

WHAT TO TAKE TO THE REGISTRAR

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August 1, 2006

(1) GENERAL INFORMATION

Any fees required must be paid **by check** to "MSYSA."

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

The number of copies specified for Initial Team Registration has been changed to reflect use of the MSYSA On Line Registration System.

Color copies are not acceptable.

MSYSA Forms are at "www.msysa.org" under the "Player Registration" tab. Be sure to use the current version because prior versions are generally not accepted.

The USYS & USSF Applications for Travel are also available through the MSYSA site.

(2) REGISTRATION

Initial Team Registration

-- Original Roster (plus 1 copy)

For each rostered player:

-- Acceptable Proof of Age

-- Two-part Player ID Card (USYS or MSYSA) with signatures and glued photos**

-- Original Membership/Player Registration Form (plus 1 copy)

For each rostered Adult Official:

-- Adult Official Registration Form (plus 1 copy)

-- Adult Official Card (USYS Membership Card) with signature & glued photo**

-- Registration Fee (\$235 for 18 player roster limit; see web site for small-sided play)

(**Photos from prior year Cards CANNOT be re-used on new player or adult Cards**)

(Some leagues collect the fee for MSYSA as part of the league registration process)

Player Release

-- Original Roster (plus 1 copy)

-- USYS Member Pass or MSYSA LO/MR Player Pass (surrender to Registrar)

-- Player/Team Status form (plus 3 copies) with Release section completed
(Reason for Release must be completed by player or parent/guardian)

-- Stamped envelope addressed to player's parent/guardian

Player Addition

(not yet carded or Multiple Rostered)

-- Original Roster (plus 1 copy)

-- Acceptable Proof of Age

-- Two-Part Player ID Card (USYS or MSYSA) with glued photos

-- Completed Membership/Player Registration Form (plus 1 copy)

-- Registration Fee (\$12.00 per player after reaching roster size limit)

Player Transfer

-- Original Roster (plus 1 copy)

-- USYS Player Pass from prior team

-- Player/Team Status form (plus 3 copies) with Transfer section completed

-- Copy of Registrar-approved release (Player/Team Status form) from prior team

-- Transfer Processing Fee (\$5.50 per transfer player)

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 **Multiple Rostered** player, **proof of Primary Rostering** must be provided, in the form of a photocopy of either the Registrar-approved registration form or the front and back of the Registrar-approved USYS Member Pass from the primary team.

WHAT TO TAKE TO THE REGISTRAR

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November 06, 2006

(3) T R A V E L

Domestic Travel

(due 15 days prior to tournament date to assure processing)

- Completed USYS Application for Travel (plus 2 copies)
(Download from web site, or use 4-part form, version 11/95 or later)
- Two copies of current team roster
- Three copies of the MSYSA Guest Player form (if applicable)
- Original plus two copies of Non-Rostered Guest Player form (if applicable)
(also requires registration fee, proof of age, and prepared USYS card)
- Two copies of approved Permission to Host Tournaments form
- One stamped envelope
- Processing Fee (\$5.50) _____

Foreign Travel

(Must reach MSYSA 45 days prior to departure date to assure processing)

(Two travel application packages are required)

State Approval Package:

- Original USYS Application for Travel (plus 2 copies)
(Download from web site, or use 4-part form, version 11/95 or later)
- Two copies of current team roster
- Copy of official tournament brochure or invitation
- Three copies of the MSYSA Guest Player form (if applicable)
- Original plus two copies of Non-Rostered Guest Player form (if applicable)
(also requires registration fee, proof of age, and prepared USYS card)
- MSYSA Application Fee (\$5.50)

US Soccer Federation Approval Package:

- Original US Soccer Application for Foreign Travel (plus 2 copies)
(Download from web site)
- Two copies of current team roster
- Copy of official tournament brochure or invitation
- One copy of the MSYSA Guest Player form (if applicable)
- Original signed Ted Stevens Amateur Sports Act form (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 (State Registrar)
7733 Loudon Drive
Fort Washington, MD 20744
(301) 248-5993
mbasileo@erols.com

Kay McGoldrick (Asst. State Registrar)
112 Greenwich Drive
Walkersville, MD 21793
(301) 845-0582
kaymcgold@yahoo.com

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

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