



Please read all this Coaches Email update it has crucial information for all coaches participating.

### **REGISTER YOUR TEAMS NOW!** (2018 RETURNING teams must re-register for the 2019 season)

If you know the details of age division, team name etc. you should go ahead and "Register your Team" at

<http://youthspringfootball.com/register-a-team/> this process is **FREE**. (Changes to your team details can be made later once you have more specific facts) Our system now allows you to register multiple teams ALL AT ONCE. Team administrators can choose the "Administrator" choice when registering their team, this will provide you with the capability of logging in with a single user name and password and seeing all your clubs team information as a result. Teams can register and/or add additional teams up until Jan 1<sup>st</sup>.

### **START MAKING YOUR PLAYER PAYMENTS NOW!**

The ONLINE player payments portal is now open. VERY IMPORTANT - Players can begin making payments now. It is ok for players to pay BEFORE your team is registered or their names have been added to your rosters, their payments will wait in the system until teams are registered and rosters set up. (All these paid player fees contribute towards your schedule deposits). Payments can be made online at <http://youthspringfootball.com/make-a-payment/>. Checks can be made out to YSF and mailed to P.O. Box 260183, Tampa FL 33685. Use the "Coach Disbursement Form" to send these in, form available at the website <http://youthspringfootball.com/docs/Coaches-Disbursement-Form.pdf>

### **SCHEDULE DEPOSITS ARE DUE BY JANUARY 1ST**

Due to the size of the tournament YSF requires all teams to place a portion of their player fees down by January 1<sup>st</sup>, 2019 to be eligible for a spot on the schedule. This is NOT AN EXTRA amount but rather a portion of each of your player fees for a team. *EACH TEAM is required to put down \$800 of their player fees by January 1<sup>st</sup>*. If a club has more than one team then this amount is \$600 x each team. Please do not procrastinate and find yourself off the schedule due to this deadline. Call Sandy at 813 728 6747 or [sandy@youthspringfootball.com](mailto:sandy@youthspringfootball.com) to make other arrangements if you need an extension.

### **PLAYERS MUST BE MARKED PAID TO BE ELIGIBLE TO PLAY *New Rule for 2019!***

YSF will no longer allow players to play in a game unless YSF has actually received their payment either from the individual player or through their team payments. Teams that choose to pay YSF with "en-bloc" amounts for their teams must ensure those payments made to them are forwarded to the YSF expeditiously in order for their players to take the field. i.e. each player must show as paid on the portal for them to be able to play in a game. Administrators can still pay YSF for a series of individual players, through the online payment portal, but these payments must be applied through the portal to a specific player. Individual parents/players can still go to the online payment portal and pay for their players themselves. <http://youthspringfootball.com/make-a-payment/> If a team has purchased a set of early payment coupons these teams should email YSF to detail which players they want those coupons applied to and YSF will mark those players as paid. **NO PLAYER THAT SHOWS UNPAID ON THE SYSTEM WILL BE ALLOWED TO TAKE THE FIELD PAST THE DEADLINE DATE OF MARCH 2<sup>ND</sup>, 2019 REGARDLESS OF WHETHER THEY HAVE PAID THEIR OWN ORGANIZATION.**

*Teams that do not have enough players to play a game due to unpaid fees will forfeit their game.*

### **RETURNING PLAYERS FEATURE**

Remember the new feature we added last year that allows RETURNING teams to pull their previous players into their NEW season teams saving time on repeated paperwork etc. If your player played last season they are eligible. Coaches will be able to choose "New" or "Existing" player when adding a player to the console. If the player played in 2018 all their pictures, certificates and data will be able to be pulled forward into the 2019 season rosters. If a players' status has not changed they will be automatically certified and will require no further action. If due to age change, they now require a new status to be checked such as weight, all their other data will be pulled in, and their weight flag will be unchecked until it is certified for 2019.

THREE SIMPLE STEPS TO ADDING A RETURNING PLAYER:

# 1 - Go to "add a player" and select "Returning players"



# 2 – This will bring up a list of all returning players from the previous season that are eligible for that age division. Once you have selected one of the returning players to your team, the system will add them to your players screen...BUT YOU MUST still change the "Is Player on Active Roster?" button to a "YES" and then **SAVE** that player. The returning player will be on your new team

A screenshot of a form with two input fields at the top, both containing the number '123-456-7890'. The first field is labeled 'Home Phone\*' and the second is labeled 'Cell Phone'. Below these fields, there is a section titled 'Is Player on "Active" Roster?' with two radio buttons: 'Yes' and 'No'. The 'No' radio button is selected. This section is highlighted with a green border.

#3 – IMPORTANT! IMPORTANT! Make sure to be inside the given team you are wanting to add the previous season players to, and only add those players. Go to the next age division team and add those players for that other team

### **SUBMIT SCHEDULE REQUESTS NOW**

The deadline for Schedule requests is Sunday Jan 13<sup>th</sup>. COACHES MUST PROVIDE THESE REQUESTS TO THE YSF BY THIS DEADLINE, otherwise the teams' schedule will be final. Teams that do not submit a schedule request and cannot make a game as a result will forfeit the game and be charged a \$300 penalty fee. Teams will not be allowed to continue to play until the penalty is paid. The YSF schedule is an extremely complicated process that is very time consuming. Schedule changes are extremely unfair to the YSF staff AND the other team. Send schedule requests to [sandy@youthspringfootball.com](mailto:sandy@youthspringfootball.com).

### **CERTIFICATION SCHEDULE**

The YSF provides pre-season certification events in every city to allow teams to get their players certified early. The calendar of these certification events and locations will be released onto the website by Dec 31<sup>st</sup>. <http://youthspringfootball.com/certification-dates/>

### **SEASON START DATE**

The first game of the 2019 season will be Saturday Feb 23<sup>rd</sup> 2019.