

**US Club Soccer Instructions  
Ukrainian Nationals 1527  
(old USCS ID 879)**

**\*\*Please note that you must use the web browsers Google Chrome or Firefox in order to have all functionality on the US Club website.\*\***

## **US Club Registration**

### Information needed for Team

In order to register the team the following information must be provided to the registrar:

- Birth Year
- Team Name
- Male/Female
- Name of individuals that you want listed as head coach, assistant coach and manager

### Information needed for Coaches/Manager

In order to register the coaches/manager (for each one that you want carded and/or to have access to the system) the following information must be provided to the registrar:

- Legal Name
- Email
- Preferred phone (home or cell)
- Address
- Role (coach, asst or manager)
- Picture (head shot like the one you use for the kids): JPG or PDF (under 3 MB in size)
- Risk assessment (instructions below).

\*The registrar must have all but the risk assessment prior to entering a new staff member.

Adding staff immediately generates an email with log-in information to that individual (<http://www.usclubsoccer.org/>). Please verify the team name and age group in particular if you are a returning team. Contact the registrar if the team information needs to be changed.

*Note:* Each staff member needs his or her own granted access into the system. Do not share log-in credentials with another staff member.

### Registering Players

One of the coaches or managers must enter the information for the players and then upload their picture, birth certificate and registration/medical form. Here is the information you need for each player:

- Legal Name
- Primary Phone number
- Address
- Date of birth

- Jersey #
- Picture: JPG or PDF (under 2 MB in size); If necessary, rotate photos before uploading.
- Birth Certificate: JPG or PDF (under 2 MB in size)
- Youth Player Registration Form & Medical Treatment Authorization Form (#R002-Y) (see instructions below): PDF

**Notes:** When you click “add player” if you receive a warning stating the “this player may already be a part of this organization”, please click cancel and contact the Registrar. Please do not override existing player or staff information with another player or staff. Each individual must be added as a new user.

Once everything is entered, notify the registrar and request that passes be ordered. You MUST have all photos, proof of birth and Registration/Medical Waiver forms uploaded prior to passes being ordered. DO NOT check “certify on file” as the Ukrainian Nationals registrar needs to verify that you have the Registration/Medical Waiver form. In addition, credit card information or a check must be sent to the registrar for the cost of the passes prior to placing the order (see “Cost” below).

If a player is carded with another Club, the family must contact (or at least be copied on all communication) their old team and registrar of the former Club to request their release. Please remind them that releasing a player from a “team” is simply moving them to “Open” status; this does **not** release the player from their organization.

US Club asks that you allow 2 weeks for the cards to be approved. While they are usually completed in much less time, please plan accordingly by requesting passes well in advance of the necessary event. Following approval, the passes will be emailed and you will have to print them on 60-110 lb card stock, cut them out and laminate them. There is no "pre-printed stock" like there is with EPYSA. For the card to be considered valid, it is a requirement to have a photo prior to lamination.

## **Risk Assessment**

Each coach and manager must complete the following items before their pass will be approved [these links can be found by going to the main website <http://www.usclubsoccer.org/> (do not log-in), clicking on the resources tab and then staff registration]:

1. **Complete Sideline Sports Doc online course (\$5)**  
[sidelinesportsdoc.com/usclubsoccer/]  
All coaches and staff members registering with US Club Soccer must complete this course each time a background check is required (approximately every two years). Users will receive a confirmation number when the course is complete, which must then be entered into the corresponding background screen application (see #2 below). This step must be completed by the person registering with US Club Soccer.
2. **Complete background screening (\$18)**  
[https://usclubsoccer.sportngin.com/register/form/989296367]

This step must be completed by the person registering with US Club soccer. Make sure you have all necessary clearances as required by PA law (Act 153) prior to beginning the background screening. Each document should be saved separately as they will be uploaded individually.

- Please note that our Club is "Ukrainian Nationals – 879-1527"

## **Player Registration and Medical Treatment Authorization Form**

Each player must complete the Player Registration and Medical Treatment Authorization form. Unfortunately US Club Soccer has a different form and will not accept the medical waiver from EPYSA. Here is the link:

<http://www.usclubsoccer.org/resources/forms-documents-center/> then click on the following form:

[#R002-Youth | Youth Player Registration & Medical Treatment Authorization Form \(.doc\)](#)

Please note at the top of the form each player should list the following:

*Club Name:* Philadelphia Ukrainian Nationals, Inc.    *City:* Horsham    *State:* PA

*League Name:* List primary league.....MSSL-MAPS (CJYSA) or EDP (CJYSA)

The rest of the personal/medical information should be filled out completely and then the parents need to print and sign the form in two places. The player also needs to sign at the top. The document should be saved as a PDF file.

The coach must keep the originals on file in the event of an emergency or a request from a league official. The CLUB requires these forms to be completed on an annual basis so that we have the most current contact and insurance information.

## **Cost**

The cost for US Club pass-cards are as follows:

- Staff: \$25.00 each (valid for 2 years)
- Youth 11 and below: \$18.00 each
- Youth 12 through 19 \$24.00 each

The costs must be paid when the order is processed, so please be prepared to provide a credit card. If you must use a check please send it to the following address, leaving enough time for the check to be deposited and clear prior to placing the order:

Cheryl Morris  
3818 Lucy Drive  
Doylestown, PA 18902

## **Updating Photos**

If you need to change a photo of a coach/player and are having trouble, follow these instructions closely:

- Log into your US Club website and clean out your Internet History and cookies.
- Log out and then log back into the website.
- Try updating one of the photos. When you view the coach/player and it looks like it hasn't updated log out and come back in and see if the updated photo is there (The system remembers the old photo until the cookies and history are deleted for each coach/player). When you log back in, and the screen refreshes, you should see the updated version of your photo.

\*If this does not work we can order the pass without a photo and then upon receipt of the pass you can glue one on prior to laminating it.

## **Passcards**

Once the passes are ordered, the registrar will be notified when they are approved. The registrar will download the passes and send a PDF to the manager.

Player passcard renewal requests that meet certain requirements may be automatically approved. These passcard requests will be approved almost instantly, as additional processing by US Club Soccer administrative staff is not required. New players and all staff approvals will be delayed until Proof of Birth or background checks are verified.

If there are issues with a player's information, the registrar will be notified. Issues with a staff member are typically communicated directly to the staff as it is usually personal in nature. Please resolve these issues promptly so that passcards may be approved. After a 3 month period of no response, the request will be removed from the system, with no refund.

## **Rosters**

Competitive registration is not complete until passcard requests have been approved and processed by US Club Soccer administrators. Then, the official roster and passcards (with expiration dates) can be printed.

The "official roster" is the default roster and includes all of the players on the team. In order to print a roster, follow the instructions below:

- Log-in to US Club soccer
- Click on the "Manage" button
- Click on the "Teams" tab
- Select the appropriate team
- Click on the "Rosters" tab
- Select the roster you want to print (or click "Manage" to update jersey numbers or add/remove players from that roster)
- Click "Print"
- Save or print the roster as needed

Additional rosters can be created for games, events and tournaments using a select group of players from the team. You can create a new roster by following the instructions below:

- Log-in to US Club soccer
- Click on the “Manage” button
- Click on the “Teams” tab
- Select the appropriate team
- Click on the “Rosters” tab
- Click on “New Roster” at the top right of the page
- Name the roster (i.e. EDP roster) and then click “submit”.
- Click the “manage” button next to the appropriate roster.
- Select a player and click “edit”
- Enter the jersey number and click “save”
- After entering all jersey numbers, click the “roster” tab again
- Click “print” next to the appropriate roster
- Save or print the roster as needed

### **Releasing Players**

In order to release a player from the Ukrainian Nationals US Club roster, the registrar must have permission from the Coach/Team Manager. This will confirm that the player is in good standing. Once a player is released his/her player pass is no longer valid.