

## **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 online Team Application Form located under the FORM tab on the CMSA website. Submit your application just once.
2. After you submit the online team application form; print a copy of the completed form and mail it in with your two checks. If your Club/Program Chairperson has notified the league office that they will issue payment for all teams, just submit the form and a memo that the fees are coming directly from the program.
3. Payment must be made by certified bank check, money order or approved recreation council check. No personal checks will be accepted. Payment must be by two separate checks (one for team registration, and one for referee fees). 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. The league office will send the program chairperson the form for their teams - (NOTE: Each Individual Team will still need to complete Steps #1 and #2).
4. Forfeit Bond Fees for teams that do not supply fields for the league are listed on the 2017 Fall League page. Please review the League page for the applicable fees. Send Forfeit Bond check along with your registration form and all league & referee fees
5. 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.
6. Once your completed paperwork has been received by the league, 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](http://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.

### **SAY ROSTER & CARDING**

**Club Administrators (the player card and roster point person for your club);**

Below you will find a list of instructions, information, and an email template for you to relay to your team administrators once you have created the teams in your account.

As the club administrator, you will need to complete the following steps:

1. Use the following URL and login information to gain access to your account.
  - a. Clubs Unique URL Created by SAY National: (www.xxxxx.sportsaffinity.com)
  - b. User Name: XXXXXXXX
  - c. Password: XXXXXXXX

2. Follow these instructions to create your club's teams in your account

<https://bsbproduction.s3.amazonaws.com/portals/1870/docs/uploading%20instructions.pdf>

3. When teams are created, fill in the appropriate information into the highlighted portion of the email template attached and email it to your team admins (Be sure to provide the correct Team ID and attach the instructions and upload template).

4. Once the coaches complete their team and player profiles they will email you requesting team approval.

- a. To approve teams:
  - i. Access your club account www.xxxxx.sportsaffinity.com (this is the same URL found in step 1 of the club administrators directions)
  - ii. Select the team menu
  - iii. Search all teams
  - iv. Select the team that requested approval
  - v. Review the team
  - vi. Select the "activation" tab above the team profiles and activate the team.

5. Notify the coach when they have been approved, they can then print cards and rosters

**For the Coach/Team Administrator:** as the person in charge of player cards and rosters for your team; please read this email carefully! It includes all information and steps needed to complete to obtain your player cards and rosters.

#### **ITEMS YOU WILL NEED TO COMPLETE THE PLAYER CARD AND ROSTER PROCESS**

*Collect the following information from the parents*

- Player picture in (JPEG format)
- Scanned copy of players birth certificate (PDF)
- Scanned copy of players completed medical waiver (PDF)to:

[https://clubs.bluesombrero.com/Portals/1870/docs/say\\_hold\\_harmless - medicalconsent.pdf](https://clubs.bluesombrero.com/Portals/1870/docs/say_hold_harmless_-_medicalconsent.pdf)

*You will need to collect the following information to complete the online upload:*

- Level of play code – P
- Season ID – 943
- SID Code – (XXXXXXX) this will be provided by SAY national as its unique to every club
- Season – 2017-2018
- Team ID – (XXXXXXXX) this will be provided by the Club Admin after the teams are created

- Player upload template  
<https://secure.sportsaffinity.com/reg/playeradmin/PlayerUploadformat.xls>
- Submit upload request  
<https://saysoccer-affinity-sports.zendesk.com/hc/en-us/requests/new>

**When you have all of the above items follow the steps below:**

1. Go to [www.xxxxx.sportsaffinity.com](http://www.xxxxx.sportsaffinity.com) (this is the same URL found in step 1 of the club administrators directions) create a new account and select your team when prompted in the registration process.  
NOTE: all team head coaches, assistant coaches, and team administrators should register through this process to obtain ID Cards
2. Complete the player upload template with the provided information above and the players information  
<https://secure.sportsaffinity.com/reg/playeradmin/PlayerUploadformat.xls>
3. Save your completed team template. Then submit it through the upload portal at  
<https://saysoccer-affinity-sports.zendesk.com/hc/en-us/requests/new>
4. When your team is uploaded you will receive an email notification. You will then login in at [www.xxxxx.sportsaffinity.com](http://www.xxxxx.sportsaffinity.com) (this is the same URL found in step 1 of the club administrators directions) to upload the players' pictures, birth certificates, and completed medical waiver form
5. After the team is completed, email your club administrator to notify them that your team is ready for approval.
6. The administrator will review your team. Once approved you will print cards and roster in your account at [www.xxxxx.sportsaffinity.com](http://www.xxxxx.sportsaffinity.com) (this is the same URL found in step 1 of the club administrators directions)

**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 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 prior to receiving the 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.