**Check List for Recreational Registration**

Recreational registration is due within 10 calendar days after member’s registration with your club.

* Has your club done their club membership form.
* Has your club submitted their league applications (intra or inter). If your club hosts its own (intra) league, typically U5-U8, then an application needs to be done. If your club plays in a U9-U19 league with other clubs (inter), then find out who has filed the application.
* Is your seasonal year set up in Soccer Connect - Fall \_\_-\_\_. Season needs to be set up for coaches to do background checks.
* Have all of your players either been entered or loaded (uploaded) into the Soccer Connect program. If your club uses Sports Connect (either Affinity or Blue Sombrero), this information is either already in the system or can be pushed. If your club uses another registration system, then those players have to be uploaded.
* Do all Coaches have an approved background check and have they completed and uploaded their SafeSport certificate into Soccer Connect. Remember to include head coach and assistant coaches. Any adult in contact with a player must do these steps. Coaches will not be able to be placed onto a team until background and SafeSport are completed and approved.
* Is the Club Name part of all team names before Activation. The club’s short name can be used in the team names. i.e., OYSA and not Oregon Youth Soccer Association. Each team name should be unique. This helps out in scheduling for the league. Team names may not include any other entity in the naming.
* Confirm that League entering has been sanctioned by OYSA.
* As needed, print player cards once team has been Activated. All recreational teams can be activated by the Club Registrar. If your teams are unable to be activated due to an older player or OS (out of state player), send an email to OYSA for assistance.