

	Battlefords Youth Soccer Inc.	NO.	2023-10
	REGISTRATION POLICY	EFFECTIVE DATE:	Dec 5, 2023
		REVISION LETTER:	
		FINAL APPROVAL	<i>Resolution: APPROVED</i>

1.0 PURPOSE

- 1.1 The purpose of this registration policy is to establish guidelines and procedures for the registration process of players with Battlefords Youth Soccer Inc. (B.Y.S.I.). It aims to ensure fairness, transparency, and timely registration for all participants involved in the youth soccer programs.

2.0 DEPARTMENT(S) AFFECTED (SCOPE)

- 2.1 Department(s) Affected: **BATTLEFORDS YOUTH SOCCER INC**

3.0 POLICY

- 3.1 Registration Period: Registration for all players will be open for a specified period of time. No late registrations will be accepted without prior approval from the Board. No exceptions will be made without explicit board approval.
- 3.2 Program Transfers: Once the registration period closes, players registered for the League cannot be transferred to the Competitive league, and vice versa, without prior Board approval. In cases of league transfer requests, players must complete the transfer request form on the club website and may be required to undergo a try-out session as part of the evaluation process for eligibility in the new league. Board approval will be contingent upon the results of this try-out, in addition to other relevant considerations.
- 3.3 Registration Method: All registrations must be completed using the SSA approved online system provided by B.Y.S.I.
- 3.4 Payment Requirements: Full payment for all registrations must be made one (1) week prior to the start of the season. Failure to provide payment by this date will result in the Player not being placed on a team.
- 3.5 Third-Party Payments: Third-party payment options will be available until the posted deadline. It is the responsibility of the member to submit all necessary forms for third-party payments. Approval or receipt of third-party payment by B.Y.S.I. must be received one (1) week prior to the start of the season. Players will not be placed on a team without confirmation or approval. Subject to the discretion of the board.

4.0 DEFINITIONS

- 4.1 League: See Leagues and Coaching Policy for definitions of League.
- 4.2 Competitive League: See Leagues and Coaching Policy for the definition of Developmental League
- 4.3 SSA: Saskatchewan Soccer Association

5.0 RESPONSIBILITIES

- 5.1 Board: The board is responsible for overseeing and approving late registrations, program transfers, and third-party payments.
- 5.2 Members/Players: Members and players are responsible for timely registration, payment, and submission of necessary forms for third-party payments within the designated deadlines.

6.0 IMPLEMENTATION

- 6.1 This policy will be communicated to all members via the B.Y.S.I. official website.
- 6.2 The policy will take effect at the beginning of the next registration cycle.
- 6.3 Any amendments or changes to this policy will be communicated in advance and implemented according to the approval of the board.

7.0 DOCUMENT APPROVAL

ROLE	POSITION	NAME OF THE APPROVER	DATE APPROVED
Final Approver	Battlefords Youth Soccer Inc Board of Directors	APPROVED	Dec 5, 2023

8.0 REVISION HISTORY

EFFECTIVE DATE	REVISION LETTER	DOCUMENT AUTHOR	DESCRIPTION OF CHANGE
Dec 5, 2023		BYSI BOARD	Initial release