



## REGISTRATION INSTRUCTIONS 2020-2021

1. Registration for all **CURRENT** Rio players
  - a. Current Rio players
    - Registration will begin on Monday, May 18.
    - Coach/Manager need to pick a deadline prior to May 22 to collect registration information for returning players via email
    - **Our goal is to have as many team registration packets (NMYSA membership form and payment) turned into office by Friday, May 22. Please drop the packet off in the mail slot at the office.**
2. U9-19 Team Registration for **NEW** players to Rio due as follows.
  - Coaches may contact players who were registered in other clubs in 2019/2020. They may contact and offer roster spots starting on May 19.
  - Coaches cannot register these players until May 29 for players up to the U14 age group. For U15 and older players, they cannot register until June 4.
3. Once a player has submitted their registration form as well as a payment, that player is bound to the team for that seasonal year. Registration is completed when the online application has been completed and money has been received by the coach/manager/club.
4. The Directors of Coaching are currently working with each team regarding their formation plans for 2020-21.
  - Coach presents plan for the 2019-20
  - Calendar for year practice/tournaments
  - Budget
  - Player Commitment - per dates above for current players and new players
  - Registration
5. I will not register players or release pass cards without payment.
  - If they are a scholarship player, we will need the \$50 initial fee plus the registration form.
6. Please have parents verify that all information is correct on the online registration, especially email addresses. Player names need to match what is on the birth certificate.
  - Managers are responsible for collecting all fees and turning them in with registration.
  - **One check** will be turned in per team for Club and League fee made out to Rio for those players who didn't pay online with a credit card. **Use the Rio Team Deposit Detail form.** The exception to this would be for U9s. Only the first payment will individual checks be accepted for the U9s. Any subsequent payments for that team need to be made in one check.
7. Credit Card payments need to be noted on the deposit form that managers will complete and turn in with all payments throughout the season.
8. Do not turn in scholarship paperwork to me. It needs to go directly to the scholarship director, John Welch. Instructions and the online application are on the Rio website. Parents applying for a scholarship are required to submit the initial \$50 to be turned in as payment towards club and league fees, with the balance due as outlined in the scholarship award letter.
9. The Metro Applications due date will be announced soon for the U9-U15 and those teams only playing in the spring will be due December 1 (this date may also change). I will send

out the new Metro application once I receive it. Please don't use an old form—a new one will be emailed. The Metro form gets turned in to Cathy, not Duke City Soccer League.

10. Families are eligible for a multi-child discount once all Rio fees have been paid. The discount is dependent on the program that the child played in for the year. The deadline to submit paperwork is May 1 for the playing year that just ended. You can find the form on the website.

### **FEE SCHEDULE:**

**Full DCSL fee is included in the amount in the online registration.**

An initial pay of \$25 for U5-U8 upon registration and \$50 for U9-U19.

This year we are offering various payment plans.

Refer to the Club Fees form to see payment plans.

**Scholarship players** – If a player receives a partial scholarship, the balance is due per the terms of the award letter.

**FORMS TO TURN IN TO CATHY FOR REGISTRATION: Forms can be found on the Rio website under Forms. RIO DOES NOT KEEP COPIES OF NMYSA MEMBERSHIP FORMS, PLAYING UP CONSENT FORMS OR BIRTH CERTIFICATES.**

1. **Rio Team Information Sheet:** Complete this form and turn in with packet.
2. **Team Deposit Detail:** Completed deposit detail form must be turned in so I know how much to post and to whom. This is the only way I know how to tell who should be registered on your team and how to post money to their accounts.

**Playing up Policy (FOR TEAMS PLAYING UP, NOT INDIVIDUAL PLAYERS):** This report needs to be completed only if your **TEAM** is playing up in the Duke City Soccer League.

**Proof of Age:** If a player played within the Duke City Soccer League (DCSL) in 2019, the proof of age document will be migrated to the new system. If a proof of age document did not migrate or the player is new to DCSL, a player's proof of age will need to be uploaded in the system in order to verify. At the time of registration, the parent will need to upload an acceptable form of identification. If the player is not a US citizen and hasn't been through the US Soccer International Clearance Process, then they will need to start this process. It could take time so the sooner you let me know, the better. Please run this process through me and not go directly to the State. If they have previously played either with Rio or another club, they probably will not have to upload a proof of age document.

**Pictures:** Every player will need to upload a current picture. Pictures need to be a color headshot. No hats or glasses (except for prescription) should be worn.

**Metro Schedule Team Application Form:** This form replaces all previous coach registration forms. The head coach must complete the top section, which serves as the coach registration and the bottom section for the practice location. After reading the latest Duke City Coaches Handbook, the coach must sign and date the form. The bottom section must be completed by the team referee and be signed and dated. If the head coach does not fully complete this form Duke City may not register the team. The referee that you list must be currently registered and certified by the state referee association (DCSL will verify this) or player pass cards will be held.

**Out of Town player form:** If any of your players are from out of town (more than 70 road miles), please have them complete the out of town player form so their fees can be adjusted.

**Coach Waiver Form:** If a HEAD coach is applying for a waiver for fees they must complete the waiver form and it must be turned in to Chris Brennan [chris.brennan@riorapids.org](mailto:chris.brennan@riorapids.org) . The waiver is only for club fees, not Duke City fees.

**Other Information:**

- If you choose to pay by card and choose a payment plan, **card will automatically be charged based on the payment plan dates.** There is a \$2/payment plan transaction fee that is accessed during the payment period.
- If the registration platform does not automatically charge the credit card fees for each payment made by credit card, the fees will be manually charged to each account as applicable.
- Manager will be copied on scholarship awards and will need to keep track of player scholarship amounts. If partial award is given, balance is due immediately unless a payment plan is set up with me directly.