Capital District Youth Soccer League
Registration Worksheet

24 Aviation Road, Suite 102, Albany, NY 12205 518-435-2325, cdysloffice@cdysl.org

Club Name: _____ **Date Submitted:** _____

List Team Processing: (only 1 team per worksheet): _____

# Players				
	ENYYSA Travel Player Processing Fee	**$19.00**	=	
	ENYYSA Non-Travel Players Processing Fee	**$7.00**	=	
	ENYYSA Transfer for Non-Travel to Travel Processing Fee	**$12.00**	=	
	ENYYSA Payment Sub Total		=	
	CDYSL Travel Player Processing Fee	**$16.00**	=	
	CDYSL Recreational Player Processing Fee	**$3.00**	=	
	CDYSL Recreational Plus Player Processing Fee	**$8.00**	=	
	CDYSL Transfer Fee from Recreational to Travel	**$13.00**	=	
	CDYSL Transfer Fee from Recreational Plus to Travel	**$10.00**	=	
	CDYSL Travel Fee from Recreational to Rec Plus	**$5.00**	=	
	CDYSL Coach Registration Fee	**$10.00**	=	
	CDYSL Payment Sub Total			
	Miscellaneous Fees			
	Printed Player Pass (per player)	**$5.00**	=	
	Reprinted or lost Player Pass (per player)	**$5.00**	=	
	Player Transfer Fee	**$5.00**	=	
	Office Upload of CSV File	**$25.00**	=	
	Expedited Processing (< 24 hours notice)	**$50.00**		
	Total Payment		=	

Registration Process- If NOT paying online with Credit Card through GotSport - then complete the following:

1. Submit Club teams online through GotSport
2. Complete the CDYSL Registration Worksheet, 1 per team
3. Mail the Registration Worksheet and Full check payment to CDYSL, 24 Aviation Rd, Albany, NY 12205

Registration Process – when paying online with a credit card or debit card

1. Submit Club teams online through GotSport- CDYSL Events for that Seasonal year
2. Submit Payment online at end of Registration process (rosters are not available to print by registrar until payment is made and players can not be added to the rosters without the payment for each of them)
3. CDYSL will approve and Club's registrar will print rosters and passes at Club level to provide to coaches/managers

How to Handle the Following Situations

1.) Adding Players to the roster – Registrars can add players at anytime to the roster up to the maximum number allowed however new players that require picture/birth certification verification must email cdysloffice@cdysl.org

2.) Dropping Players from the roster – Registrars now can drop a player from a roster at anytime up until April 1st. After April 1st rosters will be locked and then the Registrar must contact CDYSLoffice@cdysl.org to drop a player

3.) Transferring a player –

Club to Club -the receiving Club Registrars can initiate the transfer through GotSport transfer form (located in forms section) Both clubs must authorize the transfer and then CDYSL will approve the transfer.

Inter-Club Player transfers can be complete by the Club Registrar at anytime up until April 1st. After April 1st the registrar must contact cdysloffice@cdysl.org for approval of transfer.

Email communications with CDYSL should have Subject Line: what you need, (i.e. drop player): Club Name, Team Name, Age Group, Gender, and Player Name and a contact person.