

SBSC CARDING INSTRUCTIONS

(revised 07/20/2007)

The New Jersey Youth Soccer Carding Process involves the following steps:

1. The club registers the team with a league (typically, MNJ).
2. At the end of July the league provides a "carding packet" to the club for the team. This includes an official roster form with player and volunteer coach passes ONLY. Necessary membership forms (for players, volunteer coaches and non-volunteer coaches) medical release forms, and a coaches handbook are only available for download directly from the NJYS website. Packets for U-11 and above will also include applications for the NJYS National Championship State Cup and the New Jersey Youth Soccer State Cup entry forms.
3. The VP of Travel distributes the packets to individual teams.
4. Team managers distribute passes to players and coaches for completion. Though not required, assigning the pass numbers in alphabetical order makes for a neater looking roster.
5. Team managers collect completed forms and passes, compile them for the team, and complete the roster. Team managers then deliver the completed package to the VP of Travel.
6. The VP of Travel checks the team's roster against the club's database and submits the package to the correct State's District Commissioner (DC.)
7. The DC reviews the package and stamps each card and roster when approved.
8. The VP of Travel retrieves the approved cards from the DC and distributes the cards of all players in good financial standing back to the team.

A completed New Jersey Youth Soccer Carding Package will include the following:

1. Fully completed roster
2. Individual Coach Carding Packages
 - a. Volunteer Coaches
 1. Completed and signed Coach Pass (with picture).
 2. Completed and signed NJYS Volunteer Coach Membership Form.
 3. Copy of the coach's license
 4. Completed KidSafe Form
 5. Signed SAGE pledge (MNJ only)
 6. Copy of Rutgers SAFETY ID Card (front/back)
 - b. Non-Volunteer Coaches
 1. Copy - front/back of State validated coaches pass
 2. (Copy) Completed and signed Non-Volunteer Coach Membership Form.
 3. Original Completed KidSafe Form
 4. Signed SAGE pledge (MNJ only)
3. Individual Player Carding Packages
 - a. Completed and signed player pass (with picture).
 - b. Completed and signed NJYS Player Membership Form.
 - c. Copy of Player's birth certificate or passport.
 - d. Completed and notarized Medical Release.
 - e. Signed SAGE Pledge (MNJ only)

Completing the NJYS Player's Membership Form:

Download the Player's Membership Form directly from the NJYS website. (<http://www.njyouthsoccer.com/regforms/regmain.htm>) DO NOT USE ANY OTHER PREVIOUS VERSION OF THE MEMBERSHIP FORM.

1. Player's name should exactly match the name on the birth certificate (First and Last name.) NO NICKNAMES.
2. For League, put "Mid New Jersey", League # is "09", Club is "South Brunswick Soccer Club", Club # is "9233". Team #, Pass # and Age can be left blank for the coach or team manager to complete!
3. Each player must sign his or her form, using the name as it appears on the birth certificate; first and last name. NO NICKNAMES. This signature MUST match the signature on the player pass and MUST be in cursive if the player is U11 or older.
4. A parent or legal guardian must also sign the form if the player is under 18.
5. Once the Membership form is returned, the coach or team manager should complete the team code, Player Pass Number and Age Group.

Completing the Medical Release Form:

1. Download the latest Medical Release Form directly from the NJYS website. Complete the form up to the parent signature and then sign the form in front of a notary public.
2. DO NOT submit medical releases unless they have been notarized!

Completing the SAGE Form:

The SAGE Program is intended to manage the behavior of parents, players, and coaches both on and off the field. As part of this program, every coach, player, and parent must sign a pledge at the beginning of the season. Download the form from the SBSC website at: <http://sbsoccer.org/forms/formlist.htm>. Additional program information is available on the MNJ-NJ website at <http://www.mnjysa.org>.

Completing the Volunteer Coach's Pass:

PAUSE and confirm that you do indeed have a **COACHES** pass and not a player's pass in your hand. The passes are the same color but are NOT interchangeable. A Player may only be issued a PLAYER pass and a volunteer coach may only be issued a COACH pass. Look under the **RED** print "**Membership Card**" line and read either COACH or PLAYER. (ID numbers for Coaches end in C01, C02, C03 or C04.)

Please Note: The MEMBER **CARD** portion (**BLUE** in color) is optional and is for distribution to the coach. It has no official status and must be removed from the Member PASS (WHITE in color) before being submitted to the DC for validation.

On the BACK of the Pass:

1. The Coach must sign the back of the pass on the "member signature" line.
2. NO CROSS-OUTS! NO ERRORS! NO WHITE OUT! NO ERASURES!
3. Glue a 1" x 1" head shot of the Coach onto the back of the pass where indicated and make sure it does not cover the Coach's signature. NO STAPLES OR TAPE!! Photocopies, Polaroids and COMPUTER GENERATED DIGITAL PHOTOS ON PLAIN PAPER are NOT acceptable and render the pass void, resulting in the coach to be crossed off your roster. Coach must be identifiable in the photo.

On the Front of the Pass – IN BLACK BALL POINT TIPPED PEN:

1. PRINT the Coach's name on the front of the pass exactly as it is written on the Membership Form. Coach's signature on pass must match signature on membership form. It is not necessary to enter the birthdate for coaches.
2. Enter the CLUB and TEAM. Do not abbreviate South Brunswick. (i.e. "South Brunswick Hurricanes")
3. Team Number is preprinted (except for replacement blank passes) and MUST match the roster number.
4. Enter the team age (ex. U10)

Completing the Player Pass:

PAUSE and confirm that you do indeed have a player's pass and not a coach's pass in your hand. The passes are the same color but are NOT interchangeable. A Player may only be issued a PLAYER pass and a volunteer coach may only be issued a COACH pass. Look under the **RED** print "**Membership Card**" line and read either COACH or PLAYER.

Please Note: The MEMBER **CARD** portion (**BLUE** in color) is optional and is for distribution to the players. It has no official status and must be removed from the Member PASS (WHITE in color) before being submitted to the DC for validation.

On the BACK of the Pass:

1. The Player must sign the back of the pass on the member signature line.
2. The signature must agree with the name (first and last) on the birth certificate.
3. **PARENTS MAY NOT SIGN FOR THEIR CHILDREN.**
4. The signature, for all players U11 and older, should be in cursive, not printed.
5. NO CROSS-OUTS! NO ERRORS! NO WHITE OUT! NO ERASURES!
6. Glue a 1" x 1" head shot of the player on to the back of the pass where indicated and should not cover the player signature. NO STAPLES OR TAPE!! Photocopies, Polaroids and COMPUTER GENERATED DIGITAL PHOTOS ON PLAIN PAPER are NOT acceptable and render the pass void, resulting in the player to be crossed off your roster. Player must be identifiable in the photo.

On the Front of the Pass – IN BLACK BALL POINT TIPPED PEN:

1. PRINT the Player's name on the front of the pass exactly as it appears on the BIRTH CERTIFICATE (first and last name.) This should also match the name as written on the Membership Form. In turn, player's signature should also match on the back!
2. Enter the date of birth in MM/DD/YYYY format (note: both digits for month and all 4 digits for years i.e. 05/09/1994)
3. Enter the CLUB and TEAM (ex. "South Brunswick Hurricanes"). DO NOT ABBREVIATE "South Brunswick".
4. Team Number is preprinted (except for replacement blank passes) and MUST match the roster number.
5. Enter the team age (ex. U10)

Completing the Roster:

Complete the roster only when all the cards and supporting documentation has been returned by the players. The white roster sheet (with NCR copies) **MUST** be filled out in the following manner:

1. YOU MUST USE A BALL POINT TIPPED PEN to complete the form. DO NOT use a soft point pen or marker. It will not copy through all 4 parts of the form. BLACK INK is preferred. PLEASE PRINT CLEARLY.
2. Correctly code and complete the appropriate boxes for DC# (21), League # (09) and Club # (9233). The correct District Commissioner number MUST coincide with the commissioner validating your packet on each state membership form and roster.
3. Fill in the League Name, Club Name, Team Name, and age (eg. U12).
4. Check box for Boys or Girls team.
5. Complete the information for Coaches; name, address, and telephone. Do not list a coach unless he or she has a coach's license. List coaches by pass number order. The pass number is found on the pass itself (eg. NJ81010-C1). NOTE: A coach can be rostered for multiple teams but only needs to have one pass. If your coach has a card for another team, list that coach pass number in the appropriate area on the roster form and include a membership form, copy of his/her F license, and a copy of the existing card (front/back).
6. List your Players in ALPHABETICAL ORDER – LAST NAME FIRST! NO NICKNAMES – name must match name listed on pass and Membership Form.
7. In the column for pass number – use the LAST FOUR NUMBERS ONLY – do not try to squeeze the full 7 numbers in! eg. 87-02, 87-03, 87-04 etc.
8. Be sure that the pass number on the roster form matches the pass number card assigned to the corresponding player.
9. Avoid Whiteout and cross-outs. If the roster is too messy, it will be returned. Replacement rosters ARE NOT available and the team will be responsible for purchasing a new carding package in it's entirety from their corresponding league and besides being costly, will significantly delay the registration process.

Assembling Packet for Submission to the VP of Travel:

Player Packets:

1. Review all Membership Forms and confirm that players have signed their forms.
2. Player packets should then be assembled in the following order:
 - a. Membership form
 - b. Birth certificate/passport copy
 - c. Medical Release
 - d. SAGE Form (MNJ only).
3. Package should then be clipped together with WHITE Member pass placed on top. Separate the passes along their perforations – You can remove the BLUE Membership Card from the WHITE Member pass.
4. Put all the player packages in the same order as they appear on the roster and clip together (NO STAPLES).
5. Make a copy of each state membership form and birth certificate; retain a set for yourself.

Coach Packets:

1. Coaches MUST complete a Membership form, attach a copy of their coaching license and clip the coach's pass to the front of the form.
2. Arrange the coaching packets (with attached pass) in order as the names appear on the roster.
3. SAGE Forms for all coaches should be clipped together in order as the names appear on the roster (MNJ only.)
4. KidSafe Forms are arranged in another pile, again in the order as they appear on the roster.

DOUBLE CHECK YOUR PACKAGE AT THIS POINT. Is anything missing? Please take the time to double-check. In the long run, it will save time. The state requires the forms to be completed correctly and holds the DC accountable. When a packet is organized neatly and in such a manner that the DC is comfortable, the packet can be reviewed and validated smoothly. **DO NOT leave anything blank. THIS INCLUDES CODES AND AFFIXING PHOTOGRAPHS CORRECTLY. A package will be returned to you to correct any errors.**