

# WDDOA – Fall 2022 Registrar Instructions

## Fall 2022 Preparation/Procedures/Deadlines



Below you will find everything needed to get your teams ready for Fall 2022 League play. It is listed in chronological order. A complete list of important dates is also published on the WDDOA website.

### 1. **TEAM SUBMISSIONS:**

Your Club Google Teams Sheets have been available to you since early May. These spreadsheets include your club's list of pre-qualified teams with age group and level of play information, a place for you to let us know about your incoming U11 teams as well as any team for which you may be submitting Requests for Consideration (RFCs). As you start building and submitting teams, you will update your google sheet with current information / registration / team status. For ease of use, we have highlighted all the relevant columns in grey. These sheets will be used throughout the entire seasonal year and will include all billing information attached to each team.

1.1. U11.  
**Deadline:  
July 6<sup>th</sup>**

1.1. Under 11 Team Declarations: **Deadline July 6<sup>th</sup>**, by 10pm. The purpose of the Team Declaration is to notify us of the number of U11 teams to expect as well as their competitive level. This process is achieved through a google doc and is not posted online. These are typically completed by DOCs.

1.2. **Deadline:  
July 6<sup>th</sup>**

1.2. Under 11 and Only pre-qualified Under 12 through Under 19 team Registration: **Deadline July 6<sup>th</sup>**, by 11:59pm. Detailed instructions can be found on how to register teams in the WDDOA Roster Readiness Manual.

1.3. RFC  
U12/U19.  
**Deadline:  
July 6<sup>th</sup>**

1.3. Requests for Consideration – **NEW PROCESS** - To submit your Request for Consideration, you will be using a GotSport form called "RFC 22/23" available to you from June 6<sup>th</sup> in your GotSport account under "Forms" in the dark blue menu column on the left of your screen.

Under 12 through Under 19 non-pre-qualified teams: **Submission and Payment Deadline July 6<sup>th</sup>**, by 5pm. This is an "in-hand" deadline. Any non-pre-qualified, pre-qualified but unable to retain club core (>50% USYS registered in the club during Fall 2021 – Spring 2022 seasonal year), pre-qualified but seeking a different level of play, or new team can file an "RFC". These documents will be evaluated by the WDDOA Directors Council and teams will be notified of their decision by July 13<sup>th</sup>. Their decision will be final. A submission without payment is considered incomplete. Incomplete submissions will **not** be reviewed. As you complete the form, you will also upload the completed RFC (excel format) document. You will need to have the team shell created in your club account in order to be able to complete the GotSport form. Players listed on your RFC document are not required to be rostered to the team shell in GotSport by the submission deadline of July 6.

1.4. U12/U19.  
**Deadline:  
July 12<sup>th</sup>**

1.4. Fall 2022 Team Info Sheets - Under 12 through Under 19 pre-qualified teams: **Deadline July 12<sup>th</sup>**, by 11:59pm. This document helps validate the eligibility of each pre-qualified team entered in the 22-23 WDDOA registration event. Instructions on how to submit your Fall 2022 Team Info Sheets can be found in the WDDOA Fall 2022 Roster Readiness Manual.

### 2. **TEAM BUILDING:**

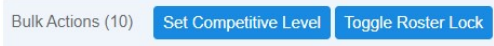
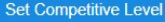
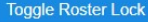

The "WDDOA 2022-2023 Team/Player Registration Event (official roster)" event is now open, and you can start registering teams. In order to see the Registration Event in Roster Builder, you will need to register at least one of your U11 or U12 through U19 Prequalified teams in the "WDDOA 2022-2023 Team/Player Registration Event (official roster)" by following the process in section "1. TEAM REGISTRATION", in the WDDOA Roster Readiness Manual.

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 22 age groups until August 1<sup>st</sup> (U10 for U11, U11 for U12).

2.1 Existing Teams: 15 to 20 minutes per team

## 2.1. 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. Be sure to keep a list of your existing teams that shows the changes you made to them. You will also use your Club Google Teams Sheets to keep up with those changes as it includes a list of each original team name from the Pre-Qualified list. 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 R 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"

 Bulk Actions (10)   , 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.



### 2.1.1. Make Changes

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 Teams Sheet as you progress through your team list.

### 2.1.2. Adjust Teams Rosters


Even though you can reset your rosters in your player pools, this action is total and not recommended. Using your roster builder, you have access to a more targeted and precise approach. In order to see the "WDDOA 2022-2023 Team/Player Registration Event" in the roster builder page under "Club Management", you will need to first register the teams per 1.2 above.

#### 2.1.2.1. Unassign Players

- From "Club Management", click on "Roster Builder" then select the "WDDOA 2022-2023 Team/Player Registration Event (official roster)" event and click the blue "Submit" button. The list of your registered teams will be on the right.
- 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 2021-2022 Team/Player Registration Event" or your local Association's 21/22 Registration Event.
- **Unassign non-registered players:** Click "Add Filter"   and change "First 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.
- 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.

2.2 New Teams: 10 to 20 minutes per team

### 2.1.2.2. 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 down 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 2022/2023 team. You can use filters to reduce the number of players in your player list to the left(gender, age group, etc.)

## 2.2. 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 2.1. above.

### 2.2.1 Assign Players

- From “Club Management”, click on “Roster Builder” then select the “WDDOA 2022-2023 Team/Player Registration Event(official roster)” 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 2.1.2.2. 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 down 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 2022/2023 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.

## 2.3. 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 “Add Roster Season” 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: 22/23 Draft Rosters. It’ll have the upcoming Seasonal year already selected so the age groups will show they will be for 21/22. 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 2.1. 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 blue "Submit" button 

### 3. ROSTER COMPOSITION:

Under 12 through Under 19 Pre-qualified teams must retain Club Core

3.1 Club Core:  
We recommend you keep copies of your last official rosters in order to help you keep track of roster retention.

- 3.1. Club Core: The requirement of >50% will be calculated from the qualifying roster; Fall 2021 Roster for Frontier Conference / SCL teams that qualified during the Fall season and Spring 2022 Roster for all other teams. "Club Core" means that core will be met by filling the team with >50% of players who were registered with the club (rostered to a USYS Primary Team) for the 2021/2022 seasonal year. Example: to retain core, a roster of 16 from the prior seasonal year must return 9 club players rostered to Primary Teams that participated in USYS competitions.
- 3.2. Fall 2022 Team Info Sheet: this form is to help you verify and maintain core retention. This form will be required for you to complete and upload into each team record so we can verify team composition. As you get these done, you will update your Club Google Teams Sheet. You will want to update this form as you work on each team and make sure you add the team name in the file name so you can find your forms easily.

Age Group	Play Format	# Players
U11-U12	9v9	16
U13-U19	11v11	22

- Under 11 rosters **must** carry at least one "true age" U11 player on the official roster.
- Under 13 rosters **must** carry at least one "true age" U13 player on the official roster.

### SLOT (CORE) RETENTION: >50% Quick Reference Chart

# Generated Players on Official Final (Spring) Roster	# Club Players That Must Return on Fall Roster To Retain Slot
10	6
11	6
12	7
13	7
14	8
15	8
16	9
17	9
18	10
19	10
20	11
21	11
22	12