

How to Club Pass a Player

*Only Teams that belong to Member Organizations are eligible to Club Pass players. **Independent Teams may not Club Pass.** If you are unsure if you are part of a Member Organization, please visit our Member Organization Links page under the Resource tab.

Only coaches and teams managers who are rostered to the team in the system have access to club pass. **The lending team club passes the player to the borrowing team.**

1. Log into your UYSA account. (Make sure your picture is highlighted)
2. Under your family's pictures click on the "Team" tab. (halfway down the screen, a new window will appear with 2 tabs)
3. In the new tabs section that has opened, select the "Tournament & Schedule Apps" tab (There should be 2 links on the right hand side)
4. Click on the "View Tourn. App" link on the right hand side.
5. Click on the "Player Roster" tab at the top of the page.
6. Choose the player you wish to club pass and click the "Assign" option on the far right hand side.
7. Select the team and game # from the drop down and then "Save".

If the team you are trying to club pass to does not appear in the drop down there may be one of the following problems:

1. The team you are trying to club pass to has a full roster. (Teams MAY NOT deactivate a player to open up a spot for a club pass player)
2. You may be trying to club pass a player to a team that they cannot play with.
 - a. Premier 1 and 2 players can only club pass to the other premier bracket and to D1 regardless of the age group you are club passing to.
 - b. You cannot club pass to another team that plays in the same bracket as your team.
 - c. Players cannot club pass down more than 2 divisions. (i.e., North A cannot club pass to North D)
 - d. Multi-rostered players can only club pass from the team they are primary rostered to, not from their secondary team.

**If none of these scenarios apply and you are still having problems please call the UYSA Office at 801- 307-5150 and we can look into the problem for you.

*To view a summary of all players club passing from your roster to other teams and all players club passing to your team, click on the "UYSA ClubPass" option above the "Assign" option