CLUB ADMINISTRATOR RESOURCES

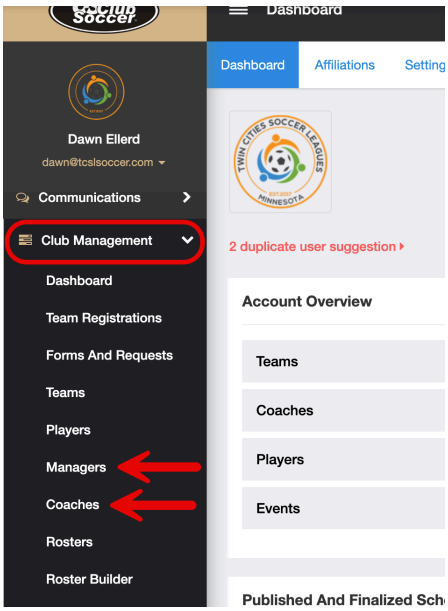
How to Remove Coaches and Managers from Team Rosters &/OR a Club

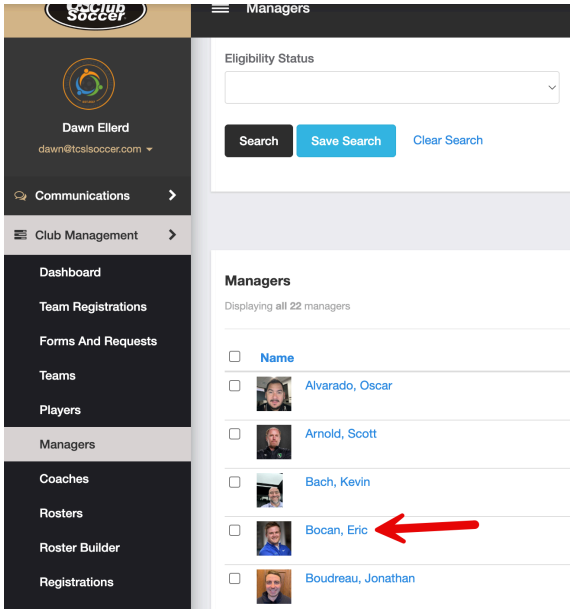
NOTE: When transitioning team rosters BETWEEN soccer years (ie from 2024-25 to 2025-26), please use the process outlined HERE.

If changes need to be made during current soccer year, there are several places Coaches and Managers would need to be removed from team rosters and potentially your club.

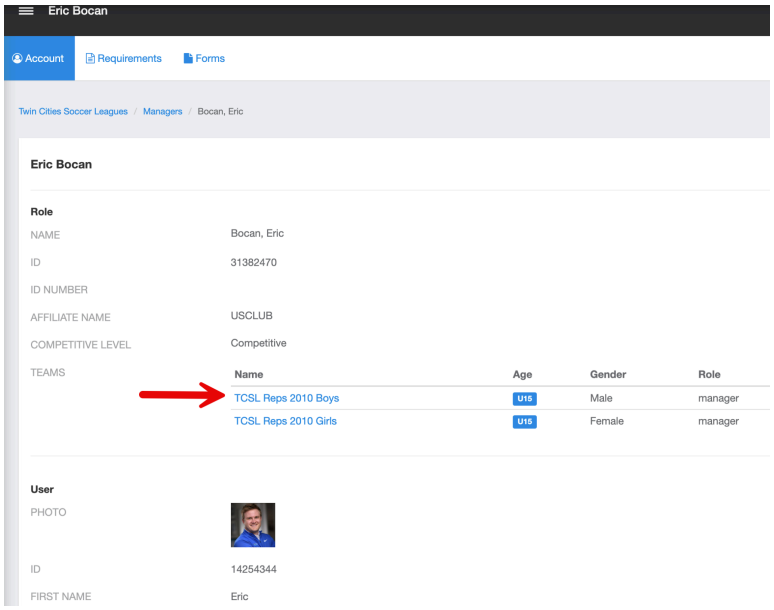
TO BEGIN, log in to your club administrator access in GotSport here: https://system.gotsport.com/.

TO REMOVE A COACH OR MANAGER FROM A TEAM, navigate to the Club Management : Coaches or Club Management : Managers tabs in the left navigation, then click on the name of the coach or manager you wish to remove from the roster in question.

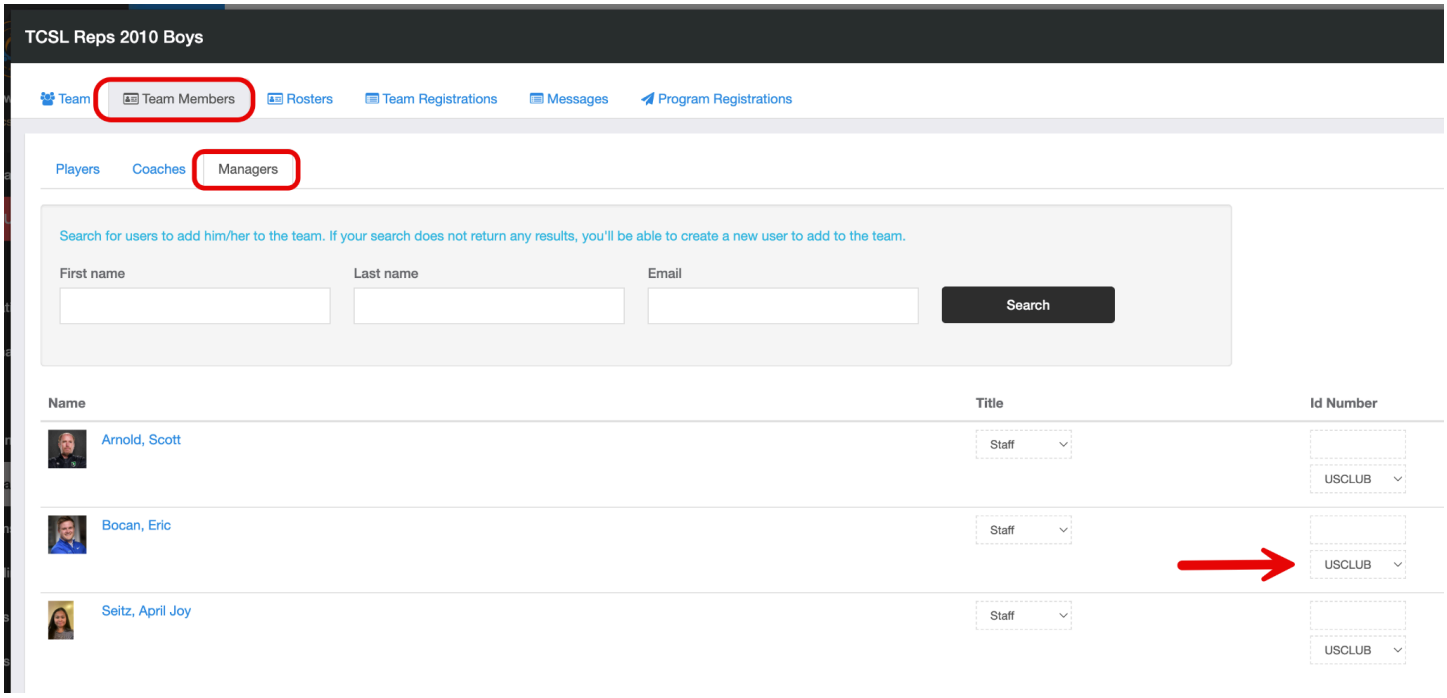




Once in the coach/manager profile, click on the name of the team you wish to remove them from.

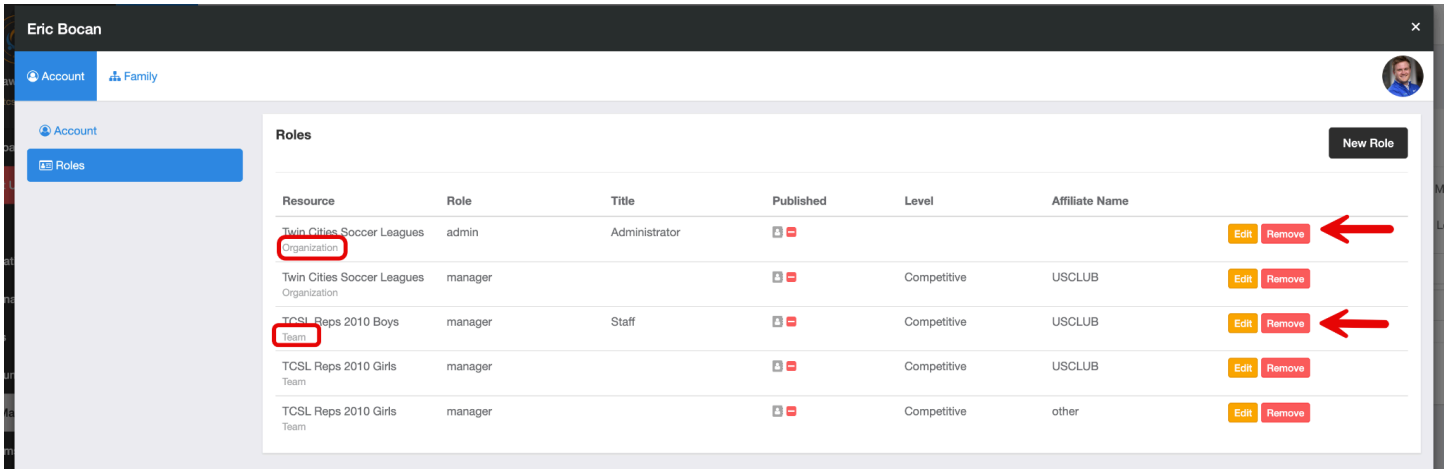


This opens the team profile. Navigate to the Team Members tab, then the Coaches or Managers tab. Check to be sure that the US Club affiliation is set for the individuals here before clicking on the individuals' name. If it is not, set that affiliation before proceeding.



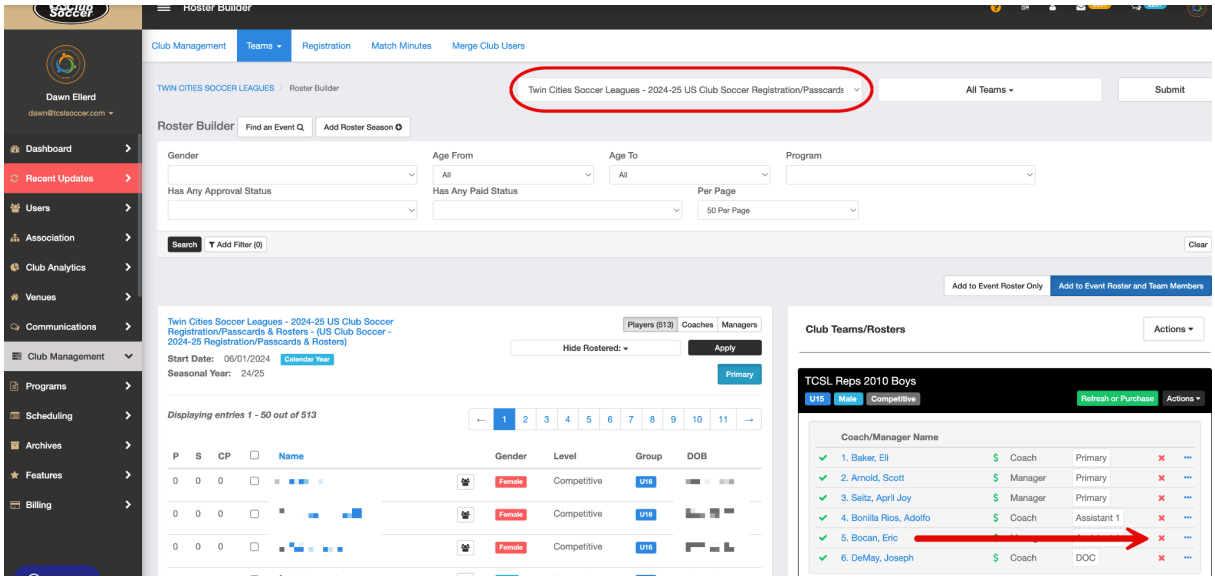
This opens the individual profile where you can access Roles. Once here, you can remove TEAM roles or ORGANIZATION roles.

- Removing a TEAM role will remove the individual as the coach or manager of the team in question.
- Removing an ORGANIZATION role will remove the individual from your entire club.
- If you wish to remove the individual as a coach or manager from ALL teams they are affiliated with AND your club as a whole, you would remove ALL roles affiliated with your club here.



NEXT: REMOVE THE COACH OR MANAGER FROM EVENT ROSTERS IN ROSTER BUILDER

Working in TCSL Passcards & Rosters will remove the coach or manager from all TCSL league rosters. This includes NPL, Fall, Winter, Summer and TCSL Fives event rosters. Click the red x next to the coach or manager you wish to remove from the event roster.



You should also remove them from any other event rosters as needed. This may include the stand-alone version of US Club Passcards & Rosters and any upcoming tournaments.