

## Verifying a College Roster

In order to participate in the 2020 College Series, your team’s roster must be verified by your school’s registrar. To create your roster to submit to the registrar, follow the steps outlined below:

- 1 Login here:  
<http://play.usultimate.org/members/login/>




- 2 Click “Go To My Team Manager Account”.
- 3 Select the appropriate team under “Team Name”.

- 4 Click “Manage Team Personnel”.



- 5 Click “Roster for Registrar”
- 6 The roster and instructions sheet will pop-up in a new window and automatically fill in the blanks.
- 7 Print the entire Roster Sheet and the Registrar’s Instructions. Be sure to select “**Shrink to Fit**” when printing, otherwise the roster will not print correctly.
- 8 \*Division III Teams must elect which Regionals pathway (D-I or D-III) they are taking by marking the appropriate check box at the top of the second page. This cannot be filled out digitally and it must be written unless completed with PDF editing software.

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Once you have generated your Roster for Registrar, follow the steps in the checklist below for submission details:

- Turn the Roster Sheet and the Registrar's Instructions into your school Registrar.
  - o Be sure to give the school enough time to verify the students according to the USA Ultimate's guidelines (this can sometimes take as long as three weeks) and get the roster back to you so you can send it in on time.
  - o If your school is a member of an approved consortium, you will need to need to print enough of the Rosters for Registrar to submit one to each participating school's registrar. After each school has verified their respective players, the team needs to send in each rosters to USA Ultimate HQ under the main school's name.
  
- Mail your roster to USA Ultimate Headquarters (address below) so that it is received by 5pm MT, Friday, February 28, 2020. That means that HQ must have it IN ITS HANDS by that time, and not postmarked by then. Faxed or e-mailed rosters will NOT be accepted.

USA Ultimate  
Re: College Roster\*  
Gender Division/Conference/Name of College  
5825 Delmonico Drive, Suite 350  
Colorado Springs, CO 80919

\*If the mailing consists of roster additions after your team registration, please address letter as "Re: College Roster-Additions".

Once your registrar-verified roster is received at USA Ultimate HQ, the verified rosters will be cross-checked with the rosters online. Players that have been verified as eligible by the registrar will have their 'Academic Eligibility' cleared. This will be denoted by a green check under 'Academic Eligibility' on the 'Manage Team Personnel' page.

- o All players on your team roster should review the [USA Ultimate College Eligibility Rules](#) to ensure they meet all academic criteria in order to be eligible.

To determine which Region and/or Conference your team is in, refer to the [Regional Boundaries](#) and [Teams](#) pages.

If you have any questions, please contact Tom Manewitz at [tom.manewitz@hq.usultimate.org](mailto:tom.manewitz@hq.usultimate.org), or USA Ultimate HQ at [info@hq.usultimate.org](mailto:info@hq.usultimate.org) or 719-219-8322.

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### **Rostering FAQ:**

***Do players need to pay their USA Ultimate membership fees before they can be verified by the school registrar?***

No, they do not. A player simply needs to have an existing USA Ultimate account to be included on a roster verification sheet for registrar verification.

***What happens if my team's roster is late?***

Do not be late. Only in those cases that comply with the [School Conflict Exception](#) laid out in the [College Guidelines](#) will late rosters be allowed without penalty. If your team's roster arrives at USA Ultimate after the deadline, your roster will be subject to a late roster penalty and USA Ultimate has the right to deny your team entry into the College Series. It is the responsibility for all team managers to be sure the roster arrives on time. Do not be late.

***Where can I view the status of my team's roster?***

The current status of your team's roster can be viewed on the college division page of the USA Ultimate website: <http://www.usultimate.org/college/default.aspx#teams>.

***Can I handwrite a player's name onto the roster sheet?***

No. You cannot handwrite a player's name on to the roster. If a player's name is handwritten, that player will not be verified as academically eligible. Log back into your USA Ultimate team manager account, add the player to your team personnel page, and re-print the roster before submitting the roster to your school's registrar.

***What happens if I forgot to add a player onto my roster, and only realized this after it was submitted to USA Ultimate?***

If you realized your mistake before the deadline, and there is still time to get the roster to USA Ultimate before the deadline, no harm no foul! Just submit a new roster with that player verified on it. Players previously verified do not require verification. If you realized this mistake after the deadline, contact Tom Manewitz ([tom.manewitz@hq.usultimate.org](mailto:tom.manewitz@hq.usultimate.org)) as soon as possible. There is a \$50 late fee per player after the deadline. No roster additions will be accepted after 5:00PM on March 13, 2020.

***What type of mailing should I use to send my roster?***

You can send your roster in by any mail service that will get it to HQ by the deadline. If you are pressed for time, you be familiar with the [Postal Exceptions](#) laid out in the College Guidelines. We strongly recommend you use tracking when you send your roster and to keep receipts for proof of mailing in case something goes wrong.

***My university will not fill out a USA Ultimate roster verification form, what should I do?***

For universities that will not fill out 3rd party forms, USA Ultimate will accept individual certifications of players so long as they follow the instructions laid out in the College Guidelines: [http://www.usultimate.org/college/guidelines.aspx#Individual\\_Certifications](http://www.usultimate.org/college/guidelines.aspx#Individual_Certifications)