

## Check List for Roster Changes

Use a copy of this checklist when requesting changes to your approved roster. Attach this checklist to the outside of the envelope.

**Team Name:** \_\_\_\_\_ **Club Name:** \_\_\_\_\_  
**Club Rep:** \_\_\_\_\_ **Telephone #** \_\_\_\_\_  
**Team Contact Person:** \_\_\_\_\_ **Telephone #:** \_\_\_\_\_  
**Age Group:** \_\_\_\_\_ **Contact Email:** \_\_\_\_\_

### Addition of Player

Two (2) copies of audit reports  
Original and two (2) copies of new Team Roster printed from Youth Leagues  
Original and two (2) copies of new State Cup roster, if applicable  
New Member Pass/Membership Card  
Proof of birth date  
International Clearance/International Waiver, if applicable

### Release of Player

Two (2) copies of audit reports  
Original and two (2) copies of the new Team Roster from Youth Leagues  
Original and two (2) copies of the new State Cup Roster, if applicable  
Member Pass for Player and Original roster  
Original and three (3) copies of Player/Team Status Form requesting the release. Fill in appropriate blanks in State Cup block. Check that all blanks, dates and signatures are filled in for each block used.

### Transfer of Player

Two (2) copies of audit reports  
Original and two (2) copies of the new roster printed from Youth Leagues  
Original and two (2) copies of the new State Cup roster, if applicable  
Player/Team Status form showing player has been released from previous team  
Original and three (3) copies of Player/Team Status form requesting the transfer. Fill in appropriate blanks in State Cup block. Check that all blanks, dates and signatures are filled in for each block used.  
New Member Pass / Membership Card  
Member Pass from previous team

\*\*\*The Club Rep Person **MUST** approve roster on Youth Leagues, check your envelope and deliver your envelope to the Assigned League Registrar. Allow five (5) days for this process to be completed at the Assigned Register level.

### VYSA Team/Player Status Form

Go to [www.vysa.com](http://www.vysa.com). Click on Forms on the left. Then select Roster Change Form (releases or transfers) VYSA Team/Player Status.