

## **Jr. Irish Soccer Club IYSA Registration Procedures**

### **Important Details to Remember**

**Everything** must go through the club registrar.

All requests are date stamped and processed in order.

Make sure requests early and give date of next competition.

Anytime you travel outside of the state (tournament, game or friendly), you must apply for travel permit not later than 14 days in advance of **departure**.

Everything comes back to the registrar.

Make sure you **check my schedule** if you are expecting something that is **time sensitive**.

All actions regarding registration are to be submitted to the IYSA State Office by the Club Registrar Only and should include the team and club # and name.

Club members should contact the Club Registrar for questions regarding registration. If further assistance is needed, they may contact the IYSA State Office Registrar via e-mail preferably, mail or telephone.

Always register members with the name that appears on their birth certificate.

### **Registration Procedures**

**Procedures for Adding players:** (to add a player, not already rostered, to a team.)

1. Make a copy of the official roster.
2. Add the player information to the bottom of the copied roster.
3. Include the appropriate fee for each addition.
4. Deliver to club registrar

**Procedures for Dropping players:** (player being removed from a team)

1. Fill out Drop form, complete with signatures
2. **Attach player card and a copy** of the official roster with the changes made.
3. Deliver to club registrar.

**Procedures for Drop/Transfer:** (Player removed from a team to join another travel team)

1. Drop/Transfer form filled out, complete with signature.
2. **Attach player card** and a **copy** of the official roster with the changes made.
3. Include the appropriate fee.
4. Deliver to club registrar.

**Procedures for Double Rostering:** (player rostered on 2 teams at the same time) (Can Only be done at the initial rostering of the team.)

1. The roster should indicate primary or secondary for each player.
2. Deliver to club registrar.

**Procedure for Guest Player:** (a registered player participating on a team he is not rostered to)

**Rostered Player**

1. Player takes current player card to the guest team.
2. Guest team writes guest player information on roster.
3. After game, guest player collects player card to return to their original team.

**Unrostered Player**

1. Guest team submits Guest Player Form to Club Registrar.
2. Include appropriate fees for a Guest Player Pass to IYSA State Office.

**Procedure for Tournament Only:** (a player rostered for the purpose of participating in the Tournament only)

1. Tournament team submits Tournament Only Form to Club Registrar.
2. Include appropriate fees for a Tournament Only Pass to IYSA State Office.

**Procedure for Request to Participate on a Non-Indiana Team:** (an Indiana player wishing to participate on a non-Indiana team)

1. Player submits a Request to Participate on a Non-Indiana Team Form to club registrar.
2. Player submits the appropriate fees for Out-of-State Player Pass to club registrar.

**Procedure to Register a Non-Indiana Resident:** (a non-Indiana resident wishing to Participate on an Indiana team)

1. Player must register in their home state.
2. Request approval, from non-Indiana player's home state, to participate on an Indiana team.
3. Submit Approved Request Form with player information to Club Registrar. (follow same directions for Adding a Player)