

## REGISTERING ONTO A TEAM ROSTER

Players must have a US Lacrosse membership with an expiration date after June 30th of the season in which they plan to play. If the date is before June 30th they will be unable to register and will have to renew their membership. The new expiration date will be one year from their **current** one.

Players cannot **DRESS** for a "Division Game" with a team unless they are on the team roster. If they **DRESS** and are not on the roster, the team forfeits the game and is fined; and they can be declared ineligible to play in the American Lacrosse League for the remainder of the season and future seasons.

Players can register onto a roster until 3 PM on the Friday before the **first** "Division Game" of a team's division. At 3 PM, registration closes until midnight Sunday after which they can register until 3 PM on the Friday before the **second** "Division Game" of a team's division. At 3 PM registration closes until midnight on Sunday after which they can register until 3 PM on the Friday before the third "Division Game" of a team's division. **After that date there is no further roster registration for any team in that division.**

**NOTE: Closing dates for registration are not based on the schedules of individual teams but on the schedule for the entire division. Byes and postponements DO NOT change the dates.**

### DIVISION:

Date of the Friday before the first "scheduled" Division Game of the division-----

Date of the Friday before the second "scheduled" Division Game of the division----

Date of the Friday before the third "scheduled" Division Game of the division-----

When signing onto a team roster, players will have to sign the **League Player Waiver Form** and the **League Letter of Intent**. These forms are part of the Roster Registration Program.

1. Go to the league website - [www.americanlacrosseleague.org](http://www.americanlacrosseleague.org)
2. At the bottom of the "Home Page", click on "Roster Registration".
3. Enter your name **EXACTLY as it is on your US Lacrosse Membership Card**, your date of birth and your **five digit** zip code. Click on "Validate Information".
4. The program will now interface with the US Lacrosse database and determine if you are a member of US Lacrosse and if your expiration date is after June 30th of the season. When your member information is validated your US Lacrosse information will come up.
5. Select the Division of the team and then select the team. Click on "Sign Up".
6. The League Waiver Form will come up. **Read the Waiver Form thoroughly.** Checking the box at the bottom of the Waiver Form constitutes signing it. Click on "Continue". The League Letter of Intent" will come up. **Read the Letter of Intent thoroughly.** Checking the box at the bottom of the Letter of Intent constitutes signing it. Click on "Continue".
7. A page will open with two sections. The first section states (*year*) USL Record Found". The second states (*year*) ALL Record Found" and indicates the team you have signed onto.
8. You can register onto the roster of another ALL team as long as you have not **dressed** for a Division Game with the first team. **An exception to this is, if the team has reached its roster limit of 40 players and you are "cut" by the team in order to make room for another player prior to the final registration you can sign onto another team. You must delete yourself from the first team.**
  - a. **The team cutting you must notify you, their Division Coordinator, their Conference Director and the League Commissioner by e-mail that you have been "cut".**
  - b. **The Division Coordinator shall check the roster of the team to ascertain that keeping the "cut" player would put them over the 40 player limit.**
  - c. **Once this is determined the Division Coordinator shall notify all teams in the Conference that the player "dressed" for Division Games and but is eligible to sign onto another team.**

d. If a dispute arises between a team and player the League will address it on a case by case basis by forming a special committee created by the Conference Director in which the team and player will participate. The decision of the Special Committee shall be final.

9. To delete yourself from a team, follow steps #1, #2, and #3. Your registration onto the team will come up. At the far right click on "remove (*season year*) record". You are now deleted from that team and can sign onto the roster of another team. **To delete a player after the final date for registration a Conference Director must notify the League webmaster to delete him.**

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### **PROBLEMS THAT CAN OCCUR WHEN REGISTERING ONTO A ROSTER**

The majority of problems that players have when registering onto a team roster are due to their failure to thoroughly read the instructions on the first page of this file. Most of the mistakes that are made are:

1. Trying to register when registration is closed.
2. Using a wrong first name (Bob instead of Robert or Andrew instead of Andy).
3. Using a middle name, middle initial, Sr. or JR. when those designations are not on the US Lacrosse membership card or failing to use a designation that is on the card.
4. Using a punctuation mark that is not on their membership card or failing to use a punctuation mark that is on the card.
5. Entering an incorrect DOB or Zip Code from what US Lacrosse has.

Players can check their information by using the hyper link below. If using the hyperlink does not indicate that they are in the database, then they should either call or e-mail US lacrosse and request confirmation as to their membership.

### **HYPER LINK TO VALIDATE INFORMATION IN THE DATABASE**

Press "CTRL" and while continuing to press on it, click on the link below

[US Lacrosse Membership Validation Link](#)

### **US LACROSSE CONTACT INFORMATION**

Membership phone: 410 - 235 - 6882 ext. 102

Membership e-mail: [membership@uslacrosse.org](mailto:membership@uslacrosse.org)

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A problem that occurs at times is when correct information is entered and after clicking on "Validate Player Information" the computer just sits and nothing changes on the screen. This is because the player has two membership accounts. The player has to contact US Lacrosse and have the accounts merged.

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**If none of the above solves a registration problem, the players Division Coordinator is to be contacted and he will contact the League Website Liaison at [laxcomm@juno.com](mailto:laxcomm@juno.com). Players, team representatives and Division Coordinators are not to contact the webmaster.**

**3/8/19**

