

PROCEDURES FOR VCCL PROVISIONAL ROSTERS

APPROVED VCCL PROVISIONAL ROSTERS

1. U19 Provisional Roster [Fall Only]: allows U19 players to participate in league play while maintaining the eligibility of the rest of the team to play in U18 State Cup. U19 players are rostered and released prior to State Cup freeze date to allow team to play in U18 State Cup.
2. U14 Provisional Roster [Spring Only]: allows U14 middle school players playing up on the U15 team to play with their true age group without being released from the U15 team.
3. U14/15 Provisional Roster [Spring Only]: restricted to true U15 players who are not yet in high school.

THE INITIAL ROSTER

Each club will receive gold paper to be used for printing Provisional Rosters.

The League Registrar will create the initial Provisional Roster and approve it at the TEAM level. The initial Provisional Roster will then be processed in the same manner as the initial League Roster – club and league (Assigned Registrar) approval. NOTE: The system will send to the Primary Team Contact an ID/PW for the Provisional Roster. This ID/PW is not required to access the Provisional Roster. See previous page. **The Primary Team Contact should not use the ID/PW for creating the initial Provisional Roster.**

1. To request a Provisional Roster, email the following information to the League Office at vccladmin123@gmail.com:
 - A. the name and email address of the person who approves rosters at the club level
 - B. the name and team number of the team requesting a Provisional Roster,
 - C. the name and player id number of the each player to be added to the team on the Provisional Roster,
 - D. the jersey number each added player will wear on the provisional team.
 - E. If requesting a U14/U15 roster, a statement must be sent from the VCCL Primary or Secondary Contact that the U15 player is not yet in high school.
2. The League Registrar will create the Provisional Roster and approve it at the CLUB level.
3. The League Registrar will notify the person in A. above that the roster is ready for printing and approval at the club level.
4. The Club will print the initial Provisional Roster on the gold paper provided by the league and approve the initial Provisional Roster at the CLUB level.
5. The initial Provisional Roster is then given to the Assigned Registrar for his/her signature and date. The bird stamp and the embosser are not used on the Provisional Rosters.
6. The approved initial Provisional Roster is returned to the team.

Game Day Rosters can be printed for Provisional Roster from the online registration system.

All adds, releases and transfers to the League Roster must be made to the Provisional Roster at the same time. (See next page for procedure.)

PROVISIONAL ROSTERS MAY BE USED FOR LEAGUE PLAY ONLY.

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UPDATING THE PROVISIONAL ROSTER

All adds, releases and transfers to the League Roster must be made to the Provisional Roster at the same time.

Updating the Provisional Roster:

1. Make all changes to the League Roster first. This is especially important if adding a new player who is not in the system. Then return to the Search Menu to access the Provisional Roster.
2. The procedure for making changes to the Provisional Roster is very similar to making changes in the League roster. Make NO changes to the Provisional Roster unless the same changes are being made to the League Roster. Changes that can be made:
 - a. Edit (view/edit) jersey numbers, add a player with a current pass, and release a player.
 - b. Edit (view/edit) team officials and add team officials. NOTE: There are no team aides on the Provisional Roster.
7. Once all changes have been made, print one copy of the roster on gold paper.
8. Submit the new Provisional Roster and the old Provisional Roster along with the League Roster changes for approval at the club level.
9. The new gold Provisional Roster, signed and dated by the Assigned Registrar, will be returned to the team along with the new approved League Roster.

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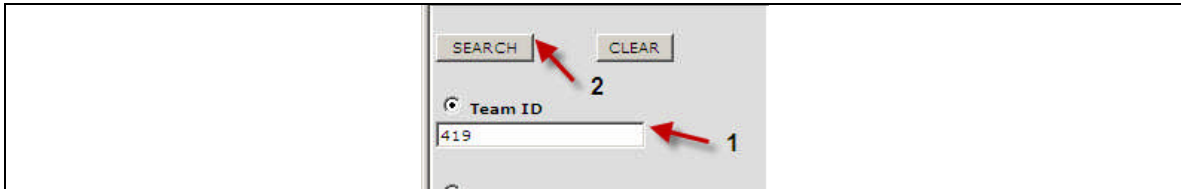
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ACCESSING THE PROVISIONAL ROSTER

1. Log on to the Online Registration System and click “Continue” to select the default option, “Access Team Management.”



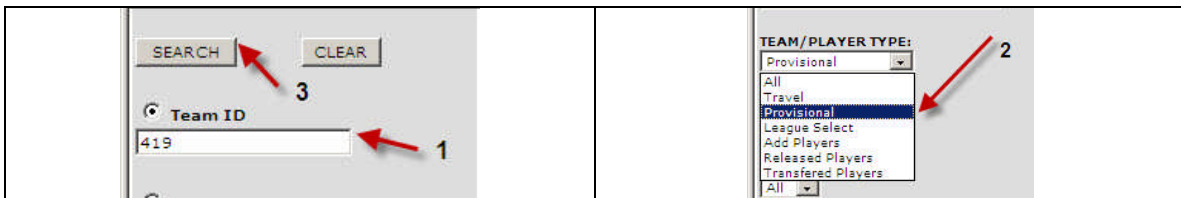
2. Enter Part of the Team ID and click “Search.”



3. The Provisional Roster(s) will be retrieved along with all rosters with the same Team ID above:

SELECT	Club Name	Team Name	Team ID (Team Type)	Age Group	Travel League	Team Status	Club Status	League Status
<input type="radio"/>	FC Richmond	FCR MAGIC '92	419FCR91B01 (Provisional)	U19 Male	Virginia Club Champions League	Team APPROVED	Team APPROVED	Team APPROVED
<input type="radio"/>	FC Richmond	FCR MAGIC '92	419FCR91B01 (Travel)	U19 Male	Virginia Club Champions League	Team APPROVED	Team APPROVED	Team APPROVED

NOTE: To retrieve only the Provisional Roster(s), enter part of the team number in the Team ID box, select “Provisional” as the “Team/Player Type” and click “Search.”



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