaches must register asap)