

# TRAVEL Registration Process

- Step 1:
  - Submit a WSC Registration Form for each player (indicate details if any multiple player discounts which teams the other players are on)
  - Submit a single team check for WSC Registration – make payable to “Wall Soccer Club” – DO NOT SUBMIT INDIVIDUAL PLAYER CHECK
  - Submit a Coaches Information Sheet
  - Submit a Kidsafe Disclosure Form for each rostered coach (make sure to completely fill out form with all required information)
  - Submit a Photocopy of each coaches Concussion Certificate (all carded Coaches must have a certification – Certificates should have system generated date of completion – handwritten dates will not be accepted)
  - Submit a Photocopy of each coaches Kidsafe Card from Instant Verification or a copy of verification that the Coach is on the “approved list” for Wall Township – see <http://www.instantverificationinc.com/approved.html>
- Step 2:
  - Player Passes will be released when Step 1 is complete
- Step 3:
  - Complete Pass binder for DC submission (use registration checklist as a guide and include completed checklist in front cover of binder) ---- Got.Soccer will be open first week in August
  - Front Cover:
    - Team Cover – use cover provide at Coaches meeting
  - Inside Front Cover:
    - Player/Coaches Passes and Form preparation:
      - Complete a Player Membership Form for each Player
        - Make sure player signs form
        - Form is dated after August 1<sup>st</sup>
        - Leagues – Either MAPS/JAGS/MOSA (depending on which league your team is playing in)
        - League # - MOSA - #11 / JAGS #5 / MAPS #1
        - Club – Wall SC
        - Club # - 9271
        - Pass # - Insert information from Got.Soccer Roster
        - PUT FORMS IN ORDER OF ROSTER

- Prepare and Complete Player Passes
  - Refer to Instructions for NJYS Registering Traveling Teams
  - Photos **MUST** be uploaded
  - Keep Cards intact as a full sheet – **DO NOT detach from sheet**
- Complete Coaches Membership Form for each Coach
  - Leagues – Either MAPS/JAGS/MOSA (depending on which league your team is playing in)
  - League # - MOSA - #11 / JAGS #5 / MAPS #1
  - Club – Wall SC
  - Club # - 9271
- Prepare and Complete Coaches Passes
  - Refer to Instructions for NJYS Registering Traveling Teams
  - Make sure to generate the coaches id on got.soccer prior to printing cards
  - Photos **MUST** be uploaded
  - Keep Cards intact as a full sheet – DO NOT detach from sheet
- Clear Sleeves in Binder:
  - Use clear sleeves inside the binder
  - First Sleeve – 4 Copies of Got.Soccer Roster
  - Prepare Player sleeves for each player:
    - Front
      - Complete Medical Release for each player
    - Back
      - Player Birth Certificate
      - Make sure birth dates agree to player membership form and player card
  - Prepare Coaches sleeves for each coach:
    - Front
      - Copy of Coaches License
      - Do NOT include original
    - Back
      - Concussion Certificate
      - Make sure Certificate has a computer generated date stamp

## TIPS

- NYJS CARDING –
  - Remember you must register for the league through events and get accepted before you can start
  - Non-volunteer coaches must be rostered
  - Need to have player pass books in by 8/10 – only one drop off per week afterwards
  - Drop books at my house (bin by Garage)
  - Give at a least one week for DC to process
  - Cards \$5 per extra sheet / sheets limited
  - New Jersey Youth Soccer website for help with carding - <http://www.njyouthsoccer.com>