

Westside Soccer Club Registration Procedures: DROP/ADD/TRANSFER

Please review CUSL registration guidelines by visiting the CUSL web site: <http://www.cuslsoccer.org/>

All registration processes must be approved and stamped by the WSC Club Registrar prior to submitting the paperwork to the League Registrar. Club Registrar will drop off paperwork to the League Registrar once each week. Paperwork submitted by Sunday evening at 6 p.m. will be processed and dropped off to the League Registrar on Wednesday.

Please plan on a minimum of 21 day turn around for your paperwork. After the paperwork is dropped off to the League Registrar, it will be processed as her schedule permits.

Please print and use the CUSL Registration Checklist in preparing your packets and include it with your packets. The checklist must be signed by Club Registrar & Coach/Team Administrator and stamped before it is submitted to the League Registrar.

Follow these steps to OBTAIN A PLAYER/COACH's Card

1. Log-in to the CUSL Web site: <http://www.cuslsoccer.org/>

Select > **“Add Player After Registration is Closed” to enter**

- 1 Player name
- 2 Player Phone number
- 3 Player Home address, City, State, Zip
- 4 Player birth date

Please read each entry carefully before hitting the enter key!!

2. Request a card:

Send an email to club.registrar@westside-soccer.com to request that the card be printed, indicating:

- Team Number
 - Name of person who's card needs to be printed
 - your name (team administrator/Coach)
 - your contact information: email/phone number
 - date you need your card
- Registrar will print the card & contact you when it is printed and ready for pick up.
 - Pick up card at Registrar's home directions are below. The cards will be in the wooden box by the front door.
 - Process paperwork per CUSL registration checklist.
 - Submit paperwork to Registrar for processing per instructions on page 2.

Follow these steps to Submit Paperwork for Processing: DROP/ADD/TRANSFER

1. Return completed paperwork and player/coach's cards for processing.
2. Include check payable to the Westside Soccer Club. Cost is \$11 for each player and coach's card that is submitted.
3. Send an email to club.registrar@westside-soccer.com to let her know you will be dropping off paperwork, p indicate:
 - a. Team Number
 - b. Name of person who's card needs to be printed
 - c. Your name (team administrator/Coach)
 - d. Your contact information: email/phone number
 - e. Date you need your card
2. Drop off or mail paperwork to Registrar (directions/address below) For approval, your packet should be in an envelope marked with your team name/team number/Coach's name. Include the following:
 - Signed Player/Coach Card with picture properly glued. (No handwritten cards will be accepted)
 - Printed Player/Coach Membership Form (No handwritten membership forms will be accepted)
 - Proof of birth: certified birth certificate/CUSL issued Player Card
 - \$11 per Player for teams above U-11 CUSL Registration Check Sheet, signed by Coach or Manager
3. Registrar will confirm via email when the paperwork is ready for pick up.
4. Pick up processed paperwork at Registrar's home.

Please follow the guidelines as stated in CUSL and then as stated for WSC.

My email: club.registrar@westside-soccer.com

My home address: 2337 Bella Vista Drive, Fairfield, OH 45014, which is in Ross

Phone: 513.706.6575

Directions from Miami Whitewater Fields:

128 East

Thru 1st light New Haven Road

Pass Stricker's Grove

Thru 2nd light Cincinnati Brookville/Layhigh BP gas station on the R

You will see Family Dollar on left

Turn Right onto Bella Vista

Directions from US 27 North

Take Hamilton Ross Exit

Left onto 128

Thru 1st light School Road

then Left on Bella Vista

5th house on the Right

Yellow frame enclosed porch address on mailbox