

**CENTRAL MARYLAND SOCCER ASSOCIATION
LEAGUE REGISTRATION, USSF AFFILIATION PROCEDURES & FEES**

To register your team into the CMSA program:

No team will be considered registered until steps 1 through 3 have been completed

1. Fill out the "Coaches – Team Update Form located on the index page of the cmsasoccer.com site. Go into the link #1 and type in your information.
Submit your form just once.
2. Download the standard team application form found under the registration tab. Complete the form and mail it along with your fee to the association's office.
3. Payment must be made by certified bank check, money order or approved recreation council check.
No personal checks will be accepted.
If your organization has been pre-approved to pay all fees with one check; your program chairperson must supply CMSA with a complete list of all teams included in the registration payment.
4. The registration fee for each league/season will be posted on the league's home page located on the CMSA web site. League registration does not include your USSF affiliation fee or referee fees. All referee fees are paid prior to each game at the game site.
5. There will be a **mandatory** league meeting (required for the coach, assistant coach, or manager). The date and time of the meeting will be posted on the league's information page.

To affiliate your teams thru US Club Soccer:

1. If you are affiliating with US Club, all of the procedures are posted on the US Club web site located at www.usclubsoccer.org. You must complete steps 1, 2 & 3 listed above prior to beginning the affiliation process. If your application and fees have not been received in the CMSA office, your affiliation will not be approved.
2. Click on the registration tab, then click "Apply Now"

Enter the following:

- Type of Membership: **League Team**
- League Name: Enter **Central Maryland Soccer Association** from the drop down menu or your team roster will not be approved to play in this league. Then under club or team information;
- Club Register – If a single team is registering and not the entire club, you should enter the team manager.
- Club President – For a single team click "I am also the Club President" so the Club Registrar and the President are the same.
- Club Coaching Director – Enter the name of the team's head coach.

Then enter the amount of players on that team only. Place a 0 in all of the other boxes and click/submit one time only

Please note that while US Club registration process allows teams to list and affiliate more than 18 players on a roster; CMSA only allows a

maximum of 18 players on rosters for teams competing 11v11, and 14 for teams competing 8v8. Also while US Club allows roster changes throughout the season; CMSA rosters are frozen as of the 13th day of the season.

3. Once you complete the process you pay your affiliation fee directly to US Club
4. Once you receive your approved roster from US Club, you will need to have it stamped by your assigned CMSA Registrar, all ID cards will need to be stamped and laminated by the same registrar to be official.
5. The CMSA fee for processing US Club rosters and ID cards will be a charge of \$2.00 per carded player and adult management on your roster.
6. Payment for the CMSA processing are payable to CMSA (no personal checks) and given to the registrar at the time of processing.
Your affiliated stamped roster is your roster for all events (leagues, tournaments, etc.). Additions and drops can be made only by the approved SAY Registrars and US Club Soccer.
All team rosters are frozen after the 13th day of the season

SAY Affiliation Procedure:

The registrar will not supply you with the SAY affiliation packet until you have completed Steps 1 through 3 and have been posted on the leagues schedule page

If you are affiliating with SAY, this is done through CMSA. The registrars are posted on the CMSA index page. All fees are made payable to CMSA

1. Download SAY registration procedures from the home page.
2. Contact your assigned CMSA registrars' to pick up your SAY team packet.
3. The packet contains all instructions, blank ID cards and waiver forms
4. Complete as instructed and return back to your registrar with three original rosters printed off the SAY web site.
5. In closed within the SAY packet are instructions regarding travel to affiliated tournaments.

ADD/DROP Procedure

1. When adding or dropping a player from your current stamped roster; you must turn in the ID card of the player being dropped along with that roster prior to receiving the updated paperwork.
2. When adding a player, your current roster must be returned prior to the new roster being processed.

MSYSA NON-COVERAGE

If your team is affiliated through MSYSA you will need to affiliate through either SAY or US Club to be able to participate in any CMSA league. MSYSA has declined to extend their insurance coverage to allow their members to participate in leagues which they do not affiliate.