



MASSACHUSETTS STATE CUP Instructions for U.S. Youth Soccer National Championship Roster

A copy of the required roster for participation in all Massachusetts State Cup competition events is available at the end of these instructions. By following these instructions, you will be able to complete the roster on-line and email the form to the Massachusetts Youth Soccer office. Please read the instructions carefully. Failure to follow these instructions will result in the form being returned to you without the approval of Massachusetts Youth Soccer and your roster will be considered invalid for any and all State Cup competitions.

HELPFUL HINT: PRINT THESE INSTRUCTIONS TO USE AS A GUIDE BEFORE YOU COMPLETE YOUR ROSTER

Note: When completing the roster form, please use your mouse to locate your spot on the form. Do not use your Tab button.

- Click on the US Youth Soccer National Championships roster at the end of these instructions.
- Once the form has opened, save it as a WORD document in the file of your choice.
- Close the MAYouthSoccer.org website. Open the file in which you saved the roster form.

On the top portion of the form, type all requested information. Enter...

- Your team (club) name
- Enter your team's age group
- Select your teams gender by placing an "X" in the box next to either "Boys" or "Girls".
- Enter the team's coach's name, cell telephone number, email address
- Enter the names of Assistant Coaches and/or Trainer along with their cell number and email address
- Enter the team manager's name, cell telephone numbers and email address.

In the section pertaining to player information

- Players must be listed in alphabetical order by last name.**
- Jersey #.** Enter each player's primary uniform number.
- Player:** Enter Players' names, last name first. Names must match the name on the player's pass card. Example. "James Smith" on both, **NOT** "Jim Smith" on one and "James Smith" on the other.
- Birth Date:** Enter each player's date of birth in the MM/DD/YYYY format (e.g. 06/02/1998)
- State:** List state in which the player resides
- Transfer Player.** Any player who was on the roster of a different club/state after September 1, 2015 MUST be indicated with an "X".

At the bottom of the roster form is a space reserved for the Coach's or the Manager's signature. The Coach or the Manager should type their name. Type in the date.

After completing the form, please proof read it carefully and correct any errors or inaccuracies. Save the form.

Email the completed roster in MS Word Format as an attachment to **Terri Filippetti** at:

tfilippetti@mayouthsoccer.org

The Massachusetts Youth Soccer office will review the completed roster. If any corrections or inaccuracies are noted, they will contact you. If no corrections or inaccuracies are noted, Massachusetts Youth Soccer will affix the appropriate signature and return the roster to you. You are then authorized to print your roster to present at your matches.

To access the U.S. Youth Soccer National Championship Roster, [click here>>>](#)