



South Carolina United FC Guidelines for Preparing Player Cards

1. Have each player verify the spelling of his/her name and his/her Birth Date on the Signature Roster. Note any corrections that need to be made and let the registrar know ASAP. Let the player sign the card and use this card until you can get you a replacement.
2. Have each player and coach sign the Player Card as his/her name appears on the front of the card (full first and last name, no nickname, middle name or initials). For example, if the front of the card says "Smith, James" the signature must be *"James Smith"*.
3. Tear off the Player Membership card and give to the Parent (or player if no parent available).
4. Attach a picture (approximately 1" x 1") to the card. NO HATS, HEADBANDS or SUNGLASSES and MUST have on shirt. Must be a recent (within 1 year) photo.
5. Optional (recommended step). Make a color copy of the photo side of each player card. You should be able to get 10–12 on one page. This will save you time if the laminator melts your picture.
6. **Laminate each card (this is required)**. It works best for all concerned if you will use fairly thick lamination and run it beyond the edges of the card to keep a wide margin so that all four sides of the card stay sealed. Then punch a hole in the corner of the card and place them on a ring (keep them in alphabetical order). DO NOT keep the cards in baseball card style pages.