

TEAM OFFICER REGISTRATION

AFTER the Team is approved by the NJSA office, all teams are required to register AT LEAST ONE Team Officer.

Their registration will expire when the team's registration expires.

Teams are allowed to register up to 4 team officers.

An Officer Card will be issued for each of the Team's Officers registered.

At a minimum, the Team Manager must be registered as a Team Officer and receive an Officer card.

Coaches and anyone else who is involved in the team's operations should also be carded. A Team Officer CAN BE an Officer for more than one team in the same league or in a different League.

Insurance requires that at least ONE team Officer be present at all games and practices. Injury claims for an injury that occurred during a non-supervised activity will not be accepted by the Insurance.

During registration, a Team Officer is required to define a Player Registration Password code to be used when registering a player on the team.

Each Team Officer shall have a different Player Registration Password.

This password can be given to an individual player when such player is going to register him/herself.

During registration, each Team Officer will be required to accept a waiver that outlines his/her Obligations as a member of the NJSA.

At the conclusion of the Team Officer Registration, such Team Officer **MUST PRINT** his/her the completed registration form **AND SUBMIT it to the NJSA.**

This registration form must be accompanied with all requested documentation including a COLOR picture to make an officer pass, if necessary.

Each Team Officers will be issued a card that identifies him/her as a person responsible for the team during a game or practice.

The following Online Registration process is available to register an Officer

ONLINE TEAM OFFICER REGISTRATION

- 1) Go to the NJSA website at www.soccernjsa.com

- 2) Point to the REGISTRATION TAB and then CLICK on TEAM OFFICER REGISTRATION.
- 3) Enter the Officer Date Of Birth as requested
- 4) A list of Officers whose date of Birth matches the one entered above will be shown in the Drop Down list. Chose the one that you are trying to register. If an Officer is NOT on the list, then such individual is not in the database and all information will have to be entered. If an Officer IS on the drop down list, his/her information that is currently available, will be displayed on the screen.
- 5) A Team Officer CAN be an officer on more than one team.
- 6) The officer now starts his/her registration
- 7) LEAGUE (required): You must select one of the Leagues that are listed. If a League is not registered for the current season, you will not see that League name on the list. You need to call your League and let them know that they need to register with the NJSA.
- 8) TEAM NAME (required): You must select one of the Teams that are listed. If a Team is not registered for the current season, you will not see that Team name on the list. You need to call your Team Manager and let him/her know that the team needs to be registered with the NJSA.
- 9) TEAM PASSWORD (required): this is a safety feature so that only those individuals who are connected to the team will be able to look at the Team Officer information and to register him/her. This is a code that is set up at the time of registering the Team. It should be managed and maintained by the person that registered the Team. This password will allow a Team Manager to control who is going to be registered as a Team Officer on the team.
- 10) DISPLAY DATA button: After you entered the Team Password, you must click on this button in order to be able to see all the information that is available in the NJSA database. If you DID NOT enter the Registration Password, or if you entered an incorrect Password for the team on which you are trying to register this Team Officer, NO DATA on the chose individual will be displayed.

TEAM OFFICER INFORMATION

- 11) PLAYER REGISTRATION PASSWORD (required): Enter a unique code that will be used to register players for this team. Each Officer on a team shall have a different Player Registration password. Once you have selected a code, only the Team Manager can update this code.

- 12) MEMBERSHIP TYPE (prefilled): This is the Type of membership for the team you have chosen. It is depending on the League type.
- 13) TEAM OFFICER NAME (Required): Enter the Officer's First and Last Name
- 14) OFFICER TYPE (required): Select one of the types listed on the Drop Down list
- 15) LAST 4 DIGITS OF ID (required): Enter the last 4 digits of the Officer's SSN. For more details click on the "[What is this](#)" link.
- 16) GENDER (required): Chose Gender
- 17) STREET, CITY, STATE, ZIP, COUNTRY OF BIRTH, HOME TEL and CELL (all required): enter all required information
- 18) E-MAIL ADDRESS (required): Enter the e-mail address where this officer would like to get communications from the League and the NJSA
- 19) Other E-MAIL ADDRESS (optional): Enter another e-mail address if you desire.
- 20) Please submit all required documentation listed at the bottom of the Registration page.
- 21) Please check with the NJSA office to see if an Officer's card is already on file. If no Officer's card is available, then you MUST submit a passport like picture to make a Team Officer pass.

REGISTER

- 22) "REGISTER THIS OFFICER" button: once you complete the information on the registration page, you need to click on the "Register This Officer" button.
- 23) Once you click on the "Register This Officer" button you will be presented with a Membership Agreement that must be accepted in order to complete the registration process.
- 24) This agreement explains that as a Team Officer, you will be responsible for any financial obligation arising from the team's activities, that you will abide to all rulings and decisions of the governing bodies of which the team is a member of, that you will explain to each player registered on your team, that they may also be held responsible of their share of the team's financial obligations and that you will disclose the Medical insurance coverage limitations and benefits.
- 25) You need to click on ACCEPT before you can continue.

26) You will now be able to print your copy of the Team Officer registration. THERE IS NO FEE for Team Officers Registrations. You will be asked to PRINT the filled out Officer Registration form. Please MAIL to the NJSA together with any required documents.

27) The Team Officer card will be validated and returned to the Team's Main Contact Street Address as provided during Team Registration.

28) Upon completion of the online Team Officer Registration, the Team Officer, the Team Manager, the League of affiliation and the NJSA will receive an e-mail confirming the Officer's registration with all the details as entered online.