



June 16, 2020

To: Member Organizations
Re: Provincial & Outdoor Registration Update

Provincial Update

Today we received exciting news from the Provincial Government with the announcement of the June 22nd [Phase 4.1](#) date. Although Phase 4.1 includes outdoor sports, we have spoken with the [Business Response Team](#) and are awaiting clarity on a number of items, such as contact and physical distancing during scrimmages. At this current time, we are still in Phase 1 of the [SSA Return to Soccer Plan \(RTSP\)](#), and Member Organizations must complete the steps in the RTSP prior to beginning Phase 1.

Outdoor Registration

Registration for the RAMP Outdoor 2020 Season (OD 2020) is now active, this email will contain important information regarding the amendments and actions required by Member Organizations (MO) offering activities once return to play is applicable.

Individuals previously registered for OD 2020 who will participate in any upcoming activities are required to update their registration. This includes all Participants, Staff (Team Personnel), Officials, Executive, and Clinic registrations received during OD 2020. This step is necessary to ensure each participant has reviewed and signed the updated waivers and compliance forms that have been amended to the realities of COVID19.

MO should post the PDF Sample versions of each waiver and document to their website and/or member communications regarding registration to ensure participants have adequate time to review them.

Next Steps

1. Post the PDF version of the waivers and compliance forms to your website:
 - o [Declaration of Compliance](#)
 - o [Youth - Release of Liability, Waiver of Claims, and Indemnity](#)
 - o [Adult - Release of Liability, Waiver of Claims, and Indemnity](#)
2. Sign into your Club RAMP Registration site.
3. Click Seasons>Seasons: Confirm the 2020 Outdoor Season (Sask Soccer) is active (button will be green if active, button will be red if inactive). If the season is inactive, click Edit and activate the season.
4. Click Seasons>Seasons: Edit the season (navy square) double check that all of your current season options are set up. Also check that your confirmation emails reference any new information.
5. Click Seasons>Divisions: Deactivate any Divisions you will not be using for the 2020 Outdoor Season (Note: a new division has been created which will require each organization to deactivate "Under 18 Adult," if it is not being used)
6. Click Packages: Review and/or create any new packages for participants, staff, and/or, officials.

7. Click Clinics: Review and/or create any new clinic packages participants will be using for registration.
8. Click Reports>Missing Waivers: Here you will be able to run detailed reports for individuals who have not completed the updated waivers. The report can be customized to search by divisions, registration type (Staff, Participant, Official), or to search by the individuals name.
9. Click Mail>Compose Mail: This feature can be used to contact current registrants to update them on any new packages/clinic packages your organization may be offering when returning to soccer this summer.

Updated RAMP Waiver Feature

RAMP has developed new features to assist MO in obtaining updated waivers and compliance forms from previous OD 2020 registrants. The steps outlined below will walk you through each of them.

1. Sign into your Club RAMP Registration site.
2. Click Seasons>Seasons: Confirm the 2020 Outdoor Season (Sask Soccer) is active (button will be green)
3. Click Seasons>Waivers: Review the three new waivers and documents required for registration
4. If your organization would like to create their own waiver this can be done by clicking "+ Add New Record," located within the Waivers options. This should be done before moving on to the next step.
5. Click Registrations>Waiver Check: Under the new Waiver Check option you will be able to review which individuals have yet to complete the updated waiver and form submission. Within these options the following actions are available:
 - o Send Waiver Requirement Email to ALL Registrations (orange button): This option will send an automatic email to each registrant prompting them to sign off on the updated waivers and forms.
 - o Send Mass Email to Selected (green button): Once you have selected the individuals you would like to contact click on this option to only send the email to registrants you have selected.
 - o Letter Logo (located on the far right of the registrant's name): Clicking here will only send the email out to that individual.

Note: The updated Waiver/Form email will not prompt registrants to sign up for any new packages, this will need to be a separate communication sent out by the MO.

Registration Deadlines

Due to the suspension of soccer activities OD 2020 registration deadline will be September 30, or 30 days after the last event if earlier. The amended registration fees and Registrar Report will be posted on the [SSA website](#).

Indoor registration information will be sent out at a later date.

If you have any questions on the information provided in this email, please contact Eden Senger: registrar@sasksoccer.com

www.sasksoccer.com

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