



## NWI UNITED FC IYSA REGISTRATION PROCEDURES

### Important Details to Remember

**Everything** must go through the NWI United FC Registrar

All requests are dated and processed in order

Make sure all requests are on time and include the date of the next competition.

Anytime you travel outside the state (tournament, league game, or friendly); you must apply for a travel permit not later than 30 days in advance of **departure**. (Please refer to Travel Permit Procedure)

Everything comes back to the registrar and **DOUBLE CHECK THE DATE OF BIRTH YOU SUBMIT TO THE REGISTRAR FOR ACCURACY.**

Make sure you **check with the NWI United Registrar's schedule** if you are expecting something that is **time sensitive**.

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

All club members should contact the Club Registrar for questions regarding registration. If further assistance is needed, the registrar may contact the IYSA State Office.

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

Dated: 6-17-03

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John D. Feczko, President, NWI United FC

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Chris Jeftich, Secretary, NWI United FC

## **Registration Procedures**

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

- Make a copy of the official roster
- Add the player information to the bottom of the copied roster
- Deliver to the club registrar
- The club registrar will include the appropriate fee for each addition

**Procedures for Dropping Players:** (Player being removed from a team)

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

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

- Drop/Transfer form filled out, complete with signatures
- Attach player card and a copy of the official roster with the changes made
- Include the appropriate fee
- 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)

- The roster should indicate primary or secondary for each player
- State Cup allows only the player on the primary team to participate
- Deliver to club registrar

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

### **Rostered Player:**

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

**Unrostered Player:**

- Guest team submits Guest Player Form to club registrar
- Include appropriate fees for a Tournament Only Pass to IYSA State Office

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

- Tournament team submits Tournament Only Form to club registrar
- Include appropriate fees for a Tournament Only Pass to IYSA State Office

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

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