

Roster Certification Tips for Club Sports

- Overview of steps:
 - Organize
 - Helps insure mistakes will not be in made.
 - Submit roster to registrar
 - Retrieve roster
 - Immediately place in a sealed envelope and send to governing body.
 - Remember, at this point the document can not tampered with or changed.

- **Organization**

Start organizing the paperwork based on the timeline of completion. Ready the needed postage and envelopes. *Organization speeds the roster completion process and helps to assure full and correct completion of the forms.*

- **Documentation**

Collect all the pertinent paperwork and documentation as provided by your governing body. Contact your regional director with any questions.

- **Roster Completion**

Identify one team member to insure the validity and soundness of the information gathered. Keep the roster out of the hands of the general membership of your Club Sport. As more people come in contact with the document the chances that a mistake will occur increases.

- **Submission**

Submit all information once for the registrar to review, sign, and seal. *Multiple submissions exponentially increase the possibility of error.*

Once the rostering information is returned immediately review and seal the documents in an envelope ready to mail. ***Tampering with a registrar sealed document is viewed as forgery, falling under the section 8.050.2 of the Student Conduct Code.***

- **Completion**

Fully seal the envelope and immediately send to your governing body. Contact them to insure delivery was made and that your documentation is clear and complete. If any errors were not found before the document was sent, immediately contact the registrar and resolve the issue.

If a second roster is necessary for changes or additions to the first roster, then submit all documentation a second time and keep the rosters independent of each other. This insures that no changes are made to the roster already signed and sealed by the registrar.