

CUSL Player/Coach Post Registration Change

All registration and roster processes are done on the CUSL website. The address is www.cuslsoccer.org. Please follow the directions from the CUSL Team Registration and Player Roster Process document to get you to the team admin page.

Adding A New Player

There are two types of new players. There are directions below for both types. Please make sure you use the correct process.

New Players – New players are players that have not registered, rostered, or played for a select team in the current soccer year that runs from fall to spring. If they played on a team in spring, that does not matter as that was last soccer year. If they played on a rec, SAY, or school team in Fall that also does not matter. All of those players are considered new players.

Transfer Players – Transfer players are players who were carded and rostered on a select team during the current soccer year fall or spring. In order to add these players to your team you will need their player card from their former team and a form called Ohio South Inter Team Player Transfer Request and Approval Form. The former coach must sign and release the player and the player must also sign the form. The form can be found in the forms section of the Ohio South website (www.osysa.com). The parents will need to take care of this and give the necessary documents to you. You will then complete the document with the information for your team.

For both types of additions you will still need a small picture, copy of birth certificate, notarized medical release form for tournaments, and Kentucky approval for Kentucky players.

1. The next step is to add the players to your roster. On the Team Admin page under functions click on Add a Player When Registration is Closed. Do not click on the line that just says add a new player as it will not work. You then need to select the correct player type. If they are a new player, select original. If they are transferring from another team, then select transfer. Please input all of the necessary information and click submit.

2. Once the player has been added, you will need to e-mail the club administrator so they can print off and mail you a card. You will need to print off a copy of the Player Registration form from the reports side of the team admin page. The player needs to sign the card. The parents need to complete the bottom 1/3 of the form and must sign in both places at the bottom. The picture is glued to the card and creased. Make sure you make a copy of the signed registration form for your binder.

3. Assemble a packet for the player. On top is the creased, signed card with picture. Underneath is the signed by the parents registration form with birth date highlighted, below that is the birth certificate with the birth date highlighted, below that is the Kentucky form if necessary, for transfer players you will then put the old player card and completely filled out transfer form. Please paperclip all of these items together, separately for each player if doing more than one. See directions below for registering process.

Changing Coaches

If you are replacing a coach that is already carded, you will need to turn in the old coach card. If you only have two coaches and are adding a third then you are fine

1. If you need to change a coach, please e-mail the club administrator to make the change in the CUSL system. Please do not make the changes yourself because if you incorrectly alter the head coach the whole team is removed out of the system.

2. The club administrator will add the coach and mail you a coach card. If they have a risk management form on file, it will be sent to you. If not, please ask your coach to complete one and give to you. They are on the osysa.com website under forms. You will need to print off a coach membership form for the CUSL website

under the reports side of the team admin section. The coach needs to sign the card and the bottom of the form. You will also need a picture to glue on the card. Make sure you make a copy of the signed registration form for your binder.

3. Assemble a packet for the coach. On top is the creased, signed coach's card with picture.

Underneath that is the card from the coach that is being replaced if this is the situation. Underneath the cards is the signed membership form. Last is the risk management form. Please paperclip together. See directions for registering process.

Registration Process

1. Please mail your completed paperwork to the club administrator to be checked. **Please include a self addressed stamped envelope so that the completed card(s) and birth certificate can be returned to you.**
2. The club administrator will check the packet. If anything is incorrect or missing, it will be mailed back to you to be corrected. If the packet is ok, she will mail it to our Club Registrar.
3. The club registrar will approve the card, laminate it, update your roster on the CUSL website, and mail the card and birth certificate back to you. Please allow 10 days for this process.
4. You may wish to hand deliver items to speed up the process.

Removing Players From Your Roster

There are two ways a player leaves a team. One is a quit where they are finished playing select soccer for at least this soccer year (fall to spring). The other is they are moving to another team. If a player wants to quit or leave, we do not try and prevent that by refusing to sign paperwork.

Quits Go to the Ohio South website (www.osysa.com) and go to the forms section. If they are quitting please print off a copy of the Ohio South Player Voluntary Quit Form. Please complete the top section and have the family/player complete the reason to quit and signatures. You will need to sign the bottom. Please make a copy of the form. Mail the original to the CUSL Administrator and keep one in your binder.

Transfer Go to the Ohio South website (www.osysa.com) and go to the forms section. Please print off a copy of the Ohio South Inter Team Player Transfer Request and Approval Form. Please complete the team information at the top and then the line that says signature of coach transferring from. Make two copies of the form and of the player card. . Give the original to the family with their player card. Keep the copies in your binder. When they are added to their new team in the CUSL system they should be dropped from your roster and you can print off a new copy. If that does not happen in a timely manner, or you need the player removed immediately to add a new player, or if they are going to a team that does not play in CUSL please mail a copy of the transfer form and player card to your CUSL Administrator.