



## **STEPS TO ROSTER A TEAM**

1. Coaches, managers, players register in August and September (no later than November 4th). All players and coaches must be registered before beginning practice sessions).
2. Coaches and managers must have current risk assessment completed by November 4th (or before practice begins).
3. Players, Coaches and Managers must have recent headshot photo uploaded (school picture preferable), players must submit a copy of the birth certificate if new to the club and if transferring from another club must have completed transfer paperwork.
4. Coaches must submit team managers and assistant coach's names and list of players to be assigned to their team to Player Selection as soon as they have selected their players. This should occur in July or August and be done and approved before informing the players. Please allow at least one week lead time for completion of process.
5. When coach/manager is sure all players have registered and completed registration requirements coach sends an e-mail to registrar asking to have the team roster submitted to CDYSL. (no roster can be submitted without completed registration requirements). Please allow 1 week lead time from request to submit roster to CDYSL and once submitted to CDYSL process can take up to 4 weeks during busy season of Feb – March.
6. When roster is returned from CDYSL the Registrar will coordinate with you.

## **STEPS TO ADD PLAYERS TO A TEAM**

1. Player must register.
2. Coach receives registration email.
3. Coach sends email to Player Selection requesting addition to team and Player Selection emails registrar when player has been added. Please allow at least one week lead time for completion of process.
4. Registrar completes paperwork and submits to CDYSL (all requirements must be completed – photo uploaded and copy of birth certificate received and transfer papers filed). Please allow 1 week lead time from request to submit roster to submission of roster and once submitted to CDYSL process can take up to 4 weeks during busy season of Feb – March.
5. When roster is returned from CDYSL the Registrar will coordinate with you.

## **PLAYER GUEST PASS PROCEDURE**

1. Coach fill outs Guest pass paperwork found on the CDYSL website under registrar heading and forms tab. The head coach of both teams (the team to which the player is rostered and the coach of the team for which the player



is guesting) must be in agreement with the creation of the guest pass and are involved in the guest pass paperwork.

2. Registrar completes paperwork and submits to CDYSL. Please allow 1 week lead time from request to submit roster to submission of roster and once submitted to CDYSL process can take up to 4 weeks during busy season of Feb – March.
3. When player cards are returned from CDYSL the Registrar will coordinate with you.