



SOUTHEAST REGIONAL: Roster & On-Site Check-In Procedures



ROSTER SUBMISSION

ROSTER SUBMISSION DEADLINE: Tuesday, June 13, 2023 – 6:00 PM ET

Rosters must be submitted electronically in GotSport 72 hrs in advance of the first day of competition (6pm local time 3 days prior to event start date). If you are having trouble finalizing, adding a player or any other issues, please contact US Club Soccer in advance of the deadline.

Changes may be made to the roster after the submission date, but those must be made on-site at Tournament HQ prior to the first game on June 17th. Once the team kicks off the first game of the competition, the roster will be frozen for the duration of the event.

Reminder – No guest players are allowed in the National Cup event series.

- All participants (players, coaches, staff) **MUST** have a US Club Soccer (GotSport or TGS) passcard.
- As long as a player is carded to the club and of proper age/younger, they are eligible to be rostered (i.e. players from another team within the club are eligible for the roster).
- If team has gone through try-outs for 23/24 season already, up to 3 new players from outside the club may be added to the roster so long as they 1) have committed to the team for the 23/24 season and 2) get properly registered with the club and obtain a club passcard for the remainder of the 22/23 season.

HOW TO SUBMIT ROSTER

OPTION 1: For all teams except for ECNL / teams registered in TGS or team unaffiliated with US Club Soccer:

**Must be coach or have team/club admin access to be able to perform the below*

1. Teams already carded to US Club Soccer through GotSport will have the option to use a source roster. At the time of registration on the team information page, you will see a select source roster dropdown. Your options will appear in the dropdown. You are not required to select one, however, selecting a source roster allows you to use a previous roster (US Club Passcards and Roster as an example) without building from scratch. From there you'll still be able to add any players that are participating in the event but are not on your "source roster"
2. [Click here](#) for a step by step tutorial for selecting your source roster at the time of registration for the tournament as a coach/team manager (ex. 2023 National Cup XXII South Central Regional). [Click Here](#) for how to register and select a source roster as a club administrator. **If you did not select the source roster option at time of registration, please use the clone roster option in step 4 or add all players manually as outlined in step 6.**
3. If you have selected a source roster, each of the carded players and coaches will appear on your event roster for approval by US Club Soccer Staff. You can still also add any other players that are not on your source roster as well. Note that if you've selected a source roster, please do not add any players that are listed on the source roster through the "add player" button, as this will cause the player to appear on the roster twice.
4. If you are not choosing a source roster, you also have the option to clone your roster from a previous event so that you do not have to add every player one by one. [Click Here](#) for the steps to do this as a coach/team manager and [Click Here](#) for the steps to do this as a club admin.
5. US Club Soccer staff will contact team manager if any of the players or coaches on the roster are ineligible. It

will then be up to the team manager to submit appropriate details/documentation prior to the first game of the tournament to ensure eligibility.

6. [Click here](#) for a step by step tutorial for adding new players to your National Cup event roster if you opt not to use a source roster or clone roster. We strongly recommend you utilizing a source roster or cloning a roster.
7. If a new player is being added to the club, [Click here](#) for details as to how to register the player under US Club Soccer. Once this is complete, and if you are using your registration roster as a source roster, that player will automatically be added to the National Cup event roster as well. If you are not using your registration roster as a source roster, please follow the steps above to add the player.
8. Print 1 copy of your finalized roster to turn in at event HQ prior to competition. [Click Here](#) for steps to do this as a coach/team manager and [Click Here](#) for steps on how to do this as a club admin. *Note that players will not appear on this roster for printing until they've been marked as approved for the event. Only US Club Soccer officials can mark players/staff as approved.

OPTION 2: For ECNL teams / teams that have players registered in TGS:

1. Teams that have players carded to US Club Soccer through TGS (ECNL teams/players) will use the event roster feature for National Cup event.
2. On page 9 of the registration questions, in the location for ECNL team rosters, please upload an official ECNL roster inclusive of all players that will be on the National Cup event roster. If you must upload multiple rosters to ensure all players are included, please do so (only 1 file can be uploaded, so if you have multiple rosters, please consolidate into 1 file prior to uploading).
 - It is ok if you upload a full ECNL roster even if only a few of those players will be included on the event roster. But only include the players on the event roster that are participating in the specific National Cup competition.
3. Build your event roster within the National Cup event you have registered to in the GotSport system.
 - For step by step instructions for how to build your event roster as a coach/manager, [Click Here](#). For instructions on how to do this as a club admin, [Click Here](#).
 - Please ensure all players you are writing in are on an ECNL roster uploaded in step 2. US Club Soccer officials will be cross checking rosters for compliance. If players are not documented properly, team may be deemed ineligible to participate.
4. Once you have completed these steps, the roster will appear in the event for approval by US Club Soccer Staff.
5. US Club Soccer staff will contact the team manager if any of the players or coaches on the roster are ineligible. It will then be up to the team manager to submit appropriate details prior to the first game of the tournament to ensure eligibility.
6. Print 1 copy of your finalized roster to turn in at event HQ prior to competition. [Click Here](#) for steps to do this as a coach/team manager and [Click Here](#) for steps on how to do this as a club admin. *Note that players will not appear on this roster for printing until they've been marked as approved for the event.

OPTION 3: Teams registering with US Club Soccer to participate in National Cup:

1. Contact US Club Soccer Regional [General Manager](#) to review US Club Soccer application.
2. Register team / players with US Club Soccer to obtain membership/passcards.
3. Once a registered US Club Soccer member, refer to Option 1 and follow steps to build roster via any of the options (Source, Clone or Event) listed above.

TOURNAMENT CHECK-IN

1. Bring 1 printed copy of event roster to tournament HQ at least 1 hour prior to team's first game.
 - Passcards are not needed at this time.
 - Full team not required, only team manager or coach.
2. If you have any roster changes since the roster submission date, please bring player/staff passcard with you

to tournament HQ and event staff will check player/staff for eligibility and update roster accordingly.

3. Medical Waivers are not needed at this time, but please ensure that each rostered player has a completed form that can be accessed on-site in case of an emergency.

GAME CHECK-IN

1. Referee will gather players 10-15 minute prior to kick to check players & coach in
2. Each player MUST have their player passcard
3. Each coach MUST have their coach passcard
 - No coach or team manager/staff is allowed on the team sideline unless they are properly carded
4. Rosters that were submitted electronically will be printed on the game cards – referee will use this to check players & passcards
 - If a player/coach is listed on the roster, but does not have appropriate passcard, they are ineligible to play
 - If a player/coach has their passcard, but is not listed on the roster, they are ineligible to play
5. Referees will have the game cards; teams are not responsible for providing this. Referees will also ensure game cards and scores are reported into tournament HQ at the conclusion of the game.