



## **Roster Change Instructions, Checklist and Registrar Assignments**



**Assistant Registrar Club Assignments with appropriate contact information are attached. Only Club Registrars are to contact CUSL Registrars, coaches are to contact their Club Registrar or Club Rep with any registration questions.**

**Coaches will be permitted to drop off packets with Assistant Registrars, however, an attached checksheet must be included in the packet with an approval signature from the Club Registrar.**

**The following instructions apply to Voluntary Quits, Adds and Transfers after registration is closed (registration is closed just prior to registration day).**

**Once the spring and/or fall registration date has passed all changes to the team roster (player and coaches) still have to be handled in the computer. However, once we have closed registration, the web site system handles everything in a different manner.**



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### **ADDS (after registration is closed)**

- The player must be added to the team's roster on the web site. However, players cannot be added if the team's roster is full. In that case, a player must be dropped (see section below) before anyone can be added.
- Players added during closed registration will not show up on the team's roster until approved by the Assistant Registrar.
- If any of the information entered into the computer system is incorrect, please write a note to the assistant registrar explaining the error. The assistant registrar will make the appropriate changes in the system when they approve the player (i.e. day of birth is entered as 7 instead of 17, do not enter the player again, simply inform the assistant registrar).
- The ORIGINAL Membership Registration Form – printed from the CUSL system once the player information is entered, The US Youth Soccer Player Pass, and Proof of birth must be completed and sent to the assistant Registrar (via your Club Registrar) for your club along with an approved copy of your team roster.
- The Assistant Registrar will validate the data and make the changes in the web site system approving the "add" to your roster in the system. The player's pass (stamped and laminated) and the proof of birth will be returned as established by the assistant Registrar (see registrar section below). The player membership will not be returned, please make a copy for your records.

Once this player add has been approved, the team can print out a revised and validated roster and the name of the player being added will then be listed.

### **VOLUNTARY QUILTS/DROPS (after registration is closed)**

- Coaches can no longer just delete a player and have it immediately be reflected in the system.
- Players can only be deleted by the Assistant Registrar assigned to your club.
- The Voluntary Quit form and the Player Pass must be sent to the assistant Registrar for your Club(via your Club Registrar). Once received, the Assistant Registrar will drop the player in the web site.
- Once this drop has been approved, the team can print out a revised and validated roster with the player removed from the new roster.



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### **TRANSFERS (after registration is closed)**

- The player must be added to the team's roster on the web site, you will need to enter them in the system as a player add – enter type as Transfer (i.e. not regular).
- Players cannot be added if the team's roster is full. In that case, a player must be dropped (see section above) before a transfer can be completed.
- The ORIGINAL Membership Registration Form – printed from the CUSL system once the player information is entered, The US Youth Soccer Player Pass, the Inter Team Transfer Form and Proof of birth (player card from old team) must be completed and sent to the assistant Registrar (via your Club Registrar) for your club along with an approved copy of your team roster.
- The Assistant Registrar will validate the data and if it is acceptable will approve the transfer of the player to your roster in the system. At that point in time the coach can print out a new and validated roster that includes the transferred player(s). The player's pass and the proof of birth will be returned as established by the assistant Registrar. The player membership will not be returned, please make a copy for your records.

### **ADDING A COACH (after registration is closed)**

- The coach must be added to the team's roster on the web site
- Coach pass, membership form and Risk Management Form must be submitted along with an approved roster.
- If this coach is replacing a coach, the card for the coach being dropped must be submitted as well.



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CLUB \_\_\_\_\_ Team # \_\_\_\_\_ Coach \_\_\_\_\_

**PLAYER ADDITION** - the packet includes the following for all players being added

Team Club

- Player has been entered into CUSL computer system  
"Add Player when Registration is Closed"
- ORIGINAL Player Membership Form Included/ Signed,  
Coaches should make copies for themselves, do not put copies in packet
- Players Pass signed / Picture glued to passes
- Proof of Birth included (no Hospital Birth Certificates)
- Copy of approved roster included.

**PLAYER TRANSFER** - the packet includes the following for all players being transferred

Team Club

- Player has been entered into CUSL computer system  
"Add Player when Registration is Closed"  
choose "Transfer" for player type
- ORIGINAL Player Membership Form Included/ Signed,  
Coaches should make copies for themselves, do not put copies in packet
- Old Players Pass from previous team included
- New Players Pass signed / Picture glued to passes
- Transfer paperwork completed with all appropriate signatures
- Copy of approved roster included.

**VOLUNTARY QUIT** - the packet includes the following for a voluntary quit

Team Club

- Completed Voluntary Quit Form with all appropriate signatures
- Player Pass

Packet for each team should be in an envelope with the club name, team number and coaches name printed on the outside of the envelope at the top.

Coaches Signature \_\_\_\_\_

Club Registrar Signature \_\_\_\_\_

Note: Players who reside in Kentucky are required to have approval of a KY registrar.