



USA Ultimate Verifying a College Roster



In order to participate in the 2021 Fall College Series, your team's roster must be verified by your school's registrar. To create your roster to submit to the registrar, follow the steps outlined below:

1. Login to your account at <https://play.usultimate.org/members/login/>
2. Click "Go To My Team Manager Account": 
3. Select the appropriate team under "Team Name".
4. Click "Manage Team Personnel":



5. Click "Roster for Registrar": 
6. The roster and instructions sheet will pop-up in a new window and automatically fill in the blanks.
7. Print the entire **Roster Sheet** and the **Registrar's Instructions**. Be sure to select **"Shrink to Fit"** when printing, otherwise the roster will not print correctly.
8. *Division III Teams must elect which Regionals pathway (D-I or D-III) they are taking by marking the appropriate check box at the top of the second page. This cannot be filled out digitally and it must be written unless completed with PDF editing software.

Once you have generated your Roster for Registrar, follow the steps in the checklist below for submission details:

- Turn the **Roster Sheet** and the **Registrar's Instructions** into your school **Registrar**.
 - Be sure to **give the school enough time to verify the students** according to the USA Ultimate's guidelines (this can sometimes take as long as three weeks) and get the roster back to you so you can send it in on time.
 - **If your school is a member of an approved consortium**, you will need to need to print enough of the Rosters for Registrar to submit one to each participating school's registrar. After each school has verified their respective players, the team needs to send in each rosters to USA Ultimate HQ under the main school's name.
- An appropriate school official must then email your roster to collegerosters@usultimate.org so that it is **received by 12pm MT, Wednesday, September 29, 2021**. Rosters emailed by anyone other than a school employee will **NOT** be accepted. Appropriate school officials include the following:
 - Registrar staff
 - Rec / Club Sports staff
 - University Athletic Department Staff
 - Student Org staff

If University Staff will not email your roster to USA Ultimate, please contact collegemanager@usultimate.org immediately for submission instructions.

- A team manager from all teams must fill out [The Graduated Student Form](#).
 - Even if your team does not have graduated students participating, teams are required to complete this form.
- Once your registrar-verified roster is received at USA Ultimate HQ, the verified rosters will be cross-checked with the rosters online. Players that have been verified as eligible by the registrar will have their 'Academic Eligibility' cleared. This will be denoted by a green check under 'Academic Eligibility' on the 'Manage Team Personnel' page.
 - All players on your team roster should review the [USA Ultimate College Eligibility Rules](#) to ensure they meet all academic criteria in order to be eligible.

Graduated Students

For the Fall 2021, there is an exception to the eligibility rules that will allow former students who graduated between April 2020 and June 2021 to participate in the Fall College series. In order for graduated students to participate, your team **MUST** have permission from your university to allow non-student participation. Graduated students can be verified in 2 ways:

1. Through the traditional Roster Verification form process outlined above; or
2. If your university registrar will not verify graduated students, you can follow the instructions laid out in the [Graduated Student Form](#).

If you have any questions, please contact the college manager at collegemanager@usultimate.org or USA Ultimate HQ at info@hq.usultimate.org or 719-219-8322.

Rostering FAQ:

Do players need to pay their USA Ultimate membership fees before they can be verified by the school registrar?

No, they do not. A player simply needs to have an existing USA Ultimate account to be included on a roster verification sheet for registrar verification.

What happens if my team's roster is late?

Do not be late. If your team's roster arrives at USA Ultimate after the deadline, your roster will be subject to a late roster penalty and USA Ultimate has the right to deny your team entry into the College Series. It is the responsibility for all team managers to be sure the roster arrives on time. Do not be late.

Where can I view the status of my team's roster?

The current status of your team's roster can be viewed on the college division page of the USA Ultimate website: <https://usultimate.org/college/guidelines-and-registration/#roster-status>

Can I handwrite a player's name onto the roster sheet?

No. You cannot handwrite a player's name on to the roster. If a player's name is handwritten, that player will not be verified as academically eligible. Log back into your USA Ultimate team manager account, add the player to your team personnel page, and re-print the roster before submitting the roster to your school's registrar.

What happens if I forgot to add a player onto my roster, and only realized this after it was submitted to USA Ultimate?

If you realized your mistake before the deadline, and there is still time to get the roster to USA Ultimate before the deadline, no harm no foul! Just submit a new roster with that player verified on it. Players previously verified do not require verification. If you realized this mistake after the deadline, contact collegemanager@usultimate.org as soon as possible. It is possible the late additional will not be allowed.

My university will not fill out a USA Ultimate roster verification form, what should I do?

For universities that will not fill out 3rd party forms, USA Ultimate will accept individual certifications of players so long as they follow the instructions laid out in the College Guidelines: [FIX LINK FOR INDIVIDUAL CERTIFICATIONS](#)