



Smithtown Kickers LIJSL Registration Instructions Fall Season

Packet Due By: July 8, 2018

Task	Notes
1 Return all players and coaches passes and put them in the bin. Take your packet from the bin.	<ul style="list-style-type: none"> All players, even ones leaving Alphabetical order; coaches passes on top Bound with a rubber band
2 For each missing pass, pay \$20 per pass	<ul style="list-style-type: none"> One check made out to Smithtown Kickers
3 If your team is aging out (U19's)	<ul style="list-style-type: none"> Place all passes bound in a rubber band in the packet and place in the bin. Congratulations! Nothing further needed
Registering Players / Coaches	
4 Send email to players to register for the season at http://lismithtownsc.siplay.com/site All players and coaches must use this site!	<ul style="list-style-type: none"> All returning and new players need to register immediately; set a deadline of at least two weeks prior to the Packet Due date Send the "How to Register" and "Sample Pictures" documents attached to the email New players from other LIJSL clubs can use their existing logins New players to LIJSL must provide a birth certificate. They also must create a new account on the SI Play site. Pictures should be full front headshots only; no full/partial body or side view pictures (see Sample Pictures document) Odd birth year teams (2001, 2005, 2011) need to update their pictures
5 If your players have trouble registering	<ul style="list-style-type: none"> Only players who never played LIJSL should make new accounts Tell Players to use the Forgot Password link to get their password if they don't remember itp If you changed your email provider, email Travel Director to update your email on account and send a temporary password. DO NOT CREATE A NEW ACCOUNT Try to help them first. Don't just email or call Travel Director Email the Travel Director
6 Collect birth certificates for new LIJSL players	<ul style="list-style-type: none"> Be sure to get copies of the birth certificates, not the originals! Put players in alphabetical order by last name



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		<ul style="list-style-type: none"> Scans of birth certificates are fine; pictures of birth certificates should not be used
7	Collect checks for the registration fee	<ul style="list-style-type: none"> See the Registration Fees tab for registration amounts All checks made out to Smithtown Kickers For families with siblings, checks must be written to each team separately If one or two registration checks are holding up your registration, consider writing the checks from your team account
8	Fill in the Team Information form	<ul style="list-style-type: none"> If using Excel, fill in 1. Team Information or fill in Team Information document if using the PDF
9	Fill in the roster form (tab 4. Roster)	<ul style="list-style-type: none"> It will help you fill in other forms. It can be a start to a good way to track team information
10	Fill in the Financial Tally sheet (tab 6. Financial Tally)	<ul style="list-style-type: none"> In Excel form, amounts will automatically calculate when you select the registration type. For the paper form, Instructions are on the bottom of the form. Fill in all fields. Be sure to remove the Registration Type on the Excel form for any roster spots not filled. List players in alphabetical order Checks only
11	Check that everyone has registered for the season	<ul style="list-style-type: none"> Nag them until they register! Confirm everyone has registered
12	Only once everyone has registered, review your roster	<ul style="list-style-type: none"> Get there through SI Play, go to Roster link under your team name Make sure everyone is there Check that all pictures meet requirements (headshot, front view)
13	Print your Formal roster	<ul style="list-style-type: none"> Get there through SI Play, go to Team Website... Coaches Tools... Print Rosters... Formal
14	Review your roster for accuracy on SI Play	<ul style="list-style-type: none"> Roster will say Not Approved Verify all players are yours Check birthdates and names, especially new players to LIJSL. Names and birth dates must match the birth certificate!
15	Check your roster to ensure none of the players or coaches have error codes	<ul style="list-style-type: none"> Error codes are listed on tab 3a LIJSL Error Codes or on the LIJSL Roster Error Codes document



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		<ul style="list-style-type: none"> Work with players to clear picture issues. Make sure all team managers and assistants take the required training
16	Compare Spring roster to Fall roster	<ul style="list-style-type: none"> Use the paper copy of your Fall roster to mark up the changes for the Spring. Cross out all players and coaches being deleted Write in all players and coaches being added
17	Fill out Add/Delete sheet (start with tab 7a. Add-Delete and use tab 7b if need more room) <div style="text-align: right; margin-right: 50px;">Club Players--></div>	<ul style="list-style-type: none"> Type in the information on the computer either through the Add-Delete tab or the PDF. Do not hand write the form. For adds, fill in all fields through email; pass numbers are on your formal roster For deletes, fill in all fields; pass numbers are on your old roster When adding or deleting coaches, be sure to indicate if it is an add or delete in the Add/Drop column (last column) Fill out multiple sheets if needed Include Club Players on the Add/Delete sheet(s). Update the Club Player column on the 4. Roster tab in Excel or provide a list on a separate page with just the Club Player names if handwriting the forms. The Travel Director will add the Club Players to your roster after your roster has been reviewed. Print the form(s) when done if handwriting or doing PDF forms. Email this workbook if using the Excel forms. DO NOT sign the form
18	Check your Add/Delete sheet and roster	<ul style="list-style-type: none"> The number of returning players, plus the added players, minus the deleted players should be the number of players on your formal roster
<p><i>Once your packet is submitted, do not make any changes. This includes adding additional players. Any changes must be coordinated with the Travel Director.</i></p>		
Coaches and Assistant Registrations		
19	New Team Managers and Assistants need passes	<ul style="list-style-type: none"> New Team Managers and Assistants should have their pictures uploaded to the SI Play site
20	NEW Coaches and Assistants MUST complete the Risk Management AND the Concussion Awareness quizzes.	<ul style="list-style-type: none"> You must complete both trainings, otherwise you will not be allowed to get a pass



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21	NEW Coaches and Assistants go to the following link: http://lijslrm.siplay.com/site	<ul style="list-style-type: none"> You must use a computer - you cannot use your phone or iPad for the training Use Chrome, IE browser, or Firefox - do not use Safari
22	Log into the background and concussion site	<ul style="list-style-type: none"> If you already have a login, use that one. It COULD be the account you used to register your child. If you do not have a login, create an account. Be sure to remember the login information for the future.
23	Complete the background check form	<ul style="list-style-type: none"> Use your full Legal Name Completely fill in the background check information. You will need to pay the fee
24	Take the Concussion training	<ul style="list-style-type: none"> Complete the concussion training and quiz. You must pass the test
25	New Team Managers and Assistants must complete the LIJSL Coaches Orientation	<ul style="list-style-type: none"> Will take about 10-15 minutes to complete. You will be prompted when they register as a coach or asst coach to take the quiz on SI play You must score at least 80% to pass the test.
26	All U9 through U11 coaches must have a coaches license	<ul style="list-style-type: none"> The minimum license is LIJSL D, NSCAA Level 1-2, or USSF F license Register for a course through the LIJSL site under Coaching Academy/Parent Info... Coaches Education... Course Info
Team Administration		
27	Print the Team Registration Form	<ul style="list-style-type: none"> Can be found at Team Website... Coaches Tools... Print Rosters... TeamRegistrationForm
28	Verify coaches and assistants information on Team Registration Form	<ul style="list-style-type: none"> This is the information the league, referees, and other coaches will use to contact you. If you don't want people to contact you through this phone and email, be sure to update it in SI Play. Verify your email Verify your phone number. Verify your assistants' information
29	Update any incorrect information	<ul style="list-style-type: none"> Update your information through your SI Play account Have your assistants update their information through their SI Play account
30	Print 2 copies of the Team Registration Form	<ul style="list-style-type: none"> Fill in the division you would like to play for the Fall season



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		<ul style="list-style-type: none"> • Write a compelling reason why you SHOULD play that division in the space provided • Fill in the information on both copies of the form • Just because you request the division, it doesn't mean you will be placed in that division
31	Fill in the Team Alignment form (tab 8. Alignment)	<ul style="list-style-type: none"> • Fill in all fields. Add as much factual information under reasoning as possible. Do not just say you don't belong in the division. • All teams should fill this out.
32	Fill in the Team Name and Number form (only if you are doing PDF or handwritten forms)	<ul style="list-style-type: none"> • Fielding a Team? Answer Yes or No • Playing Premier? Answer No • Playing LI Cup? Answer Yes unless you have spoken to the Travel Director (Spring Only) • Tournament Team ONLY? Answer Yes only if you are not playing any LIJSL league games
33	If you have potential game dates that are going to have an issue with fielding players, fill in Game Date/Time Request form	<ul style="list-style-type: none"> • Be sure to have supporting documentation. LIJSL will ask for this information. • Fill in all information on the form • Get the form to the Travel Director to be signed • Put the request in before the season. In season requests must be submitted 10 days prior to the game date.
34	U10-U12 - Arch Cup Registration http://www.enysoccer.com	<ul style="list-style-type: none"> • Register at the site listed on the left • Be sure to register by the deadline date • You will need to schedule 3 additional games in the Fall and additional games in the Spring if you move on
35	U15-U19 Late Season Registration	<ul style="list-style-type: none"> • Register your team now! • Games go late October to early December • Let the Travel Director know you are interested in the Late Season • Playing Late Season qualifies you for the State Cup
Returning Your Packet		
36	Return your pack to the bin. Everyone should include:	<ul style="list-style-type: none"> • Two copies of your Team Registration Form • Your marked up Spring Roster



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	Task	Notes
		<ul style="list-style-type: none">• Birth certificates for all new players never registered in LIJSL (when in doubt, include it)• Checks in alphabetical order by last name• Game Change Sheet
37	If you are using handwritten or PDF forms include in your packet:	<ul style="list-style-type: none">• Add/Delete sheet(s)• Team Information Form• Financial Tally Sheet• Team Alignment form
38	If you are using the Excel sheets	<ul style="list-style-type: none">• <u>Email workbook to the Travel Director</u>