

What to Send to the Registrar

(and what to keep in the Team File)

This document is to replace “What to Take to the Registrar,” a document that has been provided (with updates as needed) for at least the past ten years. The new approach for travel team approval (starting with 2014 – 2015) eliminates visits to the registrar for the normal travel team review and approval process. The visits are replaced with electronic submission of a subset of the required travel team documents.

Certain documents are still required, but are not routinely submitted to MSYSA for review and approval. Instead, they are completed, signed, and submitted to the Team Manager for inclusion in the “Team File,” to be kept for the seasonal year.

The table below lists the documents generally required for a travel team, with indication of whether they must be submitted to MSYSA. For those that must be submitted, the method of submission (upload or e-mail) is indicated. The documents that must be retained by the team as part of their file are also indicated. The last column provides reference to explanatory notes included below the table.

The two items under “Approved Documents” (MSYSA Team Roster and US Youth Soccer Member Passes) are provided by the system back to the team. Upon completion of the review and approval of submitted documents by the assigned MSYSA registrar (“ASR”), the Primary Team Contact (“PTC;” the team official with access to the on line registration system) is notified that the team has been approved, and that it is now possible for the PTC to print these documents.

In past years, delivering team paperwork to the ASR was required for the review and approval process. It was also required that the MSYSA Roster and the US Youth Soccer Member Passes that would become obsolete be turned in to the ASR as part of the roster change paperwork. These obsolete documents must still be returned to MSYSA but do not need to be delivered to the ASR as in past years. Instead, it can be sent to the ASR via U.S. mail. We ask that these documents be mailed in promptly, as soon as notification of team approval is received.

Document Type	U= Upload E= E-mail P= Print	Required in Team File?	Signatures Needed?	Notes
Players				
Registration Form		Yes	Yes	1
Proof of Age ("POA")	U			2
Photo	U			3
International Clearance ("IC")	E	Yes		4
Non-Resident Approval	E	Yes	<i>(Maybe)</i>	5
Release Form	U	Yes	Yes	1
Transfer Form		Yes	Yes	1
Team Officials				
Registration Form		Yes	Yes	6
Coaching License	U			7,8
Photo	U			9
Approved Documents				
MSYSA Team Roster	P	Yes		10
USYS Member Passes	P	Yes		10
Obsolete Documents				
MSYSA Team Roster	U.S. Mail	Upon approval of roster change, send previous roster & USYS cards to ASR		11
USYS Member Passes				

Notes:

- Requires signature of player and a parent or guardian
- POA required only for players that are new to MSYSA travel teams, or players whose most recent registration was prior to 09/01/2013.
- Player photos must be updated every two years (the normally black camera icon turns red when the photo must be updated).
- The approved IC form must be sent via e-mail to the assigned MSYSA registrar ("ASR"). It must indicate approval of the Clearance request by either MSYSA or US Soccer Federation.
- For players registered with other USYS State Associations, the approved Out of State Permission form must be sent via e-mail to the ASR. The requirement for signatures (or not) is set by the other state association.
- Requires signature of the team official
- In 2014-15, ALL Head Coaches must upload a copy of their coaching license. After verification by the ASR, license upload is not required in future years. If a new license is earned in the future, the Coach can indicate the new level during registration, and upload a copy of the new license to have it verified.
- Coaching license upload is only required for Head Coaches, but any rostered team official is welcome to indicate their license level during registration, and upload a copy for ASR verification.
- Team Official photos must be updated every five years (the normally black camera icon turns red when the photo must be updated).
- After the team has been approved by the ASR, the Primary Team Contact ("PTC") is able to print the MSYSA Roster and US Youth Soccer Member Passes for Players and Team Officials.
- After approval of roster change, please mail the previous roster (both pages if applicable) and USYS Member Passes for released players and/or departing team officials to the team's ASR.