

CHECK LIST FOR ROSTER CHANGES
NEW PLAYERS BEING ADDED

PLAYER ADDS: (New Players can be processed anytime during the season)			
	<u>Registration Item:</u>	<u>Preparer's Initials:</u>	<u>Club Rep's Initials (if Club Rep Needs to Approve Changes):</u>
1.	On Team Main page click on Players then ADD A PLAYER		
2.	Print 2 NEW rosters, double-sided, showing the player as an ADD on the back of roster. Black & white copies ONLY		
3.	Original and two (2) copies of State Cup roster, if applicable		
4.	Print new player passes		
5.	Signed player pass and birth date verification clipped together. Player MUST sign in BLACK ink ONLY		
6.	Turn in proof of birth (old player pass or other acceptable IDs (If proof of birth is NOT in English, it needs to be translated and then notarized))		
7.	Original Blue Stamped Roster <u>MUST</u> be turned in to get your NEW original Roster		
8.	Two (2) signed and dated Audit reports		
9.	ODSL TEAMS ONLY - Code of Conduct required for ODSL Players (you may get this from the ODSL home page)		
10.	All paperwork in large envelope with Team Name, Club, Age Group, Contact Person, Phone #, E-mail		

CHECK LIST FOR ROSTER CHANGES
PLAYERS BEING RELEASED

PLAYER RELEASES: (A Player leaving your team. Can be processed anytime during the season)			
	<u>Registration Item:</u>	<u>Preparer's Initials:</u>	<u>Club Rep's Initials (if Club Rep Needs to Approve Changes):</u>
1.	On Team Main page click on Players then RELEASE A PLAYER		
2.	Print 2 NEW rosters, double-sided, showing the player as a RELEASED Player on the back of roster. Black & white copies ONLY		
3.	Original Blue Stamped Rosters MUST be turned in to get your NEW original Roster		
4.	Original State Cup roster needs to be changed and turned in also, if applicable.		
5.	Original Player Team Status Form and 3 copies must be completed and submitted. (Sections 1 & 2)		
6.	Member Pass for player being released		
7.	For **Involuntary release – 3 copies of the notification letter and verification of mailing. See VYSA Manual 5-27 for information		
8.	2 signed and dated Audit reports		
9.	All paperwork in large envelope with Team Name, Club, Age Group, Contact Person, Phone #, E-mail. <u>DO NOT SEAL!!!!!!</u>		

****A Player CAN NOT be release for financial obligations to a team or club UNLESS: Player Involuntary Release – 5-27 VYSA Travel Registration Manual - The player has violated bylaws, policies, or requirements of the Federation, US Youth Soccer, The State Association, or the member of the State Association (League, club or team) through whom the player is registered. This needs to be a signed document by the parents.**