

CLUB ADMINISTRATOR RESOURCES

Season Preparation Checklists

League Administration Check-List: (resources for these can be found on the [TCSL Club Administrator Resources page](#) and/or in the [GotSport Org Admin/Registrar help articles](#).)

- ☐ Teams are created or updated in GotSport, including US Club Soccer affiliations and correct age group designation. (NOTE: the system will “age up” the age group for existing teams automatically with the soccer year transition on August 1)
- ☐ Teams are registered both to the TCSL 2025-26 US Club Soccer Rosters & Passcards AND specific TCSL seasonal league event (Fall 2025/Winter 2025-26/Summer 2026) or NPL 2025-2026.
- ☐ Existing players, coaches and managers are archived or updated as needed for 2025-26 to clean up your club-level tabs. NOTE: the system will “age up” existing players automatically with the soccer year transition on August 1, there is no need to manually adjust their age group.
- ☐ New players are either uploaded or created individually. Age verification status will carryover with existing player profiles as long as first name, last name, email and DOB match an existing verified player profile from 2024-25, even if that player was with another club.
- ☐ Non-team staff are created in your club’s GotSport Users tab according to [US Club Soccer staff registration requirements](#), and are registered with US Club Soccer.
- ☐ Player, coach, manager and other staff US Club memberships are purchased and those individuals have addressed applicable US Club requirements.

Pre-Season Check-List: (resources for these can be found on the [TCSL Club Administrator Resources page](#) and/or in the [GotSport Org Admin/Registrar help articles](#).)

- ☐ Players, coaches and managers are rostered to their teams in the TCSL 2025-26 US Club Soccer Rosters & Passcards event in Roster Builder.
- ☐ Memberships have been purchased for players, coaches and managers. (this activates their passes on the match cards once their requirements are met)
- ☐ Coaches and managers have completed all requirements and have hard copies of their passes to show at games.
- ☐ All player requirements are also clear: birth date verification, R-002 form certification and photos. (check to be sure they all have those green check-marks in Roster Builder!)
- ☐ Players turning 18 between August 1, 2025 – July 31, 2026 have [completed SafeSport](#) and [club has submitted the Adverse Eligibility List Review](#).
- ☐ Jersey numbers have been entered for all players, either by an Admin in Roster Builder or the team manager in their seasonal event roster.
- ☐ Team managers and coaches know how to access and print their photo match cards.