

Lakehill Soccer Registration Manual

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Author: Robert Kobenter (kobenter@yahoo.com)

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LSA Registration Manual

Introduction

One of the single most important tasks in any organization is providing membership services. Without knowing who our members are and being able to track their status within the organization we would be unable to form teams and maintain communication with our participants.

Registration is a huge task one that starts as soon as the season ends in March, and then picks up pace as Gold team formation begins over the Spring and early Summer months. The time demands on the registrar are full time by the beginning of September and only starts to abate by mid-November! At times you may feel like you are running the club! Your emails will overflow, your phone will ring constantly! People will both blame and praise you (though it may seem like little praise!)...and just when you think you have done the job of registering the least thankful job of de-registering and processing withdrawals will hit and consume a whole lot of your time! With all of this in mind we have assembled this manual. It is not intended to be a definitive guide but a 'cheat sheet' to possibly assist and provide some direction or thought on how to improve the process of providing Registration Services! If you are lucky you will have some assistance... make sure you all work the same way or at least understand the expectations! This is one of those jobs where multiple hands taking on a part of the job will help or hinder! Good luck! Feel free to enhance this guide! And thank you for your help! You really do have the most important job in the club! At the time this guide was written the key resources available to you are:

1. Lower Island Soccer Registration Handbook,
2. Booking registration system,
3. your Clubs technical Director and
4. some basic understanding of Microsoft Excel Spreadsheets software.

Based on these resources the rest of this guide will provide a framework for performing registration services for the 2010/2011 soccer season.

LSA Registration Manual

Registration Time Line

February	setting <i>next</i> seasons rates
March	produce the new registration Form
April	send our the reg form to the membership / start accepting registrations
April-September	process registrations
Mid-June	early bird registration cut off
July	Metro try outs usually followed by Gold team try outs
August	team formations may begin LISA will expect Gold team Starting 11 rosters by late August
September	2 nd weekend = start of Gold teams 3 rd weekend = Silver teams/Super8 teams Declare B Cup teams
October	Start of minis (possibly sooner)
October 15 th	League registration cut off, BCSA declarations
Mid-late October	Withdrawal Deadlines
July-November	Process Withdrawals
November/December	generate and distribute CCRA receipts

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Rates

Lakehill rates are ratified by the Lakehill Board and reflect the clubs income source. With a membership of 600 youth this represents in the area of \$140,000 of that the club must pay significant fees to the leagues and governing bodies (between \$30 and \$63 per player) which increase on a yearly basis. We must also be mindful of what other clubs charge although some will debate if we are competing with other clubs as the transfer rule limits the amount of transfers we have. In recent years 20% of our membership has been transfers. Do they come to lakehill because we are possibly cheaper than surrounding clubs? Unlikely. The costs we set each year are mainly to reflect the costs of offering our programmes. We try to reflect a consistent differential between our 4 levels. In this way w are somewhat unique as other clubs basically just have 2 or 3 tiers of pricing. What you will find is that we have been consistent from 2007-2010 and have been able to meet our budgetary obligations. Our second biggest fee component after league fees is the included field improvement levy of \$50/player. This is consistent with what is charged at other clubs. This fee maintains our debt servicing fee to Saanich Municipality for the 2009/2010 loan guarantees.

The reminder of our fee moneys goes to operating the club including paying the technical director budget, our significant electricity bill and other operating costs.

Rates for 2009-10: Group	Early Bird	Regular
Sandblasters U5/U6 (birth years 2005, 2004)	\$110	\$150
Minis U7/U8 (birth years 2003, 2002)	\$150	\$190
Super 7/8s U9-U10, U11-U12 (birth years 2001, 2000, 1999, 1998)	\$200	\$240
Full Field U13-U18 (birth years 1997, 1996, 1995, 1994, 1993, 1992)	\$240	\$280

Proposal for 2012/2013 Season:

- Lower the early discount to \$30 (still more than any other club in town)
- Create a more uniform stepping reg scale

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Rates for 2009-10: Group	Early Bird	Regular
Sandblasters U5/U6 (birth years 2005, 2004)	\$120	\$150
Minis U7/U8 (birth years 2003, 2002)	\$160	\$190
Super 7/8s U9-U10, U11-U12 (birth years 2001, 2000, 1999, 1998)	\$200	\$230
Full Field U13-U18 (birth years 1997, 1996, 1995, 1994, 1993, 1992)	\$240	\$270

When setting new rates one has to be cognizant of the effect it may have on families with multiple children playing within our club. At the same time the counter argument is that since 2008 the Government of Canada provides a Child Tax Credit of \$500/child up to the age of 16 which while not covering fees does offset some of the costs. There is a school of thought that says that for each \$5/player fee increase you will see a 5% membership drop. While we have seen significant reductions between 2002-2007 (over 200 fewer Youth members) at the same time as rate increases, it may very well be that the decrease in participants was more the effect of demographic shifts! These are all issues you need to consider when setting your rates!

How to register...

An effort was made in the 2007/2008 season to offer online registration including online credit card payment, at that time the costs associated with this did not justify the investment. However, whenever we offered in-person Credit Card payment via the Braefoot Centre credit card terminal it was well received (30-40 people in June 2009 took advantage of CC payment). The majority of people will complete the form and submit cheques. NSF cheques is always an issue and costs the club each year. The amount of people wanting to pay cash is low and we discourage this as it is hard to track.

For all families wishing to register we require a completed paper copy of a registration form. Other clubs make use of an online form which automatically enters the data into a back end

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database system. While this is ideal it has some draw backs such as no visual checking of the submitted information. If someone says they are in boundary is anyone checking? Maybe, maybe not...

At the present Lakehill requires a completed paper copy which we are then obligated to keep on file for three years. ***(though we don't seem to be doing this!)***

More on the registration data entry in section XYZ...

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Registration Form

Once you have decided on your rates the next step is to review the registration form and update it. A Microsoft Word Document that can be updated is available, see below for the main items listed. It is recommended that a periodic review of the form be conducted and you look at what the other clubs are listing on their forms in an effort to make this form easier to complete. Our experience is that people will complete it though some will not list a postal code or will omit the Volunteering sections. Note that the Volunteering sections were added in 2009/2010 season.

Youth Soccer Registration

2009 / 2010 Season



Player Information see <http://www.lakehillsoccer.com/registration> for details

Gender Male Female

Player First Name _____

Player Last Name _____

Date of Birth: Year _____ Mo _____ Day _____

Address _____

Primary Phone: _____

Primary Email: _____

Email will be the main way we will contact you. Please tell us if you change your email address

Transfer Status (see attached map)

- Player lives **within** the Lakehill boundary
- Player lives **outside** the Lakehill boundary
- Player has been **grandfathered** as a Lakehill Player

Medical

Are there any medical or health concern we should be aware of:

PLEASE NOTE: NO REFUNDS AFTER OCTOBER 31, 2009

Parent/Guardian Information see <http://www.lakehillsoccer.com/volunteer> for details

Parent Name _____

Parent Name 2 _____

Work Phone _____

Work Phone _____

Email _____

Email _____

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Emergency Contact _____ **Emergency Phone** _____

Will Volunteer? **Yes** **No** (If NO, Volunteer cheque to be cashed January 1, 2010)

Area of Interest? _____ If general, leave blank (*see web site for deposit details)

Lakehill Soccer requires a \$100 Volunteer deposit cheque at time of registration

FEES	Early Bird (up to June 6)	Regular (After June 6)	Lakehill Soccer Association Registration
Sandblasters – Birth years 2004 (U5) 2005 (U6)	\$110	\$150	Registration information is available at www.lakehillsoccer.com/registration/ The Registrar may be contacted at registration@lakehillsoccer.com Make cheques payable to Lakehill Soccer Association Registration forms can be dropped off or mailed to the Braefoot office at: 1359 McKenzie Avenue Victoria, BC V8P 2M1 Deadline for Early Bird Registration is Monday, June 6, 2009. Regular fees apply after that. In cases of financial hardship, fee subsidies can be arranged through Kidsport Victoria. See www.kidsportvictoria.ca for details. Using a false address to skirt transfer rules will result in being banned from play. Don't do it.
Minis – Birth years 2003 (U7) 2002 (U8)	\$150	\$190	
Super 7/8's – Birth years 2001 (U9), 2000 (U10), 1999 (U11), 1998 (U12)	\$200	\$240	
Full Field – Birth years 1992 through 1997	\$240	\$280	
Fee Amount			
Write in fee amount from above _____			
Transfer Fee (+\$10)			
If player lives outside the Lakehill boundary, add \$10 _____			
Family Discount (-\$30)			
Players after the first in a family receive a \$30 discount _____			
Total Amount			
Please calculate the total amount _____			



Lakehill Soccer Youth Boundary Map

Players who live within this area are considered to be >>**in district**<<, outside of district are considered to be >>**transfers**<<

and are required to pay a \$10 transfer administration fee to Lower Island Soccer at time of registration.

A limited number of transfer players are eligible to play on Club teams starting at u12 though to u18.

Contact the Lakehill Soccer registrar for details <mailto:registration@lakehillsoccer.com>

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Possible changes to the Registration form for 2010/2011 is the inclusion of a section that obligates the family to sign a 'code of conduct' statement

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The LSA Registration Web page (2007-2009)

Contains the following wording:

Registration

Youth Registration for 2009-10 (U18 players and younger)

Registration for 2009-10 is underway using this [PDF form](#). Forms and payment can be mailed, dropped off at the Braefoot office (10am-3pm weekdays) or given to the Technical Director at an assessment.

In person registration is possible at the Braefoot Office Monday to Friday 9am-3pm. Payment by Cheques only. Complete registration forms can be deposited via the mail slot at Braefoot Centre.

Registration: Is by cheque. Any cheque returned as NSF will be levied a NSF fee of \$50.

Note that any player who attends a **team placement assessment** will need to be registered first. We are very diligent about this. Players that are not registered are considered to be uninsured. As per league rules all players must be registered to attend an assessment.

To be eligible for the 2009-2010 Early Bird fee you must register on or before June 6th, 2009. We will hold a registration day at the Braefoot office on June 6th from 10am to 2pm for those who wish to register in person. We will also be accepting in-person credit card payments at that time.

Rates for 2009-10:

The following rate structure has been approved by the Lakehill Soccer Board.

Group	Early Bird	Regular
Sandblasters U5/U6 (birth years 2005, 2004)	\$110	\$150
Minis U7/U8 (birth years 2003, 2002)	\$150	\$190
Super 7/8s U9-U10, U11-U12 (birth years 2001, 2000, 1999, 1998)	\$200	\$240

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Full Field U13-U18 (birth years 1997, 1996, 1995, 1994, 1993, 1992)	\$240	\$280
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Family Discount: There is a \$30 family discount for each child from the same family beyond the first child. This means the one child pays full fare and each additional child gets a \$30 discount.

Transfer fee: All players (**at all levels**) who do not live within the Lakehill Soccer catchment area (see boundary map) are assessed a (non-refundable) **\$10 league transfer fee**. This must be accompanied by a completed [Player Transfer form](#). Only players who have been granted ***grandfather status*** are eligible for an exemption. This requires completion and acceptance by the league of a [grandfather status form](#). Please contact the Registrar for details.

Volunteer deposit

Lakehill Soccer has implemented a Volunteer Participation policy similar to that of other clubs within the Lower Island Soccer Association. This policy requires each family to either:

Option 1:

Volunteer 5 hours per year to the club. With this option you provide a \$100/family volunteer deposit at time of registration (separate cheque, post-dated January 1, 2010). Please also review the list of volunteer opportunities on the [Volunteers Page](#) and indicate your volunteer preference on your child's registration form;

Option 2:

Pay the \$100 Volunteer Fee. With this option you indicate on the registration form that you will not volunteer and you include a separate \$100 cheque as a volunteer fee. Your cheque will be cashed and you will not be required to fulfill any volunteer hours over the course of the season.

As part of your 2009/2010 Lakehill (u5-u18) Season Registration ensure that you include a separate Volunteer Deposit cheque for \$100.00 post dated January 1, 2010. This cheque will only be cashed if you either indicate on your registration that you are unable to volunteer or if you do not fulfill five hours of Volunteering during the season.

Uniform/ Uniform Deposit:

Shorts: Lakehill Soccer provides all new youth players with Shorts. New shorts are also issued at no charge to players at u11, U13, U15 & U17. Seniors, and returning youth players at U12, U14, U16 & U18 who require new shorts, will be required to pay for them.

Socks: All youth players are issued new socks annually.

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Uniform deposit: A Uniform Deposit Cheque is required prior to season begin for all u11-u18 teams. Details will be provided by Team Coaches or Managers. Players enrolled in u5-u10 are given player team shirts at no additional cost at the beginning of each season.

Kidsport Grants: In cases of financial difficulty, Kidsport Victoria may provide fee subsidies. See [Kidsport](#) Victoria for details.

Withdrawals/Refunds: Withdrawals will only be granted up till **October 31st, 2009** for players who have had to withdraw due to medical conditions or have been accepted to play Metro/Select. No other withdrawals will be granted. All withdrawals must be **submitted online via the web form, or, in writing** (post or FAX) (**not by e-mail**) to:

LakeHill Soccer Association Attention: Registration, c/o Braefoot Community Centre
1359 McKenzie Avenue, Victoria BC, V8P 2M1 , **Fax** 250-721-5287 or 866-281-3796

Refund Web form: <http://www.lakehillsoccer.com/registration/RefundRequest.htm>

NOTE: Withdrawals issued after the first day of league/club play will have league and club field-use fees withheld!

If you have any questions, please contact the [Registrar](#).

CCRA Child Fitness Tax Receipts

The Lakehill Soccer Registrar will issue CCRA Child Fitness tax receipts electronically near the beginning of March each season to the declared parent for all players who where registered and active members as of October 30 of each playing season.

Note: These forms are automatically generated by our system and we can not alter them, declare your preferred payee as the first parent on your registration form!

For information on the CRA Child tax credit consult the CRA web page: <http://www.cra-arc.gc.ca/fitness/>.

If you have any questions or have yet to receive your receipt please contact the registrar at registration@lakehillsoccer.com.

Senior Teams

Registration for Senior team players is done by the coach or managers only.

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Registration System www.booking.ca/bklsa

The following screen shots will walk you thru how to register a player and assign to a division and then on to a team. This all assumes that the annual divisions with fees is set up in advance, we recommend you contact **Booking on Gorge Rd in Victoria** and go to their office for a one hour meeting where they should help you with setting up the divisions and entering in the fee structure - it is tedious but very important!

Book King Registration Module 6.50 - Logon - Windows Internet Explorer

<http://www.booking.ca/bklsa/ck/index.asp>

Book King
Registration Module

Lakehill Soccer Association

Lakehill Soccer Association
Registration Module

Please logon with the User Name and Password supplied by your System Administrator or click the appropriate link for Public Access.

Logon

Username
kobenter


Password
.....

Remember Me

Logon **Reset**

Public Access
View our public website.

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**Book King**
Registration Module


Lakehill Soccer Association

Setup Enroll Invoices Roster Reports Clients ?

Enrollment


Search & Select Divisions

Search By: Season:
Division Name:

 Division Name	Division Code	Start Date	Enrolled	Maximum Waitlist
Please enter your division search criteria and click the Go button...				

Search & Select Clients

Search By: Client Type:
First Name: Last Name:

 Client Name	Phone 1	Member #	Function
Please enter your client search criteria and click the Go button...			

Pending Enrollments

Client Name	Member #	Enrolled Division	Function
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BOOK King Registration Module Lakehill Soccer Association

Setup ▾ | Enroll | Invoices | Roster | Reports | Clients ? | 🔍

Enrollment

Search & Select Divisions

Search By: Season:
Division Name:

<input type="radio"/> Division Name	Division Code	Start Date	Enrolled	Maximum	Waitlist	
<input type="radio"/> U12B (1998)	2009PR1998B	Wed Mar 31, 2010	27	100	0	▲
<input checked="" type="radio"/> U12G (1998)	2009PR1998G	Wed Mar 31, 2010	37	100	0	☰
<input type="radio"/> U5/6 (2004, 2005)	2009PR2004/05SB	Wed Apr 1, 2009	73	100	0	
<input type="radio"/> Senior Mens	2009SM	Wed Mar 31, 2010	1	100	0	▼

Search & Select Clients

Search By: Client Type:
First Name: Last Name:

<input type="radio"/> Client Name	Phone 1	Member #	Function
Please enter your client search criteria and click the Go button...			

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Add Client

Contact Information Back

Note: Red text indicates required fields.

First Name: Last Name:

Address 1:

Address 2:

Address 3:

Country: Prov/State:

Region (Other):

City: Postal/Zip Code:

Phone 1: Phone 2:

Fax: Email:

Member #: Account #:

Job title:

Preferred Client:

Billing Information

Extra Information

Save and Enroll Back Reset

- General
- Select Club Status --
- General
- Maintenance
- Registration
-
- Coach
- Grandfathered
- In Boundary
- LISA Exemption
- Parent
- Scheduling
- Seniors
- Ticketing
- Transfer
- Volunteer

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Division Name	Division Code	Start Date	Enrolled	Maximum	Waitlist
<input type="radio"/> U12B (1998)	2009PR1998B	Wed Mar 31, 2010	27	100	0
<input checked="" type="radio"/> U12G (1998)	2009PR1998G	Wed Mar 31, 2010	37	100	0
<input type="radio"/> U5/6 (2004, 2005)	2009PR2004/05SB	Wed Apr 1, 2009	73	100	0
<input type="radio"/> Senior Mens	2009SM	Wed Mar 31, 2010	1	100	0

Search & Select Clients **New Client**

Search By: Client Type:

First Name: Last Name: **Go!**

Client Name	Phone 1	Member #	Function
<input checked="" type="checkbox"/> smith, test	250-555-5555	2153	[history]

Add Selected

Pending Enrollments

Client Name	Member #	Enrolled Division	Function
<input type="checkbox"/> smith, test	2153	U12G (1998)	

Delete Selected All Clients On One Invoice Individual Invoices Per Billing Client **Next >>**

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Enrollment

Billing Information - All Clients On One Invoice « Back

Search By: Client Type:

First Name: Last Name: Go!

Billing Contact	Phone 1	Member #	Function
<input checked="" type="radio"/> smith, test	250-555-5555	2153	[edit]

Division Fees

Division: U12G (1998) - 2009PR1998G Apply to All in Division

Enrollee: smith, test

Regular Fee: Discount: % \$ 200.00


Extra Fees: Discount: % \$ 0.00

Early Bird Family - \$170.00	
Early Bird Rate - \$200.00	
Regular Rate - \$240.00	
Regular Rate Family - \$210.00	

Client Subtotal \$	200.00
Invoice Subtotal \$	200.00
Invoice Total \$	200.00

« Back Enroll »

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PAYEE: test smith  In Boundary 555 Braefoot Rd Victoria, British Columbia, Canada	Total Amount Due: \$200.00 Amount Paid: \$0.00 Balance Due: \$200.00	
Member #: 2153 Phone 1: 250-555-5555	Account #: Phone 2: 250-555-5555	Email: lakehill2007@yahoo.com Fax:
Division Enrollments (1)		Show Sessions
Client: test smith Division 1: U12G (1998) Start Date: Wed Mar 31, 2010	Member #: 2153 Division ID: 2009PR1998G End Date: Wed Mar 31, 2010	Early Bird Rate: \$200.00 Subtotal: \$200.00
Information & Requirements: n/a		
Make Transaction		Transaction Type: Make Payment
Payment Method: Cheque		
Cheque Number: TD123	<input type="checkbox"/> Deposit	Amount: \$ 200.00 Add
Transactions		
# 3764	Date: Nov 17, 2009	Type: ENRL Amount: \$200.00
Comments (Max 2000 Chars)		
		Subtotal: \$200.00
		Total: \$200.00

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Note: Book King cannot verify the receipt of emailed invoices.

Client Email: lakehill2007@yahoo.com

Cc: Add

Del --- Carbon Copy ---

Bcc: Add

Del --- Blind Carbon Copy ---

Email Message:
thank you for registering with lakehill Soccer

Email Invoice

Transaction Type: Make Payment

Deposit Amount: \$ 200.00 Add

Type: ENRL Amount: \$200.00

Subtotal:	\$200.00
Total:	\$200.00
Amount Paid:	\$0.00
Balance Due:	\$200.00

Print Invoice Email Invoice

Invoice Created By: Robert Kobenter

© 2009 Pacific Tier Solutions. All rights reserved.
Email: Webmaster Website: www.BookKing.biz

Once they are registered the next step is to check the registration division

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http://www.booking.ca/bklsa/ck/mancourse/index.asp

Book King
Registration Module

Lakehill Soccer Association

Setup Enroll Invoices Roster Reports Clients

Manage Rosters

Division Search Criteria

Search By: Season:

Enroll Status: Division Name:

Search Results

Division Name	Division Code	Enrolled	Minimum	Maximum	Waitlist	Function
Please enter your division search criteria and click the Go button...						

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Book King
Registration Module

Lakehill Soccer Association

Setup | Enroll | Invoices | Roster | Reports | Clients

Manage Rosters

Division Search Criteria

Search By: Season:
Enroll Status: Division Name:

Search Results

Division Name	Division Code	Enrolled	Minimum	Maximum	Waitlist	Function
Senior Mens	2009SM	1	1	100	0	[manage]
Senior Womens	2009SW	0	1	100	0	[manage]
U10B (2000)	2009PR2000B	26	1	100	0	[manage]
U10G (2000)	2009PR2000G	22	1	100	0	[manage]
U11B (1999)	2009PR1999B	40	1	100	0	[manage]
U11G (1999)	2009PR1999G	0	1	100	0	[manage]
U12B (1998)	2009PR1998B	27	1	100	0	[manage]
U12G (1998)	2009PR1998G	38	1	100	0	[manage]
U13B (1997)	2009PR1997B	21	1	100	0	[manage]
U13G (1997)	2009PR1997G	35	1	100	0	[manage]
U14B (1996)	2009PR1996B	34	1	100	0	[manage]
U14G (1996)	2009PR1996G	18	1	100	0	[manage]
U15B (1995)	2009PR1995B	34	1	100	0	[manage]
U15G (1995)	2009PR1995G	4	1	100	0	[manage]

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Roster	Waitlist (0)	Teams	Attendance	Completion					
<input type="button" value="Enroll New"/> <input type="button" value="Manage Rosters"/>									
Division Name: U12G (1998) Division Code: 2009PR1998G Season: 2009/2010 Enrolled: Youth Teams (Under 18) Gender: Girls Instructors: None Assigned		Min Enrollees: 1 Max Enrollees: 100 Enrolled: 38 Available: 62 Start Date: Mar 31, 2010 End Date: Mar 31, 2010							
Display: <input checked="" type="checkbox"/> Club Status <input checked="" type="checkbox"/> Phone 1 <input checked="" type="checkbox"/> Gender <input checked="" type="checkbox"/> Age <input checked="" type="checkbox"/> Member # <input type="checkbox"/> View Expanded Roster									
#	Client Name	Club Status	Phone 1	Gender	Age	Member #	Invoice		
<input type="checkbox"/> 1	Arse, Ayla	In Boundary	250-727-7	F	10	38	[view] [print] [edit]		
<input type="checkbox"/> 2	Barr, a	In Boundary	250-477-3	F	10	52	[view] [print] [edit]		
<input type="checkbox"/> 3	Bha, Kimraj	Grandfathered	250-472-7	F	11	889	[view] [print] [edit]		
<input type="checkbox"/> 4	Bro, stie	In Boundary	250-727-2	F	11	1488	[view] [print] [edit]		
<input type="checkbox"/> 5	Con, McKenzie	In Boundary	250-472-7	F	9	1581	[view] [print] [edit]		
<input type="checkbox"/> 6	Coo, tney	Grandfathered	250-384-4	F	10	127	[view] [print] [edit]		
<input type="checkbox"/> 7	Dan, arah	In Boundary	250-385-5	F	10	160	[view] [print] [edit]		
<input type="checkbox"/> 8	Dev, riam	In Boundary	250-385-3	F	9	1667	[view] [print] [edit]		
<input type="checkbox"/> 9	Dev, fia	In Boundary	250-385-3	F	9	1669	[view] [print] [edit]		
<input type="checkbox"/> 10	Dha, Tanvir	In Boundary	250-704-9	F	10	195	[view] [print] [edit]		
<input type="checkbox"/> 11	Ega, ty	Transfer	250-853-7	F	11	199	[view] [print] [edit]		
<input checked="" type="checkbox"/> Do Not Print Confidential Data									
<input type="button" value="Transfer Selected"/>		<input type="button" value="Withdraw Selected"/>		<input type="button" value="Email All"/>		<input type="button" value="Export Roster"/>		<input type="button" value="Print Roster"/>	

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Division Name: U12G (1998) Min Enrollees: 1
Division Code: 2009PR1998G Max Enrollees: 100
Season: 2009/2010 Enrolled: 38
Enrolled: Youth Teams (Under 18) Available: 62
Gender: Girls Start Date: Mar 31, 2010
Instructors: None Assigned End Date: Mar 31, 2010


Display: Club Status Phone 1 Gender


#	Client Name	Club Sta						
<input type="checkbox"/> 1	Arsenault, Ayla	In Bound						[edit]
<input type="checkbox"/> 2	Barry, Kyla	In Bound						[edit]
<input type="checkbox"/> 3	Bhandal, Kimraj	Grandfat						[edit]
<input type="checkbox"/> 4	Brown, Katie	In Bound						[edit]
<input type="checkbox"/> 5	Connell, McKenzie	In Bound						[edit]
<input type="checkbox"/> 6	Cook, Brittney	Grandfat						[edit]
<input type="checkbox"/> 7	Danks, Sarah	In Bound						[edit]
<input type="checkbox"/> 8	Devlin, Myriam	In Bound						[edit]
<input type="checkbox"/> 9	Devlin, Sofia	In Boundary	250-303-3370	F	10	195		[view] [print] [edit]
<input type="checkbox"/> 10	Dhanota, Tanvir	In Boundary	250-704-9449	F	10	195		[view] [print] [edit]
<input type="checkbox"/> 11	Egan, Carly	Transfer	250-853-7512	F	11	199		[view] [print] [edit]

Do Not Print Confidential Data

File Download - Security Warning

Do you want to open or save this file?

 Name: Roster_Export-U12G_1998_-17Nov2009-17_38.csv
Type: Microsoft Office Excel Comma Separated Value...
From: www.booking.ca

 While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not open or save this software. [What's the risk?](#)

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LISA regulations

www.lowerislandsoccer.com

on the LISA web site there SHOULD be a yearly registration handbook, in addition the LISA Executive Director will call a August or September registrars meeting and review the processes and the whole 'player requests' process (releases etc)

Team Formations

The expectation is that you will work closely with the club technical director and provide them with weekly division rosters. You should expect them to provide you with the following:

- 1) what teams are in what divisions
 - a. this will help you to set up team rosters in the registration system

The screenshot displays a registration system interface for a division. At the top, it shows details for 'U12G (1998)', including a division code of 2009PR1998G, season 2009/2010, and 38 enrolled youth teams. Below this, there is a 'New Team Name' input field with an 'Add' button. A section titled 'Unassigned Client Name' contains a checkbox and the name 'test smith'. Below this is an 'Assign To Team' dropdown menu currently set to 'Select Team', with an 'Add to Team' button and a 'Del' button. A message states 'There are no team members to display...'. At the bottom, there is an 'Unassign' button and a 'Teams' table with columns for '#', 'Name', 'Member #', and 'Phone 1'. Hand-drawn annotations include a circle around the 'Unassigned Client Name' section, an arrow pointing from it to the 'Assign To Team' dropdown, another circle around the dropdown, and an arrow pointing from the dropdown to the 'Unassign' button.

b.

LSA Registration Manual

This will help you later when you have to generate the detailed team rosters and BCSA declarations if you build the teams inside the registration system. It entails moving players in and out of teams and possibly transferring players between division for those that 'play up'. This will entail close communication with the clubs technical director.

LSA Registration Manual

Communications

You are the holder of player addresses and telephone numbers as well as emails!
You will need to provide information to the clubs Volunteers director,
Administration Director and others as required. There is no guarantee that the
information you have is accurate so this may require some effort to double check!

Withdrawals/ Refunds

The hardest part of the job! It is paramount that you keep track of requests that you receive and double check with the registration database! Has the requestor ACTUALLY PAID their fees? Is the amount they request for a refund correct? You will need to work closely with the clubs finance director to ensure timely processing of refunds.

http://www.booking.ca/bksa/ck/client/index.asp

Book King
Registration Module

Lakehill Soccer Association

Setup Enroll Invoices Roster Reports **Clients** ?

Manage Clients

Search For Clients Archive Add New

Search By: Name Client Type: All Book King Clients
First Name: Last Name: smith Go!

Search Results: 1 thru 20 of 20 | Searched On: "smith"

Client Name	Phone 1	Member #	Function
<input type="checkbox"/> Mor n-Smith, Tycho	250-370-		[edit] [delete] [account]
<input type="checkbox"/> Sm nielle	(250) 220		[edit] [delete] [account]
<input type="checkbox"/> Sm rlene	(250) 479		[edit] [delete] [account]
<input type="checkbox"/> Sm ott	250-477-		[edit] [delete] [account]
<input type="checkbox"/> Sm rd	250-727-		[edit] [delete] [account]
<input type="checkbox"/> Sm emv	250-721-		[edit] [delete] [account]

LSA Registration Manual

http://www.booking.ca/bklsa/ck/client/history/index.asp

Book King
Registration Module

Lakehill Soccer Association

Setup | Enroll | Invoices | Roster | Reports | **Clients**

Division History: ~~Smith, Daniela, #2009~~

Client Info | **Division History** | Account

Season: All Seasons | Filter: All Divisions | Clients

Current Divisions
2009/2010

Division Name	Status	Division Code	Instructors	Invoice	Function
Volunteers	Incomplete	2009Volunteers	No Instructor	1248	view print edit

Past Divisions

Division Name	Division Code	Instructors	Invoice	Function
There are no divisions to display for the selected filter...				

Below, ensure the address is correct, and proof of payment indicates how the payee paid and what amount!

LSA Registration Manual

Setup Enroll Invoices Roster Reports Clients

Billing & Fees Invoice

Contact Information [Back To Client History](#)

Date: Tue Nov 17, 2009 Invoice #: 1249

PAYEE: ~~Darlene Smith~~ Volunteer
Nr 0348 Rutledge St
Victoria, British Columbia, Canada
V8N 1N7

Total Amount Due: \$100.00
Amount Paid: \$100.00
Balance Due: **\$0.00**

Member #: 2083 Account #: Email: ~~darlene@shaw.ca~~
Phone 1: (250) 479-4006 Phone 2: Fax:

Division Enrollments (1) [Show Sessions](#)

Client: Darlene Smith Member #: 2083 Volunteer Deposit: \$100.00
Division 1: Volunteers Division ID: 2009Volunteers Subtotal: \$100.00
Start Date: Wed Mar 31, 2010 End Date: Wed Mar 31, 2010

Information & Requirements: n/a

Make Transaction Transaction Type: Make Payment

Payment Method: --- Select Method ---

Cheque Number: Deposit Amount: \$ 0.00 [Add](#)

Transactions

#	Date	Type	Method	Amount
# 2301	Sep 14, 2009	ENRL		\$100.00
# 3402	Sep 14, 2009	PYMT	Cheque	-\$100.00
Cheque #	TD 148			

Withdrawal requests:

Refund Request Form

Refunds will be given to players withdrawing before October 31st each season. In order to receive a refund, please provide and submit the following form:

Name of Player (First then Last):

Date of Birth of Player:

Payment Type:

Amount Paid:

LSA Registration Manual

Did you receive a family discount? (i.e. are there other children still registered at Lakehill)

Did you receive the earlybird discount? (payment prior to June 1, 2008)

Name of Payee (First then Last):

E-mail Address:

Phone Number:

Team Lists

LISA requires two types of team lists every year:

- 1)** Starting 11 which indicates player status (in late August) for GOLD TEAMS only
- 2)** A detailed BCSA declaration spreadsheet, this is very involved and you require the name and contact information for each and every coach including their birthdates, ideally this should be coordinated with the RISK MANAGEMENT forms which collect much of this data or it should be on the Coaching Application forms!

BCSA Declarations

This is a scramble each year, with the EXPORT ALL feature of Booking it is possible to then sort using EXCEL Sort based on the team column (*this is why it is important that you set up teams and place players into teams from Divisions*) it will greatly simplify this process, however to build the spreadsheet you should still budget 6-10 hours!!!