**NWOYSL soccer league
2023 spring season checklist***Contact your league and/or OSA Member Services with questions or for further assistance.*

* **League Deadlines**
	+ - Teams must declare to play in our league by February 7th.
			* Online scheduling will begin Feb.23 to March 8th. The season will run from March 27th to May 31st. We will play 8 games this spring season.
			* Last day to add to your roster is March 10th. Late fees begin on March 11th.
* **Coaches/Team Staff**Review your new and returning coach risk instructions received in the fall which includes your case sensitive code to pay for your coaches/team staff background checks, when applicable.
	+ **New Coaches**
		- Registered/added to club system with valid email, DOB and role of Coach, Assistant Coach, or Team Manager
		- OSA risk requirements completed (*see new coach risk instructions*)
		- Current head shot photo uploaded
	+ **Returning Coaches**
		- Review your Players Health admin view access and/or new monthly 60-Day Expired Risk Status report provided by OSA to ensure returning coaches will not expire during the spring season
		- Prior to requesting league approval, all returning coaches will need to renew any risk requirement that will expire within 60-days (*see returning coach risk instructions*)
		- Coaches who expire after league approval, will have seven (7) days upon expiration to renew their risk
* **Teams**
	+ **New Teams**
		- Club System: Sync your new teams to “NWOYSL – Spring 2023” (*see how-to-sync new teams*)
		- Notify league when ready for approval
	+ **Returning Teams: DO NOT change your team names OR delete your fall syncs**
		- State Side: After the fall season, clone, sync, and link teams to “NWOYSL – Spring 2023” (*see how to clone*)
		- Club System: Remove any players not returning and add any new players
		- Notify league when ready for approval
	+ **Non-Returning Teams: DO NOT do anything with teams not returning – other than declaring the team to play in our league.**
* **Players**
	+ **New Players**
		- Club System: Current head shot photo and birth certificate uploaded
		- Club System: Rostered to team
	+ **Returning Players**
		- Club System: Review to ensure your spring rosters are correct
* **Organization Info & Board Members**On the state side of Demosphere under RosterPro Club Registrations, make sure the following information is up-to-date:
	+ Club Information Tab: Organization website, address, email, and phone are current
	+ Club Officials Tab: All board members are listed and risk approved
	+ Players Health Admin Access: Have at least one (1) risk approved person with Players Health admin view access
	+ OSA Membership: Have you renewed or applied for the current seasonal year; Contact OSA for more information