

READ AHEAD - 2025 NSYSA Fall Recreational Soccer – RTS (Ready To Schedule) Playbook

For Club Registrars, Schedulers, and Team Admins

Scheduling Meeting: Saturday, August 16, 2025 | 1:00 PM

Location: Poulsbo Fire Station, 911 NE Liberty Rd, Poulsbo, WA

Meeting is in-person only – no Zoom option available



✓ TL;DR – Key Action Items & Dates

- **By August 13, 5:00 PM** – All teams must be marked “Ready to Schedule” in NSYSA.
- **August 16 @ 1:00 PM** – In-person scheduling meeting in Poulsbo.
- **Review NSYSA FAQ page** (includes [video instructions](#))
- **Contact:** NSYSA Scheduler - administrator@nsysasoccer.org. or NSYSA Dir. Of Rec and Registrar for questions

🏆 Pre-Scheduling Checklist

For Club VP of Rec / Scheduler:

1. **Team Continuity & WYS ID:**
 - Teams with ≥60% returning players and coaching staff: retain current WYS Team ID.
 - New teams or teams with <40% continuity: request new WYS Team ID.
2. **Assess Team Placement:**
 - Review previous season performance (skill, coaching, roster) for appropriate bracket.
 - Evaluate any teams that played up an age group in 2024.
3. **Age Group Validation:**
 - Use the [2025-2026 Birth Year – Season Matrix](#) to confirm team eligibility.
4. **Coach/Manager Info:**
 - Ensure each team has a clearly identified point of contact (Coach, Manager, or Assistant Coach).

5. Team Naming:

- Uniform team names must follow NSYSA naming conventions (reference NSYSA Registrar for guidance).

For Club Registrar:

- Confirm all teams are assigned appropriate age groups and designated contacts.
- Use the Competitive Play Application (path: **Registrar > Applications > Competitive Play**) to identify U10–U18 teams seeking competitive brackets.
- Enter and annotate **critical scheduling conflicts** (e.g., no Sunday play, dances, AP/SAT/ACT tests, Rec Cup, field limitations) in the NSYSA team “Comments” section.
- Flag coach conflicts and dual-team coaching scenarios by **August 13**.
- Mark teams “Ready to Schedule” in NSYSA no later than **August 13, 5:00 PM**.

Scheduling Considerations

Conflicts to Note:

- Coaching multiple teams (indicate priority and both teams assistant coach support).
- Preferred time slots (AM/PM) or field availability.
- Known conflicts:
 - **SAT Test Dates:** Sept. 13, Oct. 4, Nov. 8, Dec. 6
 - **ACT Test Dates:** Sept. 6, Oct. 18, Dec. 13
- Travel time expectations (unless clearly permitted):
 - Teams traveling >1 hour will **not be scheduled before 10:00 AM** for away games.
 - Away matches should end by **6:00 PM**.

Scheduling Prep Requirements

- All rosters balanced and assigned to teams.
- Every team must have a registered coach (VP/Club Pres. cannot cover multiple teams).

- Review and understand the NSYSA Schedulers Toolkit including your club's field inventory.
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Waivers & Roster Adjustments

- Submit [Medical Play Down Waivers](#) and **Roster Modifications** in advance to NSYSA Board (cc NSYSA [Board email](#)).
 - Waiver procedures available [online](#).
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Tournament Participation

- Submit [Tournament Team Identifier Form](#) (2024 version) at the scheduling meeting for any teams seeking tournament exemptions.
 - Only tournaments **sanctioned by NSYSA, WYS, or USYS** may interfere with League play.
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Referee Payment Details

U11 and Above (Full-Sided):

- Refer to current NSYSA & Kitsap Peninsula Soccer Referee Association [Agreement](#) for rates and billing.

U10 and Below (Small-Sided):

- NSYSA will pay referees directly; clubs will be billed.
 - Clubs must submit monthly game reports to NSYSA Treasurer.
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NSYSA Scheduling Fees

- Clubs will receive monthly invoices from NSYSA Treasurer.
 - Payment is **due within 30 days** of billing date.
 - No payment required at the scheduling meeting.
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Key Events to Plan For

Soccer to the Maxx

- **Tentative Date:** Sunday, October 5, 2025
- Location **TBD**
- Clubs should plan to host gender/age-specific brackets

Recreational Cup

- **Round Robin Start:** November 15–16, 2025, location **TBD**
 - Each club should prepare to host specific brackets
 - Provide Cup Director contact by 6th week of League play
 - Teams must comply with roster freeze and age rules
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Fall Scheduling Meeting Agenda

Saturday, August 16, 2025 | 1:00–4:15 PM

Location: Poulsbo Fire Station

Time	Topic
1:00 PM	Introductions
1:10 PM	Sanctioned Tournament Team Review
1:15 PM	Rec Cup Dates & Hosting Requests
1:25 PM	Critical Scheduling Dates / Conflicts
2:45 PM	Break
3:00 PM	Small-Sided Scheduling & Soccer to the Maxx
4:00 PM	Final Comments
4:15 PM	Adjournment

What Happens After the Meeting

Date	Action
By Aug 19	Draft schedules returned to Club Schedulers
Within 48 hrs	Clubs raise unreconcilable conflicts
By Aug 21	Final “Begin Scheduling” directive issued
By Aug 26, 5:00 PM	Final home schedules due back to NSYSA
Aug 30	Public schedule release

Subsequent requests for Scheduling updates and/or additions will be processed by Club Schedulers care of current NSYSA “[Schedulers Tool Kit](#)” and related process steps.

Sept 6, 2025	Season kicks off! registrar@nsysasoccer.org
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Contact Info:

 Steve administrator@nsysasoccer.org

 Rob directorREC@nsysasoccer.org

 Tawnya registrar@nsysasoccer.org

Thank you in advance for successfully registering players, identify and recruiting coaches and team staff, and training a growing number of small sided and referees!



Birth Year and Season Matrix

When determining the age group for a season, the year that the season ends should be used for determining the birth year. Also note that the format "U followed by age" really means that age and younger. For example, the U8 should be read as 8 and younger.

Season	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028	2028 - 2029	2029 - 2030	2030 - 2031	2031 - 2032	2032 - 2033
Birth Year									
2028									U5
2027								U5	U6
2026							U5	U6	U7
2025						U5	U6	U7	U8
2024					U5	U6	U7	U8	U9
2023				U5	U6	U7	U8	U9	U10
2022			U5	U6	U7	U8	U9	U10	U11
2021		U5	U6	U7	U8	U9	U10	U11	U12
2020	U5	U6	U7	U8	U9	U10	U11	U12	U13
2019	U6	U7	U8	U9	U10	U11	U12	U13	U14
2018	U7	U8	U9	U10	U11	U12	U13	U14	U15
2017	U8	U9	U10	U11	U12	U13	U14	U15	U16
2016	U9	U10	U11	U12	U13	U14	U15	U16	U17
2015	U10	U11	U12	U13	U14	U15	U16	U17	U18
2014	U11	U12	U13	U14	U15	U16	U17	U18	U19
2013	U12	U13	U14	U15	U16	U17	U18	U19	
2012	U13	U14	U15	U16	U17	U18	U19		
2011	U14	U15	U16	U17	U18	U19			
2010	U15	U16	U17	U18	U19				
2009	U16	U17	U18	U19					
2008	U17	U18	U19						
2007	U18	U19							
2006	U19								