



## Smithtown Kickers LIJSL-EDP Registration Instructions Spring Season

**Packet Due By: January 4, 2019**

Task	Notes
1 Take your packet from the bin. You will need to return all players and coaches passes with your packet.	<ul style="list-style-type: none"> <li>All players, even ones leaving</li> <li>Alphabetical order; coaches passes on top</li> <li>Bound with a rubber band</li> </ul>
2 For each missing pass, pay \$20 per pass	<ul style="list-style-type: none"> <li>One check made out to Smithtown Kickers</li> </ul>
<b>Returning Fall Players and Coaches</b>	
3 Send email to returning players to consent for the season at  <a href="http://lismithtownsc.siplay.com/site">http://lismithtownsc.siplay.com/site</a>	<ul style="list-style-type: none"> <li>All returning players need to re-consent immediately; tell parents process will take only a few minutes</li> <li>Include the LIJSL-EDP How to Reconsent document</li> <li><b>DO NOT register again. Only Agree to Consent is needed.</b></li> <li>New players to the team should follow the instructions in the NEW Players / NEW Coaches section below</li> </ul>
<b>Registering NEW Players / NEW Coaches</b>	
4 Send email to new players to register for the season at  <a href="http://lismithtownsc.siplay.com/site">http://lismithtownsc.siplay.com/site</a>	<ul style="list-style-type: none"> <li>All new players need to register immediately; set a deadline of at least two weeks prior to the Packet Due date</li> <li>Send the "How to Register" and "Sample Pictures" documents attached to the email</li> <li>New players from other LIJSL clubs can use their existing logins</li> <li>New players to LIJSL and EDP must provide a birth certificate. They also must create a new account on the SI Play site.</li> <li>Pictures should be full front headshots only; no full/partial body or side view pictures (<b>see Sample Pictures document</b>)</li> </ul>
5 If your players have trouble registering	<ul style="list-style-type: none"> <li>Only players who never played LIJSL should make new accounts</li> <li>Tell Players to use the Forgot Password link to get their password if they don't remember itp</li> <li>If you changed your email provider, email Travel Director to update your email on account and send a temporary password. <b>DO NOT CREATE A NEW ACCOUNT</b></li> </ul>



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		<ul style="list-style-type: none"> <li>• Try to help them first. Don't just email or call Travel Director</li> <li>• Email the Travel Director</li> </ul>
6	Collect birth certificates for new players	<ul style="list-style-type: none"> <li>• Be sure to get copies of the birth certificates, not the originals!</li> <li>• Put players in alphabetical order by last name</li> <li>• Scans of birth certificates are fine; pictures of birth certificates should not be used</li> </ul>
7	Collect checks for the registration fee	<ul style="list-style-type: none"> <li>• See the Registration Fees tab for registration amounts</li> <li>• All checks made out to Smithtown Kickers</li> <li>• For families with siblings, checks must be written to each team separately</li> <li>• If one or two registration checks are holding up your registration, consider writing the checks from your team account</li> </ul>
8	Update your roster form from the Fall (tab 4. Roster)	<ul style="list-style-type: none"> <li>• You can copy the Roster form from the Fall into this workbook. It will help you fill in other forms.</li> <li>• It can be a start to a good way to track team information</li> </ul>
<b>Checking your Registrations</b>		
9	Check that everyone has consented or registered for the season	<ul style="list-style-type: none"> <li>• Nag them until they consent/register!</li> <li>• Confirm everyone has consented/registered</li> </ul>
10	Only once everyone has consented/registered, review your roster	<ul style="list-style-type: none"> <li>• Get there through SI Play, go to Roster link under your team name</li> <li>• Make sure everyone is there</li> <li>• Check that all pictures meet requirements (headshot, front view)</li> <li>• Check that everyone consented by printing the CoachRoster, accessed under Coaches Tools...Print Rosters...CoachRoster</li> <li>• Ensure there is a Yes next to all players in the Consent column. If there is a No, nag the parents to re consent!</li> </ul>
11	Print your Formal roster	<ul style="list-style-type: none"> <li>• Get there through SI Play, go to Team Website... Coaches Tools... Print Rosters... Formal</li> </ul>
12	Review your roster for accuracy on SI Play	<ul style="list-style-type: none"> <li>• Roster will say Not Approved</li> <li>• Verify all players are yours</li> </ul>



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		<ul style="list-style-type: none"> <li>Check birthdates and names, especially new players. Names and birth dates must match the birth certificate!</li> </ul>
13	Check your roster to ensure none of the players or coaches have error codes	<ul style="list-style-type: none"> <li>Error codes are listed on tab 3a LIJSL Error Codes or on the LIJSL Roster Error Codes document</li> <li>Work with players to clear picture issues. Make sure all team managers and assistants take the required training</li> </ul>
14	Fill in the Team Information form	<ul style="list-style-type: none"> <li>If using Excel, fill in 1. Team Information or fill in Team Information document if using the PDF</li> <li>Fielding a Team? Answer Yes or No</li> <li>Playing Premier? Answer No if LIJSL and Yes for EDP</li> <li>Playing LI Cup? Answer Yes unless you have spoken to the Travel Director (Spring Only). Answer No for</li> <li>Tournament Team ONLY? Answer Yes only if you are not playing any LIJSL league games</li> </ul>
15	Compare Spring roster to Fall roster	<ul style="list-style-type: none"> <li>Use the paper copy of your Fall roster to mark up the changes for the Spring.</li> <li>Cross out all players and coaches being deleted</li> <li>Write in all players and coaches being added</li> </ul>
16	Fill out Add/Delete sheet (start with tab 7a. Add-Delete and use tab 7b if need more room)	<ul style="list-style-type: none"> <li>Type in the information on the computer either through the Add-Delete tab or the PDF. Do not hand write the form.</li> <li>For adds, fill in all fields through email; pass numbers are on your formal roster</li> <li>For deletes, fill in all fields; pass numbers are on your old roster</li> <li>When adding or deleting coaches, be sure to indicate if it is an add or delete in the Add/Drop column (last column)</li> <li>Fill out multiple sheets if needed</li> <li>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.</li> </ul>

**Club Players-->**



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	<ul style="list-style-type: none"> <li>Print the form(s) when done if handwriting or doing PDF forms. Email this workbook if using the Excel forms.</li> <li>DO NOT sign the form</li> </ul>
17 Check your Add/Delete sheet and roster	<ul style="list-style-type: none"> <li>The number of returning players, plus the added players, minus the deleted players should be the number of players on your formal roster</li> </ul>
<b><i>Once your packet is submitted, do not make any changes. This includes adding additional players.</i></b>	
<b>NEW Coaches and Assistant Registrations</b>	
18 New Team Managers and Assistants need passes	<ul style="list-style-type: none"> <li>New Team Managers and Assistants should have their pictures uploaded to the SI Play site</li> </ul>
19 NEW LIJSL Coaches and Assistants MUST complete the Risk Management AND the	<ul style="list-style-type: none"> <li>You must complete both trainings, otherwise you will not be allowed to get a pass</li> </ul>
20 NEW Coaches and Assistants go to the following link: <a href="http://lijslrm.siplay.com/site">http://lijslrm.siplay.com/site</a>	<ul style="list-style-type: none"> <li>You must use a computer - you cannot use your phone or iPad for the training</li> <li>Use Chrome, IE browser, or Firefox - do not use Safari</li> </ul>
21 Log into the background and concussion site	<ul style="list-style-type: none"> <li>If you already have a login, use that one. It COULD be the account you used to register your child.</li> <li>If you do not have a login, create an account. Be sure to remember the login information for the future.</li> </ul>
22 Complete the background check form	<ul style="list-style-type: none"> <li>Use your full Legal Name</li> <li>Completely fill in the background check information.</li> <li>You will need to pay the fee</li> </ul>
23 Take the Concussion training	<ul style="list-style-type: none"> <li>Complete the concussion training and quiz.</li> <li>You must pass the test</li> </ul>
24 New Team Managers and Assistants must complete the LIJSL Coaches Orientation	<ul style="list-style-type: none"> <li>Will take about 10-15 minutes to complete.</li> <li>You will be prompted when they register as a coach or asst coach to take the quiz on SI play</li> <li>You must score at least 80% to pass the test.</li> </ul>
25 All U9 through U11 coaches must have a coaches license	<ul style="list-style-type: none"> <li>The minimum license is LIJSL D, NSCAA Level 1-2, or USSF F license</li> <li>Register for a course through the LIJSL site under Coaching Academy/Parent Info... Coaches Education... Course Info</li> </ul>
<b>ALL Team Managers</b>	



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26	All Team Managers and Assistants MUST complete the SafeSport Training Course. Registration starts at the following link: <a href="https://easternnewyorkyouthsoccerassociation.sportngin.com/register/form/025492358">https://easternnewyorkyouthsoccerassociation.sportngin.com/register/form/025492358</a>	<ul style="list-style-type: none"> <li>• Course takes about 90 minutes</li> <li>• Course is required. You only need to complete the course once</li> <li>• You must register for the course through the link to the left and an email will be sent to you with the link to the actual course material</li> <li>• The course keeps track of your progress, so you can start and stop taking the course</li> <li>• If you have already completed the course for ECNL/NPL, proceed to the next step</li> </ul>
27	Upon successful completion of all the material, email the <u>SafeSport Trained</u> certificate to  <a href="mailto:diana@enysoccer.com">diana@enysoccer.com</a>	<ul style="list-style-type: none"> <li>• Be sure to save a copy of the SafeSport Trained Certificate. This will be your proof that you have completed the course so you will not need to retake the course.</li> </ul>
<b>Team Administration</b>		
28	Print the Team Registration Form	<ul style="list-style-type: none"> <li>• Can be found at Team Website... Coaches Tools... Print Rosters... TeamRegistrationForm</li> </ul>
29	Verify coaches and assistants information on Team Registration Form	<ul style="list-style-type: none"> <li>• <b>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.</b></li> <li>• Verify your email</li> <li>• Verify your phone number.</li> <li>• Verify your assistants' information</li> </ul>
30	Update any incorrect information	<ul style="list-style-type: none"> <li>• Update your information through your SI Play account</li> <li>• Have your assistants update their information through their SI Play account</li> </ul>
31	Print 2 copies of the Team Registration Form	<ul style="list-style-type: none"> <li>• Fill in the division you would like to play for the Spring season</li> <li>• Write a compelling reason why you SHOULD play that division in the space provided</li> <li>• Fill in the information on both copies of the form</li> <li>• Just because you request the division, it doesn't mean you will be placed in that division</li> </ul>



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32 For LIJSL teams, fill in the Team Alignment form (tab 8. Alignment), if you would like to change your division	<ul style="list-style-type: none"> <li>• Fill in all fields. Add as much factual information under reasoning as possible. Do not just say you don't belong in the division.</li> <li>• Only fill out if you are requesting a change in division</li> </ul>
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"> <li>• Be sure to have supporting documentation. LIJSL NEEDS this information</li> <li>• Fill in all information on the form</li> <li>• Get the form to the Travel Director to be signed</li> <li>• Put the request in before the season. In season requests must be submitted 10 days prior to the game date.</li> </ul>
<b>LI Cup Details (LIJSL Only)</b>	
34 All LIJSL teams are registered for the LI Cup. If you do not wish to participate, you get approval from the Travel Director	<ul style="list-style-type: none"> <li>• Email the Travel Director and provide a legitimate reason why you should not participate</li> </ul>
35 Only after receiving approval from the Travel Director, fill in the LI Cup Withdrawal	<ul style="list-style-type: none"> <li>• Fill in all information and include the form in your packet</li> <li>• The Travel Director will send you the form</li> </ul>
36 If you need a game change for the LI Cup, you must fill out the LI Cup Game Change form	<ul style="list-style-type: none"> <li>• You must have a significant reason for changing the game and have supporting documentation for requesting the change</li> <li>• Download the form from the Travel section of our website or LIJSL site</li> <li>• Completely fill out the form and submit the form and documentation with your packet. Your request may not be approved by LIJSL</li> </ul>
<b>Returning Your Packet</b>	
37 <b>Return your pack to the bin. Everyone should include:</b>	<ul style="list-style-type: none"> <li>• <b>Your passes from the Fall</b></li> <li>• <b>Team Information Form</b></li> <li>• <b>Two copies of your Team Registration sheet</b></li> <li>• <b>If requesting a division change, Team Alignment form</b></li> <li>• <b>Your Fall roster, with and changes being made</b></li> <li>• <b>Add/Delete sheet(s)</b></li> <li>• <b>Birth certificates for all new players never registered in LIJSL (when in doubt, include it)</b></li> </ul>



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		<ul style="list-style-type: none"><li>• Checks in alphabetical order by last name for new players</li><li>• If approved, LI Cup Withdrawl Form</li><li>• Game Change Sheet for league and LI Cup</li></ul>
38	If you are using the Excel sheets	<ul style="list-style-type: none"><li>• Email workbook to the Travel Director</li></ul>