



HOW TO AT CVU.....

A Handbook For Managers and Coaches

2008 - 2009



IMPORTANT DATES AND DEADLINES

- May 5, 2008 All CVU Coast Soccer League (CSL) Team Applications and Fees must be turned into our CSL Club Administrator, Martin Belak-Berger
- May 15, 2008 CSL Tem Application Deadline for the 2008-2009 season
- June 15, 2008 Player Registration paperwork plus Fees/Dues for the 2008-2009 season due to Registrar
- July 9, 2008 Earliest date that cards for the 2008-2009 season may be printed
- July 15, 2008 Earliest date that 2008 – 2009 cards may be used. Registrar will notify teams if Cal South changes this date.
- July 20, 2008 CSL Roster Deadline – Teams must have a minimum of 11 players (8 for U10 and younger) posted on the team's roster on the CSL website. Teams that don't meet this requirement may be dropped from bracketing.
- August 1, 2008 **ROSTER FREEZE DATE** – Players remain registered to their team from this date until December 1, 2008

COAST SOCCER LEAGUE (CSL) TEAM APPLICATIONS 2008-2009

CSL Team applications are available online as of April 15th. The applications may be accessed on the CSL webpage at:

www.coastsoccer.com

All CVU teams must have their applications completed and turned into the CSL Club Administrator, Martin Belak-Berger, no later than May 5. Applications will be reviewed by the Club Administrator.

Each team must submit a check payable to **CVUSC** for the CSL League Fees & Bond if appropriate.

CVUSC as a Club submits as a package all the CSL team applications and one (1) Club check.

Coast Soccer League Fees:

Existing teams: \$425 per team

New teams: \$575 per team (\$425 plus \$150 performance bond)

US Club Soccer/ Cal Cup Registration

\$375 prior to May 15, 2008

\$450 after May 15, 2008



PLAYER REGISTRATION FOR 2008 – 2009 SEASON

Player Registration Applications (Medical Release), and Program Administrator Registration Forms can be downloaded in PDF format at www.calsouth.com. Once at the web page, scroll over to “resources” and then click on “Forms and Downloads” to access these forms.

Player Registration Application....(Exhibit A)

Each player must complete a Player Registration Application. Any area marked with an asterisk (*) is a required field. A player may not be registered without that information.

The **League** is **CVUSL**. The **Club** is **CVU name of team** (i.e. White G93, Blue B94, etc.)

Registering New & Returning Players...

If a Player registering with your team has never been registered with CVU, proof of age will be required. **Original Birth certificates or valid passports** are acceptable. These must be seen by the Club Registrar. Please include one of the forms mentioned above with your paperwork.

All players need to provide two (2) pictures. The size of the face on the picture should be no larger than 1” top to bottom.

Program Administrator Registration Form...(Exhibit B)

An administrator is defined as an adult who is coaching, training, or managing a team. All administrators need to be Risk Managed before an Administrator Pass can be printed for them. Also, if the Administrator is a Coach or Trainer, they must have an "E" license or better along with their Risk Management. Each administrator needs to complete a Program Administrator Registration Form and designate the administrator type.

In order to process the Administrator Registration Form, you need to provide your Driver's License number or one of the other forms of identification listed on the form.

Member (Player) Passes...

Once your team's paperwork has been received, processed and all fees paid, the Member (Player) Passes will be printed. Once pictures have been added, the passes will be laminated. You will be notified by e-mail when your Player Registration Forms and Player Passes are ready.

The CVU Registrar suggests that each CVU team keep a 3-ring binder in which are clear sheet protectors holding the Player Registration Forms and a copy of the player's birth certificate. (See sample). These forms should be kept in alphabetical or jersey number order.

The Player Passes (cards) should be kept on the plastic ring provided by the Registrar. These should be kept in the same order as the Player Registration Forms, either alphabetically or by jersey number. This makes it easy to check in your team at games or tournaments!

CVU Registration Fees....

CVU Club Dues and Registration fees for the 2008 – 2009 season are \$280 per player. These fees are divided as follows:

CVU club dues of \$250 cover these expenses: field lighting, field equipment, club pictures, advertising, and misc. operating expenses.

Cal South registration fees of \$30 per player cover registration, office supplies and expenses.

Prorated Club Dues and Registration

	Registration	Dues	Total Amount
July/Aug/Sept. '09	\$30.00	\$250.00	\$280.00
October '08	\$30.00	\$214.00	\$244.00
November '08	\$30.00	\$178.00	\$208.00
December '08	\$30.00	\$142.00	\$172.00
January '09	\$30.00	\$106.00	\$136.00
February '09	\$30.00	\$70.00	\$100.00
March '09	\$30.00	\$34.00	\$64.00
April/May/June'09	\$30.00	0	\$30.00

CVU Club dues and registration fees may be paid together as one payment. Checks should be made payable to CVUSC. If possible, please submit one check for all registrations to your team.

AFTER INITIAL REGISTRATION

Adding a Player...

To add a player to your team, follow the same procedure as when you registered your whole team. Players that are not registered to another club team may be added at any time as long as your roster has space (maximum of 18 players). There are a few times when players may not be added. These are referred to as “roster freeze” dates.

Releasing a Player...

If a player decides to leave your team, the top portion of a Player Release and Transfer Form (Exhibit C) must be completed. This form must be signed by the player, player’s parent and a team official. The Release Form along with the Player Registration and Player Card are then submitted to the Club Registrar for processing. **DO NOT** leave inactive players on your roster. A player remains registered to your team and on your roster until a release form is completed or the new season begins.

Player Transfer...

If a player wants to leave your team to go to another team, the top portion of the Release Form must be completed by you. If a player wants to leave one team and come to your team, the top and bottom portions of a Player Release and Transfer Form (Exhibit C) must be completed. The top part is completed by the team which the player is leaving. The bottom part is completed by the new team. The release and transfer form, the old Player Registration Form and Player Pass must accompany the release form. A new Player Registration Form must be completed. All this paperwork along with a \$30 check is then submitted to the Club Registrar for processing.

You cannot refuse to release a player from your team. If a player asks for their player pass and registration form, you are required to give them. NOTE: Transfers are not processed during the Roster Freeze period (August 1, 2008 through December 1, 2008.

