



## Team Registration

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The SVU Academy

### US Club Soccer Team Registration DETAILS

Managers are responsible for team registration, the official team roster and player passes. You can accomplish these through the US Club Soccer website. The policies and procedures for registration are specific and must be followed exactly in order for your team to be eligible to play any sanctioned games.

1. First gather all the necessary documents from each player:
  - Birth Certificate or old player pass
  - Photo of player
  - Medical Release Form
2. Go to [www.usclubsoccer.org](http://www.usclubsoccer.org) and begin registering your team. You will need to scan in birth certificates. Once all players are entered, order player passes. They will be delivered electronically within 96 hours.
3. You will also need to make sure your coaches have passes. They may/ may not complete this process themselves.
4. Assemble player passes. Bring them to Printing Express to be laminated. Cost can be charged to the SVU account.
5. Print official rosters – one copy for manager/ one copy for coach.
6. Return birth certificates to players.
7. Keep medical release forms and player passes in your manager notebook.