

Travel Manager Procedures

Seasonal Year 2009/2010

Travel Manager Procedures

1. Items Needed

- Completed **Membership and Player Registration form** – 1 per player; also remember that all players need to register and pay Club fees. This needs to be done and verified prior to roster submission otherwise player cannot play for Club.
- Completed **Adult Official Registration forms** – 1 per team official
- Computer and printer with access to internet
 - Internet Explorer 7 or above
 - Turn off Popup blocker (need to install printing program software from MEAD Co.)
 - Adobe 7 or above
- 3 ring binder
- Page protectors – minimum of 25 sheets
- Baseball card holder – minimum of 4 pages
- Glue sticks (see section re lamination)
- Card stock (USYSA forms/cards (front is white and blue) or Multi-roster cards (orange) – provided by league to registrar who distributes to teams
- Photographs – 1"x1" head shot (2 per player and adult) – color or black/white – must be identical
- Proof of age (see list on <http://www.msypa.org/docs/registration/age08a.pdf>; originals are seen by registrar and returned – no copies)

2. Initial Registration – Background

- Player belongs on a Team
- Team is part of a Club
- Team is in a specific League
- Club is a member of MSYSA (Maryland State Youth Soccer Association) who sanctions team to play travel soccer and play in tournaments
- Registrar is individual who signs and approves documents on behalf of MSYSA. Registrar is a volunteer with a job and family. DO NOT CONTACT AT WORK UNLESS DIRECTED TO.
- Registrars are League and Team specific (i.e. a team does most of its work through the listed registrar). WAGS teams must go to WAGS specified registrar.
- Leagues – CMSSL, BBSL, NCSL, WAGS, Colonial, Region 1, etc.
- Clubs apply on behalf of teams to NCSL and WAGS, Teams must apply to CMSSL and BBSL; Colonial and Region 1 are application-only leagues for highest level teams U14 and above

3. Websites

- www.msypa.org – where forms are found
- Club specific site where team and cards are entered and registrar approves
- League websites – where schedules and/or regulations and league contact information is reviewed and entered

4. Major Team Events

- Primary Team Rostering – occurs prior to September 1 of each year for teams playing Fall and Spring; occurs after October 1 of each year for spring only team
- Add Player or Team Official – if player is not previously carded can occur at any time (except State Cup Freeze)
- Add Multi-rostered player – player is primary on another team (maybe another club) and joins team
 - Can not be multi-rostered within a league except for BBSL
 - Must play with primary team at any tournament that both enter
 - Must be carded as multi-rostered after primary team is activated by primary registrar
 - Not eligible for State Cup play

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- CMSSL, WAGS and NCSL permit guest playing between same club (up to U12) and two teams as long as player does not play same day for each team.
- Player lives in different state than Maryland but wants to be on Maryland team (Delaware, VA, DC, PA, NJ, West VA)
- Release/Transfer player – player is on Team A and then desires to go to Team B
 - Can not transfer into NCSL or WAGS once season starts if Team A is also in WAGS/NCSL
 - Specific rules related to State Cup Freeze deadlines (ages U13 and up)
- Release – player/coach leaves team
- Foreign Born Players
- Guest player – carded player on another team who plays with team at a tournament
- Guest player – non-rostered player who plays with team at a tournament
- Travel to Tournament
 - In-state
 - In Region 1 except NJ (Maine to Virginia)
 - In NJ
 - In any other Region
 - In a foreign country
- Team Disbands/Team Plays only Fall Season

5. Primary Team Rostering

- Club Administrator establishes team and adds manager to team and provides log-in information to manager
- Make sure you have player/family completed registration forms in front of you. Forms for each player and adult official are found at http://www.msysa.org/importantformsdocuments/index_E.html . You will need 1 for each player and adult. Note that coach may have been added already. If the player is to be a transfer/ multi-rostered do not enter them – see below for procedure.
- Names must be official names from proof of age – Sarah not Sally; Peter rather than PJ. Forms and cards MUST be signed in same way. Do NOT use initials or nicknames. U9-U10 can print signatures otherwise cursive signature on form (middle, backs of cards)
- Print and read Thunder's "[Registering Players in the MSYSA/ADG System](#)" manual for detailed procedures regarding entering each player in the system. **Return to this document AFTER all players are entered using Thunder's instructions.**
- Once all players are entered into ADG, sign in as yourself and go to roster screen.
- Verify the ID's assigned. If the player was returning, verify that the id issued matches the card from last year's team (should match for any carded player from last year from your team or elsewhere). Make sure you ask player's family if they were carded last year. Using **edit team info** button, enter jersey numbers.
- Print MSYSA roster (click button, when report loads click printer icon on report header which opens dialogue box; select all pages (pages 1 and 2) and this opens Adobe formatted report- print 2 copies). DO NOT PRINT if screen shows any icons- you must go to ADOBE format to print
- For all players that are new to carding, they need original proof of age (original birth certificate, passport etc) when you submit for approval
- **If when ID on-line or roster does not match id from prior year card** send registrar an email with the player's name, ID problem and birth date so it can be resolved.

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- **Printing and Packet Construction:** You can print cards for anyone who has a verified id (same id as last year). Then make copies and assemble packets – Team Copies and Registrar Copies. **DO NOT PLACE IN PLASTIC.** Separate forms - cards signed by players on back with new pictures firmly glued in upper left corner (forget about Fair Play writing on one side and sign anyway), original and copy of registration forms for players and adults, 2 copies of roster, original proof of age for all new players, and last year's cards for previously carded players. Return all of last year's cards that represent players who have not requested card or who are not returning to team. Include any required checks.
- **Send email to team registrar with contact information** – provide name of team, team ID and your information (Name, phone numbers and e-mail address). Place in large manila envelope with team information on front
- **Deliver to registrar who will process and email when problems exist or when done. Give registrar 3-4 days to process.**

6. Add Player or Adult Official

- Before team is activated, proceed as in primary rostering
- After team is activated (registrar has signed and stamped forms and returned them to manager):
 - **Adult Team Official** – enter information and use assignment code
 - Contact Club Administrator to bring adult official across to team
 - Write official's information on top section of page 2 of approved roster
 - Provide completed **Adult Official Registration form** (plus 1 copy), **Roster** (plus 1 copy) as well as printed signed cards with picture attached, to Registrar for approval.
 - **Player** – enter information in black ink and use assignment code
 - Write player on next available line of approved roster, include jersey number. Do not skip a line.
 - Print player card (access team roster page and scroll to bottom – check box and print card)
 - Provide completed **Membership and Player Registration form** (plus 1 copy), original **Roster**, (plus 1 copy) as well as original proof of age and signed cards (with photos attached) to Registrar for approval. Check payable to MSYSA may be needed; consult via email with registrar and bring check.

7. Add Multi-Rostered Player

- Must be done once player's primary team has been activated.
- Need orange multi-roster card (obtain from Registrar).
- Have player and parents complete **Membership and Player Registration form** and **Medical Release**.
- Player ID is ID from primary team.
- Proof of age is copy of primary team card or primary team roster
- Write player information in black ink on next available line of page 1 of roster (do not skip a line).
- Make sure player's primary team information is entered and legible on registration form and that player signs and dates forms.
- Provide **Membership and Player Registration Form** (plus 1 copy) and original **Roster** (plus 1 copy) to Registrar along with orange multi-roster card.. A check to MSYSA may be required, check with registrar.

8. Adding a player who does not live in Maryland

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- Player needs to begin process with home state and get card and approval from home state soccer association
- Form requires home STATE Registrar and MD State registrar or designee's signature/stamp. Check NCSL or WAGS website for registrars who can sign paperwork; other when out-of state-registrar has approved, contact MD State Registrar (Mike Basileo mbasileo@erols.com).
- Once he has approved, bring paperwork like any add to team registrar

9. Release/Transfer

- These players need to be released from current team.
- Have them contact current team and complete release paperwork (**Player/Team Status form**).
 - Parents complete **Release Request** section of the **Player/Team Status Form** and give to team manager. Team manager completes **Release Request** and gives **Player/Team Status Form** (plus 4 copies), original **Roster** (plus one 1 copy), **Membership and Player Registration form**, and **Player Card** to team Registrar along with a stamped envelope addressed to parents.
 - Team registrar approves and stamps forms and processes online. Registrar returns original **Roster** and a copy of **Player/Team Status Form (Release Request)** to manager. Registrar sends a note to parents with copy of **Player/Team Status Form (Release Request)** (note indicates that registrar has card and asks parent or new manager to contact registrar if needed). **NOTE – hand-delivery to another team or registrar is frowned on so provide time for processing.**
 - Parent takes stamped **Membership and Player Registration Form (Release Request)** to new team. Parent registers with new Club and provides copy of receipt to team manager.
 - New team manager completes **Transfer Request** section of **Player/Team Status Form** (or receives a **Player/Team Status Form** without any release information). New team manager signs **Transfer Request** section, takes form (plus 3 copies), original **Roster** (plus 1 copy) (with player information written in on bottom of page 2 including jersey numbers) plus check to MSYSA for \$5.50 to their registrar.
 - New team Registrar completes **Transfer Request** section (sometimes means contacting old team registrar for paper work- or old team registrar could have sent ahead if they new what registrar).
 - New team Registrar gives new team manager the original **Roster**, **Player Card**, stamped and signed **Transfer Request** form and any other paperwork. Registrar sends appropriate information and check to MSYSA.
- Note that NCSL, WAGS, CMSSL, Colonial and Region 1 do not allow transfer from one of their teams onto another league team once the season begins – i.e. transfers must occur between NCSL teams between end of fall season and beginning of spring season.

10. Release

- Player/parent completes **Player/Team Status Form (Release Request section)** and gives to team manager. Manager takes **Membership and Player Registration** form, **Medical Release** and **Player Card**, signed **Player/Team Status Form (Release Request)** (plus 4 copies) and original **Roster** (plus 1 copy).
- Registrar processes and returns team copy to manager

11. Foreign Born Players

- Player uses foreign birth certificate or document as proof of age and entered USA prior to age 12 needs proof of entry. Medical or school records are acceptable proof.

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- Contact registrar to determine if International Clearance Waiver or International Clearance Request Form needed (age 12 to 16 – clearance waiver; age 17 through 19 – clearance request).
- Players can not be rostered until forms are processed – may take 30 days for clearance request.

12. Guest Player – Rostered on another Maryland Team

- Player is carded on another team/club in Maryland and will play with Club team in a tournament
- **Tournament Guest Player Form** must be completed and signed off by registrar prior to tournament.

13. Guest Player – Not previously rostered on a Maryland Team

- Player / family completes **Guest Player Registration** form and makes a copy of form.
- Using procedure for adding player, register play and use assignment code to add to team
- Player should be listed on bottom of copy of team roster page.....NOT ON ORIGINAL.
- Print card and attach picture and have player sign.
- Bring forms and cards and check to MSYSA for \$12 to registrar for processing with completed Tournament Guest Player Form.
- Player must register and pay Club fees

14. Travel to a Tournament

- If tournament is outside of Maryland (except for clubs that are WAGS/NCSL members in Northern VA), complete **US Youth Soccer Application to Travel** (section 1 and 2 only), bring original and 2 copies in addition to 2 copies of tournament's approved Permission to Host form and 3 copies of roster to Registrar with appropriate processing fee (\$5.50). Also bring 1 stamped addressed envelope to tournament director.
- For foreign travel contact registrar for procedure, time tables and cost. Note this must be done several months in advance and costs about \$50-75 per team.

15. Team Disbands or Team Plays Fall only

- Team Manager contacts registrar and turns over roster, forms and cards.
- Registrar releases all players and notifies them about release.

16. State Cup Roster Freeze Dates

- Date when roster is frozen and no more players can be added for state cup eligibility
- Contact registrar if question

17. Thunder's Registrars

If an issue cannot be resolved by one of Thunder's Registrars, contact the League Registrar listed below.

- BBSL – Penni Vera (futbol.registrar@verizon.net) 443-535-8593
- CMSSL – Penni Vera (futbol.registrar@verizon.net) 443-535-8593
- NCSL – Helen Mercer (livinsoccer@verizon.net) 410-531-7560
- WAGS – Fran Becker (fbecker56@verizon.net) 301-596-9975
- OBSL – Andie Barnold (crablegs@erols.com) 301-774-4005

18. League Head Registrars

If uncertain who your team registrar is, contact league registrar.

- BBSL – Paul Scardina (bbslregistrar@aol.com) 410-893-8526
- CMSSL – Kathleen Huffman (khuffman19@gmail.com) 301-596-2684
- NCSL – Mike Basileo (mbasileo@erols.com) 301-248-5993
- WAGS – Jill Fowkes (fowkesj@myactv.net) 301-824-3625

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- MSYSA State Registrar – Mike Basileo (mbasileo@erols.com) 301-248-5993

19. Lamination

- Fall 2009 all U13 teams that play State Cup must laminate cards
- Spring 2010 all other ages that play State Cup must laminate cards
- Fall 2010 – all MD teams must laminate cards
- MSYSA will supply lamination film or provide list of approved suppliers.
- Lamination will occur AFTER, registrar stamp and signature
- All transfers WILL REQUIRE a new card being generated, signed and stamped by registrar
- Multi-roster cards will no longer be hand-written but done on regular card stock and laminated in orange/yellow film