

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
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. You must delete yourself from the first team before you can sign onto another team.
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.**

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

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.

The registration closing and opening dates are not based on the schedules of individual teams. They are based on the schedule of the Division. Postponements and byes do not extend the registration dates. Registration closes at 3 PM on the Fridays before the first, second and third **scheduled** "Division Games" of each division. When registration closes on the first and second Fridays it reopens at midnight on the Sunday after the closings. **After registration closes on the third Friday it is closed for the season for all teams in that division.**

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. Players, team representatives and Division Coordinators are not to contact the webmaster.

