

**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.
2. **Submit your application just once.** Print the team application 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 fees – please bypass step #2)
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 Fee for teams without fields for the league. Please review the "FORMS" tab for cost; item #4. Send Forfeit Bond check with your registration form and league & referee fees.
5. The registration fee for each league/season will be posted on the home page and/or under the "FORMS" tab on the CMSA web site. League registration does not include your USSF affiliation fee 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 website and CMSA. 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 fees are payable to CMSA.

Down load SAY registration procedures from the CMSA website under the "FORM" tab item #9.

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.

The new player box only needs to be checked if you are adding a new player to your Spring CMSA league roster.

**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. If your application and fees have not been received in the CMSA office, your affiliation will not be approved. **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, and 14 players for teams competing 7v7 and 16 players for teams competing 9v9. Also while US Club allows roster changes throughout the season; CMSA rosters are frozen as of the 13<sup>th</sup> day of the season.**

2. Once you complete the process you pay your affiliation fee directly to US Club
3. Once you receive your roster from US Club for CMSA league play, you will need to have it approved, processed and stamped by your 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.
4. 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 for the spring season, 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 spring US Club and SAY rosters.
5. 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 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 13<sup>th</sup> 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 the ID card of the player being dropped along with that roster prior to receiving the updated paperwork. US Club teams will need to turn in their current original stamped roster.
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.