



Nebraska State Soccer Association Registration Guide

Section 1	Registration Dates & Player Fees
Section 2	Registration Fees
Section 3	Accessing Affinity
Section 4	Season Setup Procedures in Affinity
Section 4.1	Online Registration Setup Procedures in Affinity
Section 5	Guidelines for Registration
Section 5.1	Registering Players/Coaches
Section 5.2	Forming Teams
Section 5.3	Transfers & Drops
Section 6	Digital Player Cards
Section 7	Travel Forms and Event Registration
Section 8	Risk Management/Kidsafe
Section 9	Sexual Abuse Training
Section 10	Concussion
Section 11	Insurance
Section 12	NSSA Contacts

*These guidelines are subject to changes

Section 1: Important Dates & Deadlines

All Players, Staff and Teams must be registered with Nebraska State Soccer each soccer year (August 1 to July 31) and must abide by the rules and regulations of Nebraska State Soccer.

Registration of Players, Staff and Teams will be in accordance with USSF, USASA and US Youth Soccer.

1. Players, Staff and Teams will be allowed to be registered until July 31 of the current seasonal year.
2. Registration of Players, Staff and Teams.
 - a. Players, Staff and Teams will be entered in the registration program by Affiliate Members or Nebraska State Soccer and must be assigned to a team.
 - b. Coaching staff must have a completed disclosure on file each season.
 - c. Affiliate Member must verify age of player using birth certificate, photo ID, or passport.
 - d. Once players and coach staff are assigned the teams must be approved.

Team Formation/Tryouts

2018 Team Formation Specific Dates:

For players GOING into 11U – 13U (2007-2005 birth years) age groups:

Monday, June 11th – Tryouts Start

Sunday, June 17th - Bids can be made starting at 10 a.m. (can be made in any form, email, call, etc)

For players going into 14U through 19U:

Tuesday, June 26th – Tryouts Starts

Sunday, July 1 – Bids can be made starting at 10 a.m. (can be made in any form, email, call, etc)

More information about team formation can be found on our website [here](#).

For more information on tryouts through Affinity please see [here](#). Players can easily register for club tryouts and your DOC or coach can easily send them out an acceptance letter. The parent can then go in and register and Affinity will automatically place them on that team.

Section 2: Registration Fees

Nebraska State Soccer will invoice the Affiliate Member periodically throughout the soccer year. These fees are due within 30 days and failure to pay in a timely manner will result in placing the member club in bad standing.

Youth Registration Fees	Fee
Primary Player U6 & under	\$7.00
Primary Player U7 & older	\$12.00 (increasing to \$17 at start of 18/19 season)
Secondary/Multi-roster Player	\$5.00 (increasing to \$10 at start of 18/19 season)
Coach/Assistant Coach/Substitute Coach/Team Manager	\$15.00 (1x fee, no matter how many teams they are assigned to)
Transfer from Club-to-Club	\$3.00 (for transfers between clubs, the club the player is <i>transferring TO</i> will be charged the \$3.00)
Transfer within Club	No charge (in-house transfer)
TOPSoccer	\$2.00
Adult Registration Fees	Fee
Primary Player	\$20.00
Secondary/Multi-roster Player	\$10.00
Coach	No charge
Transfer from Club-to-Club	\$3.00 (for transfers between clubs, the club the player is <i>transferring TO</i> will be charged the \$3.00)
Transfer within Club	No charge (in-house transfer)

*no charge for cancelled apps

Section 3: Accessing Affinity

Login Procedure

To access the Affinity Sports website please visit www.nebraskasoccer.affinitysoccer.com. You can also access the website by visiting the Nebraska State Soccer website at www.nebraskastatesoccer.org and going to the ADMIN tab, REGISTRATION SOFTWARE. Once on the website a login screen will appear, enter your username and password provided to you. If you do not have a username and password please contact our Director of Registration and they will issue one to you.

Section 4: Season Setup Procedures in Affinity

Before inputting any information in Affinity:

1. Make sure you are in the correct current season and that you have your season turned on. ([HOW TO](#))
2. In the beginning of a season, when looking for a player to create a new application, use "all seasons" to look them up.
3. If a player is new to your club but has played before in another club, use Family Lookup and input their last name, first name, and DOB (mm/dd/yyyy) to not create a duplicate.

Section 4.1: Online Registration Setup Procedures in Affinity

Please use the attached training procedures for setting up online player registration through Affinity.

[Online Registration](#)

[Promo Codes](#)

[Video: Accepting Players](#)

[Features and Benefits](#)

[Payment Plans](#)

[Video: Rostering Players & Admins](#)

[Discounts & Payment Plans](#)

[Adjusting Payments](#)

[Video: Online Registration](#)

Section 5: Guidelines for Registration

2018-2019 Season

Age Groups

Roster Sizes

Age Group	Birth Year		Age Division	Roster	Format
U6	2013		U6/Micro	Unlimited	4v4 – No Goal Keepers
U7	2012		U7/U8	8	4v4 – No Goal Keepers
U8	2011		U9/U10	14	7v7 – With Goal Keepers
U9	2010		U11/U12	18	9v9 – With Goal Keepers
U10	2009		U13 – U19	22	11v11 – With Goal Keepers
U11	2008				
U12	2007				
U13	2006				
U14	2005				
U15	2004				
U16	2003				
U17	2002				
U18	2001				
U19	2000				

* Girls can play on boy's (coed) teams, but boys **cannot** play on girl's teams

* Age divisions will change each season

Player Divisions

The unique player division codes help to recognize with play level a team is in when looking at a team ID number. (EX. [0N001-001RB15-0222](#) - From this team number we can tell that this is a Recreational team from the R in the middle of the ID number. The B15 that follows that number also tells us that it is a Boys U15 team.

Play Level	Play Level Code
In-house	I
Recreational	R
Academy	Y
Select	S
Premier	P
TOPS	Z

*When creating your play levels please use the above codes. If you wish to create additional divisions within your club please use different codes.

Recreational/ In-house/ Academy

This type of play may register on a **yearly** or **seasonal** basis. This play type is designed for local in-house play and can be structured in an academy setting or with formal teams.

*In-house & Academy are setup for you to have unlimited roster sizes

Select

This type of play must be registered on a **yearly** registration basis. A select team is formed on the basis of selection, hereinafter defined as any process (e.g. tryouts, coach select, events to evaluate players), other than a random basis, where players are invited or selected to play on a team and other players are not.

Premier (Competitive)

This type of play may register on a **yearly** or **seasonal** basis. This division is for U11 and older competitive non-select teams.

Our complete rules and regulations policy can be found [here](#).

Section 5.1: Registering Players/Coaches

Registering Coaching Staff

1. Affinity works best if the coach/admin first goes in and completes their risk management (kidsafe).
2. All coaches, assistant coaches, and team managers must be registered to any team they participate or communicate with.
3. No coach or team manager will be allowed to be added to a roster unless they have updated their risk management (kidsafe) disclosure for the current season. Teams are not able to be approved until all staff on the team has updated their status.
4. It is recommended that all coaching staff also completes the Heads Up concussion course which can be accessed [here](#). More information is also available at http://www.nebraskastatesoccer.org/education/concussion_home/
5. Please see more about the kidsafe program at <http://www.nebraskastatesoccer.org/programs/kidsafe/>.

Registering Players

Manual Entry

1. Start by creating empty teams first. Then you can create applications for the players and assign them to their correct team.
2. Your player application must match play level of the team in order to assign them to the correct team. You will not be able to assign until you check the application boxes: Accepted, Age Legal, and Paid(optional).
3. More detailed information for manual entry can be found [here](#).

Secondary Players

1. A secondary player is a player that is registered to a team for an affiliated member and wishes to register for a second team for another affiliated member, or the same affiliated member.
2. If the secondary registration is within the same club the club registrar will process the registration. Permission from the primary coach is still required.
3. For out of club secondary players:
 - a. If the secondary registration is for another club the player must have written permission from the primary coach or Affiliate Member designee.

- b. Prior to contacting a player or the parent/legal guardian of the player the requesting coach must contact the primary coach or Affiliate Member designee for permission to talk to the player or parent/legal guardian.
- c. A secondary approval form must be completed and submitted to the state to approve. [SECONDARY APPROVAL FORM](#)

Club Pass

1. A club pass player is a player that is registered to the club and may participate with another team, provided the player is registered to the same club as the team.
2. Sharing of players and moving players will promote player development. Coaches must have the permission of their club/DOCs to share players as a club pass player.
3. It is up to the league or tournament director to allow the use of club pass players.
4. Guidelines and how to add club pass players to league roster can be found [here](#).

Guest Players

1. A player is allowed to guest play for another affiliate member. The player must have written permission from the primary coach or Affiliate Member designee.
2. Prior to contacting a player or the parent/legal guardian of the player the requesting coach must contact the primary coach or Affiliate Member designee for permission to talk to the player or parent/legal guardian.
3. The guest player form is required and can be completed at www.thetournamentcenter.com
4. It is up to the league or tournament if they allow guest players. Guest Player forms are not required for 3v3 or 4v4 tournament play in the State of Nebraska.

Section 5.2: Forming Teams

Before starting anything in Affinity make sure you are in the correct season and the season is turned on ([INSTRUCTIONS](#)). In the beginning of a season, when looking for a player to create a new application, use “all seasons” to look them up. If a player is new to your club but has played before in another club, use Family Lookup and input their last name, first name, and DOB (mm/dd/yyyy) to not create a duplicate.

Annual Teams

Teams that are created in the Fall and will register on a yearly basis DO NOT need to be recreated in the Spring. These players are already registered for the entire year. If you need to remove a player or put them on another team you will need to transfer them. Instructions for the transfer process can be found [here](#).

Seasonal Teams

Seasonal registrations are binding on August 1 until October 31 for fall season and once they register for spring season until their season is complete. Players will be allowed to transfer between fall and spring playing seasons with submittal of the proper transfer form to the State Office.

Out of State Permission

All out of state players must be approved by the State Registrar. You will also need to complete an interstate permission form, which can be found [here](#).

Once completed please email Molly Vaughan, admin@nebraskastatesoccer.org with the information.

Section 5.3: Transfers & Drops

Transfers

1. No charge when a player is moving from one team to another within the SAME club.
2. A charge of \$3 will be applied when a player is moving from one club to another. The receiving club will be responsible for the \$3 charge.
3. Parents may also initiate a release/transfer by logging into their family account and going to the transfer tab. This process goes as follows: Parent or Releasing Club Registrar → Playing Club Registrar → Accepting Club Registrar → Accepting Playing Club Registrar. Once the final approval of the accepting club accepts, the transfer is complete.
4. Instructions for the transfer process can be found [here](#).
*If you are transferring a secondary/multi-roster registration please contact Molly at the state office to process: admin@nebraskastatesoccer.org

Drops

1. To drop a player from an active roster you will transfer them to the district pool. Removing them any other way will remove their registration history from their profile. There is no charge for drops.
2. Any secondary players that need to be removed from a roster will have to be completed by the state office. Please email admin@nebraskastatesoccer.org with the player information to complete this.
3. Instructions for removing/dropping players can be found [here](#).

Section 6: Digital Player Passes

Affinity offers the option of using digital player passes. At this time this is an optional benefit for our members. Even if your club doesn't use online registration for your players an admin can still access this system. They will use the same login they used when they completed their kidsafe disclosure.

[INSTRUCTIONS](#) – for coaches/admins to use digital player passes

Section 7: Travel Forms and Event Registration

Permission to travel

Any team participating in a sanctioned event across state lines is required to complete a Permission to Travel on www.thetournamentcenter.com. Under 7 and below teams shall not be issued a permission to travel out of state to USSF/USYSA sanctioned events.

Event Registration

Event registration is available to our members through the Affinity Sports software. [INSTRUCTIONS](#) - for how to setup and run an event.

Section 8: Risk Management/Kidsafe

The Kidsafe Program is a program to foster safe circumstances for every person, and especially every child, who participates in a Nebraska State Soccer Activity. It is designed to inform all volunteers and staff concerning the risks associated with youth programs.

1. No coach or team manager will be allowed to be added to a roster unless they have updated their risk management (kidsafe) status for the current season. Teams are not able to be approved until all staff on the team has updated their status.
2. The kidsafe background check can be accessed at www.nebraskastatesoccer.org or <http://ne-kidsafe.affinitysoccer.com/reg/index.asp>
3. Please see more about the kidsafe program at <http://www.nebraskastatesoccer.org/programs/kidsafe/>.
4. Instructions for completing can be found [here](#).

Section 9: Concussion

On April 14th, 2012, Governor Heineman signed into law LB260, the [Nebraska Concussion Awareness Act](#). This bill will take effect **July 1, 2012**. The bill affects athletes 19 years old or younger, sports organization, including youth leagues, club sports, or any organization sponsoring a sporting activity where there is a cost to participants or where such costs are sponsored must follow the law.

As a benefit of belonging to Nebraska State Soccer we have created this concussion website to help our Affiliate Member Clubs and Leagues comply with the law.

It is recommended that all coaching staff complete the Heads Up Concussion course – which can be accessed at <https://www.cdc.gov/concussion/HeadsUp/Training/index.html>

All details about this program can be found at <https://www.cdc.gov/concussion/HeadsUp/Training/index.html>

Section 10: Insurance

Nebraska State Soccer offers insurance coverage for its members, teams, leagues and coaches through the event sanctioning process. Learn more about these exclusive member benefits by visiting the appropriate link below.

<http://www.esixglobal.com/alliancemanagement>

Certificate of Liability

Current certificates of insurances are effective from September 1st to August 31s of each year for registered affiliate members. If you need one for a certain location please complete the form at the link below.

[Certificate Request Form](#)

Section 11: NSSA Contacts / Affinity Contacts / League Contacts

Telephone Numbers

Local: (402) 596-1616

Toll: (800) 909-4458

Fax: (402) 596-0660

Executive Director

Casey Mann - executive@nebraskastatesoccer.org

Director of Accounting & Member Services

Molly Vaughan - admin@nebraskastatesoccer.org

Director of Marketing & Events

Crystal Collins - marketing@nebraskastatesoccer.org

Technical Director

Maren McCrary - doc@nebraskastatesoccer.org

Nebraska State League Director

Jeff Hulbert - league@nebraskastatesoccer.org

Referee Commissioner

Wayne Wilson

sranssa@gmail.com

Affinity Sports Contact

Tech Support - 855-859-4586

ENSA League

P.O. Box 460646

Papillion, NE 68046

www.ensa.us

Catholic Youth Soccer League

<http://cysl.net/>

Sarpy County Soccer League

<http://www.sarpycountysoccer.org>