

Fall 2015/Spring 2016 Carding Instructions

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Email is the best way to get a hold of me.

Packet Instructions for Fall 2015 / Spring 2016

- Packets are to be delivered to the soccer box by my garage. *Any other arrangements need to be made with me in advance.*
- You MUST email me and either let me know when you are dropping something off, or that you have dropped something off.
- All paperwork must be in a folder/envelope labeled with:
 - your club
 - team name(s)
 - your name
 - your email address
 - your phone #
 - If you need the packet by a certain date, that needs to be on there as well

Packet drop-off/pick-up hours

- Weekdays 6am-10pm
- Weekends 8am-10pm

Any other drop-off/pick-up arrangements need to be made with me in advance.

I will email you once your packet is ready for pick-up from the box.

ALL PACKETS NEED TO INCLUDE THE FOLLOWING ITEMS:

1. Team Rosters
2. Player Passes
3. Player Paperwork
4. Coach Passes
5. Coach Paperwork

(1) TEAM ROSTERS

Packets must contain AT LEAST two (2) copies of the GotSoccer generated roster. I keep one copy and the rest go back to the team/club. No hand written entries or corrections are allowed.

(2) PLAYER PASSES

A valid GotSoccer generated pass must be submitted for each and every player. **All passes MUST be printed on the official USYS Card Stock. NO EXCEPTIONS.**

A clear photograph must be affixed to the UPPER LEFT of the BACK of the card. This photo can either be computer generated, or glued. If you are using a physical picture, passport photos are ideal size.

Any passes without pictures or not printed on the official card stock will be rejected.

(3) PLAYER PAPERWORK

Paperwork needed for individual players...

- Player membership form; Player and Parent SAGE form, Medical form; Birth certificate
- Please make sure all paperwork is in individual piles in alphabetical order. Meaning all Membership forms are in one pile, all SAGE forms in another pile, etc.
- Use paperclips, no staples.
- All paperwork must have appropriate signatures. If the player is 18 years of age or older, then a parent's signature is not required.

A. NJYS Membership form

- a. Form must be completed in its entirety
- b. Player and parent MUST both sign/date this form
- c. Make sure player pass# is written on the form
- d. Mid NJ league # is "9"
- e. ORIGINALS ONLY. Copies will not be accepted for membership forms.

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B. SAGE form

- a. Player and parent MUST both sign/date this form
- b. Copies are ok

C. Medical form

- a. Copies are ok
- b. Form does not need to be notarized. The notary section has been removed in the latest version of the form (2013).
- c. Previously signed forms are acceptable as long as the information hasn't changed. FORM STILL NEEDS TO BE SUBMITTED TO ME FOR PROCESSING.

D. Birth certificate

- a. Legible copy of the player's birth certificate (or passport) with the date of birth highlighted (highlighter, circle with a pen, etc)
- b. Foreign language documents are acceptable as long as they are accompanied by an OFFICAL transcript of the translation.

(4) Coach Passes

A valid GotSoccer generated pass must be submitted for each VOLUNTEER coach. **All passes MUST be printed on the official USYS Card Stock.NO EXCEPTIONS.**

A clear photograph must be affixed to the UPPER LEFT of the BACK of the card. This photo can either be computer generated, or glued. If you are using a physical picture, passport photos are ideal size.

Volunteer coaches that will be rostered on more than one team only need one card. The pass # must be the same on all rosters.I just need a copy of the front/back of the coaches card to be able to stamp additional rosters.

I DO NOT process cards for paid/non-volunteer coaches. Those come from the state. I DO need a copy of the front and back of their state issued coaches pass and a signed SAGE form.

Any packets without pictures, or not on the official card stock will be rejected.

(5) Coach Paperwork

Paperwork needed for Volunteer Coaches...

A. Volunteer Membership Form

- a. Form must be completed in its entirety
- b. ORIGINALS ONLY

B. SAGE form for Coaches

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- a. Needed for BOTH volunteer and non-volunteer coaches
- b. Copies are ok.
- c. Only 1 is needed even if the volunteer coach will be rostered on more than one team.

C. Coaching License

- a. Copy of NJ F license (or higher).

I **DO NOT** need to see KidSafe forms or Concussion Course certificates. It's up to the clubs to manage these.

PLAYER OR COACH ADDS

The above paper work is the same for adding any NEW players or coaches to the roster.

In addition to the 2 copies of the new roster showing the player add, I will also need a copy of the previously stamped roster.

PLAYER DROPS/RELEASES

A release form needs to be filled out for the player being released.

- Three (3) copies of the form are needed – I keep one, one goes back to the club, one should go to the player.
- The form must be completed in its entirety and one MUST be the original.
- Player and Club/Team official MUST sign the form. In the case of younger kids, parent can sign the form. I sign last.
- The pass of the released player MUST be included.
- Two (2) copies of the new roster showing the player released MUST be included for stamping.
- I will also need a copy of the previously stamped roster.

FORMS AND RESOURCE LINKS

- NJYS Registration forms: www.niyouthsoccer.com/clubsite/?p=4774
- SAGE forms (player/coach):
www.mnjysa.org/AnnouncementDetails.aspx?Newsid=511&Pageid=6
- GotSoccer guide: www.niyouthsoccer.com/clubsite/?p=4775
- Player Release form: www.niyouthsoccer.com/clubsite/?p=4774