



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 at <http://tinyurl.com/mpsteamroster>.
- Elementary and Middle 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.
- Faxed rosters will **NOT** be accepted.
- 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 from the Youth Sports Office. For more information, please email [youthsports@mkerec.net](mailto:youthsports@mkerec.net).
- Sports Coordinator 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 Coordinators' 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 \$25.00 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 unless they have transferred schools and received written approval from the Youth Sports Office. See “**STUDENT TRANSFER FORM**” for more information.
- 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.