

Procedures for Adding Secondary Players

Team Contact uses the assigned ID and password to access database at
<https://www.youthleaguesusa.com/dysa/2009/Database.htm>

- In Team View, **click on the button 'Request Player Status Change'**
- **Choose 'Add Secondary Player'**
- ***For players who are already a primary player on a DYSA team or DE Export Players (residents that are a primary player on out of state team)***
 - In the popup screen that appears, enter the player's ID number into the entry box (all capital letters). The system checks to make sure the player is registered and puts him onto the requesting team
- ***For out of state residents who are not a primary player on a DYSA team:***
 - Click the large button in the center of the button row 'Secondary Player from out of State.'
 - The screen that appears in this case is an entry form that collects the data that is not in the DYSA system. Since this type of player is not on any approved roster in DYSA already, it is not possible for the system to find him otherwise so you must enter all info requested.
- When the secondary player information has been retrieved/entered, the player is added to the team that is making the request.
- An auto email goes to the ASR, noting that a change request has been submitted. He/she must then approve the request.
- Secondary pass may be printed for any DE resident. Secondary passes may not be printed for non-residents. Non-residents must get their secondary passes in their home state, by contacting their state offices for assistance.
- The ASR may request a hardcopy of the Player Status Form, along with the \$10 fee to add a secondary player. If you are adding a Secondary player from another state and they are not a primary player on a Delaware team, the fee is **\$50.00**. Secondary players must accept that their first responsibility is to their primary team. A secondary pass may be revoked if the player does not fulfill their obligations to their primary team. (The DYSA State Registrar will make this decision.) Once ASR has approved change, new rosters and lineups, which include the added secondary player, will be printed and stamped.
- If you are adding a secondary player from within your club, club registrars may approve. If they are coming from another club or out of state, the State Registrar must approve.