

## 2016 SASL PLAYER REGISTRATION REQUIREMENTS

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*Assist the Registrar by reading and following ALL "Registration Requirements".  
If not followed and or game eligibility dates are not met, player will not be registered.*

### REGISTRATIONS SHALL BE FOR CALENDAR SEASON 2016

#### REGISTRAR

- Szu Hao Chen ([chenzao@gmail.com](mailto:chenzao@gmail.com)) 16 Donna Drive, unit #24, Norwalk, CT 06854

#### COMMUNICATION WITH LEAGUE REGISTRAR

- When adding or releasing players please send an email the day you place the envelope in the mail to me.
- Be sure to indicate **in the subject line** of email, team name and division.
- When sending emails, specify in the body of message what changes are being made, e.g. - Players (names) being added or released and if player played for another SASL team and what season. Please include player names in email.
- Teams should use email instead of phone calls. If phone call is made, an email MUST follow.
- No phone calls to be made during office hours, but between 6 PM and 9 PM weekdays. No calls on Sunday A.M.
- Team officials and email contacts (hereafter referred to as "Managers") are **responsible for daily check** for all Registration email communications. Only Managers should communicate with the Registrars or League Officers, players MUST not communicate.
- **DO NOT SEND ITEMS CERTIFIED MAIL TO THE REGISTRAR.**

#### 2016 REGISTRATIONS and POSTMARKED DEADLINES (see attached):

- **MAXIMUM SIZE ROSTER: 25 players per team in ALL Divisions.**
- **February 29th:** Initial 2016 season registration of a **minimum of fifteen (15)** up to maximum of 25 players. **Registrations can be sent in earlier.**
- **March 29th:** All registration forms **postmarked March 29th or later, will not be processed** for the season's first game on **April 17th**, but will be processed for the second game on April 24th.
- All teams will be allowed to add 10 players to their roster during the 2016 season at no additional charge. Beginning with the 11<sup>th</sup> player there will be a \$5.00 charge per each new player added. **EXAMPLE:** All registrations are set as of the first game of the season, any new players added after the first game will count towards the free 10 additions. When the 11<sup>th</sup> player is added there is a \$5.00 charge per new player. This includes transfers from other teams as well as dropping players from your own team and then adding them back to your team at a later date.
- When adding players to your team all email and regular mail registration documents, must arrive at Registrar's home postmarked **no later** than the Thursday preceding the following weeks Sunday's game; in effect, ten (10) days prior to Sunday game. If postmarked after Thursday, shall not be registered for the following Sunday's game, but for the Sunday after that - **NO EXCEPTIONS.**
- Last Postmark date to register a player in 2016 is **September 9th. This date will be verified later in the season.**

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### DOWNLOADING 2016 SASL FORMS FROM THE WEBSITE

Teams are responsible for downloading ALL Annual 2016 Updated Forms; - “Registration Requirements”; Excel (3 Part) Registration Form; Player Release Form; Waiver and Release of Liability;

2016 Excel (3 Part) Registration Form **MUST** be used for player registration. REASON - Form will be used by CSSA to create a State Wide Master Player list. Older dated forms from prior years **shall not be accepted**.

### ITEMS / INFORMATION REQUIRED FOR REGISTRATION

#### 1. Waiver and Release of Liability Form

- Required one time for all players and subsequent newly registered players.

#### 2. New player passes: New player passes **must be signed by the player**:

- A. **One SASL Over-30 YELLOW** player passes for age 30 and over division, or  
**One SASL Master BLUE** player passes for age 40 and over division; or  
**One SASL Master BLUE** player passes for age 50 and over division.  
**One SASL** goalkeeper under age **PINK** pass - Age 25 for 0-30; Age 35 for Masters 0-40 and Age 45 for 0-50.
- Questionable player signatures will be questioned and or rejected.
  - Player’s Name, Driver’s License Number (ID Number) and Birth Date **must be printed legibly** on pass. Player pass ID (License) Number must be the same as on the Team Registration Form. Some States and Passports have more then 9 digits and some use letters. **Always use the first 9 characters of the id#.**
  - If player does not have a driver’s license – See Drivers License requirements.
  - Do not fill out the reverse side of the pass – this section is **for Registrars use only**.

#### B. Player Photograph

- One player **color** photograph (***must be passport size and one inch minimum head size – must fit inside the box on the pass***) shall be compared to photo copy on license photo. Less than one inch head size may be rejected - **No hats allowed**. Photos **must be cut and glued / pasted** on player passes. Do not use staples.

#### C. Drivers License Requirements – New players must submit the latest copy of Drivers License to be registered.

- One **legible photocopy** of the player Driver’s License, or Connecticut Non-Drivers Photo ID Card if available from the State; Name; Date of Birth must be legible, and license photo copy will be compared to passport sized photo supplied. - **License copy MUST be cut to the same size as the player pass**.
- Players who do not have a Connecticut License or ID card may submit a license from States other than Connecticut; this will be accepted for registration. A letter may be requested that the player is not currently registered to play for any team within his home state and is not currently under any suspension – USSF Rule.
- Managers are responsible for comparing the photo copy of license sent to the League, to the players original State Issued License to ensure that the **player’s date of birth is accurate**. This must be done for ALL players, new and previously registered player’s licenses on file with the Registrars. Teams must check their players License D.O.B. that they list on their game roster. Failure to do this, in the event of a players D.O.B. being wrong, the team will be held accountable for submitting a wrong D.O.B., if it makes the player ineligible.
- All players from countries other than the United States who do not have a US Drivers License may submit a copy of their Visa or Passport showing their picture and date of birth. Players may be requested to submit an International Letter of Clearance from his country of origin listing his last address and granting permission to travel to play in Connecticut. This is a USSF Rule.

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### 3. Registration Form - Must be the **2016** Excel (3 Part) Form

- **'Instruction' Tab** – Open **and follow** instructions 1 through 8 for New Registration Form.
- **'Team Roster' Tab** – For initial registration update the 'Team Roster' Tab. List all players to be registered with all player information fully completed. If players already have league passes from the previous season with the same team or another team, indicate this information and team on the accompanying email message to assist the Registrars.
- **'Adds and Deletes' Tab** – For updates to your roster, fill in the 'NEW' or 'RELEASED' Columns **with the date you are adding or deleting**. Change your 'Team Roster' Tab to reflect the current roster of your team. Remove 'Released' players and add 'New' players. Change the date on the 'Team Roster' tab cell G3. Email the spreadsheet to your SASL Registrar.
- **Must be emailed** to the Registrar – **Mail paper registration forms along with the player information**. A copy of the email with attachment should go to the team's other manager, and to the sender's Outbox or Sent Items file.
- **MUST be** downloaded from the League Website. **Customized forms** cannot be accepted and will be rejected. Reason - CSSA Registrar uses the form to create a master player list of all CSSA registered players for USSF.
- **Team Management** must also complete the top of form **and date**, each time the form is submitted.
- **Player Driver's License Number** (ID Number) or Connecticut Non-Drivers Photo Identification Card Number must be the same ID number as on the player pass.

### ADDITIONAL INFORMATION:

1. **Players shall not be registered if any registration requirement is not followed or is missing when received by the Registrar. He will email team management only once about missing information or items.**
2. When missing information or items are received by the Registrar, postmarked no later than Thursday, the player will be registered to play on the following eligible Sunday (10-days later). If, after ten days from Registrar's contact with team management, Registrar has not received the missing information or items, the incomplete registration shall be returned to the team management.
3. Players from other leagues joining the SASL will be registered as new players. Other league's passes cannot be used in the SASL.
4. Under age goalkeepers, upon reaching age 30 or 40 or 45 must be issued new colored player pass for the division they are playing in (special pink pass will be changed to a yellow or blue player pass).
5. Managers **MUST CHECK and count their player passes** immediately after the game to ensure they have all of their team's passes and that match officials do not leave with them. A player can only play **with League approval for one game if a player pass is lost**. The Registrar must be notified no later than Thursday prior to Sunday's game (three days prior to match) for the referee and opponents to be officially notified that the player can play without a pass. If the Registrar is notified **after Friday**, the player shall not be allowed to play in Sunday's match. If a player with no pass plays without League email permission, the team shall forfeit the match with fines.
6. It is the team's responsibility to follow up and mail replacement registration documents, including a \$10 re-registration fee for each player if a team loses player passes (SASL Rule E. 6 must be followed).
7. Player passes (including blank passes) **are the exclusive property of the SASL**, and cannot be used in other leagues. If SASL passes are used in another league, the player and the team will be disciplined (see SASL Rule E.9 for discipline details).
8. Inactive player passes will be kept on file for **only one season**. Any pass in the Registrar's possession with a registration sticker of 2014 will be destroyed after the first game of 2016. Only passes with registration stickers dated 2015 will be maintained for the 2016 season.

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9. Teams shall be fined for any passes that are not returned to the SASL, or for not meeting League deadline dates for return of passes at end of season. All player passes **must be returned no later than two weeks** after end of the official season's schedule. (Rule E. 3 & L. 17).

### MAILING OF REGISTRATIONS:

1. Passes **after the initial registration period**, will usually be mailed back to teams within 72 - 96 hours from the date Registrar receives, and in time for the **next** eligible game date. **No one is allowed to go to a Registrar's home.**
2. **Managers should not be** using Express Mail to mail registrations. **Managers** should **only** use **the U.S. Postal Service**. **There is no need to use Express Mail as all registration material must be Postmarked 10 days before the player is eligible to play**. Registrar should not have to go to the post office to pick up registration material; this could result in a player not getting registered.

### PLAYER INSURANCE:

If a player is injured in a league game, the Insurance Carrier will verify eligibility from the Referee's Game Report and the teams Registration Form on file with the SASL and CSSA. If the manager is aware his player may have a serious injury, he **MUST** notify match official to write this in his game report.

### RELEASE OF PLAYERS:

Both, a team or a player requested release require the following items. If any of these items is not submitted properly, the player will not be released:

- An updated Registration Form is required via an email attachment, listing the released player's information and release in the appropriate column.
- A Dated Release Form is required via email, with all release information for the player completed.
- The player pass **must be returned** to the Registrar along with the Release Form and **cannot be given** to player or team signing released player. **The Manager must email the updated Registration form to the Registrar.**
- **If you are registering new players and you do not return passes of players being released, the new registrations will not be processed until released player passes are received by the Registrar.**
- Players serving suspensions **cannot be released** until they have completed their suspension.
- Player requested release: Player requesting to be released (usually to sign with another team), the following additional items are required: A dated release request by email, to his current team management, with a copy of request sent to the correct Registrar as proof of request.

**Teams shall be responsible for notifying players of these release requirements when they sign players.**

- A team **must release** a player within seven (7) days of a written (email) release request date. If player is not released within seven days, the Registrar will release the player and teams can be fined. (Rule E.8 & L.13).

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