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| ASA_Logo_smalljpg | **Guide to Adding Players to**  **Travel Team Rosters after Club Tryouts**  Arlington Soccer Association (ASA)  August 2017 |

**STEPS FOR ADDING ADDITIONAL PLAYERS AFTER CLUB TRYOUTS**

* Player contacts team and expresses interest in the team
* Coach or Team Manager confirm, via Player’s Birth Date, that the player is eligible for the age group.

*Club’s Playing Up Policy:* No player will be selected for an older age group, unless the technical staff determines that the player’s soccer development needs will not be met within their own age group. Players must receive approval from their Age Group Director to tryout for an older age group team. ASA’s Director of Travel Coaching shall approve all roster offers for players eligible to play up.

* If player is transferring during the soccer seasonal year (after initial rosters have been approved) the Coach or Team Manager must confirm if the player is coming from another travel club. If the player is coming from a Club Champions League (CCL) club the player will not be able to transfer to your team (per CCL rules). Consult your AGD for details. Players coming from non-CCL club’s must have been officially released from their current team roster by VYSA (note: VYSA and current club do not automatically approve releases and my deny a releae, players must be in good standing with their club).

**If the player is 1) age-eligible and 2) not transferring from a CCL club they may be evaluated by the coach.**

* After Coach evaluates player they consult with the team Age Group Director (ADG) for final approval on player. The AGD will need to know:

1. Players Name
2. Players Date of Birth
3. Player’s Grade in School
4. Players experience (rec player, travel player and if Travel what club are they coming from)
5. Why Coach would like to add player to the roster

* Once AGD approves the player, Coach makes offer to player
* AGD notifies Travel Soccer Administrators with approved player name and team name
* Coach or Team Manager contacts Travel Soccer Administrators (Jennifer Kosko or Bonnie Johnson) to inform them that their AGD has approved a new player to be added to the team roster. The Travel Soccer Administrators will need to know:

1. Team Name/Age Group
2. Player Name
3. Parent’s Email Address

*Note: The Travel Soccer Administrators cannot begin the registration process until/unless the Age Group Director (AGD) has approved the player add.*

* Travel Soccer Administrator emails family and:
* Works through the club registration process with the family
* Once the family has registered with the club and made their club fee payment an email is sent to the family and the team manager, coach and team registrar are cc’d on the email. This email will indicate the player is ready to be rostered.