CLUB ADMINISTRATOR RESOURCES

Transitioning Rosters Between Soccer Years

The annual soccer year runs from August 1 of any given year through July 31 of the following year. For the 2026-27 soccer year, those dates would be August 1, 2026 through July 31 of 2027.

Twin Cities Soccer Leagues runs several distinct Leagues throughout any given soccer year:

- Fall League for U9-U14 age groups
- Winter League for U11 – U19 age groups
- Spring League for U9 – U19 age groups
- ECNL RL & N1 for U13 – U19 age groups

The source roster for all of these is managed in the league-specific US Club Soccer Passcards & Rosters events in GotSport's Roster Builder. Your rosters will be set once in that event and then be edited as needed throughout the year.

Resources for all of the steps below can be found on the TCSL Support Center.

First, view Recommended Best Practices for Transitioning to a New Soccer Year for an overview of best practices relative to your club account in GotSport.

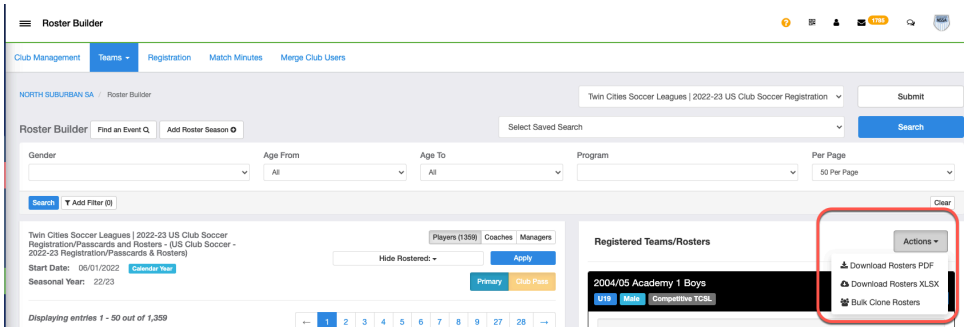
Rostering checklist for setting up the new soccer year (e.g. 2022-23, 2023-24 etc)

- Club-level rosters are **reset** in Club Management : Teams if needed, removing players, coaches and managers that will not be continuing with the team in the new season.
- Teams that will not be used this year can be archived in the Club Management : Teams list.
- Players, coaches and managers are imported to or created individually in GotSport.
- Players, coaches and managers are rostered to their teams in the Club Management : Teams list.
- Those team rosters are cloned over to the league-specific US Club Passcards & Rosters event in Roster Builder.
- Memberships are purchased for players, coaches and managers.
- Coaches and Managers have completed US Club Soccer eligibility requirements.

11.5.2026 NOTE: steps below pertain only to rostering in GotSport, additional detail pertinent only to ECNL RL team profiles in athlete one will be added soon.

<u>Setting up your rosters for a new soccer year</u> (moving from 2021-22 to 2022-23, etc)

- Before the end of the soccer year, export your current team rosters so you maintain a record of player information and connections. (useful for checking on players & parents with multiple profiles) This can be done from Roster Builder as shown below:



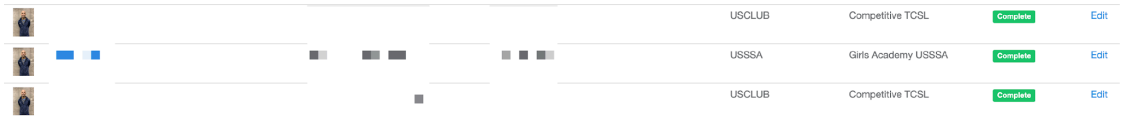
- Use the “reset rosters” bulk action in Club Management : Teams to clear out your old players, coaches and managers as needed. This creates a clean slate to which you can upload your new team rosters after tryouts, without previous players, coaches or managers carrying over from the previous year.
- *NOTE: A record of team members from the previous soccer year will be maintained in the team’s annual TCSL Passcards & Rosters registration event roster within the team profile, this DOES NOT need to be cleaned out when transitioning between soccer years. For example, you DO NOT need to clear out the Roster Builder rosters for TCSL 2023-24 Passcards & Rosters in preparation for setting up the TCSL 2024-25 Passcards & Rosters. These are separate and distinct soccer years that do not conflict.*
- In Club Management : Teams, archive any teams that will not be used in the coming soccer year. (NOTE: do not archive teams without first resetting the roster)
- The same can be done in Club Management : Players for any players aging-out of your program.
- Create any NEW teams needed for the coming soccer year in Club Management : Teams. (NOTE: unless you are a new club, you do not need to create all new teams for each soccer season, you actually want your existing teams to carry over from season to season if they are still active, regardless to change in roster composition)
- You will then be set to upload new player rosters to your teams in Club Management :Teams once tryouts are complete and your players have accepted their positions. Those rosters can then be cloned to TCSL Passcards & Rosters in Roster Builder once you have registered your teams to the new soccer year event.

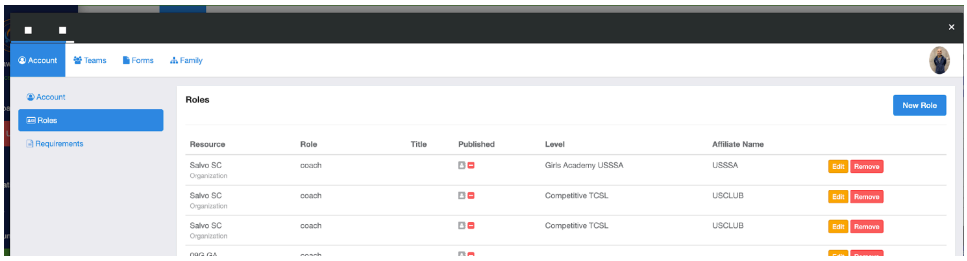
- Once you have completed uploading your new rosters, you can archive those players, coaches and managers not with your club this year.

Cleaning up Club Management : Players

- There are a number of filters available in the Club Management : Players tab that will help you sort out any players that may not be rostered with your club this season or registered for your recreational programs.
- Those players can then be archived in bulk using the “Archive Players” bulk action once the box next to their names is selected.
- NOTE: do not archive players that show an active team affiliation in the Teams column of your Club Management : Players list before first removing them from that team’s player list.

Cleaning up Club Management : Coaches and Managers

- These tabs work differently than the Club Management : Players list...what you see in your coach or manager list are individual ROLES within your club, not just a link to their profiles.
- For example, a coach with multiple organizational affiliations will show up multiple times, once for each affiliation (see below)
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- In this example, this coach is showing 3 roles with the same profile information (the names and email addresses match, they are blurred out here): a US Club affiliation with Competitive TCSL level, a USSSA affiliation and a duplicate US Club affiliated role.
- One of those duplicate US Club roles can be cleaned up by clicking on the coach name, then “delete” at the very bottom of the screen once the role profile pops up.
- Comprehensive Coach or manager roles can be viewed in a different way by accessing them through their profile from Roster Builder. Clicking on the coach or manager name when in the “Coaches” or “Managers” tabs in Roster Builder will pull up their profile, where you will find their “Roles”, which will show you any duplicates and give you the ability to delete or edit them. See example below.
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- There is also a bulk action in Club Management : Coaches or Managers that allows you to archive any coaches or managers no longer with your club once you select the box next to their names.
- NOTE: Do not archive coaches or managers before you remove them from your club-level teams in Club Management : Teams.