

NWI UNITED FC
TEAM MANAGERS REGISTRATION PROCEDURES
Please note all roster changes require age group DOC approval

ADDING PLAYERS: Adding a player not rostered on a team already.

- 1) Have family fill out Registration Form for player
- 2) Turn Registration Form into NWI UNITED FC Registrar
- 3) The NWI UNITED FC Registrar will register player with IYS
- 4) The NWI UNITED FC Registrar will request payment to IYS from club Treasurer the appropriate fee for added player(s)

DROPPING PLAYERS: Removing a player from a team.

- 1) Complete Drop Form (found on website) with appropriate signatures
- 2) Attach player card and a copy of the official roster marking changes
- 3) Turn into NWI UNITED FC Registrar

USING A CLUB PASS PLAYER FOR LEAGUE PLAY: Player from one NWIUFC team to play on another for league play.
NWIUFC team.

- 1) Make copy of the official roster adding name
- 2) Turn into NWI UNITED FC Registrar
- 3) Registrar will make changes in Gotsoccer
- 4) Borrowing team will request color copy of both sides of original player card
- 5) Borrowing team will honor Rules & Procedures set forth by IYS regarding use of club pass players. Refer to the Club Pass Play Procedures for more detail.

USING A CLUB PASS PLAYER FOR TOURNAMENT PLAY: Player from one NWIUFC team to play on another for tournament play.

- 1) Research Tournament rules regarding Club Pass players and follow
- 2) Original card (no photo copy) should be used for tournament play. Borrowing team shall return card to team manager or coach of team borrowed from in timely manner
- 3) State and Challenge Cup permit primary team players to participate only! No club pass players.

USING GUEST PLAYERS FOR TOURNAMENT PLAY/Rostered Player: An IYS registered player from another club/recreational league participating on a NWIUFC team for tournament play.

- 1) Player takes current player card to the guest team
- 2) Guest team researches and follows all Tournament guest player rules
- 3) Guest team writes guest player information on roster
- 4) Guest player collects player card after game and returns to their original team

USING GUEST PLAYERS FOR TOURNAMENT PLAY/Un-rostered Player: A player not rostered through IYS participating on a NWIUFC team for tournament play.

- 1) Team completes and submits Individual Travel Player-Tournament Only Form to NWI United FC Registrar 2 weeks before tournament date

PROCEDURE TO REGISTER A NON-INDIANA RESIDENT: A player living outside of Indiana participating on an Indiana team.

- 1) Allow enough time for this procedure! It could take a while!
- 2) Player must register in their home state.
- 3) Player must request approval from their home state to participate on an Indiana team. Approval must be sent to the Indiana Youth Soccer state office.
Fax# 317-829-0555
- 4) Have family fill out Registration Form for player
- 5) Turn Registration Form in to NWI UNITED FC Registrar

**Kelly Green, NWI United FC Registrar
August, 2009**