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Registrar

Identifier	MGT 10A
Revision	Revision 2
Effective Date	September 1, 2006
Class Length	1 hour 15 minutes

Change Summary	
September 15, 2005	New Lesson Plan Format
September 15, 2005	Annual Revision
November 28, 2007	Lesson Plan Revised
September 2008	Lesson Plan Revised
August 2009	Lesson Plan Revised

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1. Lesson Plan Goals

To train first year registrars, in accordance with the position descriptions, policies, procedures and guidelines of **AYSO** as they relate to this position

2. Class Length

1 hour 15 minutes (Allow time for questions and discussion during this time)

3. Instructor Requirements

Management Instructor
Advanced Management Instructor at section conference workshops

4. Learning Objectives

1. To understand the importance of the registrar in the operation of a region.
2. To understand that the registrar is a required regional position
3. To understand the registrar's position description, and the importance of following it.
4. To review the knowledge a registrar must have.
5. To discuss how to apply this knowledge to implement registration properly in the region.
6. To understand that this workshop is a training component and certification can be obtained by completing **BASIC** (Board and Staff Introductory Certification).

5. Prerequisites

None

6. Materials

Workshop Roster
Handouts [on Registrar's web page on ayso.org](#)~~on the Section Conference CD~~

AYSO Registrar's Manual
Registrar Position Description
Sample Registration Kit
Registrar Forms
Player Registration Form
Volunteer Application Form
eAYSO Training Tutorial (outside of section conference)
Masking tape








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7. Equipment

Flip Chart available at Section Conferences
Markers
LCD Projector and screen (optional)

8. Special Instructor Notes

Legend:

-  Activity
-  Key (Critical) Point
-  Question
-  Instructor Note
-  Handout
-  PowerPoint
-  Nuts and Bolts

Instructors: There is a Power Point Presentation for this workshop which follows this lesson plan. Please be familiar with the content of the lesson plan before teaching. There is a lot of information that is not on the PPP. We have left the lesson plan as is just in case the PPP is not available. Be prepared to teach the lesson plan as is even if there is an equipment failure.

Registrar Workshop

Small Group Instruction (outside of a Section Conference)

- If giving this workshop at an area or region level, a much more informal approach can be taken. The intent would be to have a workshop of all the registrars, safety directors, and treasurers in an area attend this workshop. Cross training further educates the volunteer and empowers them to complete their specifically assigned job duties.
- *This workshop must be registered on eAYSO and a roster needs to be filled out by the participants and then entered into eAYSO .*
- If you are working with a co-instructor, coordinate each assigned topic with enough advance notice for proper preparation. Arrive early enough to arrange the room that best fits the venue and anticipated number of participants. (Keep in mind what room arrangement lends itself to this workshop.)

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- The first thing to do is to assess the level of experience in this workshop. Find out if you have more than just registrars. If you do, tie the roles of the registrar together with the other volunteers in the room. Then ask how the other volunteers can support the registrar. No matter what level of experience is present teach the lesson plan.
- After the introduction of the instructors, any housekeeping items should be covered. Start with the overview of what information each student will go away with, and how that information empowers them to complete their special job tasks.
- Suggest that the participants share contact information for networking, problem solving and mentoring.
- End the workshop by giving a list of people who can be called with technical questions. This could be the area director or NSTC staff.

Section Conference Workshop – under 50 participants

- Pass the roster around and ensure all participants sign it.
- eAYSO for registrars is a workshop that is dedicated to giving registrars information about eAYSO. The eAYSO Lab will also provide hands-on practice of the registrar functions of the system. Encourage the participants to attend these sessions as this workshop will not cover specifics about eAYSO.
- Always assess the audience to make sure that it is understood that this workshop is for new, first year registrars, and that you will be covering basic information. However, emphasize that the other volunteer positions in the workshop support the registrar and vice versa.
- At section conferences both the Registrar and Registration – The Survival Guide workshops will be offered so it is important to stick to the individual lesson plan for each. Make sure to save time at the end of the workshop for solutions to problems. All visual aids (PowerPoint, word strips, etc.) must be set up prior to the workshop. The use of several rosters will facilitate quicker completion and less distraction to the students.
- Watch your time during the presentation so that you will be able to answer questions. The more participants in the workshop, the more questions there will be.

Section Conference Workshop – 50 or more participants

Everything listed above in Section Conference Workshop – Under 50 participants applies **plus**:

- Always assess the audience to make sure that it is understood that this workshop is for new, first year registrars, and that what you will be covering will be basic information.
- For groups this large, class participation through questions and answers will be harder..

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- Ask if there are any questions as you cover the points on the checklist. Be sure to repeat each question for the audience. Remind participants that detailed information concerning the items on the checklist can be found in the job specific manual or in the workshop handout. When a question is asked, ask participants to find the answer in the manual or handout. This is a better form of instruction, rather than just giving them the answer.

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9. Introduction:

Slide # 1 Put up this slide as participants are entering the room. 5 Minutes

- Introduce yourself as workshop leader, the topic and co-instructors.
- Briefly review the workshop goal and learning objectives.


Slide # 2 Has everyone signed the roster?
Begin sending around the roster for participants to sign.

Slide # 3 Objectives

- ❖ Understand the role & responsibilities of the Regional Registrar
- ❖ Review the resources available to help a Registrar be successful
- ❖ Separate “Fact” from Fiction about Registration

Slide # 4 Who is here today?
Regional Commissioners?
Experienced registrars?
Brand new registrars?
Other positions?


10. Body (Lesson Procedure)

 **Instructor Note:** Through guided participation you will show the attendees that AYSO offers a variety of resources and training for them.

Slide # 5 Resources
What does AYSO provide so that a registrar knows what to do and when to do it?

Slide # 6 Your Job Description!
Where can you find it?

Registrar Job Description – The AYSO Registrar Job Description is available on the AYSO website, www.soccer.org/Resources/Forms/Job+Descriptions/Regional+Board+Positions.htm and in the Registrar’s Manual.

 **Instructor Note:** (Put answers on Flip chart # 1. The participants should offer BASIC, Registrar’s Workshop, eAYSO, Registrar’s Job Description, and the Registrar’s Manual as items to be included on this list. Discuss them if they are not brought up by the group.

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Slide # 7

soccerayso.org

Registrar's Manual

[Registrar's web page on ayso.org](#)

~~Section Conference CD~~

Slide # 8 What is the certification component for the Registrar?

"Hint"

What is the workshop that a registrar must take to become certified and become Safe Haven protected?

Answer: BASIC - Board and Staff Introductory Certification

- What is the Training component?
 - Registrar Workshop
- Other training?
 - Registration Day – A Survival Guide



Board and Staff Introductory Certification (BASIC) is the certification component for the registrar. The Registrar's Workshop is the training to do the registrar's job. Remind your students that **AYSO** provides training, certification, and continuing education in its Safe Haven Program to protect its players and volunteers. It is suggested that all registrars attend the CVPA (Child and Volunteer Protection Advocate) Certification Workshop.

Slide # 9 What is the registrar's best friend? "Hint"

Slide # 10 AYSO's On-line Registration & Administration System! eAYSO

All registrars need to have knowledge of eAYSO. Registrars **should** also attend the **eAYSO for registrars workshop** AND the eAYSO training lab that will be offered at all 2006 section conferences. (Are we offering these workshops in 2007?) If the Registration Workshop is not offered outside of a section conference, the instructor should be prepared to provide the participants with technical help in using eAYSO.

- Submit questions via e-mail to: eaysosupport@ayso.org
- Telephone help desk available M – F 8:00 a.m. to 5:00p.m. PST
Call 1-866-588-2976

Slide # 11 Did you all receive your Manual?

What kind of information is in the Registrar's Manual?

Slide # 12 The Registrar's Manual contains everything you need to know to do your job.

Slide # 13 Did you know about this manual?

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eAYSO On-line HELP manual for Player and Volunteer Registrations

Slide # 14 New and experienced Registrars – let’s see how much you already know.....
What does AYSO provide so that a registrar knows what to do and when to do it?

Slide # 15 AYSO Mission

“To develop and deliver quality youth soccer programs, which promote a fun, family environment based on our six philosophies:”

Slide # 16

- Balanced Teams
- Open Registration *
- Positive Coaching
- Good Sportsmanship
- Everyone Plays
- Player Development

The AYSO Program is open to all children between 4 and 19 years of age who want to register and play soccer.

That’s why we’re here!

Slide # 17 What is the membership year for AYSO?

Slide # 18

- A registered player is an official member of AYSO for a full year from August 1 through July 31st
- The membership year is designated as FSXXXX, where XXXX is the year when the membership period starts (FS2009)

Slide # 19

If a region has multiple playing seasons (Fall, Spring) and a registration for each one, does a player need to be registered with AYSO for each season?

No, only once a membership year

Slide # 20 Important

Under NO circumstances should non-registered players or volunteers be allowed to participate in the program (either practice or play) because they are not covered by the SAI plan. Doing so would create an unacceptable exposure to liability lawsuits.

(SAI = Soccer Accident Insurance)

Slide # 21

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What are the 2 phases of the Registration Process?

- Completion and Submission of an application and fees
- Acceptance of the application and placement on a team

Slide # 22

- Completing application online is often called “pre-registration.”
- Registrars must “accept” players and the CVPA must “accept” volunteers in eAYSO using the Registration function.

Slide # 23

What are the standard playing divisions identified in the AYSO National Rules & Regulations?

Slide # 24

- U5
- U6
- U8
- U10
- U12
- U14
- U16
- U19

Slide # 25 How are ages determined in AYSO?

Slide # 26 A player’s age as of July 31 each year (the day before the membership year BEGINS) is used to determine placement in the proper age division for that year.

Slide # 27 What is the minimum age to play AYSO?

Slide # 28

- Effective August 1, 2008, regions that secure the approval of the Section Director may register 4 year olds as long as they are 4 at the time of participation.
- For all other ages, the July 31 age determination date will determine their placement in age divisions.

Slide # 29 Proof of Age

- Considered Best-Practice to require a parent to present a birth certificate (or other government issued document with date of birth) at initial registration with the Region
- Proper age is necessary for *Balanced Teams*

Should ID be required for volunteers? Yes!

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Slide # 30

What is contained in the Registration Kit?

Slide # 31

- Pre-printed registration forms
- Blank player registration forms
- Blank volunteer application forms
- Recruitment brochures
- Sign up posters
- ABC's of AYSO booklet
- Soccer Accident Insurance brochures

Slide # 32

How much does the Registration Kit cost?

Slide # 33

Once each year, the NSTC will provide each Region with a complete set of pre-printed forms with the previous year's player and volunteer data (if in eAYSO).

Only the Regional Commissioner or the Registrar of record can order Registration Kits/Forms and.....

Slide # 34

It's Free!!!!!!!

Slide # 35 Registration Fees

Things to do..

- The National Player Registration fee is determined by vote of the executive membership at NAGM
- National fees pay for the cost of the nationwide program including: insurance, training, & membership in USSF
- Regions must submit this fee to NSTC for each registered player prior to the start of the season

Slide # 36

Registration Fees

Things to do..

- Work with Regional Board to develop Region Budget & Calendar to determine Player Registration Fees and Registration Dates
- Consider "Early Bird" & other "discounts" on Registration Fees rather than a "Late" Registration penalty
- Confer with Regional Board regarding what scholarship policy, if any, is in place.

Slide # 37

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Refund Policy

“Words to the Wise”\

- Ensure that Regional Board has defined and approved Late Registration and Refund Policies
- Prominently display policies at Registration
- Be sure polices are communicated in all Registration packets, mailings, & web sites
- Refer to Standard Regional Guidelines and Policy Statements for best practices

Slide # 38 Some helpful hints....

Slide # 39 Pre-Registration Planning

- Determine Registration Dates and secure facilities at least 6 months in advance
- Choose a large enough space and make sure there is ample parking
- Order Registration Kits at least 6 weeks in advance

Slide # 40 . Registration Preparations

- Use Pre-printed forms to minimize errors
- Coordinate Board Members to work on Registration Days & to recruit volunteers
- Update eAYSO Pre-Registration Season setting & message with Registration information

Slide # 41 Registration Promotions

- Advertise Registration Days, On-line registration, “early bird” discounts, etc.
- Use eAYSO email blasts to announce Registration
- Promote on-line registration to save a lot of time!
- Update Web sites

Slide # 42 Registration Promotions

- Design a Give-Away !
 - Refrigerator Magnet, Button, Business Card, etc. – with Region Name and Number, & Contact Information so that families can find help after they walk away or when coaches haven’t called.

Slide # 43 After – Registration

- All Player Forms must be updated in eAYSO to be registered; volunteers by the CVPA.
- Original Copy of Player Registration Form given to Coach (emergency medical release)
- Copy #2 sent to NSTC unless registered using eAYSO
- Copy #3 kept by Registrar until otherwise notified by NSTC....Why?

Slide # 44 After - Registration

Why must player registration forms be archived?

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Legally, a minor child has until one year after reaching majority age to file a claim for injuries incurred as a minor. The participation waiver may be needed for such a claim.

Slide # 45 Registration Day! Let the fun begin!

Please attend:

“Registration Day -The Survival Guide” and “eAYSO for Registrars”

Slide # 46 Conclusion

- Get trained and certified
- Plan ahead
- Ask for help
- Involve the entire regional board
- Be prepared
- Follow up with after registration details