



CLUB PASS PLAYER ASSIGNMENT INSTRUCTIONS

810. Georgia Soccer Club Pass System – Process that allows a player to play up in age group and/or up in competitive level within the same league. The main objective of the club pass system is to allow coaches to move players freely within their own association, based on player development needs and specific team needs. Players can only play in the same age group at a higher division of play or in an older age group at the same or higher division of play. Players can only play for one team per day.

810.1 Use of the Georgia Soccer Club Pass System is permitted in the Athena, Classic, U-14 and above Recreation Programs, and for Academy U-12 players club passing on their club's U-13 first and/or second team only. U-14 Recreation players can use the Club Pass System to play for a U-16 Recreation team. A maximum of three club pass players may be used for a game.

To assign a CLUB PASS player to another team's specific game day lineup sheet in the Georgia Soccer/ADG system, please read the above from the Georgia Soccer Youth Rules and Regulations to make sure your player is eligible, then follow the steps below.

NOTE: The coach /assistant coach /team manager of the player's current team must initiate the process and assign the player to the team with which the player will be club passing.

This means that the team wishing to use a club pass player must contact the manager or coach of the team to which the player is rostered in a timely fashion.

1. To assign a club pass player, you must be rostered to the team as a head coach, assistant coach, or team manager, and you must have a user name and password.
2. Log into the ADG site by entering your user name and password in the boxes at the upper left at either your affiliate's specific URL or the Georgia Soccer site:

gs.affinitysoccer.com (server-based environment, no www. needed)

You will be on your My Account page. (If you see a Welcome message, click on the My Account button at the upper left to reach your My Account page.) You will see all the teams with which you are associated, and you will have links to all the teams to which you are properly rostered.

3. In the TEAMS section, click on the “Tournament” hyperlink next to the name of the team that will be lending the club pass player.

GEORGIA SOCCER
Your Link to the Official World of Soccer

My Account Kathy Layden

Youth Fall 2009

My Account
Message Center
Consolidate Logins
Player Lookup
Admin Lookup

Sign Out Here
Tech Support Contact

My Account [Notices](#) [Instructions](#)

My Info
Kathy Layden
30 Main Street
Salem, GA 30000
H: (444) 444-4444
[Edit](#)

Family Members

Kathy Layden	Guardian	Edit
Elizabeth Borden	Mother	Edit
Cassie Foofoo	Player	Edit
Faithful Foofoo	Player	Edit
Felicity Foofoo	Player	Edit
Freddie Foofoo	Player	Edit
Fred Foofoo	Player	Edit

[Add More Family Members](#)

Registration Applications [Current](#) [Past](#)

Youth Fall 2009

Name	Club	Playlevel	Age	Status	Date	Forms
Request Transfer Kathy Layden	Georgia Soccer - Youth	Classic		Activated	9/16/2009	
Request Transfer Cassie Foofoo	Georgia Soccer - Youth	Classic	U16	Activated	9/16/2009	

Teams [Current](#) [Past](#)

Team	Team ID	Season	
Georgia Soccer Test Team	0Y234-02CB19-0038	Youth Fall 2009	Edit Tournament Player Offer

4. On the Tournament page, click on the “Edit” hyperlink at the far right in the “Tournaments Registered To” section.

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My Account Kathy Layden

Youth Fall 2009

Sign Out Here
Tech Support Contact

Teams / Find, Edit, Delete a Team [Lookup Team](#) 1 of 1

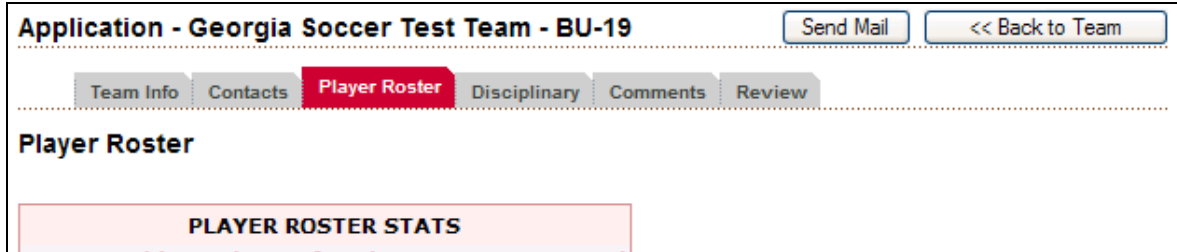
Georgia Soccer Test Team
0Y234-02CB19-0038

[Team Details](#) [Team Roster](#) [Travel Roster](#) **Tournament**

No Tournament registration is available.
Listed below are the tournament applications this team has applied for.
To view / edit the application please click "edit" next to the application wish to edit.

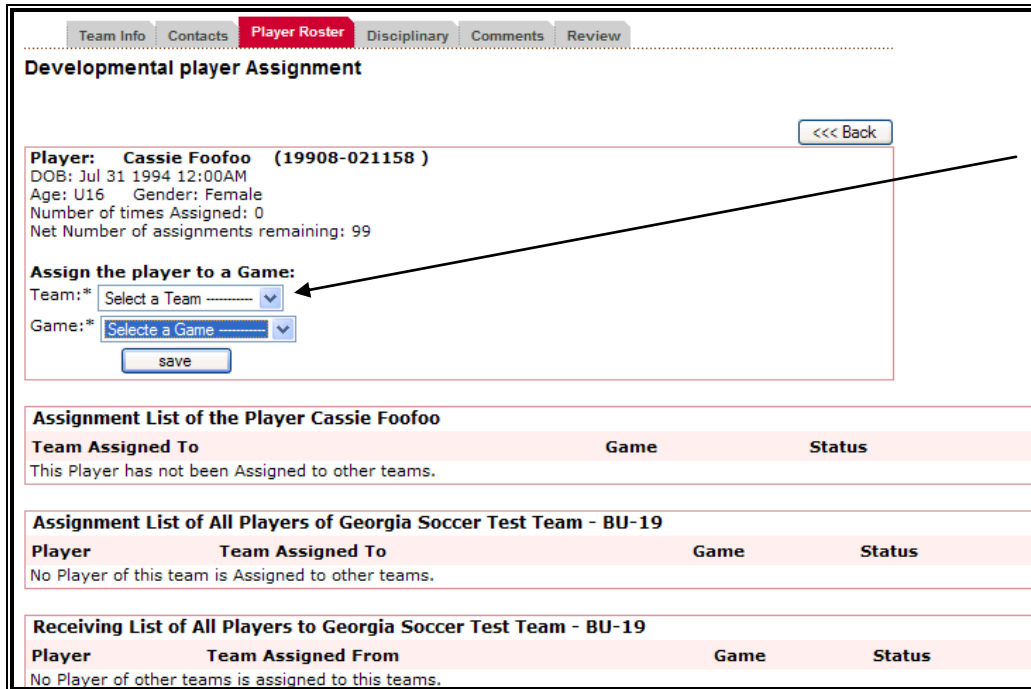
Tournaments Registered To	Order #	Amount Paid	Amount Due	
Fall 09 Youth Classic	n/a	n/a	n/a	unregister edit

5. The next page has several tabs across the top of the page. Click the “Player Roster” tab.



6. Scroll to the right of the screen. In the “Active?” column, uncheck the box for the player who is club passing, then click the “Set Active Players” button at the bottom. Then, click on the “Assign” link for that player.

7. From the dropdown menus, select the team with which the player will be club passing, then select the game number of the game to which the player will be assigned. Click the “Save” button.



Note: On this page, the system will keep track of all assignments for particular players. It will also keep track of any players that were assigned to your team during the season.

8. The club pass player, labeled **(DEV)**, will appear on the game day lineup sheet for that specific game, and will be available to be added into the D&P items of any game day incidences that might occur during his/her participation with this team.

Note: The jersey number of the club pass player does not appear on the accepting team's game day lineup sheet. It must be handwritten on the sheet. (Jersey numbers, whether for club pass players or rostered players, are the **ONLY** items that can be handwritten in the players' section of the game day lineup sheet.)

9. Should the addition of a club pass player to your game day roster put it over 18 active players (the maximum number allowed by Georgia Soccer rules), you will need to deactivate players. Under the Player Roster tab, in the "Active?" column, uncheck as many boxes as needed to bring to 18 the number of players on your game day roster, then click the "Set Active Players" button at the bottom.

10. You must reactivate any deactivated players, including club pass players, in order for them to appear on game day lineup sheets for subsequent games. Check the appropriate box in the "Active?" column, then click the "Set Active Players" button.