

INFORMATION REGARDING FORMING/REGISTERING A TEAM IN LANSING SOCCER CLUB

- 1. Coach & Manager:** Each coach, asst. coach, or manager **must** obtain a risk management pass through NYSW. The website is: www.nyswysa.org. Read about risk management then email your FULL NAME (first, middle, last), Birthdate, Full Address, Home Phone #, Email address, and if applicable your cell #, work #, and fax # to the LSC Registrar. Her email address is lansingregistrar@gmail.com. The Registrar will submit the information to NYSWest, you will receive an email from NYSW that you must respond to asap. The pass will be mailed to the registrar and forwarded to you; you must attach a picture of yourself and have it laminated. The pass costs \$10 for two years; the LSC will pay the fee for you.
- 2. Forming a Roster:** Each player on your roster must complete a LSC registration form and a medical release form. These are found on the club website, www.lansingsoccer.org. The team manager keeps the medical release form, and turns in all the registration forms, along with payment, to the club registrar. The manager should also include the Team Roster form as a cover page, and the Team Staff Registration form. If the player is brand new to the club, a birth certificate or passport copy must be included. The player will not be processed until proof of birth is received by the registrar. It may take up to a week for the registrar to process and return a roster.
- 3. Payment:** The fee to register with LSC is \$15. If a player is already registered with another club, the fee is only \$8, since they have already paid their insurance through their primary club. When registering a whole team or group of players, please have the players pay the manager or coach, then write only ONE check to the registrar.
- 4. Fall fees:** Teams registering to play in a fall league will need to contact the field coordinator to set up practice times and determine the home field. There is a fall \$8.00 Field Use Fee per player for all LSC players. This offsets the costs of paint, maintenance and equipment. There will also be costs for referees and to enter the league. Talk with the league organizer for answers to these questions.
- 5. Winter fees:** If a team played in the fall, there is no additional cost to have a winter roster printed. If there are additional players, they may be added by giving the LSC registrar the registration form, birth certificate (if needed) and money. There are costs involved with practice time and league play, plus referee fees. If you want to enter a team at The Field, information can be found on their website, <http://crcthefield.info>.
- 6. Spring fees:** Teams entering in Broome County, www.broomesoccer.org, Upstate Premier League, www.upstatesoccer.com, or the Thruway League <http://www.thruwayleaguecup.com> must check with these leagues for deadlines and rules. The spring field coordinator will assist teams to schedule practice times and determine home fields. There is a spring Field Use Fee of \$8.00 per player, payable to LSC. All players participating in these spring leagues must have a player pass. The cost is \$6 per player, payable to LSC. The costs may be lumped in with other registration fees the team may need to pay to LSC. A 1" photo of the player must be affixed to the pass after it is generated, then the player must sign it and it must be laminated by the LSC registrar. This process may take 1-2 weeks. Spring leagues require a player to complete a Release to Secondary Team form if a player is going to be a secondary player for you (primary for another team). A player in the spring can only play on two travel teams in NYSW, or any league that requires a player pass; they can play in as many recreation leagues as they want. The only exception is ODP where a player can be on two travel teams as well as on an ODP team for his/her birth year. TC United requires all their players to be primary with them. This form must be signed by both coaches, so it may take several days. There is more work for the manager of a spring team, and LSC encourages managers to begin the process as early as possible, and to impress on the parents the need to adhere to deadlines. There is no additional cost to LSC to generate a spring roster if there are no new players. However, field use fees and player pass fees will need to be paid to the LSC. If you play BCSA in the spring a per team league fee will also be paid to the LSC.