

Roster Procedures for the Eastern PA & New Jersey USSSA Youth Program

Information Regarding the Online Roster

1. Any team participating in at least one USSSA tournament is required to enter its roster online, and must send it to the State Youth Office in hardcopy form with all player and parent signatures.
2. To begin entering the players onto the roster, login to the ISTS system at www.ussa.com using your team's ID and password. Then choose "Roster Adds and Updates", agree to the affidavit on the following page, then begin adding players. Keep in mind that you do not have to add all your players at one sitting. You can add to your roster periodically.
3. At no time may a player be on the rosters of two different teams at the same time.
4. Once the team roster has been completely entered online, click on "Printable Roster" and print off a copy. It needs to be signed by all the players and parents, regardless of the age bracket, then submitted to the State Youth Office (SYO) at least two weeks prior to the team participating in its first USSSA sanctioned tournament. Teams should keep a signed copy for themselves and send the one with the original signatures to the SYO. **PLEASE DO NOT SEND THE ROSTER TO THE NATIONAL OFFICE IN FLORIDA.**

Additional Roster Items

5. Birth certificates do not need to be filed with the SYO, but legible copies must be kept with the team at all times.
6. College players may only play on 18U Major teams. This includes Division II, III and JuCo players, but excludes those that played solely on college club or intramural teams.

Adds, Pickups & Releases

7. Throughout this document the term "add" refers to adding a player to a team's roster who has not yet signed another USSSA roster. The term "pickup" refers to adding a player that has currently signed another USSSA roster. "Release" refers to a player being removed from a signed USSSA roster in order to join another team.
8. All roster changes must be approved through the SYO. Individual tournament directors do not have the authority to approve any roster changes unless specifically given such authority by the SYO.

9. A team may not add or pickup any players on Friday, Saturday or Sunday during a weekend in which the team is participating, even if no games are scheduled for Friday.
10. A team that has not yet qualified for a World Series (WS) berth may add un-rostered players freely to their roster. To do so, the manager should add the player to the online roster just as was done with the original players. Once the player has been added, the manager prints off the roster again, but this time only gets the added player and her parent to sign it, leaving the spaces for all the other player and parent signatures blank. The manager then sends in the roster with just the added signatures and it gets attached in the office to that team's original roster. This assumes the player that's being added is not currently on another team's roster.
11. If an unqualified team wishes to pick up a player currently on the roster of another team, the team from which the player is being picked up must also be unqualified.
12. Once a team qualifies for WS its roster becomes "frozen". That team then becomes classified under the provisions listed in the Classifications section below, even if the team chooses not to accept the berth. Once frozen, however, teams may add or pickup up to two additional players, under the following conditions.
 - a. A team that is classified "A" may add or pick up any player.
 - b. Prior to the State Tournament, a team that is classified "B" may add or pickup any player other than a player that was on an "A" team at the time the "A" team's classification was established.
 - c. After the State Tournament, a team that is classified "B" may pickup any player other than a player that was on an "A" team at the time the "A" team's classification was established, provided that player has played in at least one USSSA sanctioned event.
 - d. "Frozen" teams may delete as many players from their roster as they wish, but they are still only allowed to add or pickup two players prior to the WS. In other words, teams may not drop additional players in order to add or pick up more than two.
13. Before a team can pickup a player that has signed another USSSA roster, that player must complete a Player Release Form (PRF) and submit the form and a \$15 player transfer fee to the SYO by the Thursday before the weekend that the player wishes to participate with the new team. Both the PRF and fee must be received (either by mail or by drop off) prior to the release being official. Once the PRF has been validated in the SYO, the SYO will delete her from her original team, the PRF will be affixed to the new team's filed roster and the new team's manager can add her onto his roster. A PRF can be obtained by clicking on [Player Release Form](#). Players may only be released and picked up one time prior to the WS. All monies received as player transfer fees will go directly into our local USSSA Scholarship Fund.

14. When a player declares she no longer wishes to participate on a team whose roster she has signed, that player must return all equipment, uniforms and similar items that were distributed to the player specifically for the 2007 season. The player must return these items within 7 days after notifying the team manager, either verbally or in writing, of her intention not to play. All monies that the player has deposited with the team or has earned as part of fundraising campaigns will remain with the team. Once all the items have been returned to the old team, the manager of that team must sign the player's PRF. By signing that form, the manager is stating that all items have been satisfactorily returned and that he/she is granting the unconditional release of the player. The purpose of having the manager of the old team sign the PRF is not to give him the option of preventing the player from re-signing onto another team, but rather to signify that he has received all required equipment and that the player is leaving in good financial standing.
15. Alternatively, if a manager informs a player that the manager intends to remove the player from the team roster without the player's mutual consent, then the team must return all money deposited by the player with the team within 7 days of such notification. Any money earned through fundraisers, however, would remain with the team. The manager is then obligated to sign a PRF for the player.
16. Any conflicts resulting from player/manager relationships involving releases will be resolved by the SYO.

Classifications

17. A team that wins a qualifying tournament will be classified as "A" (unless it is a "B" or "C" classified tournament), whether or not that team chooses to accept the "A" berth. A team that earns a berth but does not win any qualifying tournaments will be classified by the berth it chooses to accept, either "A" or "B". If such a team chooses not to accept either berth, then the SYO will determine that team's classification. Any team that has yet to win a berth will be considered unclassified.