

# CENTRAL MARYLAND SOCCER ASSOCIATION

## C.M.S.A. LEAGUE REGISTRATION, SAY & US CLUB AFFILIATION PROCEDURES

(Revised 07/01/2018)

### 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 pre-approved to pay by one bulk check.
2. 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.
3. For those league approved organizations submitting payment by BULK check; payment must be made by a CMSA approved recreation council, club or organization check.
4. 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.
5. Send all Forfeit Bond checks with a copy of your registration form to the CMSA; P.O. Box 18403; Baltimore, MD 21237.
6. 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.
7. 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:

- Teams affiliating through SAY will need to contact their program/club SAY Point Person. If your program did not designate a SAY Point Person; you will need to contact Brian Begley at the SAY National Office by emailing [bbegley@saysoccer.org](mailto:bbegley@saysoccer.org)

### US CLUB AFFILIATION

- Teams affiliating through US Club will need to go directly to [usclubsoccer.org/registration/](http://usclubsoccer.org/registration/) and follow the registration instructions.

Once you're SAY or US Club CMSA league roster and player ID cards have been completed; all of the team's paperwork will need to be taken over to your assigned CMSA Registrar for processing.

On the CMSA website under the Forms tab is the Registrars List, under the Policy Section the processing fees are posted; and under the Contact tab is the Registrars contact information.

If your club/program is not listed in the Registrar's listing; contact Lou Webster or Mike Agudelo to be assigned.