

## **About the ACEL Roster Form**

Updated 8.2.22

The ACEL Official Roster is the most important ACEL record for your team. Please take care to ensure that all information is complete and correct for all student-athletes.

### **Completing and Submitting the Roster**

The ACEL Official Roster is a fillable PDF form. All roster submissions must be completed using the fillable form and uploaded to the appropriate sport folder in your organization's efilecabinet account. Adobe Reader, available for free download, is required to complete the roster form. Your administrator and athletic director have access to your organization's efilecabinet account.

### **Date**

List the date the form is submitted. If the roster is an update, list the date of the update. The most recently submitted roster by an organization is the official roster.

### **Student Jersey #**

A unique jersey number is required for each athlete. Athletes will be ineligible to participate in ACEL contests if their # is left blank on the roster form. In the event an athlete must use a temporary number for an extended number of games such as if a uniform is lost, damaged or on order, the roster must be updated to reflect the temporary number along with a note that the number is temporary.

For jersey issues affecting a single game, the temporary number used must be reported on the score report. A roster update is not required for a one or two game number change. Failure to report the temporary number on the score report is a violation of ACEL rule Section 2 13.3.3.

Please understand that it is your responsibility to keep jersey number reporting current and accurate. Allowing an athlete to compete with a jersey number different than that listed on your most current roster submission, is equivalent to using an ineligible player. (Section 2 rule 13.3.3 of the ACEL Handbook.)

### **Newly Rostered Athlete? Yes/No**

A newly rostered athlete is one that has never appeared on any ACEL roster for any ACEL sport for your organization. Newly enrolled students and students previously enrolled at your organization but who have not participated in ACEL are considered a newly rostered athlete.

Newly rostered athletes must submit proof of grade and a birth certificate. For newly enrolled students, a transcript from the previous organization is required as proof of grade. For students previously enrolled at your organization but are rostered for the first time, the most current grade report from your organization is required.

For athletes rostered previously by your organization, no further grade reporting is required.

**Academically Eligible? Yes/No**

Checking “yes” confirms that the rostered athlete is academically eligible per ACEL rule 8.8 and 4.21.1.1. If academic eligibility changes, an updated roster form must be submitted.

**Grade**

List the grade your athlete is currently in. Please be aware that athletes have 4 years of high school athletic eligibility beginning when the student is listed as in 9<sup>th</sup> grade on the grade report. (Section 5 rule 1.4 of the ACEL Handbook) The grade listed on the roster must be consistent with the grade report or transcript submitted. Grades may not be repeated from one academic year to the next without approval from the ACEL Executive Board.

**Age**

Age listed on the roster is the athletes age as of September 1 of the current academic year.

**Rosters are due by the dates listed on the ACEL website.**

**The ACEL Official Roster and the ACEL Game Day Roster**

The ACEL Official Roster should list all your team athletes and must be submitted to the ACEL by the date listed on the ACEL website.

The ACEL limits the number of athletes that may be rostered for any one game. Game Day Rosters will be supplied to the opposing team from each team that exceeds the following number of players on their official roster: 8-man football 24 players, varsity volleyball 18 players, varsity soccer 27 players, varsity basketball 15 players, baseball 27 players, softball 27 players. Only players that appear on a team’s official roster may be used on the game day roster. Only players listed on the game day roster are eligible.