



Livermore Youth Soccer League



"Develop, foster and promote an organized youth soccer program to the citizens of the city of Livermore."

Player Pass Process for House Teams

CYSA and LYSL are **requiring all U9 and above teams to have a pass** for each player and each **coach/manager** (limit of 4).

1. Collect the following items for each player on the team, Coach, Asst. Coach, and Team Manager (if applicable).
 - 1"x1" [passport size] recent Photo (important: no sunglasses, no hats, no laminated photos or Polaroids)
 - Write the player's first and last name on the back of their pictures.
 - Birth Certificate (for players that do not already have a copy on file with the league)
 - LYSL Player Registration form
 - CYSA Form 1601 [USYSA "Health Form"] for players (make copies and retain the copies while the paperwork is being processed)
 - CYSA Form 1628 "Coach Registration Form and Team Management Disclosure Form" (must be one for each coach, asst. Coach, and team manager)
2. Clip photos together in alphabetical order with paperwork in an envelope.
3. Drop the envelope into the soccer box on the LYSL Registrar's porch at 5516 Oakmont Circle, Livermore. **On the outside of the envelope, please indicate whether you plan to attend tournaments outside of Livermore.** If you plan on attending any tournaments (see Coach Manuals or CYSA website for further information on tournaments), your paperwork will be processed by the LYSL and the District Registrars.

Submit the team packet to LSYL Registrar containing the following items:

- The Team Name, Age Group, gender, division (Blue, Red, etc): EX: House U14 Boys "Earthquakes"
 - All items listed above in step #1
 - Team Roster in alphabetical order by last name of player that includes:
 - CYSA player number (for LYSL House, that is 030300X-0##### for five place numbers, or -00##### for four place numbers)
 - Full legal name (no middle initials, not "Matt" if Birth Cert says "Matthew")
 - Date of Birth (MM/DD/YYYY)
 - Home Address
4. Registrar will contact the coach when the player passes and team's "Goldenrod" team roster Form 1607 have been completed. Form 1607 is generated by the LYSL registrar and is the only official team roster.
 - a. The LYSL Registrar will then certify and laminate all passes ***with the exception of those teams that are participating in tournaments outside of Livermore. Teams participating in tournaments will have their player passes and team packets taken to the District Registrar for verification and returned to the league registrar for lamination. The Coach will be contacted when the player passes are ready to be picked up.***

This process can take weeks to do, especially if you wait until the last minute! Do your paperwork ASAP. Player passes CANNOT be processed more quickly. For deadlines, check the website or contact the registrar.

Regards, Karen Masters, LYSL Registrar, (925) 461-7570, 14#, registrar@lysl.org (email preferred)