

NJYS Got Soccer Instructions

Prior to **completing** your Pass Packet, you will need to complete the following steps in Got Soccer. You can start collecting

1. Enter all new players/coaches and remove players/coaches that are no longer on your team.
 - a. Instructions for this step can be found on page 3 here <http://www.njyouthsoccer.com/regforms/team%20activities.pdf>
2. Register your Team with the League.
 - a. Need to wait for the League to send an email letting you know what the league name is. After registering, you must wait till you are accepted to proceed.
3. Generate Official Roster and Player Passes
 - a. Instructions for this step can be found on page 8 here <http://www.njyouthsoccer.com/regforms/team%20activities.pdf>
 - b. First step is to Freeze Roster. Be absolutely sure all players and coaches have been added/removed appropriately. Once Frozen, all modification will need to take place as an add/drop
 - c. Print 4 Copies of your Official Roster
 - d. Print Player Membership Cards (ensure Scaling is set as **NONE**)
 - i. Make a photo copy of the cards and do a practice run to ensure you entered them into your printer correctly.

NJYS Pass Packet Instructions

All completed packets must be turned in to John Daly – District Commissioner **AS SOON AS POSSIBLE**. Please do not wait until the last minute, especially if you are playing in a summer tournament. Please leave your packets in the box outside of my front door. Please include your name, your team's name, telephone number, and email address on the outside of the packet envelope. John will call or email you when your packet is completed. All Forms can be found at http://www.njyouthsoccer.com/regforms/regmain2.htm#Player_Membership_Form .

Each Pass Packet must include the following paperwork:

- NJYS Roster (4 copies)
- Player and Coach Passes
- Birth Certificates for Each Player
- Medical Release Forms for Each Player
- Copy of Coach's License for Each Coach
- NJYS Player and Coach Membership Forms
- KidSafe Disclosure Form for each Coach
- All Player and Coaches Cards should remain attached to each other
- Each Player and Coach should have all info grouped by person and stacked in the same order as the Roster

PASS PACKET INSTRUCTIONS:

Player Passes

- **PLAYER PASSES MUST BE COMPUTER GENERATED, NO EXCEPTIONS**
- Make sure the player's name matches all other paperwork (birth certificate, membership form, medical waiver and roster).
- Team name – Washington Township Xxxxxx
- Glue photo to back of pass in designated spot - **DO NOT** staple/paperclip the photo. Any packet that does not have photos glued to passes will not be processed.
- **DO NOT** use last year's photo or a photocopied, Polaroid or computer generated photo.
- The player must sign the card the same way that his name is indicated on the front of the pass (e.g., if the card says James, the player cannot sign Jimmy)
- **DO NOT** make any alterations, cross outs, white outs or other changes to information on the card.
- Players who cannot sign their names can print their names.

Birth Certificate

- A photocopy of the player's Birth Certificate must be included.

Coach's Passes

- The same rules apply for coaches, except a birth certificate is not required. A copy of the coach's soccer license is required. If a coach is not yet licensed and will not be attending a class until after the pass packet is submitted, do not include him/her on the roster. They can be added later.
- If a coach is associated with more than one team (boys or girls), **he/she needs to be carded separately for each team**

Roster Sheet (all info automatically generated)

- DC # - 46
- League # - 15 (girls) - 14 (boys)
- Club Number - 9399
- League Name – SJGSL (girls) – SJSL (boys)
- Club Name – Washington Township SC (girls) – Washington Township Rec (boys)
- Coaches - Coaches have to have a soccer license in order to be carded.
- The team must have at least one carded coach to play.
- Players or coaches not initially carded can be added later by using a Player/Coach Add or Transfer Form.
- A small sided team can only carry 14 players at one time. They are allowed to card 17 players total over an entire year (fall and spring). A full sided team can carry 18 players at one time and card 21 players over an entire year (fall and spring).

Medical Release Form

- All information must be completed
- Last Year's Forms are acceptable, but if you plan to reuse them, check with the parents to ensure nothing has changed
- Forms **MUST be notarized.**

NJYS Player Membership Form

- League – SJGSL (girls) – SJSL (boys)
- League # - 15 (girls) – 14 (boys)
- Club – Washington Township
- Club # - 9399
- Player Pass # - should be NJxxxxx to correspond with roster and player pass #
- The parent needs to print and sign his/her name and date it
- The player needs to print and sign his name and date it

NJYS Coach Membership Form

- You must include an email address
- League – SJGSL (girls) – SJSL (boys)
- League # - 15 (girls) – 14 (boys)
- Club - Washington Township
- Club # - 9399
- Coach License - coaches must hold a valid license to be carded
- The coach needs to print and sign his/her name and date it

KidSafe Disclosure Form

- Must be completed for each coach.

Non-Volunteer Membership Form

- The Non-Volunteer Membership Form applies only to paid coaches and trainers.
- District Commissioners cannot issue a Coaches pass to a Non-Volunteer. This form can only be completed through the NJYS Office @ 569 Abbington Drive, Suite 5 East Windsor, NJ 08520 - 609-490-0725.
- The completed package must be returned to the office for processing which may require a week to complete. Non-volunteers cannot have their paperwork completed while they wait.

Paperclip together: player's pass, birth certificate, membership form, and medical waiver for each separate player and coach

IMPORTANT – Please contact me with any questions. I have to register over 30 teams and close to 600 players and coaches during the last two weeks of August. Incomplete or incorrect pass packets will be returned.

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