

PART 4 TEAM AND PLAYER REGISTRATION

US Youth Soccer/OSYSA establishes the basic requirements for registration of players. The following are the specifics of registration for Cincinnati United Soccer League, Inc. (CUSL). All procedures outlined are to be followed by CUSL Assistant Registrars. They have been instructed to refuse to complete registration if all requirements are not properly completed.

SECTION I: PLAYER AND TEAM REGISTRATION

A. General

1. Each club is required to have a registrar that is the club's contact with the CUSL registrars. The club registrar is to review all registration forms prior to submission to insure its correct preparation. If any registration forms are incorrectly prepared, the CUSL registrar may work with the club registrar to see correction is made. Club registrars, not the CUSL registrar, should be the first person contacted by a team if it has any questions concerning registration matters.
2. The first team for which a player or player's parent or guardian signs a US Youth Soccer Membership Form 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. A player may not be removed from a team's roster except as described in Section II, D.3. A player may voluntarily elect to quit a team; however, if such player wants to play soccer during the same seasonal year, he/she must return to the team he/she quit (if there is space on the roster), or transfer to another team.
3. A transfer is the right of the player according to US Youth Soccer rules. If the coach of the team from whom the player is transferring refuses to sign the transfer form, delays in signing it, or refuses to give the player his/her player pass for use in the transfer process, the coach may be subject to sanctions by CUSL and/or OSYSA. **Note, however, that while the coach cannot delay or refuse to sign the transfer form, he/she does not have to approve the transfer. If the coach disapproves the transfer, OSYSA will delay processing for two weeks. Once the two weeks has passed, it will be approved and forwarded to the coach of the new team..**
4. A team may not, at any one time, have on its roster more than five players who were previously rostered with another team during the current seasonal year. The movement of a player to a team's primary roster from any league guest player is a transfer and is counted against the five previously rostered player limit. This means that during a seasonal year, a team may add to its roster an unlimited number of previously rostered players, just so long as there are no more than five at any one time.
5. Each team and player must be registered with CUSL. Each player must have a US Youth Soccer player pass and be listed on the team roster. Players may not be rostered/play on more than one team during the CUSL Season (Exception-Ohio South Youth Soccer Association, Inc. ODP teams).
6. US Youth Soccer registration forms, player passes and team roster must be prepared and validated prior to the start of the season at the time and place assigned by the

Registrar. (CUSL Registration Day) All Team and Player information must be entered into the CUSL website prior to registration day.

7. Teams and players are not allowed to compete in any games unless all registration requirements are met. If a Registrar has not completely processed a roster or a roster change, the team/player is not eligible to play in a game; it is not sufficient for the documentation to have been given to the Registrar. Before a player can play, the processing by the Registrar must be completed.
8. Complete registration consists of properly completed US Youth Soccer Membership Form for each player and coach, player and coach passes, proof of risk management from OSYSA, if a coach, the official team roster, league guest player roster, if applicable, proof of birth, and inter-team transfer form, if applicable. A team, player or coach will not be registered without all items being properly completed and available at the time of registration.
9. There is an assessment of \$100 for any team whose registration material is incomplete or wrong and cannot be corrected/completed on CUSL registration day; no assessment will be levied if corrections can be made while the registration is in process).
10. Any team that is accepted for and intends to play in a spring or fall league, but fails to register on or before the applicable league registration day will be subject to a late registration penalty of \$200.00. Such penalty will not be imposed if a team is accepted for play after the league registration day, but prior to the beginning of league play.
11. Players are not rostered with CUSL unless they are included on the approved official team roster.
12. U-10 and younger teams are required by OSYSA to play in a league located within the OSYSA district in which a majority of its players are domiciled. For example, a U-10 team having 55% of its players residing in District 2 would be required to play in a District 2 league. At U-11, the team could play in a league located in any district of its choosing. Out-of state teams are not subject to this rule provided they have received permission from their state association to play in an OSYSA league.

B. Club Registration Responsibility

1. All matters pertaining to CUSL registration are to be processed through the Club Registrar and/or the CUSL website.
2. If the registration material is not properly completed, it will be rejected. Registration will be deemed complete when the material has been corrected and re-submitted for approval of the Registrar. If not completed on CUSL registration day as outlined above, the registration material must include a check for \$100 to pay the fee before the material can be completed.
3. Each Club must obtain from CUSL, registration forms and player passes for each of their teams playing in CUSL. Clubs will be invoiced for player and coach passes by the Treasurer based upon the number of each registered. While adds, drops and transfers can be processed on the CUSL website, applicable supporting material will have to be completed and submitted to the registrar to complete the player add, drop or transfer. All forms can be downloaded from the OSYSA/CUSL website.
4. Each Club Representative and/or coach is responsible for entering the required information on the CUSL website to complete registration of players and coaches. Once the data is entered into the website, all US Youth Soccer registration forms, team rosters, league guest player rosters and Player (and coaches) Passes can be downloaded.

5. Proof of birth consists of any of the following: Birth certificate, Passport, U.S. Alien Registration Card, Certificate of Naturalization, last year's player's pass (or current year's if a transfer), if picture is attached, or driver's license. If the age of any player is challenged, the CUSL Registrar may, at their discretion, request additional proof of birth of an official nature, such as an original or certified birth certificate, and may reject old registration player passes.
6. Expired player passes will not be returned.
7. Each Club is responsible for checking each registration form, card, team roster and league guest player roster (if applicable), before it is submitted to the CUSL Registrar to ensure that it is properly completed. This includes insuring that all information, signatures, photos, etc. are included and in their proper location.
8. The Club is responsible for bringing all the necessary material to complete the registration. Each Club shall provide the minimum number of persons, as determined by the Registrar, to help register teams on the day(s) of league registration.
9. For each team, registration forms, player passes, roster and all other forms shall be of a type as is designated by the Registrar and in such form as he/she shall determine. Players listed on each roster shall be in alphabetical order.
10. If players are added and/or transferred, a new validated roster will be printed. The new validated roster will identify players who are transfers.

C. US Youth Soccer Player Passes

1. US Youth Soccer player passes are valid for a seasonal year (September 1 thru August 31).
2. US Youth Soccer player passes must be stamped and validated by the league in which the player is playing. A player pass validated by another US Youth Soccer league, only, is not acceptable for play in the CUSL.
3. In the event that a team is entered into another league, the US Youth Soccer player passes from that league will be counter-stamped by CUSL. These passes are then valid for play in any CUSL league.
4. No player may have two US Youth Soccer player passes at the same time.
5. Each player pass is to be prepared from the CUSL website system; in an emergency, it may be hand printed. A player pass completed in any other format will be rejected.
7. Pictures must be glued to registration player passes. Staples or tape are not acceptable.
8. Pictures must be current, and clearly identify the player or coach. No photocopy copy of a picture is permitted. Only an original photo is acceptable.
9. If a referee rejects the photo on the field and crosses out the photograph, a new card (with fee charge) must be issued prior to that player being able to compete in any future games. **However, the player will be permitted to play in that game.**
10. In the event a pass is damaged, it may be returned for a new one at no charge.

D. Player Number

1. Each team is to assign each player a player number. This number is composed of the CUSL League Number "XX", then a "B" (boys) or "G" (girls), the team number (I.E. 8815) and a two-digit number between 01 and 99. One different number is to be assigned to each player. The CUSL website will assign a new team their team number upon registration of the team by the Club.
2. A sample number would be XXG881512.

E. Website Team Registration

1. Each Club is to enter each team in their Club in the CUSL website. All of the required information is to be provided. Once this is completed, the coach or his/her surrogate will be notified by email of their team's passwords. This password will be used by the coach or the surrogate to gain entry to the website to complete registration of his/her team.
2. It is the Club's responsibility to insure that the all of his/her teams and their information is recorded on the website. As changes occur, the Club and/or the coach is to keep the team's information accurate and up to date.
3. The Team Registration is to be completed on the website prior to CUSL established date.

F. Website Player Registration

- 1, Each coach, or surrogate, is to enter the team's roster into the CUSL website. All of the required information (name, address, birth date, etc.) is to be entered for all players on the team.
2. It is the coach's responsibility to insure that all the players' information is recorded on the website. As changes occur the coach is to keep the teams information accurate and up to date.
3. The player registration information is to be completed on the website prior to CUSL registration day.
4. Each coach is to print from the CUSL website the Player Membership Registration Form, the Team Roster and the Coach's Membership Registration form to complete and present on registration day.

G. Early Registration Procedures

1. For the Fall or Spring seasons, a team will be rostered before the League registration day only if it is participating in a tournament occurring prior to the registration day, and the number of players added to the team for the upcoming season exceeds the number of guest players allowed by the tournament. If a tournament is played the day of registration, the team should roster using a proof of birth other than the previous season's player pass, and use the player passes at the tournament.
2. If a team, as allowed above, rosters prior to a League registration day, or if its roster is rejected on a League registration day and then re-submitted, allow up to two weeks after receipt by the designated registrar for it to be processed.
3. A CUSL member Club sponsoring a tournament prior to a league registration day may be required to provide personnel to register CUSL teams playing in such tournament.

SECTION II: REQUIRED FORMS

A. Team Roster

1. Each team is to have a completed team roster. The official roster is to be printed from the CUSL website.
2. The official team roster is to be submitted to a CUSL registrar at each Club's assigned time of registration. A CUSL registrar will validate and approve the team roster through the matching of the proper documentation. 3. The validated official team roster should be taken to all games.

B. US Youth Soccer Membership Form

1. Each player, eighteen years of age or older, must sign the waiver of liability included in the US Youth Soccer Membership Form; for younger players, a parent or guardian must sign. No player will be registered and included on the roster unless the waiver has been signed.
2. The completed and signed US Youth Soccer Membership Form must be submitted to the CUSL Registrar before any new player can be registered.
3. Once a player or a player's parent or guardian signs the US Youth Soccer Membership form for a team, the player is considered a member of that team and is bound to it 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.

C. League Guest Player Roster

1. Each U-15 through U-19 aged team may carry up to four players on a league guest player roster, if it wishes to have more than 18 players available to it.
2. Each league guest player must register in the same manner as if he/she were included on the team's official roster. US Youth Soccer player passes will be stamped "Guest Player," in red.
3. A league guest player cannot take priority over a player listed on the official roster. A league guest player can only participate in a game as a replacement for a player on the official roster who is unable to play a particular game.
4. A player on the league guest player roster may be transferred to the official roster. However, such transfer must follow the established procedures for roster changes of both CUSL and OSYSA, and each such transfer counts against the established five player transfer rule.

D. Roster Changes

1. To add, delete or transfer a player or coach to a team's previously validated roster, the appropriate form(s) must be submitted to the registrar to whom the team's Club is assigned, and information entered on the web site. The Registrar will update the roster and notify the Club registrar a revised roster may be printed. The revised roster will be validated when it is printed. A new player or coach pass will be mailed (coach must provide self address stamped envelope).
2. During each seasonal year (September 1 through August 31), a team is allowed to have on its official roster, at any one time, up to five (5) players who were previously rostered with another team during that seasonal year. A team is allowed a maximum of eighteen (18) players on its official roster. HOWEVER, see rules for league guest players for the U-15 through U-19 age group teams.
3. A player may be removed by the coach from a team's roster for the following reasons, only:
 - a. The player has violated a USYSA or OSYSA disciplinary rule;
 - b. The player moved beyond a reasonable travel distance; or
 - c. The player is injured in such a manner that he/she will not be able to participate for the remainder of the seasonal year.

If one of the above reasons is does not apply, the player may not be removed from the roster. Before the player is effectively removed, the coach must complete a USYSA player release form, and the player must be notified, in writing, of his/her removal from the roster. Notice can be evidenced by the completion of an OSYSA voluntary quit

form, or by sending a letter to the player via certified mail. Regardless of the specific form used, it must be signed by a CUSL registrar.

4. To **ADD A PLAYER OR COACH** to a team's official roster the following must be submitted to the registrar to whom the team's Club is assigned:
 - Player must be added to the CUSL Website
 - US Youth Soccer Membership Registration Form
 - New player or coach pass
 - Proof of birth; not needed for coaches (See Section I.B.5.)
 - Proof of risk management form from OSYSA (for coach, only)
 - Stamped, self-addressed envelope

Once the CUSL registrar has approved the change, the team will be able to print a new roster from the website. The CUSL registrar will mail the new pass to the coach.

5. **DELETE A PLAYER (not a transfer) OR COACH**, the following must be submitted to the registrar to whom the team's Club is assigned.
 - Two copies of the voluntary quit form (not needed for coaches). If the player is being removed by the coach pursuant to paragraph I I.D.3, the coach may substitute for the voluntary quit form a copy of the notice of the player's removal, including evidence of receipt of delivery.
 - Player or coach pass of the person being dropped

Once the CUSL registrar has approved the change, the team will be able to print a new roster from the website.

6. **To TRANSFER A PLAYER TO A TEAM** the following must be submitted to the registrar to whom the team's Club is assigned:
 - Inter-team player transfer request and approval form
 - Player pass from the team the player is leaving
 - Player pass for new team
 - US Youth Soccer membership form
 - Proof of birth (See Section I.B.5.)
 - Stamped self addressed envelope

Once the CUSL registrar has approved the change, the team will be able to print a new roster from the website. The CUSL registrar will mail the new pass to the coach or notify the club representative to pick it up.

E. Required time for roster changes

1. **PRIOR TO THE BEGINNING OF LEAGUE PLAY.** At any time prior to the beginning of league play, allow up to one (1) weeks after receipt by the registrar to whom the team's Club is assigned of all properly prepared documentation for it to be processed.
2. **ONCE LEAGUE PLAY BEGINS.** Once league play begins, if all documentation required for a roster change, **correctly prepared**, is received by the registrar to whom the team's Club is assigned, it will be processed in time for the player(s)/coach(es) to be able to participate in the first Sunday game that is seven (7) days after receipt thereof.
3. The player can participate in games once the new official team roster, with the added player listed thereon, is printed, even though the coach has not yet received the player

pass for the player. The coach must show the validated roster to the referee and the opposing coach in order for this player to participate. This option only applies to CUSL league games.

4. **NOTE:** Teams should allow for the amount of time described above to process roster changes. However, that doesn't mean the Registrar to whom the team's Club is assigned will take that much time, but it will allow all the changes submitted to be processed.

SECTION III: RISK MANAGEMENT PROGRAM

Ohio South (OSYSA) adopted a risk management program in order to “protect and provide a safe and healthful environment for children participating in OSYSA's sanctioned soccer Clubs, associations, leagues, programs and tournaments.” This program is applicable to “all OSYSA Board members, as well as all coaches, assistant coaches, trainers, adult referees, administrators/team managers or any other individual who is expected to have regular contact with children” who is eighteen (18) years of age, or older. Any individual with an arrest and/or criminal conviction record will be reviewed by OSYSA to determine his/her fitness to be associated with an OSYSA program. Any individual included on a sexual offender registry will automatically be disqualified. The OSYSA risk management program will be administered in CUSL in the following manner:

1. Whenever a coach rosters with a team, he/she must submit a risk management verification form printed from the OSYSA web site.
2. If an individual becomes subject to the program due to a roster change, or the team is not rostered on a league registration day, the disclosure form must be submitted with the appropriate documentation.
3. No individual will be added to a roster without having submitted a disclosure form.