



# U11 and U12 Select & U13-U18 House and Select 2019-20 ID Cards – Info and Process

ID CARD CREATION TIMES -- 7 - 9pm, Lynn Valley Rec Centre, Nighthawk Room

- September 17 – U14, U15, U17 and U18 Age Groups
- September 24 – U11 and U12 Select, U13 and U16 Age Groups

## Purpose:

When players and coaching team are part of the BCCSL (British Columbia Coastal Soccer League) ID Cards are required to be shown to the referees prior to game start. Among other facts, the photo ID card demonstrates that the player is eligible to play in this age group and team, and that the coach has her/his CRC up to date.

## Role of NSYSA

The NSGSC is part of the North Shore Youth Soccer Association (NSYSA). The NSYSA Registrar, Ab Bryant, reviews the data and stamps/stickers the ID cards for all of the clubs in our district (West Vancouver Football Club, NVFC etc...).

## Notes re: Coach/Manager Cards

- All team contacts (coaches, managers, team assistants/bench moms) and players need a photo ID card.
- All team contacts need to have an up to date and clear criminal record check (within past 36 months) on file with the NSGSC to receive an ID card.
- All team contacts need to be registered in Sports Engine and his/her profile linked to their team rosters to receive an ID card.

Surname <b>SINCLAIR</b>		
Given Name(s) <b>CHRISTINE</b>		
Birthdate	MM DD YY <b>05 28 06</b>	
Player ID # <b>1900-19-6006</b>		
<b>19</b>	Club <b>NSGSC D-1</b>	Level <b>Firecrackers</b>

Example of completed and blank ID card.

\*\* Information can be hand written as well.

Surname: <b>BC Soccer ID Card</b>			
Given Name(s):			
Birthdate:	MM DD YY		
ID Number:			
<b>19</b>	Club:	Level:	Team Name:

# U14, U15, U17, U18

## Instructions for Team Managers

### **August**

- Ensure any coach/manager who needs an ID card has registered in the 2019 Onwards Volunteer Database.
- Ensure any coach/manager who needs an ID card has a current CRC on file with the club. Check with your AGC or Club Administrator, Margo Smith-Kavanagh ([clubadministrator@nsgsc.com](mailto:clubadministrator@nsgsc.com)) if you are not sure.
- **New players to NSGSC** – request copies of birth certificates or passport as proof of birthdate from the parents. Managers need to bring a photocopy or print out for ID Card Creation night (below).
- Collect player cards from 2018-2019 Managers. Photos can be reused if a player has a new team. Returning players and coaches to the same team, just require a new 2019-20 season sticker.

**Sept 5** – Attend the Coaches and Manager Meeting -- September 5, Delbrook Rec Centre, 7-8:30pm and pick up Blank ID cards.

- Blank ID cards are available for those teams with new team names or if you need to create a new ID for a new player or coach.

### **ID Card Creation Night – Nighthawk Room, Lynn Valley Rec Centre** (see pg 1 for date by age group)

- Cards for each player and coach will be created by team manager at ID Card Creation Night with a makeup date TBA. Managers or a designated parent rep for the team need to attend.
- Players and Coaches that remain on the same team name and will receive a 2019-2020 sticker to put on last seasons ID card.
- A hard copy of birth certificate or passport will be required for the NSYSA Registrar to keep on file for new players. The NSYSA only needs to see the players name and birthdate. All other information can be blackened out.
- Ensure you receive a head shot of any new NSGSC player or coach/manager 1" x 1". Managers can take the photos themselves at a practice or ask the player's parent to e-mail a photo to you.
- Things for manager to bring:
  - team id cards that you received on September 5
  - photos of players and coaches from old team ID cards; or new photos for new players that you have taken yourself or requested parents send to you and printed out.
  - paper copies of birth certificate/passport for players new to NSGSC
  - patience
- Once the manager has ensured the ID cards have the player/coach name, team name and photos attached, NSYSA Registrar, Ab checks them over and ensures it matches information downloaded from Sports Engine supplied by NSGSC Registrar. There will be NSGSC staff and volunteers to help the team manager prepare the cards that night.
- Managers will laminate, sticker and hole punch ID cards and put them on key rings supplied.

# U11 Select, U12 Select, U13 & U16

## Instructions for Team Managers

- U11 and U12 Select and all U13 and U16 teams receive NEW cards with NEW photos needed.

### July and August

- Ensure any coach/manager who needs an ID card has registered for the 2019-20 season on Sports Engine. **Coaches/Managers need to register in the 2019 Volunteer Onwards database.** Check with your AGC or Margo Smith-Kavanagh (clubadministrator@nsgsc.com).
- Ensure any coach/manager who needs an ID card has a current CRC on file with the club. Check with your AGC or Club Administrator, Margo Smith-Kavanagh ([clubadministrator@nsgsc.com](mailto:clubadministrator@nsgsc.com)) if you are not sure.
- U11, U12 and new players – request copies of birth certificates or passport as proof of birthdate from the parents. Managers need to bring a hard copy of that image on ID Card Creation Night.

**September 5** – Attend the Coaches and Manager Meeting September 5, Delbrook Rec Centre, 7-8:30pm and pick up Blank ID cards.

- A team sheet of printed ID cards will be available for pick up at Divisional Coaches/Managers meeting on September 5 2019. The printed cards will have the player or team contact name, team name, team contact role i.e. Manager, Coach etc..

### Week of September 20th

- Individual player and coach thumbnail size photos from photo day (Sept 14/15) will be available to pick up and those can be used to affix to ID card. Location and date will be communicated to you once available.

### **ID Card Creation Night – Nighthawk Room, Lynn Valley Rec Centre** (see pg 1 for date by age group)

- Cards will be prepared by the manager on the nights above with a makeup date TBA. Managers or a parent representative for the team, if the manager is not able to attend, needs to attend. Support will be available from NSGSC staff and volunteers.
- A hard copy of birth certificate or passport will be required for the NSYSA Registrar to keep on file. The NSYSA only needs to see the players name and birthdate. All other information can be blackened out.
- **If a player or coach did not attend photo day (Sept 14/15) and you don't have thumbnail from that, ensure you have a 1" x1" head shot photo printed. Take a photo yourself of the player or request from parent and print out.**
  - Things to bring:
    - team id cards that you received on September 6
    - thumbnail photos of players and coaches from photo day and other photos from players and coaches that did not attend photo day,
    - paper copies of birth certificate/passport for U11, U12 and new U16 NSGSC players
    - patience

- Once the manager has ensured the ID cards have the player/coach name, team name and photos attached, NSYSA Registrar, Ab checks them over and ensures it matches information downloaded from Sports Engine supplied by NSGC Registrar.
- Managers will laminate, sticker and hole punch ID cards and put them on key rings supplied

**If you are a new manager or have questions on this process, please do not hesitate to contact Margo Smith-Kavanagh at ([clubadministrator@nsgsc.com](mailto:clubadministrator@nsgsc.com)) or 604-788-5407**