

# **GUIDELINES FOR CARDING YOUR TEAM**

The following are the requirements for carding your team including some new forms. Please review the package before you begin and be sure that *all* forms are turned in at one time. Any packet that is either wrong, incomplete or missing the proper fees will be returned in its entirety for corrections. This will cause a delay in the approval process for your team.

## **Section A Items that must be included when submitting your packet**

- 1) PSC Registration form with the proper payment for every player. If a player is already registered no form is need but a list of those players who paid will be required on a separate sheet. That sheet will be compared with the list from the club registrar. If a player is found not to have paid and or registered that player or team will not be carded.
- 2) Carding Fee on a separate check made payable to the PSC in the following amount:
  - U8- U10 is \$15 per player
  - U11- U19 is \$25 per player
- 3) Training Fees on a separate check made payable to PSC in the following amount:
  - U8-U10 ONLY \$60 per player MUST BE PAID ALL At One Time
- 4) NJYS Player and ( Volunteer and NON Volunteer) Coaches Membership forms
- 5) Player Medical Releases ( must have raised seal notary)
- 6) Player and (Volunteer ) Coaches cards
- 7) Copy of players birth certificate (if unavailable a copy of a passport or visa is acceptable)
- 8) Copy of coaches license (volunteers only)
- 9) A completed 4 part roster. Also attach two copies of the front page.
- 10) Coaches Disclosure Statement
- 11) Coaches handbook signature card
- 12) SAGE forms for every player, coach and parent. The new forms have spots for both parents and players to sign on one form
- 13) Pride tournament team liaison form

14) Paid trainer information form

15) Players e-mail list This can also be sent via e-mail prior to dropping off packet.

16) Team Contact Form

## **SECTION B Guidelines for completing various forms**

### **1) Medical Release**

a) Suggestion: Fill in any information that you can IE: coaches name before you make copies to distribute

b) Must be notarized (preferable) with raised seal or signed by an attorney

c) Submit only the original with your packet (it will be returned to you)

d) must have insurance carrier filled in or state none

### **2) Player Pass**

a) Have the player sign the back of the pass. This signature must match the name on the front of the pass and the name on the roster. (If the player's name is Tom J Smith he cannot sign TJ Smith.)

B) The signature on both the pass and the membership form must match so it is best to have both forms signed at the same time. Parents cannot sign for their child

c) Glue a current picture (1x1) of the player on the back of the pass. Polaroids, photocopies, or digital pictures are *NOT* acceptable

d) No cross outs or white out. If a mistake is made then the pass is **VOID** and use the next available pass for this player

e) Clearly complete front of pass. Print player's name, birth date (00-00-00), complete team name IE Parsippany Eagles and age group (U10)

f) It is best if you correspond the player's name alphabetically with the pass number (If player's last name begins with an A they should get pass 01)

**G) Keep the second half of the player pass I do not need that half.**

### **3) Coaches Pass**

a) Make sure you use the passes designated for coaches. You should receive three of these passes. You **CANNOT** use these passes for any paid coaches/trainers. Carding paid trainers will be covered later

b) A volunteer coach/trainer can only be carded to one team. If your coach/trainer is already carded to another team *DO NOT* include him/her on your roster. However be sure that he/she has his card with him/her on game days.

c) Follow the same guidelines for carding a player

### **4) Team Roster**

a) This form should be filled out *LAST* to avoid any cross outs

b) If you did your cards in alphabetical order then your roster will also be the same and while not mandatory it does make it easier now and in throughout the season.

c) If you make a mistake on a line cross out the *entire* line and use the next available line.

Do not write over or use white out *PERIOD*.

- d) Enter league number **MCYSA - 12**      **MNJ - 09**      **JAGS - 05**      **MAPS -01**
- e) Enter club number always **9191**
- f) Leave DC number blank
- g) In the column for pass number enter the last four digits only I.E. 87-02, 87-03
- h) Be sure that the pass number on the roster agrees with the pass number on the card assigned to that player
- i) Use a ball point pen so information goes through all 4 copies

### **5) Membership Form**

- a) Signed by both parent and player (signature of player must match player card)
- b) Enter the age, league #, club #, and team#. Leave distract # blank. Team number is printed on player passes
- c) Enter player pass number
- d) If completing for a coach be sure you enter the coaches pass number and add the coaches license number

### **6) Non Volunteer Membership Form**

- a) Fill out same as above
- b) Must be completed in PERSON at NJYSA offices.
- c) Check made payable to NJYSA must be presented if trainer does not have their own insurance
- d) Copy of Accord must be presented to NJYSA
- e) Make copies of these forms to turn in with your packet

### **7) Birth Certificate**

- a) Highlight the players name and birth date. Be sure you do not highlight the issue date by mistake.

### **Section C How to assemble the Packet**

- a) For each player using a paperclip attach the Medical Release, Membership Form, Birth Certificate, Sage Form, Player Pass and PSC Registration and checks
- b) For coaches using a paperclip attach Membership, Sage, Coaches Pass, Disclosure Form, License
- c) Staple the coach's handbook signature card to top front of the roster. Attach two copies of the roster by paperclip