# CASA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ January 2023

# REGISTRATION POLICIES & PROCEDURES – SPRING 2023

Team Pre-Declarations for U9 Travel, and U11 to U19 Competitive must be submitted no later than April 1, 2023, in order to added to the League Schedules. FINAL Declarations are due no later than April 15, 2023- teams may be added or deleted up until this date, no exceptions.

League information (Playing Days etc.) can be found here:

<https://www.central-alta-soccer.ca/content/casa-outdoor-youth-league>

Any teams wishing to play outside of CASA in a Tier I, II or III League must submit their requests to the CASA Office by filling out the Appropriate Out of District League Participation Application (found on the CASA website

<http://central-alta-soccer.msa4.rampinteractive.com/content/travel-permit>

 or a copy can be forwarded to you.). **Requests must be submitted in writing by April 1, 2022.**

**Multiple Teams** – Any Association submitting multiple teams in any division (eg. Two – U11 Boys teams etc.), must contact CASA in a timely manner regarding team evaluation dates as per CASA Rules & Regulations (**SECTION 6-2 Multiple Team Evaluations)**

* **Team Rosters – U11 to U19 Tier Travel teams must** be allocated within your RAMP Registration site no later than **April 15, 2023**

**Late registrations are allowed**. However, if a competitive team U11 to U19 is not viable by April 15th, they will not be added as a team to the competitive Schedule. Teams pulling out after of the competitive program after April 15th will be subject to sanctions.

**No Player Pull outs after May 15th.**

* **New Registrations may be accepted based on certain conditions.** Please refer to CASA Rules & Regulations for timelines on registering players after season commencement.
* **No player shall appear on any league roster until he/she has received a CASA ID Card.**

(U11-U18(19) League players). PLAYER CARDS MUST BE WITHIN THE POSSESION OF THE TEAMS AT ALL GAMES – **No exceptions.** Teams / Players without cards will not be allowed on the field. **Teams missing their cards will automatically forfeit the game**. New players joining the teams just before or during the season must be registered with the District Office 24 hours prior to being allowed on the field. They must also have a player card in order to be added to the roster.

\*Clubs using RAMP Registration, please have players upload their Picture. Needs to be a FACE picture.

 \*Each Association will be responsible to laminate their own Players’ ID cards.

* **Any player wishing to be released from CASA to play outside of the district, must do so through the CASA office.** Any player wishing to play in another association within CASA, may do so, a release will not be required for these players.
1. **COACH REGISTRATION – Mandatory–** All Coaches and Assistant Coaches for **all levels of play including Mini Coaches** must be officially registered with their District – Please provide Full Name, Address with Postal Code, Date of Birth and email address. **No later than May 15th, 2023**
* ALL Coaches must also have a CPIC (Criminal Record Check) in order to be on the Bench (this includes Bench Mom’s). If your local Police, RCMP require a letter from the District stating they are a volunteer this can be provided from the CASA office.
* ALL Coaches require the appropriate Certification for their level of play. Coaches must also complete the **Respect in Sport** (transferrable between sports) online certification. They must include this information along with their NCCP number.

**PROCEDURES FOR MEMBER ASSOCIATIONS (Not on RAMP):**

1. **ALL PLAYER REGISTRATIONS**- Both League Players and Mini Soccer Registrations must be submitted to the CASA office by the Registration Deadline, via your Sharepoint account.. ALL Registrations must include the following information ON AN EXCEL SPREADSHEET
2. First & Last Name
3. Date of Birth
4. Address
5. Phone Number
6. Email Address
7. Team – Division Allocation
8. All CASA Player Registrations **This includes all mini soccer and house league players**

**CASA DISTRICT REGISTRAR ….. PROCESSING PROCEDURES:**

Note: Refunds will not be issued by the CASA office whatsoever once CASA Registrar has completely processed your players. This shall include all house league and CASA League players.

Circulated January 23, 2023