

**CENTRAL MARYLAND SOCCER ASSOCIATION**  
**LEAGUE REGISTRATION, USSF AFFILIATION PROCEDURES & FEES**  
(Revised 12/31/2017)

**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 online Team Application Form located under the FORM tab on the CMSA website. Submit your application and payment at that time, unless your program has been approved to pay by check.
2. After you submit the online team application form; send a printed copy of the form to the league at P.O. Box 18403; Baltimore, MD 21237.
3. If the Club/Program Chairperson has notified the league office that the organization will be issuing payment for all teams, each team must get code number from their chairperson in order to complete registration application.
4. For those league approved organizations submitting payment by check; payment must be made by a CMSA approved recreation council, club or organization check.
5. Forfeit Bond Fees for teams that do not supply fields for the league will be listed on each of the seasonal year League page. Please review the League page for the applicable fees.
6. Send all Forfeit Bond check with a copy of your registration form to the CMSA PO Box listed above .
7. The registration fee for each applicable league season will be posted on the league page. League registration does not include any USSF affiliation fee, forfeit bonds or referee fees.
8. Once your completed paperwork has been received by the league office, a confirmation email will be sent to the Point of Contact per your Online Registration form with additional attachments containing updated procedural information and policies.

**SAY AFFILIATION PROCEDURE:**

If you are affiliating with SAY, this is done through the saysoccer.org website.

The assigned registrars are posted on the CMSA website under the "FORM" tab and their contact information will be listed under the "CONTACT" tab.

If your club or program is not listed, contact the CMSA office at 410-686-2212 to be assigned a registrar.

**All** SAY fees are made payable to CMSA.

Complete as instructed and return back to your registrar with three original rosters printed off the SAY web site.

The SAY registration form space for the player's email address is not required to be filled out by the CMSA teams, leave this space blank.

**ITEMS YOU WILL NEED TO COMPLETE THE SAY PLAYER CARD AND ROSTER PROCESS AND SUPPLY TO YOUR SAY POINT PERSON:**

- Player's picture in (JPEG format)
- Scanned copy of the player's birth certificate (PDF)
- Scanned copy of the players completed medical waiver (PDF) #23 in the Forms section

**Please Note:** If your team was affiliated through SAY (Soccer Associated for Youth) for the fall season and your team needs to make changes to your league roster for the spring league or tournament participation; you will need to contact your Club/Program's SAY Point person to make those changes. Your point person will then need to complete the paperwork and follow-up with the SAY National organization.

If your organization is new to the SAY Affiliation process; then they will need to appoint one (1) person to oversee the completion of the SAY team rosters for the organization. The point person for your organization should contact Brian Begley at the SAY National Office at 1-800-233-7291-X1111 or email [bbegley@saysoccer.org](mailto:bbegley@saysoccer.org)

## US CLUB SOCCER AFFILIATION

### To affiliate your teams through 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](http://www.usclubsoccer.org). You must complete steps 1, 2 & 3 listed above prior to beginning the affiliation process. 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 22 players for the High School division (U15 through 18), and 14 players for teams competing 7v7 and 16 players for teams competing 9v9.**
2. 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 US Club process you pay your affiliation fee directly to US Club
4. Once you receive your roster from US Club for CMSA league play, you will need to have it approved, processed and stamped by your program/club assigned CMSA Registrar (the list of registrars is located under the "FORM" tab; item #8; their contact information will be listed under the "CONTACT" tab), all ID cards will need to be approved, stamped and laminated by the same registrar to be official for the CMSA league play. If your club or program is not listed, contact the CMSA office at 410-686-2212 to be assigned a registrar.
5. The CMSA fees for processing US Club rosters and ID cards will be a charge of \$2.00 per carded player and coach listed on your roster. For teams that are transferring players, the charge will be \$2.00 per player transferred and you must complete and submit the CMSA Player Transfer Form to the registrar. Transferred players must be listed on your US Club and SAY rosters.
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 league roster is your roster for all CMSA events (leagues, tournaments, etc.). Additions and drops are made through the US Club Soccer web site and must be re-submitted, processed and stamped by your approved CMSA registrar. All team league rosters are frozen after the 13th day of the season

### SAY - US Club ADD/DROP Procedure

1. When adding or dropping a player from your current stamped roster; SAY teams must turn in their original league stamped roster to their registrar along with their updated paperwork.

2. When adding a player, your current original roster must be returned prior to the new roster being processed by your CMSA registrar.

**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 and tournaments which they do not affiliate.

For tournament participation and insurance coverage, MSYSA teams can register and complete a SAY Academy roster at a cost of \$5.00 per player listed. The SAY roster is good for all CMSA tournaments during the FIFA year. MSYSA player passes can be used in conjunction with the academy roster.