MKE REC
A department of MPS

YOUTH SPORTS TEAM ROSTER FORM REMINDERS

- ❑ All teams must use the "**YOUTH SPORTS TEAM ROSTER FORM**." All other versions will not be accepted and will be considered in-valid.
- ❑ Team rosters are due one (1) week prior to the start of season. Completed roster must be uploaded online to submission link .
- ❑ School teams have until the Thursday (5:00pm) before their second scheduled game/ competition to submit an updated roster. Teams that participate in leagues that take place during the week, have until the Monday (5:00pm) before their second scheduled game/ competition to submit their updated roster.
- ❑ **Teams may only submit *ONE (1)* updated roster form prior to the deadline mentioned above. Any additional updated rosters will not be accepted.**
- ❑ Team Roster Forms **MUST BE TYPED** into the fillable form provided by the Youth Sports Office.
- ❑ There is no roster limit. However, a maximum of fifteen (15) awards and/or medals will be awarded. Additional awards and medals are available for purchase through the youth sports award vendor.
- ❑ Sports Directors must review the "**ATHLETE ELIGIBILITY GUIDELINES**" that can be found in the current edition of the "**YOUTH SPORTS OPPORTUNITIES HANDBOOK**" before forming sports teams and completing any roster forms.
- ❑ It is the Sports Directors responsibility to submit all their school's team rosters. Prior to submitting the roster form the Sports Coordinator MUST verify ages, grades, and eligibility of all players listed on roster form.
- ❑ Failure to submit roster by deadline may result in a FORFEIT. Teams that forfeit will be charged a $75.00 forfeit fee for each occurrence.
- ❑ A forfeit will be declared whenever an athlete participates in a game and is not listed on the initial or updated team's roster form that was submitted and on-file with the Youth Sports Office.
- ❑ Non-attending student athletes cannot play until they have been approved by the Youth Sports Office. A FORFEIT will be declared for any game that the non-attending student participates in prior to receiving approval in writing from a Youth Sports Office.
- ❑ Once a student has played in a Youth Sports game, they are NOT allowed to switch teams
- ❑ Schools that plan on forming a Cooperative (Co-op) Team must have an approved application by the Youth Sports Office. Teams with approval can review the "**COOPERATIVE (CO-OP) TEAM FORM**" for additional roster information and guidelines.