

## US Club Soccer Registration Procedures

You will need to collect a **US CLUB Soccer Player Registration Form** for **ALL** players that you will **maintain in your files and carry to tournaments**. You will need to have copies of birth certificates on ALL players as part of your registration, which you will also maintain in your files and take to tournaments, along with your Medical Release forms.

In order to roster your team for the 2011-2012 season, I will need the following:

- **For staff:** cover sheet containing those staff you wish to include on your roster (2 spots for coach and assistant coach; 1 spot for a manager)
- **For Players:**
  - **Player Registration Form.** Please double-check the birth dates against the birth certificates for errors.
  - **New player's birth certificate.** The birth certificate will be uploaded to the player's profile. Please make sure you have all player's birth certificates.
- **Staff Background Checks** for coaches/managers must be completed online. I will send information to the staff you list on your cover page.
- **Payment for passcards:** US Club Soccer requires that the passcards be paid for in advance online. A credit card will be required when I request the passcards. You can either email your info to me at [shell9521@aol.com](mailto:shell9521@aol.com) US mail it to me, or call me with the info 601-259-5010. Since I have so many phone calls, I would prefer to receive credit card information when you get me your registration forms.
  - **Card type**
  - **Name on card**
  - **Card number**
  - **Expiration date**
  - **Security code from back of card** As soon as the Background Checks are completed for your team, I will be able to request passcards using your credit card information. Your credit card will immediately be charged for the number of passes requested.

### Fees:

\$14.00 per player (younger than U12)

\$18.00 per player (age U12 and older)

\$10.00 per coach and manager.

The passcards/staffcards will be emailed to me, and I will contact you as soon as I have printed the cards to coordinate how you wish to receive the cards. You will then process the cards (player's/staff's picture--no signature required) and laminate the card either at the office supply store (Office Depot or similar) or by using the laminate pockets that can be purchased at the office supply store.

If you have any questions, email me at [shell9521@aol.com](mailto:shell9521@aol.com). When you get me the US Club forms and birth certificates for your rosters, you will also need to send the JFC Division 1 player registration form (one per player) in along with one team check for \$140 per player made payable to JFC for the annual registration fee. All US Club forms and birth certificates will be returned to you and should be kept in a notebook for use at all tournaments. All forms and money need to be turned in no later than August 15. The address to mail this information:  
JFC

Attn: Division 1 Rosters

PO Box 12873

Jackson, MS 39236

Thanks!

Michele Tharp