

Essex County Youth Soccer Association

Guide for Travel Directors and Registrars

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I. HOW TO COMPLETE THE REGISTRATION REQUIREMENTS FOR ESSEX COUNTY YOUTH SOCCER ASSOCIATION

FIRST: OPEN THE ECYSA WEBSITE www.ecysa.org

Page one of this document is what is under
Registration Instructions on the ECYSA website.

Pages 3 – 9 are the “How-to’s” for completing this list.

Part I: What to do first- Initial Deadline- Electronic/Online Filings

1. **Team Strength Charts** forms MUST be completed online.
2. **List of Key Contacts** in your organization including Travel Director, President, Vice President, Registrar and Treasurer must be completed online.
3. **Non-resident player report form** must be completed even if you do not have players from another town. Write “none” if you do not have any. This must be completed even if the player does not require a waiver or release.
4. **Field Availability Form** must be completed online
5. **Electronic Registration File** by email to ***registrar@ecysa.org*** prior to the published deadline date

Part II: What needs to be delivered to the Registrar’s House- Second Deadline for “Hard Copies”

1. **Two (2)** paper copies of the roster in each team envelope.
2. For EACH TEAM submitted there must be a minimum of one (1) coach’s card with photograph and:
 - A minimum of eleven(11) players pass cards with color photographs for each team Grade 8 and above
 - A minimum of nine (9) player pass cards with color photographs for each Grade 6 team
 - A minimum of seven (7) player pass cards with color photographs for each Grade 4 team.
 - If a coach is coaching another team and the card is with that packet, include a note stating that.

A PASS CARD WITH AGE APPROPRIATE COLOR PHOTOGRAPH MUST BE SUBMITTED FOR EACH PERSON LISTED ON THE TEAM ROSTER. No handwritten cards will be accepted.

Please submit Registrar’s copies of rosters and cards in a **10” x 13” envelope** (NOT 9”x12”!) to accommodate the laminated roster. Your final package will be returned in the envelope YOU provide. Place team labels in the **upper left corner**.

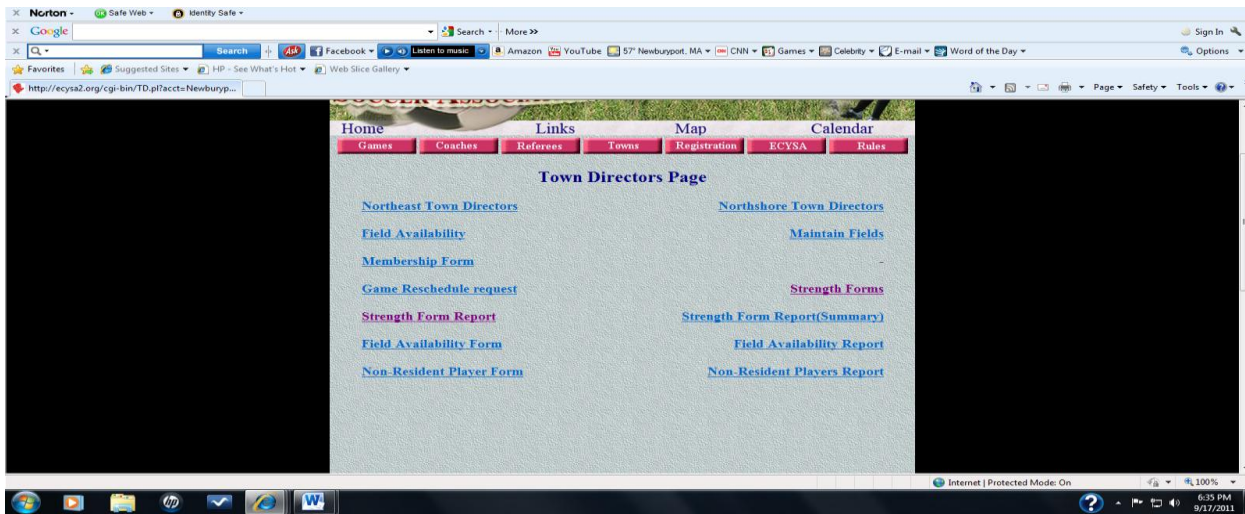
3. **ECYSA Fee Submission Form** and check made payable to ECYSA.

ALL TEAMS must be submitted and paid for by registration hard copy deadline date. There will be NO LATE REGISTRATION. Checks can be mailed to the treasurer or delivered with your rosters and cards.

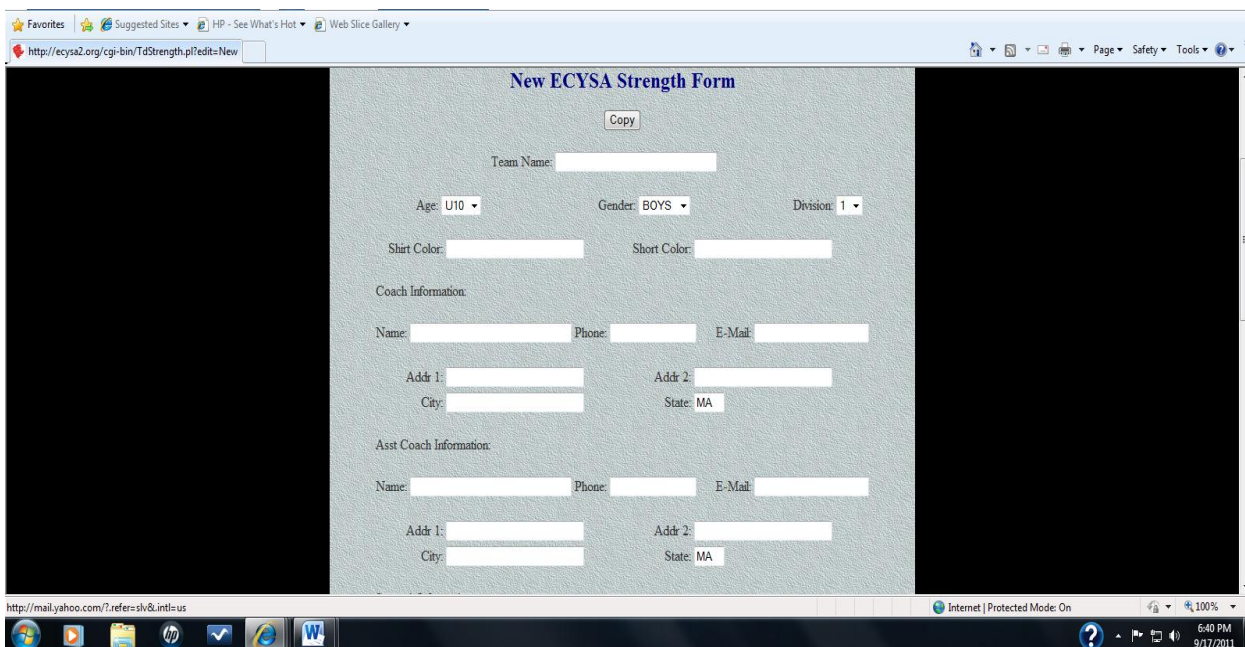
4. Concussion Awareness Training Certification Form for your organization.

II. **TRAVEL DIRECTOR'S GOAL:** *Your responsibility -as Travel Director is to make sure that players and coaches on your registration file MATCHES the CARDS you are submitting which MATCHES the players/coaches on your rosters and that TEAMS on the registration file MATCH the Strength Charts you submit. NOTE: ALL EMAIL COMMUNICATION TO/FROM ECYSA SHOULD USE THE ECYSA.ORG EMAIL SYSTEM. MAKE SURE YOU CAN LOG IN AND CHECK FREQUENTLY AND/OR SET UP THE FORWARDINGFUNCTION FOR YOUR ORGANIZATION.*

III. **STRENGTH CHARTS:** Next step for the Travel Director must do is the strength chart. Strength charts are located under the TOWNS tab located on the ECYSA website. This is a password protected page. Each member organization is given its own password. If you DO NOT know it, please contact ***techmanager@ecysa.org*** for assistance. Once on your town page, you will see the following page. You will see three items listed as strength forms. The first one is for you to enter the season's strength data. The 2nd one is a quick summary of what you have typed in, and the 3rd one is a full summary with comments listed.



You begin EACH SEASON in the first "Strength Forms". You will need the following information before you sit to type in your strength information.



“Division” request for Grade 4 is “Select” or “Regional” For Grade 6 and above it is “MTOC” or County”

The second part of this page (that cannot be seen in the screen capture is on the next page.

The screenshot shows a web browser window with the URL <http://ecysa2.org/cgi-bin/TdStrength.pl?edit=New>. The form contains the following fields and options:

- Name:
- Phone:
- E-Mail:
- Addr 1:
- Addr 2:
- City:
- State: MA
- Strength Information:
 - Club Players:
 - 2nd Year Players:
 - First Year Players:
 - Returning Players:
- Strength: 1-Strong (dropdown menu)
- Group Last Season:
- Team ID Last Season:
- Comments (Required):
- Status: Pending (dropdown menu)
- Buttons: Update, CANCEL

It is VERY important to type this information as accurately as possible. Please make sure you also put an accurate count of first year and second year players and LAST season’s team ID (Group number plus Alpha designation. It is helpful to have with you the previous season’s schedule or this can be accessed online under “Archived Standings”).

The “Strength” field is your approximation of where the team falls with the “Division” you are requesting and applies across the division selected, i.e., Division “MTOC” Strength 1-Strong would be a high level MTOC1 team; MTOC 8-Weak would be a lower level MTOC2 team. Please do not think about MTOC1 or MTOC2 and COUNTY1 and COUNTY2 when determining the 1-9 rating as it is a 1-9 rating within MTOC and within COUNTY. MTOC1/MTOC2 and COUNTY1/COUNTY2 are determined later by the ECYSA Age Group Directors based on the total number of teams submitted.

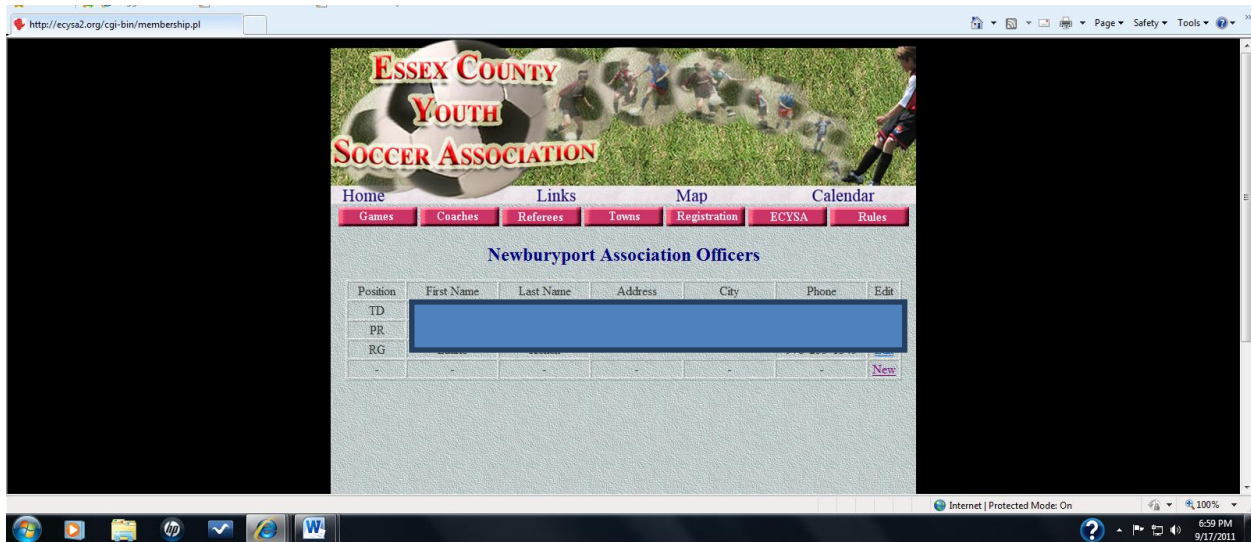
The comment section is for you to “briefly describe the team”. Please be brief and succinct. If you have multiple teams in an age/gender, please rank them within your organization, i.e., “2nd of 4 Grade 6 Boys teams”, “7th of 10 Grade 8 Girls teams”, etc.

Once you are COMPLETELY FINISHED TYPING IN ALL THE INFORMATION FOR THE TEAM, click on the status pull-down menu (located at the bottom of screen and change the “PENDING” to “ACTIVE”. This MUST be done on or before the “Electronic Registration Deadline”. Also make sure you click “update” after each time you enter this page.

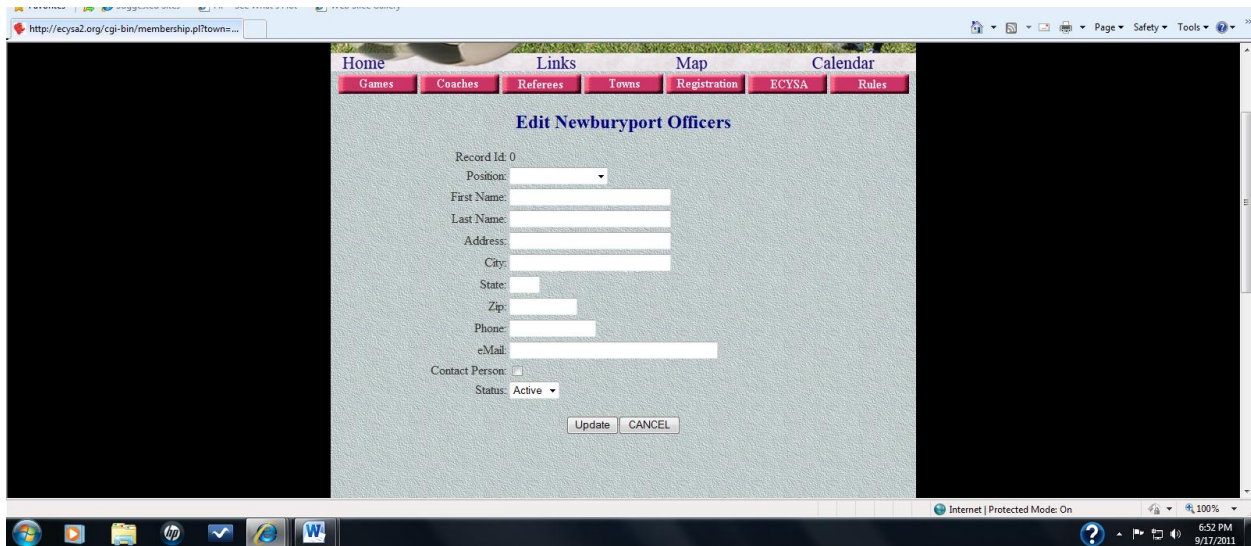
After you have finished typing in ALL your organization’s teams, print a summary of your team strength forms. This copy is for your information only.

There is a more detailed document at www.ecysa.org that provides more information on the strength chart process.

IV. **LIST OF KEY CONTACTS:** This must be done on line. It can be found on your travel director page, under Membership form. You will see this page first...click on “New” under the blue box, and the second screen shot will appear. The form shown below is from the Newburyport webpage. Your page will say the name of your organization. Most organizations will enter the President’s, Travel Director, and Registrar’s information. Please fill in this information for ECYSA. Click “ACTIVE” then Update once you are finished.



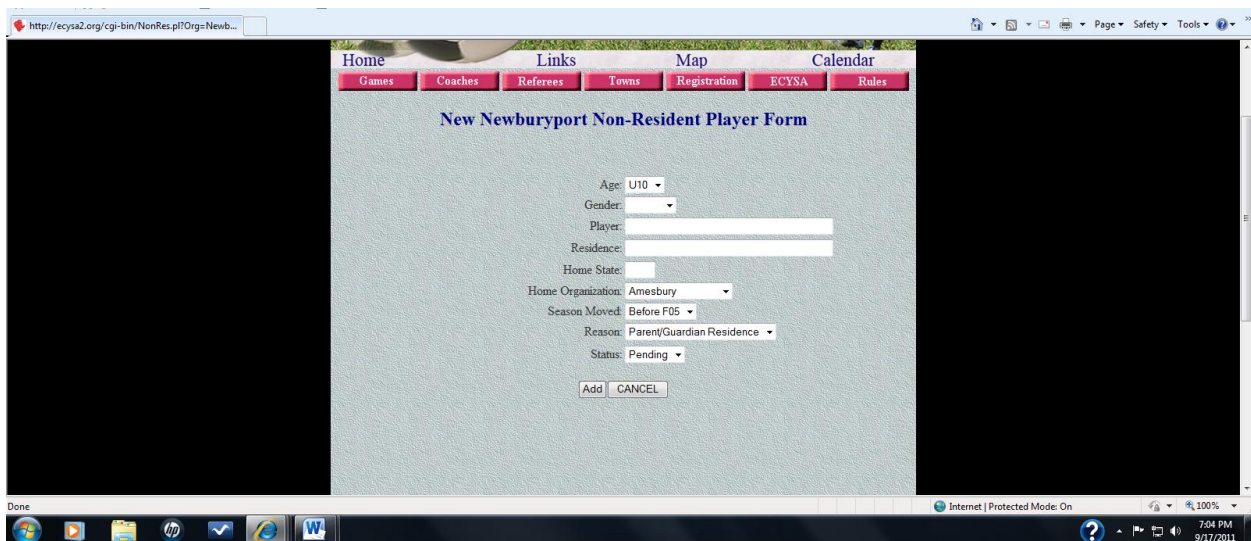
Once you have clicked new, the following screen will appear. Please make sure all information is accurate for this information is printed in our spring edition of the ECYSA Rules Booklet



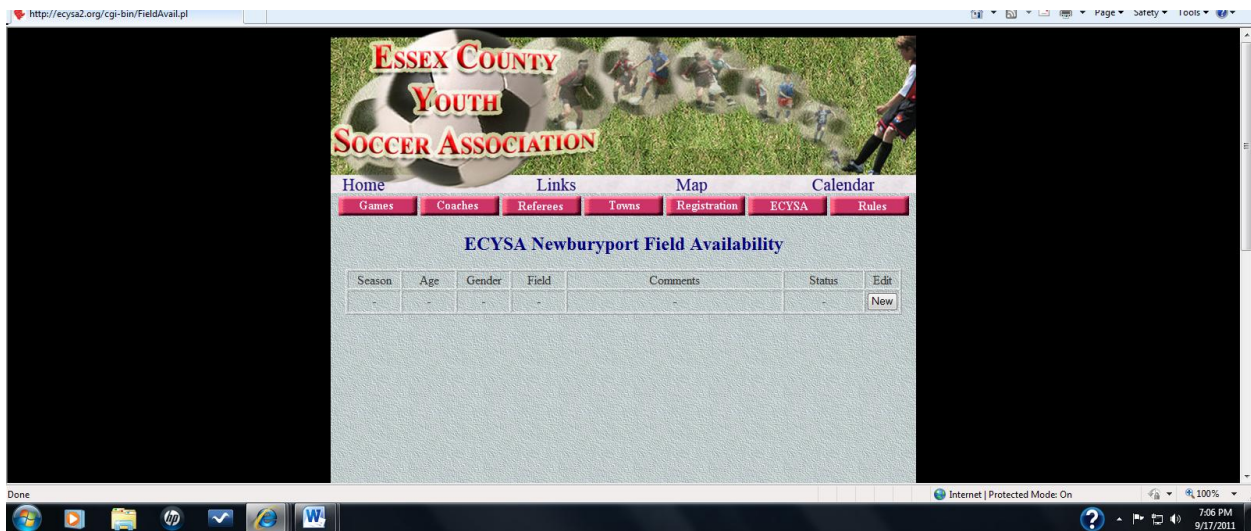
- V. **NON-RESIDENT PLAYER FORMS:** This must be done on-line. It can be found on your travel director page, under Non-Resident Player form.



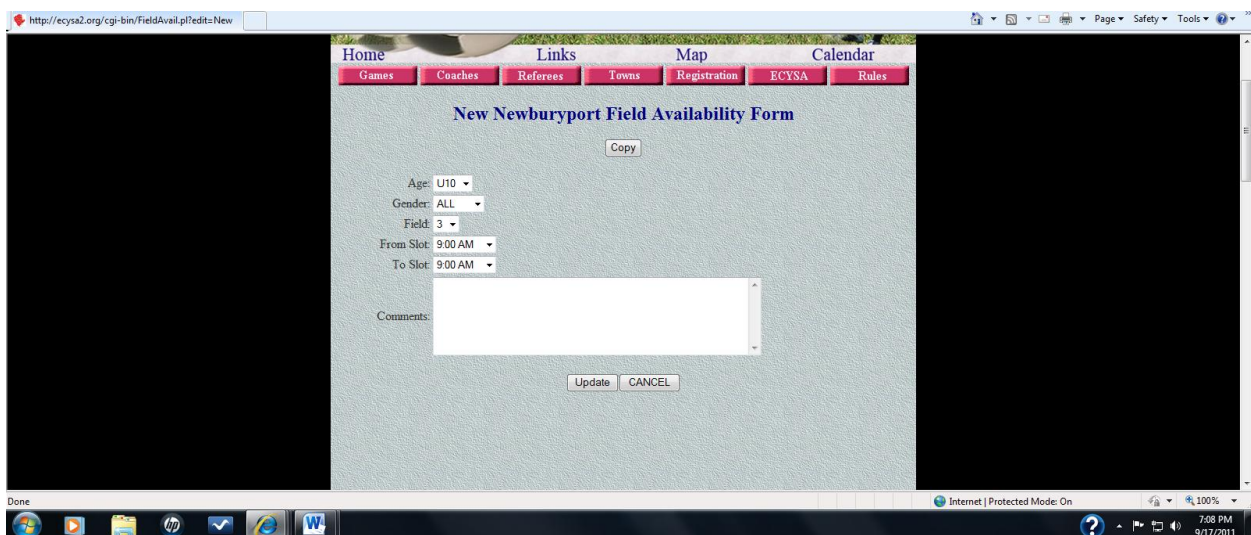
Click on the button that says: “NEW” and fill in the following information for ALL OF YOUR organization’s non-resident players. This must be updated EACH Season! ECYSA officials WILL audit organizations to make sure ALL of your non-resident players are listed, and will request copies of waivers and releases if required.



VI. **FIELD AVAILABILITY FORM.** This must be done on-line. It can be found on your travel director page, under Field Availability form. Click on the button that says: “NEW” and fill in the following information for ALL OF YOUR organization’s field numbers and locations. Most organizations use the same fields season to season, but the travel director must update this list EACH season. **DO NOT “RECYCLE” FIELD NUMBERS- NEW FIELDS REQUIRE A NEW NUMBER.** If you have ANY questions, please contact scheduler@ecysa.org.



The screen below is WHAT must be updated for field availability. Please make sure your information here is ACCURATE as the schedule is created from this. ALL organization’s fields MUST be numbered, and MUST have a starting time for use and an ending time for use! IF there are any questions or concerns, PLEASE contact scheduler@ecysa.org.



VII. PLAYER'S AND COACH'S CARDS: The first thing that **MUST** be done at the end of each season...**COLLECT ALL PLAYER AND COACHES CARDS.** For the spring season, player's and coach's cards may be re-used but in the subsequent fall season but cards must be re-done for those players moving up a grade group. Example; you **MAY NOT** use a Grade 6 card for a player playing in Grade 8! These cards **MUST** be redone with an updated picture.

All cards must have the following information **TYPED** on them: The items that are underlined are on *the Pass card template* located on the ECYSA website under the **REGISTRATION TAB**. You must fill in/merge the rest of the information from your registration database.

STATE: MA
MEMBER: **PLAYER** (If this was a coach's card, replace the word **COACH** for player)
NAME: XXXXXXX
BIRTHDATE: XX/XX/XX (OMIT FOR COACH CARDS)
TEAM: XXXXXXXX YOUTH SOCCER (The xxxxx is the **ORGANIZATION** name)
ECYSA
GRADE GROUP: XX (OMIT FOR COACH CARD)
SEASONAL YEAR: **LEAVE BLANK ON ALL CARDS**

Once the cards are printed, all player's or coach's pictures **MUST** be taped (double sided tape works great) or glued in place in the **UPPER LEFT CORNER** of the back of the card. **DO NOT STAPLE OR PAPERCLIP THE PICTURES TO THE CARDS AND EXPECT THE REGISTRAR TO PUT THEM ON.** All pictures **MUST BE** in **COLOR, CLEAR** and **CURRENT!**

VIII. ROSTERS: Rosters must have the legal number of players listed on it to register, but players may be added after registration via the Add/Drop/Transfer process (see section XI below). The roster must also have a coach's name, age group, organization and team name listed on it. Most registration software that organizations are using will print this information onto the roster for you. You may have as many coaches you feel necessary, but you **MUST** follow the guidelines listed below for the number of players on a team.

Age Group	Registration Minimum	Maximum ECYSA Roster Size	Maximum MTOC Roster Size
Grade 4	7	14	NA
Grade 6	9	16	16
Grade 8	11	18	18
Grade 10	11	22	22*
Grade 12/PG	11	22	22*

Roster Exceptions:

- (1) *Waivers to the Roster Size Limits (min or max) must be submitted to the regional Vice President for consideration and approval.*
- (2) *ECYSA is not authorized to grant size limit waivers for MTOC rosters.*
- (3) *Grade 10+ teams may carry 22 players; for MTOC matches game rosters are limited to 18.*
- (4) *For any MTOC eligible team that exceeds the MTOC Roster Size, the Travel Director and Coach must provide the ECYSA Registrar with an Acknowledgement Form stating they understand the implications for post season play contained in Section VI.*

- IX. ELECTRONIC REGISTRATION FILE:** This file should be mailed to **registrar@ecysa.org** on or prior to the published deadline. If you cannot email it, you may deliver it on a CD or memory stick. This file should include ALL PLAYERS and COACHES you are registering for the season (remember that those players and coaches must also have a card).

Your Excel Spreadsheet field names **MUST BE IN THE EXACT ORDER AND LISTED BELOW AND IN THE EXACT FORMAT AS THE TEMPLATE ON WEBSITE**. Save your file as Your Organization's Name_Month_Date_Year that you are submitting your file.

- A. **TOWN NAME**
- B. **TEAM NAME**
- C. **GRADE GROUP** (1 or 2-digit NUMERIC ONLY)
- D. **GENDER** (G for Girls, B for Boys. **COACH GENDER MUST BE TEAM GENDER**)
- E. **P/C1/C2** (Player, Head Coach=C1, all Assistant coaches= C2. C, C3, C4, etc. will NOT be recognized)
- F. **SHIRT NUMBER** (Optional for players, if available. **REQUIRED-CORI expiration date from Mass Youth website for adult coaches MUST be listed for each coach**)
- G. **LAST NAME** (Of player/coach)
- H. **FIRST NAME** (Of player/coach)
- I. **DATE OF BIRTH** (Omit for Adult coaches, include for under 18 coaches not subject to CORI)
- J. **STREET ADDRESS** (Of player/Coach)
- K. **TOWN** (Residence of player/Coach)
- L. **STATE** (Residence of player/Coach)
- M. **ZIP** (Residence of player/Coach)
- N. **PHONE** (Of player/Coach)
- O. **Email Address** (of Coach/Assistant Coach ONLY)

*****REMEMBER: You must confirm- the number of players and coaches on your registration file EQUALS the number of CARDS (less coaches of multiple teams) you are submitting which EQUALS the number of players/coaches on your rosters! (if you have a coach that is rostered to more than one team – you may only submit one coaches card for any coach)**

- X. FEE SUBMISSION FORMS:** Next, it is time to fill in the Fee Submission form. This form is pretty self-explanatory. This is an excel file that will help you figure out how much you will owe ECYSA for all of your teams. **You must deliver this form and a check with your hard copy submission or mail to ECYSA Treasurer in advance of the deadline.** Make checks payable to ECYSA. Teams placed in divisions other than requested requiring fee adjustment will result in billing charges/credits for your organization after placement is completed.

- XI. ADD/DROP/TRANSFER INSTRUCTIONS:** If you need to Add, Drop, or Transfer a player, you must follow the instructions listed below. These instructions are also found on the ECYSA website under the Registration Tab.
1. After initial registration and prior to distribution of rosters and cards at the pre-season meeting, changes to rosters may be delivered or mailed to the Registrar's home at any time. Completed cards and rosters will be distributed at the meeting. You **MUST** email the Add-Drop-Transfer form to **registrar@ecysa.org** and deliver the required hard copy materials to the Registrar prior to the weekly deadline.
 2. After the distribution of cards and rosters at the meeting, a cut-off date will be announced and published for submission of changes to be in effect for the first game of the season.
 3. After the first game, all add/drops/transfers must be **received** at the Registrar's location no later than 9:00 PM on Wednesday to be in effect for the next weekend's games. Changes submitted on time will be available to pick up no later than 6:00 PM Friday of that week.
 4. Completion of changes received after 9:00 PM Wednesday cannot be promised for that week, but will be done on a first-come, first-served, time available basis established by receipt of both electronic add/drop/transfer file and hard copy materials.
 5. All adds/drops/transfers must include the following or they will not be processed:
 - a. The current laminated roster for the team the change is being requested for. For transfers, both rosters must be returned. New laminated rosters will not be issued until the existing one is returned.
 - b. Two (2) paper copies of the revised roster.
 - c. All player/coach pass cards (ID'S) related to the requested change(s).
 - d. The Add/Drop/Transfer form detailing the changes you are requesting (hard copy of emailed form).
 6. Completing the form- template and instructions are found at www.ecysa.org
 - a. The first column is not used
 - b. The second column ("B") must be "A", "D", or "T".
 - c. Requirements for Columns C-Q are exactly the same as Columns A-O on the registration file above
 - d. The last column ("Q") is for transfers ONLY and is the team name you are moving the player FROM.
 - e. Team Name **MUST** match the name as registered. "CLASH" is NOT the same as "The Clash" or "Clash FC". Failure to follow this protocol will result in creation of new teams on the ECYSA database, most likely with one player or coach, and will NOT add them to the desired team.
 - f. Addition of coaches requires submission of a newly dated Concussion Awareness Training Certification for your organization.
 7. Changes that cause a roster to exceed maximum roster size or drop below minimum roster size as detailed in the current ECYSA Operational Rules will not be processed unless accompanied by written approval of your Regional VP (North Shore or Northeast).
 8. Specific questions that cannot be addressed by review of the ECYSA Operational Rules with regard to registration and affiliation should be directed to registrar@ecysa.org.

XII. Reschedule Requests and Game Change

Reschedules and Game Changes are reviewed by the ECYSA Commissioners and are subject their approval or denial. Commissioners may be contacted via email at boyscommissioner@ecysa.org or girlscommissioner@ecysa.org

Failure to follow the rules and processes detailed below and failures for teams to appear as scheduled may result in forfeits, double-forfeits and/or organizational fines.

Definition of Terms

Reschedule Request: Is used to request, if a game can be rescheduled from the published game schedule. Reschedule Requests will be accepted only within the period between receipt of the official ECYSA schedule and the Tuesday following a team's second scheduled game. Beyond this period, Reschedule Requests will only be accepted in situations where a catastrophic event has occurred.

Game Change: Is used after ECYSA Official has already approved a Reschedule Request or if ECYSA Official states a postponed (weather condition prevents a game from being played) or abandoned game that will be made up. **See Definitions of Terms. (Section II.B.1.).**

1. Field Change Only – Use Game Change
2. Postponed Game by ECYSA officials: weather conditions preventing a game from being played. – Use Game Change
3. Approved Reschedule Request – Use Game change, once the coaches agree on New Date/Time/location.

Commissioner Notes:

Method: Online Reschedule Request & Game Change is found under the Travel Director's page on www.ECYSA.org page (there are additional detailed instructions for both – please use the online submission form). Do not email requests to ECYSA Commissioners.

(The following is copied from ECYSA March 2015 Rules, Pages 9-10. REF: <http://ecysa.org/Documents/Rules.pdf>.)

I. Scheduling

A. General

1. ECYSA shall develop, publish, and maintain a schedule of matches for the respective season.
2. ECYSA will make every effort to ensure that all scheduled matches are played. If for any reason a scheduled match is not played in its entirety as published, then all parties shall make every effort to ensure that said match is rescheduled per the policies, guidelines, and processes below.
3. There shall be no changes or alterations to the published schedule unless approved by the Commissioners through the reschedule process.
4. If the scheduled field is declared unplayable, then the designated ECYSA official reserves the right to move games on the same day to an alternate field with 3 hours' notice. ECYSA shall notify both team coaches of such change no later than three hours prior to the originally published start time. Either posting the new field location on the website or a telephone call to the coach meets the requirements of notification.

5. ECYSA shall abide by Thunder and Lightning Policies as set forth by the USYSA.

http://www.usyouthsoccer.org/news/lightning_safety_outdoors/

B. Games not played as Scheduled

Reschedules, Postponements, Cancellations, Abandonments, and any other games not played as scheduled for any reason.

1. Definition of terms.

- a. An **ABANDONED** match is one that has been started but not completed. Resolution of game status will be determined by ECYSA.
- b. A **POSTPONED** match is one that has been scheduled yet not played and will not be played as originally scheduled; including weather related and other field closures, and referee no-shows.
- c. A **RESCHEDULED** match is one that has undergone an approved change prior to the published schedule date and has received a new date, time, and/or location.
- d. **CANCELLED** match is one that is eliminated from the published schedule, whether played or not played. Cancelled matches will not be played or re-played. ECYSA may cancel a previously forfeited match. Results from cancelled matches will not be considered in the determination of group standings. The ECYSA Board of Directors may cancel a match at its sole and exclusive discretion, for any reason including but not limited to inclement weather, disciplinary action, referee availability, availability of one or both teams, field conditions, and field availability.

ECYSA will make reasonable efforts to ensure that all matches in the published schedule are played.

ECYSA does not guarantee that all published matches will be played.

2. Deadlines

- a. Reschedule requests based on the Reschedule Criteria (below in Section 5.a) must be submitted to the appropriate ECYSA Commissioner by 9 PM on or before the Tuesday following the second weekend of scheduled matches for both the fall and spring seasons.
- b. For all other matches not played as scheduled, notification of new date, time and location via the Game Change *form* on the website must be submitted no later than one (1) week after the date on original published schedule.
- c. All postponed matches may be played at any time during the season but at least two weeks prior to the scheduled start of ECYSA playoffs. Spring 2015 – May 30, 2015 deadline

3. Agreement

- a. In the case of a postponed match or approved rescheduled match, both coaches should agree to the new date, time, and location of the match. If the two coaches cannot agree by the applicable published deadlines above, then the appropriate ECYSA Commissioner shall assign a date, time, and location, or deem the game cancelled.

4. Fees-

- a. Member Organizations will be charged the Reschedule Fee per the Fee Schedule for any Postponed or Rescheduled games.

5. Reschedule Criteria

- a. The only way to change or alter the official ECYSA published schedule is with a Reschedule Request properly submitted to the appropriate Commissioner. Eligible reschedule requests include:
 - (1) Teams having less than the required minimum number of players due to
 - (a) a religious event
 - (b) a school event (school vacation is not considered a school event)

Note: Required minimums for (a) and (b) above are:

Grade 4	7 players
Grade 6	9 players
Grade 8 and above	11 players

(2) Catastrophic event

- b. All reschedule requests must be submitted to the appropriate ECYSA Commissioner using procedures in section II.B.6 see below.
 - c. The ECYSA Commissioners (Boys / Girls) are authorized to allow changes or alterations to the ECYSA scheduled matches. The Commissioners have complete control of the reschedule process and may grant waivers and exemptions as necessary to account for unforeseen circumstances in the quest to complete all scheduled matches. The Commissioners shall use extreme diligence and caution if deviating from the guidance in Section II. A and B.
 - d. The referee assignor requires a minimum of 48 hours' notice for reschedules and will make every effort to provide referees for all rescheduled matches. For matches approved with less than 48 hours' notice, coaches should be prepared to play without referees. Lack of a referee in this case, is NOT grounds for further postponement.
6. Reschedule Request Process

Commissioner Comment: NO COACH WILL CONTACT OPPOSING COACH UNTIL ECYSA COMMISSIONER APPROVES THEIR RESCHEDULE REQUEST. (See II.B.5 Rescheduling Criteria.)

- a. The **requesting coach and Travel Director** must review above sections regarding Scheduling, Section II, ensuring that the request will meet the RESCHEDULE CRITERIA.
- b. The **requesting Travel Director** will submit **an individual** requests for each game to be reschedule, even when a group of games are being rescheduled for the same reason (e.g. school or religious event).
- c. The **requesting Travel Director** sends a reschedule request. Use the ECYSA website, under the Travel Director's page, click on "Reschedule Request". Fill out all the details that qualify for a reschedule, (see Reschedule criteria Section II.B.5), no later than 48 hours prior to the schedule start of the game (see Deadline, Section II.B.2). Click on Submit, the Reschedule Request will go to the appropriate ECYSA Commissioner. The ECYSA Commissioner will reply to the requesting Travel Director, as well as the opponent's Travel Director. It is the TD's responsibility to communicate to the affected team's coaches. If approved, the game as listed in the schedule WILL NOT occur. The opponent's coach has no say in the decision. Only if the web site is down should the TD contact the Commissioners via email.
- d. On occasion, the ECYSA BOD will preapprove certain religious holidays for possible reschedule. In these cases notification as early as possible to allow the referee assignor to adjust the referee schedule but there must be at least one week's notice. If the reschedule policy is modified for these days, ECYSA will notify the league in advance of the season.
- e. If the request is DENIED, the game must be played as scheduled
- f. **If the request is APPROVED,**
 - (1) The **requesting coach** will contact the opposing coach to determine a mutually agreeable time and date.
 - (2) The home team coach will confirm field availability for the proposed date, time and location with the home Travel Director.
 - (3) The **home Travel Director** will submit a Game Change form with all required information.
 - (4) The Commissioner will confirm receipt of the request and validate the reschedule by reply to Travel Directors, the Referee Assignor and the Age Group Division Director.
 - (5) Both Travel Director will notify their coaches of the approval of the reschedule.

7. The date, time, and place for all re-scheduled games, including night games, are subject to approval by ECYSA.

8. Postponement Process

- a. If a significant number of matches are not played, then the ECYSA Board of Directors may decide to move those matches to another date, time, and/or location.
- b. If it is impractical to reschedule these matches, then the ECYSA Board of Directors may cancel all scheduled matches for the impacted date. Matches that have been completed will be cancelled and the results recorded as a “friendly” and not calculated into group standings. The cancelled matches will not be rescheduled.
- c. Required actions in the event of a postponement:
 - (1) For any match that is not played as scheduled, the home team coach shall enter a postponement on the ECYSA score report web page. The postponement may not be entered before the game’s scheduled starting time. The postponement must be entered no later than 48 hours after the scheduled starting time.
 - (2) The home team coach shall contact the opposing coach as soon as possible to discuss a new, mutually agreeable date and time to play the match.
 - (3) The home team coach will confirm field availability for the proposed date, time and location with the home Travel Director.
 - (4) The home Travel Director will submit a Game Change Form with all required information.
 - (5) The Commissioner will confirm receipt of the request and validate the reschedule by reply to Travel Directors, the Referee Assignor and the Age Group Division Director.
 - (6) Both Travel Director will notify their coaches of the approval of the reschedule.

Commissioner’s Notes: *Coaches have 7 days to agree on Date and Time for the new game, see rule Section II.B.2.b.*

The home team Travel Director enters the new Game Change and **all data**, even if the new location is not in the home town.