ROSTER INSTRUCTIONS

The copy of a sample roster is on the GLCSL website, here are the directions to accompany the sample. Be sure to use the Landscape Orientation for rosters.

The first column is for new or returning players. In the Fall all players and coaches are New. The Spring season only players and coaches that did not participate in the previous season are rostered as New.

Teams are made of the club name, age, boys/girls and team number (Example 1, 2, 3 for multiple teams in an age group.). The sample is: OV15B1 OV United is the club, 15 is the age group, this is a boys team (Can also be used as a coed team) and it is team #1.

The coaches are listed first with the head coach, then the assistants. List the FULL Legal name of each coach. This name must match with his/ her Risk Management. The rule of thumb is to use the name listed on their drivers license. I only need 1 phone number so give the number that is the best to reach him/her. Include the date of birth to match up the Risk Management and if they have a RM number give the expiration date. Finally give me the email for the coaches only. If the coach does not have a current RM this information will allow me to begin the process directly with the coach.

The players are to be listed alphabetically by last name, then first name. (See the 2 Smith boys in the sample roster.) Use the same first name every season, example Joe, Joey or Joseph. Feel free to shorten the city names, N Musk, Rav, GH for instance. Phone numbers with area code can be left out if they are all the same. I will use 231 unless noted. Date of birth in necessary to roster any player.