

WHAT TO TAKE TO THE REGISTRAR

July 18, 2011

(1) GENERAL INFORMATION

Any fees required must be sent into your club.

Your club is responsible for sending those payments into MSYSA before each quarter is due.

If completed transactions are to be returned to the team by mail, self-addressed return envelopes must be enclosed with adequate postage.

Color copies are not acceptable.

MSYSA Registrations forms can be found at www.msysa.org under MSYSA Registration/Forms and Documents.

The USYS and USSF Applications to travel can be found at www.msysa.org under Forms and Documents.

(2) REGISTRATION

- Original Copy (plus 1 copy)
- For each rostered player:
 - 1) Acceptable Proof of Age
 - 2) Two-part USYS/MSYSA Member Pass with signatures and glued 1x1" photos on each card
 - 3) Original Membership/Player Registration form (plus 1 copy)
- For each rostered adult official:
 - 1) Original Adult Official Registration Form (plus 1 copy)
 - 2) Two-part USYS/MSYSA Member Pass with signatures and glue 1x1" photos on each card.
- Copy of the Head Coach's coaching license – minimum of an E license or NSCAA equivalent

Player Release

- Original Roster (plus 1 copy)
- Updated Roster (plus 1 copy)
- USYS/MSYSA Member Pass (if not immediately transferring to another team must be surrendered to the Registrar)
- Player/Team Status form (plus 3 copies) with Release section completed.
(Reason for Release must be completed by player or parent/guardian)
- Self-addressed/stamped envelope with player's parent/guardian information.

Player Addition

- Original Roster (plus 1 copy)
- Updated Roster (plus 1 copy)
- Acceptable Proof of Age
- Two-part USYS/MSYSA player pass with signatures and glued 1x1" photos on each card
- Original Membership/Player Registration form (plus 1 copy)

Player Transfer

- Original Roster (plus 1 copy)
- Updated Roster (plus 1 copy)
- USYS/MSYSA Member Pass from prior team.
- Player/Team Status form (plus 3 copies) with Transfer section completed.
- ***The Release section must be stamped by a Registrar or a copy of the release paperwork must be included on a separate Player/Team Status Form***

NOTE: The **first** team to which a player is rostered must be considered the player's **Primary** team. To subsequently join another team as a **Multi-Rostered** player, **proof of Primary Rostering** must be provided, in form of a photocopy of either the Registrar-approved registration form or the front and back of the Registrar-approved USYS/MSYSA Member Pass from the Primary Team.

(3) TRAVEL

Domestic Travel

This process of approved documents is **ONLY** required for teams playing in tournaments outside of Region I and/or New Jersey – **DUE 15 DAYS PRIOR TO TOURNAMENT DATE.**

- Completed Application to Travel form (plus 2 copies)
- Two copies of current roster
- (3) Copies of MSYSA Guest Player Form (if applicable) – with completed USYS/MSYSA Member Pass.
- (2) Copies of approved Permission to Host Tournament form
- One stamped envelope

Foreign Travel

(Must reach MSYSA 45 days PRIOR to departure date to ensure processing)

Two travel application packages are required:

State Approval Package –

- Original USYS Application for Travel (plus 2 copies)
- (2) Copies of current team roster
- Copy of official brochure or invitation
- (3) Copies of Guest Player Form (if applicable)
- Original plus two copies of Non-Rostered Guest Player Form (if applicable)

US Soccer Federation Approval Package –

- Original USYS Application for Travel (plus 2 copies)
- (2) Copies of current team roster
- Copy of official brochure or invitation
- Copy of Guest Player Form (if applicable)
- Original signed Ted Stevens Amateur Sports Act (plus one copy)
- Application fee payable to “US Soccer” (\$50; see USSF Application form)

Applications for foreign travel can only be processed for MSYSA by the State Registrar or the Assistant State Registrar.

Mike Basileo (SR)
7733 Loudon Drive
Fort Washington, MD 20744
(301) 248-5993
registrar@msya.org

Kay McGoldrick (ASR)
112 Greenwich Drive
Walkersville, MD 21793
(301) 845-0582
kmregistrar@msysa.org

Both application packages are to be provided to one of the above MSYSA registrars at least 45 days PRIOR to the departure date to ensure processing. Please note that US Soccer must receive the application from MSYSA at least 30 days PRIOR to the departure date to ensure processing.

If the application is brought to the MSYSA registrar less than 45 days before the departure date (or required additions or corrections use up this lead time) the team may need to provide a prepaid overnight mailer so that the US Soccer's 30 day deadline can be met. Please be sure to discuss this need for expedited processing with the registrar.