

STEP ONE: ENTER PLAYER INFORMATION INTO CUSL SYSTEM

After you have identified all Players and Coaches, enter their names, phone numbers, addresses into the CUSL System. If you do not have your team number or CUSL passwords, contact Jim Moorman: jim.moorman@westside-soccer.com to obtain them.

Go to the CUSL web site to enter information about your Players & Coaches:

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

From the left Navigation menu
Choose: > Organization >Other >Team

You will see a series of pull down menus:
Choose: > Westside Soccer Club
Choose: > Your team Number
Enter: > Your team Password

After logging-in you, you can access the Team Administration Page

2. Select >“Add Player” to enter information about each of your Players
 - 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!

- 1 Print your roster and save it for your files
- 2 Print Membership forms for all Players and Coaches. The link to print membership forms is on the team administration page.
- 3 Please inform the Club Registrar that your Players have been entered and request the Player cards be printed.

Club Registrar: club.registrar@westside-soccer.com

Your email should include your Team Number, Coach's Name & return email address.

STEP TWO: COLLECT & COMPLETE PAPERWORK! All Players need the following documentation to be issued a Player Pass:

1. Player Membership Form, signed by parents in both boxes at the bottom of the page
2. Player Proof of Birth
3. Player Card with Photo & Player Signature

Note: Acceptable proof of birth: Certificate of Live Birth, US Passport, Driver's license or previous Season's Player Pass. (no hospital birth certificates or baptismal certificates are acceptable)

All Coaches need the following documentation to be issued a Coach's Pass:

1. Membership Form signed
2. Coach's Card with Photo & Coach's Signature
3. OSYSA Risk Management Form Verification, signed

Coaches should visit: <https://ssl.gcis.net/hhforms/OHSRMDData/RiskUserMainForm.asp> to complete the Risk Management Form. When the form is complete & submitted online, the OSYSA web site will issue a Risk Management Certificate which should be printed and signed.

Note: This form is required for each team and for every year of all Coaches. Coaches should print several copies of the Risk Management form and retain them for their records.

Assemble all player/coaches cards as follows: Attach photos of Players/Coaches to Passes with Glue. DO NOT staple or tape the photos.

CONFIRM all signatures!!

You'll need 3: Player signature on: Player Pass, 2 Parent Signatures on Membership Form

Coach signature on: Coach's Pass, membership form and Risk Management Form

Highlight the birth date of each Player on the Membership Form and the Proof of Birth

STEP THREE: Put your packet together for Registration in the same order as the Roster.

You will need a copy of the CUSL REGISTRATION CHECKLIST (page 4 of this document) and a copy of your ROSTER.

PAPERCLIP your documents for each Player in the following order:

1. Player Pass (folded, with the printed Player information on facing up)
2. Membership form (top)
3. Proof of Birth
4. KY or IN permission to play form (for Indiana/Kentucky residents only)

PAPERCLIP your documents for each Coach in the following order:

1. Coach's Pass (folded, with the printed Player information facing up)
2. Membership form
3. Risk Management form

Stack each set of documents for each Player in the same order as the names appear on your roster. Check the Player ID #'s on the Player Pass & Membership form to be sure they match. Check the birthdate of each Player, confirming the birthdate on the Player Pass & membership Form match the Proof of birth.

Use the CUSL REGISTRATION CHECKLIST to double check that all documentation is in order.

Indicate complete documentation on the CUSL REGISTRATION CHECKLIST by checking the appropriate box.

Sign the CUSL REGISTRATION CHECKLIST where indicated.

Place the CUSL REGISTRATION CHECKLIST on top of all paperwork and insert them into a 11 x14 envelope for registration.

Write the following on the upper left corner of the envelope:

WESTSIDE SOCCER CLUB TEAM NUMBER COACH'S NAME.

My email: club.registrar@westside-soccer.com (most effective means of contacting me)

Pick up/Drop Off Paperwork from Theresa Goins, 2337 Bella Vista Drive, Fairfield, OH 45014

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
5th house on the Right
I have yellow frame inclosed porch address on mailbox.

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
I have yellow frame inclosed porch address on mailbox.

Registration Checklist For CUSL

Westside Soccer Club Team # _____ Coach _____

Team Club

Note: retain a copy of the Membership forms for your files

Proof of birth for all players. Accepted: official birth certificate, passport, previous year's player card. No baptismal or hospital birth certificates are accepted.

Highlight player birthdate on the membership form and the proof of birth.

All signed Player/Coaches Passes. Glue pictures to the cards.
Fold and paperclip to the membership form and proof of birth

Be sure player Numbers on the Player Cards, the Membership Form and Roster match

Roster includes at least 7 players and 2 coaches, no more than 4 U8 aged players on a U9 team.

Signed Risk Management Certificate for all coaches. The certificate is issued when the online survey is completed on the OSYSA website. Attach to coach's cards.

All ORIGINAL Player/Coach Membership Forms and signed in 2 places

As appropriate, Permission to Play Forms for Indiana or Kentucky players from their home state Check the following:

1. Be sure that the Player Number on Membership form and Player Card match
2. Highlight player's birth date on Membership form & Proof of birth
3. Be sure parent's sign the Membership form in two places
4. Be sure each Player/Coach signs his/her card
5. GLUE Player photo to card. Use actual photos, images printed on plain paper are not acceptable
6. Paper clip in this order (from top to bottom); Player card, Membership form, Proof of birth AND, if applicable permission to play from KY or IN for each player
7. Attach Coaches cards to their signed membership form and Risk Management Certificate
8. Stack all paperwork in the same order as your roster
9. Sign & date the Registration Checklist and place it on top of your paperwork
10. Include a copy of your roster for Pre-Check

All registrations for each team are to be in a large envelope with the club name, team number and coach's name printed on the outside of the envelope at the top.

Coaches Signature _____

Club Signature _____