SEASONAL REGISTRATION RESPONSIBILITIES:

WHAT	WHO	WHEN
Season Kick Off	**SOPA Competition Team**	Season prior to launch of next season. Provide updates/focus areas/changes to local programs and staff
Regional Coach Meetings	**SOPA - Regional Sport Director**	Review season information and provide updates/focus areas/changes to coaches in advance of upcoming season.
Submission of Site Registration Form	**Head COACH or Sport Team Lead**	**Pre-Season.** Site Registration Windows: ● Spring: Nov. 1 - Dec. 1 ● Fall: April 1 - May 1 ● Winter: Aug. 1 - Sept. 1
Creation of Attendance Tracker	**SOPA - Regional Sport Director**	Within 48 hours of Site Registration receipt. (except on weekends or holidays)
Approval of Sites & Emailing of Attendance Tracker Sent to Head Coach, Team Leader/Mgr, and Sport Team Lead	**SOPA - Regional Sport Director**	Within 48 hours of Site Registration receipt (except on weekends or holidays)
Seasonal SIGN-UP Announcements	**BOTH (SOPA Regional Sport Director & Local Team)** ● SOPA will send program wide email and will post on SOPA social channels. ● HEAD COACH/Local Team/Program should share internally as well.	● 1 week in advance of Sign-up window opening. ● Launch of Sign Ups ● Weekly Reminders

WHAT	WHO	WHEN
Participant Sign Ups	**Athletes, Volunteers, Unified Partners, COACHES & SOPA Regional Sport Directors and Administrators** **3 ways to Sign Up:** 1. Electronic Link - **PREFERRED METHOD** 2. They can call SOPA or Coach and we can complete online over the phone 3. Paper version - this still needs to get entered electronically **IMPORTANT:** Signing up **does NOT** guarantee participation	Sign up windows: ● Spring: Dec 15 - Jan 15 ● Fall: May 15 - June 15 ● Winter: Sept. 15 - Oct. 15
Population of Attendance Tracker	**SOPA - Regional Sport Director**	As participants sign up, they will automatically be added to your attendance tracker.
Monitor Attendance Tracker	**BOTH (SOPA Regional Sport Director & Local Team)**	As sign ups are happening: ● Coach should monitor rosters to ensure that expected participants sign up. ● Coach should encourage participants to sign up and remind them of the deadline. ● Coach should identify concerns with the SOPA Regional Sport Director if they arise. ● If Regional Sport Director is not seeing activity, they will reach out to coach to offer support.

WHAT	WHO	WHEN
Final Roster Review	**BOTH (SOPA Regional Sport Director & Local Team)** ● Ensure that site has enough volunteers ● Ensure that the roster meets training standards (age/ability). ● Identify Certified Coaches ● Identify if site is a Unified site If there is a need, **SOPA** will work with program to address identified gaps.	Once sign-up window closes.
Population of Eligibility Tab	**SOPA - Regional Sport Director** ● SOPA will enter participant information into VSYS and identify eligibility dates for all participants. ● **SOPA** will highlight participants that are *out of eligibility or will be out of eligibility* **prior** *to state level competition*. ● This will be updated on a weekly basis.	● During Sign-up Window and after sign-up window until SCRATCH date is met. ● Scratch date will be identified on your attendance tracker on the eligibility tab. ● If a participant does not meet eligibility, they MAY NOT train or compete.
Eligibility Follow Up	**BOTH (SOPA Regional Sport Director & Local Team)** **Coaches** should work <u>with</u> **SOPA** to ensure participants complete requirements **prior** to scratch date	This will be done on a weekly basis during Sign-up Window and after sign-up window until SCRATCH date is met.

WHAT	WHO	WHEN
Site Communication	**BOTH (SOPA Regional Sport Director & Local Team)** ● Once roster is confirmed, **COACH** will reach out to the team to welcome them, share contact info, training times and locations. ● **SOPA** will assist in troubleshooting eligibility concerns roster issues. ○ Outstanding medicals ○ Outsanding volunteer requirements ○ Not enough volunteers ○ Inappropriate site	After Sign-Up Window closes
Attendance Tracking	**COACH**	After each practice - must be done on Attendance tracker.
Attendance Tracker Monitoring	**Regional Sport Directors & Sport Team Leaders**	Ongoing throughout the season to ensure proper completion. We are here to support!
Competition Tracking	**COACH** ● Mark "x" for those athletes participating in local, sectional or state competition ● For alternates: Type "ALT" in the appropriate column ● If there are volunteers that are attending event for supervision that are NOT typically at practice and NOT on the roster, Coach should email Regional Sport Director to share those names so they can be added to the event and we can confirm eligibility.	Once final allocations are received, prior to local competition, invitational, sectionals or state games.

WHAT	WHO	WHEN
End of Season Roster Finalization	**Head Coach & Sport Team Leads**	Review final roster to ensure: ● Attendance is up to date ● All certified coaches are identified. ● Unified athletes & partners are identified ● When complete coach should change roster status in Cell A2 from ACTIVE to FINAL
Submission of Training Numbers	**SOPA Regional Sport Director** SOPA will utilize your Attendance Tracker to compile training numbers. Allocations for future competition will be generated from your training numbers.	After State Competition