

# WDDOA – Fall 2024 – Spring 2025 Registrar Manual

## A Guide to getting from Try-Outs to Roster Freeze



Below you will find everything needed to get your teams ready for Fall 2024 League play and all the way through Spring 2025 Roster Freeze. It is listed in chronological order. A complete list of important dates is also published on the WDDOA website.

### 1. THE PRE-QUALIFIED LIST

The WDDOA Pre-Qualified List gets published in early May. It gets released during the May DOC meeting and published officially the next day on the [WDDOA website](#).

In order to produce the Pre-Qualified List, WDDOA goes through a rigorous **process**:

- Finalization of Standings
  - Game cards are processed throughout the year: score, yellow and red cards, club pass players.
  - Once league play is finished, each bracket is thoroughly checked for tied teams, and WDDOA tie-breaker rules are applied to validate teams are seeded properly.
  - If not seeded properly per WDDOA tie-breaker rules (this may happen when more than 2 teams are tied), labels are added to the standings with an updated final seed number.
- Promotion/Relegation
  - Standings are formatted outside the system and organized by gender, age group, and level of play with Flight 1 – Prime, Flight 2 – Challenger, Flight 3 – Alpha.
  - Top 2 and bottom 2 teams are identified as the teams that will be promoted and relegated.
  - Flights with multiple brackets are ranked High to Low alphabetically (For teams playing Set 1/Set 2, this applies to the Spring brackets). A is higher than B which is higher than C. Promotion/Relegation occurs among the brackets. Only top teams from bracket A automatically move up to a higher flight.
- Populating the Pre-Qualified list
  - Based on year over year analysis, the Pre-Qualified list is created with specific target numbers in each flight.
  - Starting from the top of each age group and gender overall standings, teams are populated into the Pre-Qualified list. Promotion/Relegation may be achieved in a more upward motion: no more than 2 teams relegated to a lower level but more than 2 teams can be promoted in order to even out the bracket and create parity in the number of games among the teams in the same age group. This is repeated with Flight 2, then flight 3 until the bottom 2 teams from flight 3 which get relegated to Local Association (Division 2) play.
  - The last 2 teams placed in the list are the top 2 finishers of the previous Fall Western District Division 2 Championships.

### 2. YOUR CLUB GOOGLE SHEETS

Each year, WDDOA creates a unique Google Sheet for each Club.

Each club's Google Sheet is shared with their respective Club Registrars and DOCs around the second week of May. Registrars are given editing access to the "greyed areas" on the sheet and DOCs are given viewing access only (unless the Registrar specifically requested their DOC also have editing access). If you are a new Club Registrar/Administrator, or your email address has changed, or if for whatever reason you never received the link to access your sheet, please

send a quick email to [anne@wddoa.org](mailto:anne@wddoa.org) to get your information updated and get you connected. If you have other club members, such as a financial person, that may also need access, please let Anne know.

Get familiar with your club Google sheet as soon as possible, you will be using it all year long.

### **Purpose:**

The Club Google Sheets are meant as a tool for Registrars/Administrators to assist with tracking their WDDOA teams as well as each team's fee accumulation, monies owed, and monies paid as the season progresses (it includes team fees, player fees, fees for player movement, and forfeit fines). To start with, the focus will be on team formation. The Club Google Sheet is how you communicate to WDDOA which of your pre-qualified teams are returning, which of your pre-qualified teams are not returning, and how many new teams (including U11 teams) you anticipate you'll have. The Club Google Sheet is also (and this is VERY IMPORTANT) - HOW you will let us know when your teams are ready for capture prior to start of season.

### **Usage:**

The first time you open your Club Google Sheet (it should open to TAB 1) you will see several sections (most blank at this point). The purple section (the "Team Information Section") will be pre-populated with a list of all your pre-qualified teams along with the play level they pre-qualified for. The team name(s) listed are what the teams were called throughout the last seasonal year. You will use the google sheet to:

- Let us know which of your pre-qualified teams are returning and which ones are not.
- Inform us of updated team names for your returning teams
- Provide us with all information for your incoming WDDOA U11 teams
- Provide us with all information for the teams you will submit Requests for Consideration for
- Access all your billing and invoicing information for the 24/25 seasonal year, including the team fees for teams participating in WDDOA leagues. Team fees are not invoiced and are due in July. Be sure to check our important dates!

## **3. DECLARING YOUR TEAMS**


**By July 1<sup>st</sup>**, we need you to ...

- Let us know which of your pre-qualified teams are returning and which ones are not. Do this by simply selecting "yes" or "no" in Column I titled, "Is Team Returning?". If any of your returning pre-qualified teams have a new name for 2024-25, then please enter the team's NEW name in Column J. If there is no change in name, then you can just leave Column J blank. If any of your pre-qualified teams are accepting their PQ spot, but additionally requesting to change flight or age group via RFC, then please let us know in Column K. Your team fees are now automatically calculated for you. You will notice that if "No" is selected in Column I, the team fee reverts to zero. **Please remember that Team Fees are due in the WDDOA office by July 10th.**
- Now let's look at TAB 2, "U11 Teams & RFC Teams":
  - The top (pink) section is where you should list your U11 teams that will be playing in Prime, Challenger, or Alpha. This list should match the U11 teams submitted by your DOC in the U11 Team Declarations. When the Flight and Play Model are selected correctly, the team fee will automatically populate in Column G. **Team Fees for U11 teams are due with and at the same time as your pre-qualified teams on July 10th.**
  - The lower (green) section is where to input teams newly formed or teams new to your club that are submitting an RFC. The RFC Fee will be manually entered by WDDOA as applicable. A pre-qualified team that is also submitting an RFC for a different flight or age group, must pay their full pre-qualified team fee (payment of their PQ Team Fee will cover their RFC Fee).

**By July 9<sup>th</sup>**, we need you to ... submit a Fall 2024 Team Info Sheet for each registered pre-qualified team. This document helps validate the eligibility of each pre-qualified team entered in the 24-25 WDDOA registration event.

- Pre-qualified teams must retain club core from the previous seasonal year
- The final roster used for reference depends on the competition the team participated in during the 23/24 Seasonal year:
  - Frontier and SCL: Final Roster on December 15<sup>th</sup> 2023
  - Prime, Challenger, Alpha: Final Roster in Spring 2024
- The minimum number of players having to return depends on the final number of players rostered to the team. You can find a helpful chart [HERE](#).
- Eligible players to be counted toward core will have been registered with the club and rostered to a primary team playing in a USYS competition during the 23/24 Seasonal Year

### **To Upload:**

- Login
- Club Management > Team Registrations
- Locate the “Event” box at the top of the page and use the drop down to enter “2024-2025 WDDOA Registration Event (Official STYSA Roster/Cards)”
- Click “Search”
- Click on a team name, a pop-up window will appear
- Click on the Registration tab
- Click the “Edit” button 
- Follow the prompts to upload the appropriate team info sheet. It will be important to have a good naming system for these forms as you create them so you upload the form matching the team you have selected. This will be especially important if you have more than a handful of teams participating with WDDOA.

What we need you to do, which is **VERY IMPORTANT**, is to let us know when your teams are verified and ready to generate as you upload each Team Info Sheet. You will do this by answering “yes” or “no” in Column L, “*Club Core Verified?*” in your Club Google Sheet.

Column L is ONLY for pre-qualified teams. A “Yes” in Column L is confirmation from you that your pre-qualified team(s) meet the minimum >50% Club Core requirement that is necessary to retain the pre-qualified spot. Teams that do not reach the minimum requirement for core MUST submit a Request For Consideration if they wish to participate in WDDOA. See below.

## **4. SUBMITTING REQUESTS FOR CONSIDERATION**

The RFC Submission Procedure is streamlined and avoids the use of email. Before teams begin submitting, there are a few things to keep in mind:

1. **For NEW TEAMS:** the team’s shell (at minimum) MUST be created in the club’s GotSport account. The online GotSport form requires selection of the RFC team from the club’s team list. If the team has not been created in GotSport by the club, it will NOT be available for selection.
2. **For EXISTING TEAMS:** be sure the team’s name has been updated (if needed) to reflect its official 2024-2025 team name **before** the online GotSport form process is started. The team’s name on the Excel format RFC document and online in GotSport should match exactly, avoiding unnecessary confusion.
3. **For PRE-QUALIFIED TEAMS:** Teams that are pre-qualified and meet the club core requirements of >50% for WDDOA Prime, Challenger, or Alpha flights **BUT** wish to be considered for a different flight, age group, etc. can submit an RFC form for review. **VERY IMPORTANT:** The team **MUST** determine whether they will accept the pre-qualified slot, regardless of the RFC decision. If they intend to accept the pre-qualified slot (as listed) then the club registrar must register the team in the WDDOA Registration Event by July 1<sup>st</sup>. By doing this, the pre-qualified slot is

protected, should the RFC be denied. The team must then submit the RFC for review by July 1<sup>st</sup> to be considered for another flight, age group, etc.

Note: Players may be added to teams in GotSport after RFC submission. It is not required to assign (in GotSport) every player listed on the excel format RFC doc to the team prior to completing the online form.

**Who should submit an RFC?** A brand new team, a non-pre-qualified existing team, a pre-qualified team that was unable to retain club core (>50% USYS registered in the club during Fall 2023-Spring 2024 seasonal year), or a pre-qualified team seeking a different level of play/age group/both.

Request for Considerations can be submitted in GotSport by registrars, administrators, DOCs, team managers, or coaches. Submitters MUST have a GotSport account associated with the current club and will use their GotSport User ID/Password.

**Step 1** - Complete the WDDOA FALL 2024 REQUEST FOR CONSIDERATION Excel Document. (For best ease of use and to preserve formatting: open, complete, and save RFC document in Microsoft Excel program).

Save the document in a way to be able to quickly identify which team each form is for. Example:  
WDDOAFall24\_RequestForConsideration\_GSA07BTeal

**Step 2** - Complete the online GotSport WDDOA 2024-2025: Request for Consideration (RFC) (1 form per team)

- Clicking the link posted on the WDDOA website or
- Clicking on the form in your GotSport account (*Click [HERE](#) for help on locating forms*)
- Select the team from the drop-down list in the form. If the team's name does not appear check that the name is correct or make sure the team shell has been created by the club registrar
- Upload the RFC excel format document matching the selected team

**Step 3** – Update your Club Google Sheet

- If the team was pre-qualified:
  - TAB 1 (2024-25 TEAMS Working Team List): select “YES” in column K (RFC to different flight or different age group).
  - TAB 2 (U11 TEAMS & RFC TEAMS): Enter all the information required in the grey columns: Team Name, Flight Requested, Play Model, Gender, and Age
- If the team was NOT pre-qualified:
  - TAB 2 (U11 TEAMS & RFC TEAMS): Enter all the information required in the grey columns: Team Name, Flight Requested, Play Model, Gender, and Age

**Step 4** - Submit \$200 payment:

- Teams may pay with a CREDIT/DEBIT CARD during the online GotSport form process (processing fee assessed) OR
- Teams may MAIL A CHECK/MONEY ORDER to: **WDDOA, 3000 Joe DiMaggio Blvd., Suite 68, Round Rock, TX 78665**

## 5. REGISTRATION: PRE-QUALIFIED AND U11 TEAMS

The “2024-2025 WDDOA Registration Event (Official STYSA Roster/Cards)” event is now open, and you can start registering teams. Only your pre-qualified teams with valid core retention and your new U11 teams should be registered at this time. Do not register any new or non-pre-qualified U12 through U19 teams you will be submitting RFCs for. Any pre-qualified team you will be submitting an RFC for (different flight than pre-qualified for), should be

registered with the understanding that if the change request is denied, the team will be returning to its pre-qualified level of play.

5.1. **All teams and players** participating in WDDOA, Frontier Conference, and SCL will register with WDDOA

5.2. **Process:** You can register all your teams at once from your club GotSport account. It is **crucial** you set each pre-qualified and U11 team correctly **prior to** registering into the “WDDOA 2024-25 Registration Event (STYSA Roster/Cards)”.

Changes to Division, Team Name, etc. can be made from the Club Management side. Click on “Club Management” in the blue side menu bar, click on “Teams”, then click on each team and make your necessary changes. You will need to click the blue “Save” button at the bottom of the page when you are done. When you do this, you should also update your Club Google Sheet as necessary as you progress through your team list.

Since the event is only set for Super 2 and Division 1, it will not give you the ability to register any other division. Also, you may have a team that was set as Super 2 and played Challenger during the 23/24 Seasonal Year but has since promoted to Prime and will therefore need to be changed to Division 1. Do not change the age group, that will automatically roll up on August 1<sup>st</sup>. Once the teams are entered in the registration event, any change you make from your club account will not reflect on the WDDOA side.

From this point on, you may need to go back and forth between this section and the Rostering section (Section 7) below. Your pre-qualified teams will take little time but incoming U11 teams will all need to be updated: From Rec+ or Division 4 to S2 or D1, or creating a whole new team. You will also need to make sure the age group is set to U10 for now, since it will automatically roll up to U11 on August 1<sup>st</sup>. For full instructions on setting teams, check Section “6. Rostering” below. Once you have all your prequalified and U11 teams checked and updated, proceed to entering the teams in the “WDDOA 2024-25 Registration Event (STYSA official roster/cards)”:

➤ Login / Club Management, click on “Teams”



➤ Click on “Registration” in the menu bar:

- Scroll down until you find “WDDOA 2024-2025 Team/Player Registration Event (Official STYSA rosters/cards)” and click “Register”. Your list of teams will appear with the Registration event showing at the top
- In GotSport, you will need to register your teams by Division: only the teams matching the division selected in the “Registration Fee” box at the top will be available to select. Every other team will be highlighted in yellow. Division 1 is the default. The age group of the teams in this event view will be the correct upcoming 2024/2025 age group. Until August 1<sup>st</sup>, when looking at these teams in any other view than the upcoming 24/25 registration event, the age group showing for these teams will be the 2023/2024 age group. Be sure to recognize the difference between “Current Age Group” (2023/2024 until August 1, 2024) and “Event Age Group” (2024/2025 after August 1, 2024).
- Select the U11 and U12-19 pre-qualified teams and click the blue “Register” button at the top of the page. Be sure to choose “Selected Teams” as opposed to “All Teams”
- In the pop-up window click the blue “Register” button
- The next screen will show you the list of teams you have just registered.
- Once you have registered all your U11 and Pre-qualified Division 1 teams, you will need to go back and change the division to Super 2 in the “Registration Fee” box so you can select your U11 and Pre-qualified Super 2 teams and register them in the WDDOA Registration Event as well.

## 6. FINAL TEAM LIST: VALIDATION

**Starting July 2<sup>nd</sup>...** We start the process of building the WDDOA final team list. We compile all the registrations in the WDDOA 2024-25 Registration Event (STYSA Roster/Cards) and match them with our Fall 2024 Pre-Qualified List. We use your entries in all the Club Google Sheets to find the team name changes and flag all the registrations we cannot validate.

**On July 9<sup>th</sup>...** The Directors Council meets and reviews all the Requests for Consideration properly submitted (submitted by the deadline, payment received).

**By July 11<sup>th</sup>...** The Approved Requests for Consideration are added into the Final team list and it is published on the website

**By July 15<sup>th</sup>...** **ACTION REQUIRED** ... Club DOCs and Registrars must go through the final team list with a fine toothcomb and make sure your teams are listed properly: for Challenger teams, make sure the format of play is listed correctly ( **N** for Neutral and **H/A** for Home/Away), that any pre-qualified team you had submitted an RFC for is only listed once, etc... This process is VERY important because the next event WDDOA goes through is scheduling and everything is based on the Final team list.

## 7. ROSTERING

### 7.1. Team Building:

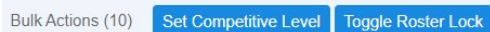
Now that you have your pre-qualified and U11 teams registered, you will be able to see the “WDDOA 2024-25 Registration Event” in Roster Builder.

Don't forget that GotSport automatically rolls teams up an age group on August 1<sup>st</sup> so you will be working with age groups one year younger than the Fall 24 age groups until August 1<sup>st</sup> (U10 for U11, U11 for U12) **HOWEVER**, remember that when you look at the teams within the upcoming Registration event roster builder, the teams will be the correct age group for 24/25(Current Age vs. Event Age).

#### 7.1.1. Existing Teams

Do **not** create new teams if your existing teams are coming back. Your existing teams' history (including rankings/points) will be wiped out if you start anew. Use your Club Google Sheets to keep up with the changes you make to each team as you make the changes. The original team name from the Pre-Qualified list will be listed in the first team name column in your Club Google Sheet.

As you make changes to your teams in GotSport, make sure the roster editing functions are locked. From your team list view, you will be able to see if any team is missing a padlock icon in the “Locks” column so no one other than an admin can make changes to your teams. Click the check box at the top of your team list, an editing function will appear at the top, click on “Toggle Roster Lock”



, Set Selected to “Roster Editing Locked” and click the “Save” button. All your teams will now appear with a padlock icon. Also make sure you lock the Team Editing functions by clicking the check box at the top of your team list, and clicking on “Toggle Team Lock”



, which is the last button on the right of that menu bar.

- **Make Final Changes**



You will have made your changes before you registered the teams (see section 5. Registration) but as you work through it now, you may find final changes to Division, Team Name, etc. Once you make your necessary changes, be sure to notify Anne at [anne@wddoa.org](mailto:anne@wddoa.org) as we will need to match these changes on our side as well. When you do this, you should also update your Club Google Sheet as you progress through your team list.

- **Adjust Teams Rosters**





You have two options when preparing your rosters to add your 24/25 players. You can reset your rosters in your player pools, which is total and absolute. Or, using your roster builder, you have access to a more targeted and precise approach.

- **Resetting your rosters:**

- From “Club Management”, click on “Teams”, then select a team or multiple teams.

- This will cause the “Bulk Actions” buttons to come up.
- Click on “Reset Team”
- A pop-up box will appear with a drop-down menu where you can check “Player”, “Coach”, or “Manager” or a combination of the 3 roles.
- This is a very quick and easy way to make sure you remove all adults linked with last year’s teams so adults who have moved on, whether they are still with your club or not, do not retain access to players’ information.
- Unassign Players
  - From “Club Management”, click on “Roster Builder” then select the “2024-2025 WDDOA Registration Event (Official STYSA Roster/Cards)” event and click the blue “Submit” button. The list of your registered teams will be on the right. If you do not see the “2024-2025 WDDOA Registration Event (Official STYSA Roster/Cards)” in the roster builder page under “Club Management”, it means the teams are not yet registered and you will need to do that first, see 5.2. above.
  - From there, you will clone the previous roster for each of your teams from the last Registration event the team was in which could be the “WDDOA 2023-2024 Team/Player Registration Event” or your local Association’s 23/24 Registration Event.
  - **Unassign non-registered players:** Click “Add Filter”   and change “Last Name” to “Player Program”, change “Registered In” to “Not Registered In” in the box immediately to the right, and select your registration program in the blank filter box all the way to the right. Click the blue “Search” button. (you will skip this step and go to “Unassign registered players no longer on each specific team” below if you do not use GotSport for online registration). You may select more than one program if you have several registration programs associated with WDDOA teams so as not to repeat steps unnecessarily.
  - The players in the list under each team will now show either as white or yellow. The players in white are the ones that match your filters: Players NOT registered in your registration program(s).
  - Click on the white “Actions” button at the top of the team list:
 

Registered Teams/Rosters Actions ▼


➤ Click “Remove Players Matching Search”  Remove Players Matching Search ⓘ
  - This will remove unregistered players from all your event rosters in this event
  - **Unassign registered players no longer on each specific team:** going team by team, you will click the “X” next to each player who will no longer be assigned to that particular team.
- Assign Players
  - Change the “Not Registered In”  filter to “Registered In”  and click the blue “Search” button.
  - Your player list on the left will reduce to only registered players. From there, you will be able to grab the movement icon  next to each player and drag and drop each player to their respective 2024/2025 team. You can use filters to reduce the number of players in your player list to the left(gender, age group, etc.)

### 7.1.2. Create New Teams

Under Club Management, click on Teams then click on  .

Because GotSport has been designed for use with multiple activities, you have the option to pick the sport. It is not mandatory to do so. In the “Team Affiliations” box, change the default affiliation from “GotSport Client” to “USYS”. Don’t forget to click the blue “Save” button at the bottom of the page. Once you have created your teams you need to make sure and lock them as instructed under 7.1.1. above.


- Assign Players

- From “Club Management”, click on “Roster Builder” then select the “2024-2025 WDDOA Registration Event (Official STYSA Roster/Cards)” event and click the blue “Submit” button. The list of your registered teams will be on the right.
- If you do not use GotSport as your online registration program, you will have entered your players in your account by your preferred method and they will be available on the left. They are ready to be dragged and dropped. You will need to be careful not to assign players that will not be returning
- If you use GotSport as your online registration program, add a filter as in 7.1.2. above by selecting “Player Program”, “Registered In”, and your registration program(s). Click the blue “Search” button.
- Your player list on the left will reduce to only registered players. From there, you will be able to grab the movement icon  next to each player and drag and drop each player to their respective 2024/2025 team.


Be sure to use filters to your advantage to minimize the chance of mis-rostering a player. The system will prevent you from rostering an ineligible player per STYSA rules.


## 7.2. Creating an Internal Roster Builder Event

If your club registers with multiple USSF entities (USYS, USSF, SAY, USSSA), or will have multiples RFCs, you might want to consider creating a roster building event. It is like creating a staging area for your rosters. Once you have registered your teams in the proper registration events, you will make all your rostering updates in the registration event, not your staging area.

Within your Roster Builder section (Club Management > Roster Builder), Click on the  Button That will bring you to your club’s workspace so you can work on your rosters prior to entering them where they need to go.

You will be prompted to name the event so make sure to give it a name that will be easily identifiable to you like: 24/25 Draft Rosters. Check that the upcoming Seasonal year is correctly selected so the team event age groups will match the 24/25 age groups. Click Save.

You will find your list of teams on the right and your list of players on the left. You can register each team into the event by clicking the blue “Register” button . Be sure to use filters to your advantage to minimize the chance of mis-rostering a player. From there you will be able to drag and drop players in the appropriate team shells.

This event does NOT Report to the Association as this is purely a working space/staging area for your club so make sure to not forget to move the teams over to the Registration Events once you are done building your rosters. To enter the teams in the appropriate Registration Event, go back to 7.1. Once that is done, you will be able to clone your rosters in the Registration event from your roster building event by selecting it from the “Clone roster from” box and clicking the  button

## 7.3. Rosters and Player Cards - WDDOA Roster Generation:

The STYSA Registration Period designates the time by which player movement off or between teams must be documented with Transfer/Release paperwork. Your committed existing players should be placed on rosters by August 1<sup>st</sup>. However, since we will only be printing player cards and rosters for your National League Frontier Conference teams, you will have until August 8<sup>th</sup> to get your final players added for us to capture your rosters and start processing your teams. NL Frontier team printing will take priority based on start of their League play (August).

7.3.1. Check your teams: in order to effectively do this, use filters to your advantage. First start by checking a number of things all at once, then proceed to each individual team. Since by the time you

will be doing this, all your WDDOA participating teams will be in the “WDDOA 2024-2025 Team/Player Registration (official roster)” event, the steps should be as follow:

- **Login to access your WDDOA registered team list:**
  - Login
  - Club Management > Team Registrations
  - Locate the “Event” box at the top of the page and use the drop down to enter “2024-2025 WDDOA Registration Event (Official STYSA Roster/Cards)”
  - Click “Search”
- **Open your Club Google Teams Sheet:**
  - Compare the list of teams in GotSport and your Club Google Sheet list of pre-qualified teams to make sure you have not missed anyone
  - If you have a lot of teams, you may want to use age and gender filters in order to reduce the size of the list you are verifying at one time
  - As you verify each team, be sure to update the Club Google Sheet: Is the team going to make, Fall 2024 Team Name, RFC to different flight. Be sure to also check the first column as the WDDOA office may have placed comments or questions next to certain teams for you.
- **Team Age Group:** Because you are looking at the teams registered in the 24/25 Registration event, the age group column is actually the Event Age Group: your 2014 teams will show U11 even though their current age will be U10 prior to August 1<sup>st</sup> 2024. If your 2014 teams show as U12, you will need to let us know so we can fix it on our end after you fix it on yours.
- **Roster Maximum:** make sure you do not have any teams with too many players (make sure you have enough players on each team as well...)
- **Now move on to each individual team:**
  - Click on the team name, it will bring up a pop-up window with the team details and tabs at the top
  - Scroll down to Registration Information
- **Team Affiliation:** Please make sure the team affiliation is properly set for USYS
- **Team Competitive Level (Division):** Prime teams will be Division 1, Alpha teams will be Super 2, Challenger teams will be either Division 1 or Super 2 per club choice. Please note: division level chosen in Challenger may restrict the ability to play specific Spring Cups, specifically Directors Cup. No WDDOA registered team should play South Texas Cup.
- **Roster Accuracy:** scroll back up and click on the Roster tab at the top of the pop-up window and make sure you have the right players on the team! Remember, once we generate/approve the rosters, you will need to submit a Transfer-Release form to move a player! There is **no way around this!** You will need to go back to the roster builder tool to unassign any players that shouldn't be there.
- **Check Players Age:** although GotSport does have a number of South Texas rostering rules programmed in, which should prevent overage players from being assigned to a team, make sure none of the players on a particular team are too old for the team you are working on. Check that there are no 2013s on your 2014 teams (incoming U11s) for example.  
**Proof of age:** it is not mandatory that you keep a copy of the document used for verification however it is mandatory that someone verify the date of birth by looking at one of the official documents listed below. If the copy provided is not legible or seems to be tampered with, the registrar or administrator may request to view an original document. Once the date of birth has been verified for a player, update the player record under Documents. Even if the player registers through an online registration program, there must be a procedure in place for the parent to provide the registrar an opportunity to view one of the documents below for verification of the birth date. The birth dates of returning players do not need to be re-verified. Once verified and entered into your player database, there is no need to see the birth certificate again for a player returning to your club (or other acceptable document) unless there is a question regarding the accuracy of the date. If a player is coming to you

from another club, you should have a process in place to validate any previously “verified” status in the player’s account. Additional verification may be requested at any time by WDDOA or the State Association on a case-by-case basis.

The following documents are acceptable for verifying the date of birth:

- Birth certificate (certified or verified copy)
- Uniformed Services Identification and Privilege Card (Form DD 1173)
- Birth Registration issued by the appropriate government agency
- Board of Health Records
- Passport
- Alien Registration Card issued by the United States Government
- Certificate issued by Immigration and Naturalization Service
- Current Driver's License
- Unexpired federal, state or local government identification card
- Certification of an American Citizen born abroad issued by appropriate Government agency

Important: Hospital, baptismal or religious certificates are NOT acceptable proof of date of birth.

- **Valid Pictures:** Make sure a valid picture is uploaded for every player. You will be able to edit any invalid picture directly from this view: click on a player’s name whose photo needs cropping and click on the blue “Edit Image” button; reposition or drag any of the blue markers to reframe then click “Save”. (Note: every time you do this, the system will kick you back to team list view. You will have to click on the team again to keep going. If you have too many pictures to update, we highly recommend you do this either from the Roster Builder view in the WDDOA Registration Event, where you can update pictures one right after the other without having to use several clicks of the mouse to get back to where you left off, OR from your program registration view as registrations come in. If you haven’t made uploading a picture required at the time of registration, you should do so ASAP)

VALID Pictures	INVALID Pictures
	

- **Verify Adults:** Click on the “Coaches” tab Players Coaches Managers and check Coach, Assistants, (You will click on the “Manager” tab to check Team Managers). **NO ADULT** should be added to a team unless they have completed all their compliance training and have a successful background check. For complete instructions, please check our website for [Adult Compliance Requirements](#).

### 7.3.2. Main Roster Freeze: August 8<sup>th</sup>

On August 8<sup>th</sup>, we will capture all rosters. Please be sure to have finished all the steps listed in above by July 31<sup>st</sup>. It is **highly recommended** you set yourself and your club an earlier deadline in order to be ready. Any player approved onto a roster on August 8<sup>th</sup> will **require a Transfer Release form in order to be removed!!**

## 8. HOW TO NOTIFY WDDOA

As you validate each team and finalize them, you will notify us that they are ready in your Club Google Teams Sheet: you will enter “Yes” in column M:

- By July 1<sup>st</sup>, **WDDOA must know which of your teams are viable and which are not.** There are several columns in the document where the Club Registrar/Administrator must provide yes or no input and are clearly marked in the column headings.
- August 8<sup>th</sup>, Official Roster and Player Card generation begins for the WDDOA office.
- As you work through each individual team for the verification process (once you have gone through and validated all the steps outlined in 7.1. above), the **last step** for each team will be to notify WDDOA through your Club Google Sheet. A good target date would be August 1<sup>st</sup> to have “Yes” in column M: “*Is Team Ready for Capture?*” so that we can start our rostering process on August 8<sup>h</sup>.
- Column M is for ALL teams (not just pre-qualified teams like Column L) and is your communication to us that in GotSport the team is 100% ready to go – meaning ... the team’s name is correct in GotSport, the correct (and majority, hopefully all) of the players who will be on the seasonal roster have been added to the team in GotSport in the WDDOA Registration Event, that any players no longer with the team have been removed from it in GotSport in the Registration Event, that ALL of the players on the team have appropriate ID photos that have been properly cropped, that the team has compliant adults on it in GotSport in the Registration Event (note that teams will not be generated w/o a coach), and lastly that ALL adults on the team also have appropriate ID photos that have been properly cropped. PLEASE be sure ALL these items are done BEFORE selecting “yes” in Column M.

### Registrar Notification Action:

- To edit the spreadsheet, after clicking on the link provided to you, you will need to sign into your Google (gmail) account. If you do not have a Google (gmail) account, you will need to create one. Club Registrars/Administrators will be given editing access, Club DOCs will be given viewing access.
- WDDOA will be processing teams club by club. Once there is a “Yes” next to a majority of your teams, we will begin our process.
- If we find issues you will be contacted. If you prefer to set up a time to review teams with us, please call 512-278-9898.

### WDDOA Process Schedule

Once you have notified WDDOA, we will begin our process of verification. Provided no issues are discovered, your official rosters and virtual player cards will be generated. **Only National League Frontier Conference teams will receive printed Player Cards and Rosters which will be mailed to the team manager on file in GotSport.** Any team with multiple issues that cannot be immediately resolved will be pushed back to the bottom of the processing schedule. **Because National League Frontier Conference** may start earlier than anyone else, those teams will be given priority for processing to get all printed documents time to reach the teams prior to their first game. Registrars, you must keep up with which teams are affected in order to have those teams verified and ready to go earlier than everyone else. August 8<sup>th</sup> will not be an early enough deadline to set for those teams because Frontier Conference League is set to start in **August**.

## 9. ADDITIONAL PROCESSES

- 9.1. **Tournament Player Card Printing:** WDDOA has been operating 100% virtual for a few years for Prime, Challenger, Alpha. State Classic League is also virtual. The only Physical Player Cards produced by the office are the ones used

in National League and Frontier Conference. As such, Physical Player Cards for teams who would normally be full virtual will now be available as an extra service for tournaments only for a fee. Tournament Player Cards fee: \$25 per team.

#### 9.2. **Club Pass Printing:** National League Frontier Conference Club Pass Players

WDDOA will have a Google Doc to request the printing of Club Pass player cards. The link to this Google Doc will only be provided to Registrars and Team Managers of clubs with teams in NL Frontier Conference.

#### 9.3. **New Player Adds** (Late registrations): August 22<sup>nd</sup> at the earliest

For New Players needing to be added to your rosters after the August 8<sup>th</sup> deadline, we will be using the WDDOA New Player Add Google Form. We will not be looking at this list until **at least August 22<sup>nd</sup>** as our priority will be processing official paperwork for ALL WDDOA teams. New Players may be added until the published Final Roster Freeze date. Example: WDDOA Prime, Challenger, and Alpha rosters freeze April TBD, 2025.

If your team is going to a tournament and you decide to by-pass the WDDOA New Player Add by adding the player as a Guest Player (per your local Association's process), this player will then have to be **transferred** onto the WDDOA roster and will use one of the team's maximum number of transfers per seasonal year.

#### 9.4. **Transfer/Releases**

All player movement after August 1<sup>st</sup> **require a Transfer/Release form**. All Transfer forms should be emailed to [TRform@wddoa.org](mailto:TRform@wddoa.org). Forms should be sent to this address **only**. Please do not copy other wddoa.org email addresses as this will only slow the process down. Please do not notify us that you sent a form to that address. Use the approved WDDOA Transfer/Release form published at [www.wddoa.org](http://www.wddoa.org).

**Please** take care to fully complete Transfer/Release Form BEFORE submitting. Incomplete forms CANNOT be processed, and all incur delays. We need ALL the information listed for the system to work smoothly. Forms submitted after Tuesday 10pm may be unable to be completed prior to the following weekend play.

- Releases: All release players will be moved to the WDDOA Release Pool. If a player later needs to be transferred to a different team, an updated Transfer Release form will be required.
- Transfers: WDDOA Transfers and Moves require a DOC signature. Forms missing a DOC signature will not be automatically processed. Players transferred from one team to another within the same club are considered "Moves" and do not count towards the team's maximum number of transfers per seasonal year.
- Contested Transfer: a DOC may refuse to approve a transfer. In that case, a detailed explanation from the club and the parents will be requested which will be considered by the Directors Council to determine whether or not the Transfer-Release will be processed.

**Important Process Information:** we strive to provide rostering services (player adds, transfers, releases) as quickly and efficiently as possible so please go through to Dos and Don'ts below to help us provide you with the best and most efficient services

- **Do...** complete the transfer form properly: the DOC signature is required, we need the complete team names both receiving and releasing
- **Do...** get the parent signature, no form will be processed without parental approval.
- **Do...** send the form to the **right** place: [trform@wddoa.org](mailto:trform@wddoa.org). There is no need to copy any of the staff on these.
- **Don't...** alter the releasing player record: do not remove the player from the team member list, do not archive the player, do not delete the player.

- **Don't...** delete or change the player picture!
- **Don't...** submit incomplete forms, they will not be processed and it severely lengthens the process.
- **Don't...** submit the online form. If the online form is necessary, WDDOA will enter the form in GotSport. You will then need to approve the player's transfer in GotSport for it to be executed.
- **Don't...** tell the player they can participate with their new team once you've submitted the form. Until the form has been **processed** and the player appears on the new team official roster/game card, they are not be eligible to participate with the team. (the **ONLY** exception is for a player who is moving between 2 teams within the same club and the releasing team is either of a lower or same level of play as the transferring team and therefore eligible for Club Pass)

#### 9.5. Final Roster Freeze

The Final Roster Freeze matches the STYSA Roster freeze deadline for State and Presidents Cups which will be some time in the spring.

#### 9.6. Invoicing

Once initial rosters are captured, we will begin inputting Initial Roster Counts and player fee amounts into your Club Google Sheets. As the year progresses, they will be updated periodically to reflect roster movement as well as associated fees. We will also post payments received, so that you may refer back at any time to see what monies have been applied and what may still be owed on a team-by-team basis.

WDDOA Invoices each club twice a year, once in the Fall and once in the Spring. The Fall Invoice includes all Team Fees, Initial Roster player fees, plus any player movement fees through October 1<sup>st</sup>. Team Fee Payments received during the summer are applied toward the Fall Invoice. The Spring Invoice includes all player movement fees from October 1<sup>st</sup> through the end of season, along with any Team Forfeit Fines that may have been assessed throughout the year.

#### 9.7. Use the Importable Calendar

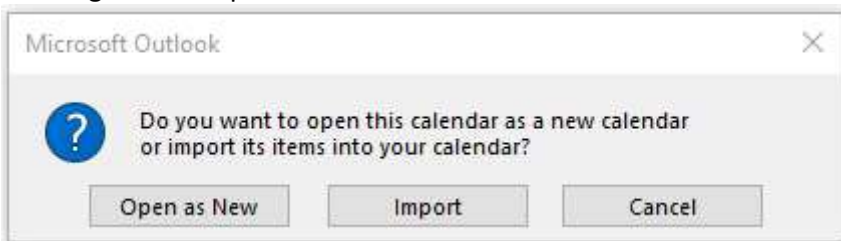
In order to help you keep up with all the steps and keep up with the deadlines, we have created a calendar with all the important dates that pertain to your duties to get you through this registration period. It is an iCalendar file(.ics) that can easily be imported into Outlook or Google.

#### Instructions to import into Outlook

- Make sure you have Outlook open
- Double click the iCalendar file in file explorer:





- A dialog box will open in Outlook:



- Click "Open as New" or "Import" based on your needs/preference:
  - Open as New: creates a new calendar and adds the events to it
  - Import: adds the .ics events to your own calendar – this is what most people will choose.

## Instructions to import into Google Calendar

- Go to your Google account and click on the Calendar icon: 
- Locate “My calendars” at the bottom of the left column
- Put your cursor on your calendar and move over to the 3 little dots on the right, click and select “Settings and sharing”
- Select “Import and export” in the left column
- Under “Import”, select the first option:

 Select file from your computer


- Select the iCalendar file:

 WDDOA Registrar Calendar  6/18/2023 12:57 PM iCalendar File

- Click the “Import” button
- A dialog box will pop up, click OK:



Whichever format you use, after importing, please go through it and check the reminders we have set as default. Based on your club size and structure, you may want to edit the frequency or the timing of those.

If you are using Google, you may also want to update from notification to email for some of the reminders if you do not open your calendar daily. (Click on the event in calendar, Click the  icon, use the down arrow to switch from “Notification” to “Email”, and click “Save”.)