



# Northwestern Soccer Travel Coach's LVYSL Checklist

<http://www.nyaatigers.org/soccer>

**Action Items:** These are things that you must do

<input type="checkbox"/>	Each coach (head & assistants) must complete the NYAA background check as outlined in the document "NYAA Coach Background Instructions" as found under the Coaches Downloads in the soccer portion of the NYAA website. This process must be completed by July 31 <sup>st</sup> of each calendar year.
<input type="checkbox"/>	Each coach (head & assistants plus managers) must complete the EPYSA RMA Check. This is initiated from the GroupNet Solutions (GNS) system. Link and Instructions are posted on website and have been distributed via email.
<input type="checkbox"/>	Each coach (head & assistants) must complete the NYAA required Heads Up concussion training offered by the CDC. Link and Instructions are posted on website. <u>You need to print out the certificate and submit a copy.</u>
<input type="checkbox"/>	Take/collect a <b>new</b> digital picture of each player & coach and save file LastName_FirstName.jpg. Have all files together and ready to transfer to Club Registrar. Photos be should single person, clear, no hat, no glasses, appropriate image.
<input type="checkbox"/>	EPYSA RG6 form for each player will be distributed to you. Hand written RG6 forms WILL NOT be accepted. You must sign and date the forms that are given to you.
<input type="checkbox"/>	Collect copies of government issued ID for each <b>new</b> player. (state/federal issued birth certificate, passport, driver's license, naturalization papers, etc.) <b>NOTE: Hospitals are not state agencies and hospital issued certificates <u>are not</u> valid proof of age.</b>

**Team Registration Packet:** In a large envelope please submit to me the following

<input type="checkbox"/>	Completed Travel Team Registration Form. This is all information needed by club registrar for league and practice scheduling purposes. Please complete entire form.
<input type="checkbox"/>	If you are requesting to "play up" an age group you must complete the LVYSL Divisional Placement Form. This form requires you to explain your justification to "play up" and is a LVYSL requirement.
<input type="checkbox"/>	Proof of age for each player <ul style="list-style-type: none"> <li>• New Players require a government issued proof of age</li> <li>• Returning Players need the immediate previous seasons pass or follow new players proof of age</li> <li>• Players from Other Leagues need previous seasons pass <b>AND</b> proof of age</li> </ul>
<input type="checkbox"/>	RG6 for each player must be printed directly from the EPYSA (GNS) database for consistency of information. Sign and date each and include in your registration packet. <b>NO HAND PRINTED RG6 WILL BE ACCEPTED.</b>
<input type="checkbox"/>	If you have not done so already, all Player and Coach passes <b>must</b> be returned from the previous season. If the previous seasons passes are not returned, new passes will not be issued by the LVYSL.
<input type="checkbox"/>	Digital pictures of players and coaches on disk or flash drive (can also be emailed to club registrar). Any flash drive will be returned to the submitting team.
<input type="checkbox"/>	Final roster printout from GNS <b>INCLUDING JERSEY NUMBERS</b> (Roster will be emailed to you by the club registrar. You need to check for errors and complete any missing information such as jersey numbers.)
<input type="checkbox"/>	<b>Coaching License:</b> new coaches to LVYSL please submit a photocopy of your coaching license with your registration packet. Any LVYSL coach who has coached a team within the last three years need not submit a photocopy unless it is requested.

Revised: 5/28/2014