



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



## ROSTER SUBMISSION

### **ROSTER SUBMISSION DEADLINE: SATURDAY, JUNE 8, 2024 – 6:00 PM ET**

Rosters must be submitted electronically in GotSport by the deadline above. 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 15<sup>th</sup>. 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).
- **Players may only be rostered to one (1) team at the event.**
- If team has gone through try-outs for 24/25 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 24/25 season and 2) get properly registered with the club and obtain a club passcard for the remainder of the 23/24 season.

## HOW TO SUBMIT ROSTER

### **OPTION 1 – For teams with all players & staff registered in GotSport:**

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

1. All teams will be providing an Event Roster build in GotSport for this event (2024 National Cup XXIII Southeast Regional).
2. When building your Event Roster, it is recommended to clone the roster from a previous event so that you do not have to add every player one by one (ensure event roster is empty prior to cloning – will not be able to use the clone function if players are already on the event roster). [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. If you are unable to do this as a coach/team manager, check with your club admin as the club may have it locked.
3. Should you choose not to clone and instead add all players individually, here are 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](#).
4. 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.
5. 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 completed that player will be able to be added to the Event Roster via process outlined in step 2.
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 by US Club Soccer officials. Only US Club Soccer officials can mark players/ staff as approved for the event (please give officials until the day prior to event start date to get all players approved).***

### **OPTION 2 – For teams with any players or staff registered in TGS (ECNL):**

1. Teams that have players carded to US Club Soccer through TGS (ECNL teams/players) will use the event roster feature for National Cup events.
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. [Click here](#) for a link to instructions for coaches/managers to upload an ECNL roster as needed. [Click here](#) for instructions to do this as a club admin.
3. Build your event roster within 2024 National Cup XXIII Southeast Regional event in the GotSport system.
  - When building your Event Roster, it is recommended to clone the roster from a previous event if available so that you do not have to add every player one by one (ensure event roster is empty prior to cloning – will not be able to use the clone function if players are already on the event roster). [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.
  - Should you choose not to clone/no previous roster be available and instead add all players individually, here are 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](#).
  - Many players registered in TGS will not have an account in GotSport. For those that do not, you will need to create one as outlined in step 6 of the coach/manager link above.
  - 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/player 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.
7. 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 by US Club Soccer officials. Only US Club Soccer officials can mark players/ staff as approved for the event (please give officials until the day prior to event start date to get all players approved).***

### **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.

- 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.

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### **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.