

## **SUPPLEMENTAL INSTRUCTIONS FOR CUSL REGISTRAR, CUSL ASSOCIATE REGISTRARS AND CUSL ASSISTANT CLUB REGISTRARS**

### **NEW Team is created by Registrar**

Coaches – must go into system and E-Sign for:

1. “What Coaches and Referees need to know”
2. “Concussion Information Sheet”
3. Coaches provide RM Certificate and Concussion Certificate to Registrar

Players can then be added to the team.

1. Players are entered onto the team
2. DOB is entered – (Cannot be changed so be sure is correct)
  - a. Proof of Birth needs to be provided (i.e. Hard copy of BC, old player card, etc.)
3. Coach sends email via system to players requesting E-Signature of Membership Form
4. Parent:
  - a. Parent Enters system and E-Signs
  - b. Parent Signs hard copy of membership form
    - i. Registrar enters that parent has signed form
5. DOB for player is reviewed and checked in system as being on file and correct

Note: All hard copy forms are to be scanned and provided to CUSL at the end of the season.

6. Once 7 players and 2 coaches are completely registered
  - a. Player Passes can be printed
  - b. Validated Roster can be printed
7. Other players can be added as their information is entered and validated.

Note: Once a player signs a membership form (either hard copy or e-sign) that player is now a member of that team, and if they decide to play for another team, they would need to transfer. Please keep this in mind at tryout time – if they e-sign in July for a team, but then decide in August that they want to play for a different team, they must sign transfer paperwork.

From General Requirements: The first team for which a player or player’s parent or guardian signs a US Youth Soccer Membership Form (computer based or hard copy) is considered a member of that team and is bound to that team for the entire seasonal year

(September 1 thru August 31), unless he/she obtains a transfer to a different team, **even if the player never participates in a game for that team.**

### **Player ADD During Season**

- This is no different than adding a player before the season, simply follow the same instructions.

### **Player Transfer**

Transfer form must be completed and given to the Club Registrar, once completed:

1. If a transfer is within your club
  - a. Registrar deletes the player from current team
  - b. Player is added to new roster and new membership form must be completed using same process as above.
2. If the transfer is to another Club or League – **Player must be removed from current roster**
  - a. Registrar from the Current Team club or CUSL Registrar must delete the player.
    - i. PDF a copy of the form to the CUSL Registrar (Jim, Sue, Laurie) and player will be deleted
  - b. Transfer form must be provided
  - c. Player is deleted and Club Registrar of team player is moving to is informed that player has been removed from roster – via email.
  - d. If the player is transferring to another league (*eg, Buckeye or Miami Valley*), the new league must be notified that you have removed that player from their CUSL roster.
    - i. For Players transferring to Buckeye, please send an email to:  
[buckeyepremier@girlssoccer.us](mailto:buckeyepremier@girlssoccer.us)
    - ii. For Players transferring to MiamiValley, please send an email to:  
[genepitstick@gmail.com](mailto:genepitstick@gmail.com)
    - iii. If you are not sure who to contact, please contact Jim Bowman at  
[jimbowman@fuse.net](mailto:jimbowman@fuse.net)
3. If the transfer is from another Club or League to your Club – **player to be added to New Team**
  - a. Player must be deleted from current roster prior to adding to new team
  - b. i.e. if from Buckeye, you must have a copy of the roster change indicating that the player has been removed from their Buckeye roster.
  - c. i.e. if from another CUSL Club, you must have proof that the player has been removed from that roster, best way is to PDF a copy of the form to the CUSL

Registrar (Jim, Sue, Laurie) and player will be deleted and we will send back an email indicating that the player has been deleted – keep the email and attach to the completed transfer form.

- d. Player is then added to new roster by new Club and new membership form must be completed using same process as above
4. If a coach does not approve the transfer – i.e. signed the form, but checked that they do not approve of the transfer, then that paperwork needs go to a CUSL League Registrar for processing.
5. If a coach refuses to sign a transfer form, first , they are subject to sanctions, and second, that paperwork needs to go to a CUSL League Registrar. A coach cannot refuse to sign a transfer form and must give up the player card, however, they have the right to disapprove of the transfer.

### **Voluntary Quit**

1. Voluntary Quit form must be completed and signed.
2. Player can then be deleted from roster
3. If the form is NOT signed, then the player CANNOT be deleted from the roster
4. A player can only be removed from a roster without a VQ form if the player violated a USYSA disciplinary rule, the player moved beyond a reasonable distance, or the player is injured in such a manner that they will not be able to participate for the remainder of the season.
  - a. If any of the above reasons does not apply, they player must sign a VQ form in order to be removed from a roster.
5. **AGAIN, If the form is NOT signed, then the player CANNOT be deleted from the roster**