



HSL 2025 Registration Instructions & Requirements

Overview

Hello! This document contains the full instructions for registering for the 2025 High School League and other related requirements. We're choosing to compile this in one big document this year, rather than piece it out in emails. Most sections also have a bulleted summary at the end. If you have any questions, please contact hsleague@discny.org!

Registration opens January 1st and runs through February 12th! We'll have our kickoff meeting the week of January 20th, just about a month out from the close of registration.

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General Process Overview

Team Rollover & USAU Memberships

This is a reminder that the new membership and team cycle has opened in USA Ultimate's team management system! All teams from previous years must be [rolled over](#) to continue playing and register for events in the 2024 season. Relatedly, memberships for the 2025 season are available for purchase.

Teams should note that there is a small price increase this season in membership dues which has been set by USA Ultimate. Affiliate memberships are now \$20 per person, and youth memberships are now \$45 per player. BIPOC players remain qualified for a \$0 affiliate membership through DiscNY. Please note that affiliate memberships are only available for purchase through USA Ultimate, *not* ultimate central.

League Homepage

The High School League 2025 homepage is live! Registration information, schedules, scores, and standings are all live at youth.discny.org/hsl. This network of pages will continue to be updated throughout the season at least a couple times per week. If you don't see what you expect to see, please contact us!

League Registration

As we discussed during our December kickoff meeting ([slides](#) and [recording](#) linked here), registration will follow the same process as 2024, and is multi-layered. Team registration is hosted at our site on Ultimate Central, and can be found at youth.discny.org/e/hsl-2025. You'll use this page to register your team, indicate payment preferences, and indicate which division your team will participate in for the 2025 season. We'll use this page to publish schedules and post spirit and game scores as they are reported.

The second part of registration is rostering, which happens in USA Ultimate. Teams must register for the league event, and then create an event roster. All league participants (coaches, chaperones, and players) must be listed on a team's EMS event roster for the [DiscNY High School League 2025](#) for insurance purposes. We will eventually update standings here, but not as often as the standings on our Ultimate Central event.

Registration for both Ultimate Central and USA Ultimate opens on January 1st, and will close on February 12th. Rosters will be due in EMS by March 3rd. If you need to work with alternate deadlines, please contact hsleague@discny.org and we can discuss what options are available.

Sanctioned Practices & Scrimmages

If teams practice or scrimmage during the winter, and/or if teams wish to have insurance coverage on their practices and scrimmages for the spring season, DiscNY is able to sanction HSL practices beginning in January. Teams must submit both rosters and paperwork earlier than HSL deadlines for insurance and liability purposes. For data collection purposes, we're sanctioning practices and scrimmages this year through a separate event. Please contact youth@discny.org for more details.



Ultimate Central/DiscNY Instructions & Requirements

Team Registration

This section of the document is all about the registration process in Ultimate Central (UC), for the event listed at youth.discny.org/e/hsl-2025. We're using this site as our main payment and scheduling hub, but we do not use it to roster players. Please see below for the rostering process through USA Ultimate's (USAU's) Events Management System (EMS).

All teams participating in the HSL will be required to register at the link above. The event will open for registration on January 1st, and registration will run through February 12th. While registration is open, team leadership can register their teams by clicking the register now button to begin the process. The site will guide you through everything you need to do to register. Please do not roster any players through this process!

Payment

As with 2024, we're operating on a pay-per-team structure. The first team to register from any given school/program will be charged \$300.00 in team dues. Any additional teams that register from a given school/program will be charged \$200.00 in dues per additional team. We are more than happy to evenly split payments between teams from the same school, and may also be able to make other adjustments based on Play it Forward eligibility. Please email hsleague@discny.org once you've registered to request adjusted invoices.

When you register, you'll be asked to either pay or indicate how you plan to pay for your teams. UC accepts Credit and Debit Card payments, and DiscNY will also accept check or PayPal. Please note that PayPal and card-based payments come with transaction fees in addition to league dues. We will invoice all teams paying via PayPal or check for their records, and can provide W9 forms if needed.

Hold onto your payment receipts! We use them to cross check against our logs. Your team's registration will show as pending until we have confirmation of payment or confirmation of your payment plan, at which point we'll change it to accepted. All payments will be due by May 9th.

Summary

- This page concerns team registration through Ultimate Central for the 2025 HSL
- All teams must register through our event at youth.discny.org/e/hsl-2025
 - Registration is open between 1/1/25 and 2/12/25
 - We do not roster through this site
- We're once again using a pay-per-team structure - the first team from a given school is charged \$300, any additional teams are charged \$200 per team
 - If you need to split dues evenly between teams, please email us
 - If you need to adjust your invoice for other reasons, please email us
- Payments can be collected in three ways, which are described in the registration form
 - Credit/debit cards (through UC) - comes with a small processing fee
 - PayPal - comes with a small processing fee
 - Check - mailed to DiscNY, no processing fee
- All teams who pay via check or PayPal will receive invoices, and all teams can request W9s if needed



USA Ultimate Instructions & Requirements

USAU Overview

As mentioned above, all teams participating in the league must roster their team using the USA Ultimate (USAU) Event Management System (EMS). This is for insurance and liability purposes, and is a requirement for all sanctioned events. As with UC, this process opens on January 1st, and closes on February 12th. This is also the longest and often most confusing portion of registration. If you need assistance or extended roster deadlines, please contact hsleague@discny.org and we can work out accommodations as necessary.

Team Rollover/Creation

Before you can register your team, you'll need to [roll over your team](#) from last season. Team managers from last season will have access to this function at play.usultimate.org/teams. Under your list of archived teams, find last season's team, and click into the main page for that team. At the top right on the blue Team Administration bar, you'll see a red button that says Rollover Team. Click this, and you'll be walked through the process. You can choose to keep any remaining coaches, players, and/or chaperones on the roster.

If your team did not exist last season but did in previous years, or if you're forming a new team, you'll need to [create a team](#). Go to play.usultimate.org/teams to start, and click the red Add a New Team button at the top of the page. You'll be walked through the process. Select the high school Girls, Boys, or Mixed level for your team and fill in the necessary fields, and you'll be all set. Your school contact can be your head coach or athletic director, or the director of clubs/club sports.

If you get stuck with either of the above, please contact hsadmin@discny.org and we'll be happy to help.

Team Registration

Once you have a team for the 2025 season created, you'll need to [register for the HSL event](#). Go to the team's homepage and click the Register for Events button. You can search for DiscNY at the top, and you should find an event titled DiscNY High School League 2025. Select your team's division, and then click the green Apply for Event button. Voila! Your team has been added to the event. Next is rostering.

Memberships & Liability Waivers

All players, coaches, and chaperones must have memberships to participate in the league. For league purposes, these can be DiscNY affiliate memberships (\$20). Players may also have a full youth membership (\$45), and coaches/chaperones may have any non-youth membership level.

Have any new players create USAU accounts at play.usultimate.org/members/register. They (or their parents if under 18) must sign their release of liability waiver to compete. Any returning players will need to re-sign this waiver for the 2025 calendar year. To sign, click the Liability Waiver button on the account homepage.

You can ask players and staff to pay for their own memberships, or you can roster them first and pay in bulk as a team manager. If players and/or staff pay for their own memberships, they click the pay my dues button and choose the relevant membership. If you wish to pay for team dues in bulk, a team manager can click the pay dues button after creating their general roster and choose pay for personnel. From there they'll be walked through the process.



Rostering Process

You must roster all of your players, coaches, and chaperones on your team's personnel list and on your team's event roster for the HSL. You can re-roster any team members from last year as part of your rollover process. Any new players must provide you with either their last name and account ID number or their account's email to be rostered. You can then add them to your team personnel list as described in the [create a team help document](#).

Once your team personnel list is set, you'll need to create your event roster as described in the [register for events help document](#). If they do not have active memberships, signed waivers, and/or are not on your team's personnel list you will not be able to add any team members to your event roster. Until you have a certified chaperone on your event roster, you will not be able to roster anyone under the age of 18.

You must have a minimum of 10 players, and 1 coach and/or chaperone on your event roster by February 12th. All other team members including at least 1 coach and 1 chaperone must be rostered by March 3rd. If you need exceptions, please contact hsleague@discny.org.

Summary

- This is the longest and most confusing portion of registration. You can do this.
- All teams must register and roster in USAU's EMS for insurance, liability, and sanctioning purposes
 - Registration is open between January 1st and February 12th
 - Alternate deadlines may apply for sanctioned practices and/or schools who start their seasons late
- Before you register, either [roll over](#) last year's team or [create a new team](#) if you're a brand new program
- Once your 2025 team is set up, [register for the 2025 HSL](#) event in the correct division
- All team members (players, coaches, chaperones) must have active memberships, be listed on your team's personnel list, and be listed on your HSL event roster
 - Memberships must be affiliate level or higher - youth for players and non-youth for coaches
 - Any team members from 2024 can be added to your team personnel list as part of rollover
 - Any new team members need to [create an account](#) and be added to the team's personnel list
- All team members must have signed release of liability waivers
- Once your team personnel list is set, [create your event roster](#)
 - Add chaperones & coaches first so that you can add players under 18
 - The system will not add any players missing signed waivers and/or active memberships
- Minimum rosters are due by February 12th, and completed rosters are due by March 3rd.
 - Minimum roster is defined as 10 players and 1 coach and/or chaperone
 - Complete roster is defined as all players, coaches, and chaperones for the 2025 season
- Reach out to hsadmin@discny.org with any rostering questions! I'm happy to help.



Medical Form Requirements & Process

Medical Authorization Forms

This is the last part of our registration requirements! DiscNY is required to collect [medical authorization forms](#) from all players in the league under age 18. This is due to our league's sanctioned status through USA Ultimate, and is required for liability insurance. It is also for the protection of our coaches and chaperones, who themselves are counted in the definition of USAU's "employees, agents, and volunteers", as DiscNY is an affiliate organization. In the event of injury to your players, it allows you to seek proper treatment for them and releases you and DiscNY from liability related to the incident. **Note that this is separate from and in addition to the USAU release of liability waiver.**

As we mentioned in the December kickoff meeting, we unfortunately have to collect these anew each year, as USAU does not allow us to keep forms on file during the offseason. As soon as a given event ends, we are required to remove all medical forms for the event from our records.

Chaperone Designation

Players should list the name of the person acting as a chaperone for their practices and games for the first blank on the form. This may be the team's head coach, or another adult over the age of 21 that will be at all team practices and games. Forms must be submitted to the team's head coach, who will file them electronically with DiscNY as below.

Collection Process

Once your team registers for the HSL, we'll share a google drive folder with your main points of contact titled [your team] Med Forms 2025. In this folder will be an instruction document, a link to a digitally fillable medical form, and a spreadsheet with your team's roster on it. Highlighted in yellow on the spreadsheet will be all the players who need to have medical forms on file to play in the league.

As players fill out their medical forms and submit them to you, please upload them to this folder as PDFs. Please title them First Initial_Last Name_MedForm_2025. We'll be checking these folders throughout the preseason to update the spreadsheets to reflect the forms we have on file.

Alternate Management Options

We know there are certain teams and schools who would prefer to not share these forms with DiscNY. If this is the case for you, please contact hsleague@discny.org, and we can discuss potential options to remain in compliance with USAU guidelines.

Spot Checks/Penalties

DiscNY and the HSL officers reserve the right to spot check the medical forms we have on file against game day rosters, rosters at sanctioned practices, and rosters at other sanctioned events relating to the HSL. Players under 18 who do not have medical forms on file will not be allowed to participate in sanctioned league events of any kind. Teams who do not file all of their medical forms before the playoffs will face disqualification from the playoffs. Again, this is to protect DiscNY, the HSL officers, and you, our coaches.



Summary

- DiscNY is required to collect [medical authorization forms](#) for all athletes under 18
 - This is in addition to and separate from the USAU release of liability waiver
 - We are required to collect these for each event an athlete participates in
 - We are not allowed to keep them on file past the event's end
- Players list their team's chaperone in the first blank on the fillable form
- Once registered, your team admins will receive a link to a google drive folder to upload forms to
 - Please title PDFs First Initial_Last Name_MedForm_2025
- The league officers may spot check your team's roster and med forms at sanctioned events
- Players without forms on file will be pulled from those individual events

That's it! You've made it through. Please contact hsleague@discny.org if you have general questions, and hsadmin@discny.org if you have specific questions.