



REGISTERING PLAYERS TO YOUR TEAM

Summit Soccer Club Team Registration Check-List

Managers complete the registration check-list before dropping off paperwork to the registrar. All paperwork should be organized in the order of the form.

Summit Soccer Club Players

- MYSA Registration Form
- Birth Certificate – unless already on file (official copy, not hospital version)
- Notarized Medical Waiver – one per soccer year
- Picture for Player Card (See Picture for Player Card Section)
- MYSA Card Fee (See MYSA Registration Fee Schedule)

Summit Soccer Club Coaches

- MYSA Registration Form – email address must be included on form
- Copy of Coach's License (for coaches NEW to SSC or coaches who have obtained a higher license)
- Copy of valid Driver's License
- MYSA Card Fee (See MYSA Registration Fee Schedule)

An Email will be sent to the coach with a link for them to complete their At Risk Management (Kids Safe Form). Once your application has approved the registrar will receive notification and the coach will be added to the appropriate team.

Summit Soccer Club Managers

- MYSA Registration Form – email address must be included on form
- Copy of valid Driver's License
- MYSA Card Fee (See MYSA Registration Fee Schedule)

An Email will be sent to the manager with a link for them to complete their At Risk Management (Kids Safe Form). Once your application has approved the registrar will receive notification and the coach will be added to the appropriate team.

Completed Cards and Rosters

The registrar will enter the information into GOTSOCCEER and then print the cards and state rosters. When they are ready to be picked up, the registrar will email the manager. Full payment of all carding fees and team fees is expected at that time unless other arrangements have been made with the registrar.



Rostering a Player who lives in Kansas to a Missouri Team

If the player is not on a KS team, they will just need the same paperwork as the MO players. If they are dropping from a KS team, they will need to provide a copy of the signed drop form. If the player is already on a KS team, they will need to provide the information necessary to dual roster on the MO team, as well as the necessary MYSA documents.

Description of Forms

MYSA Registration Form

Each player, coach, trainer, or manager will need to complete a registration form.

Medical Waiver

Each player needs to submit a notarized medical waiver. Submit a COPY to the registrar – managers keep the original. You will need to provide this document at tournament check-ins. If there are insurance changes for the player, they will need to submit a new medical waiver. Managers must also keep a copy of the player's insurance card with the medical waiver.

Coaching License

Each coach will need to provide a copy of their coaching license with the license number listed on it. Once a coach has turned their certificate in to Summit Soccer Club, we will keep it on file. If your coach cannot locate theirs, have them contact MYSA – I believe there is a link on at www.mysa.org to request the license number.

Risk Management – formally known as KidSafe

For the safety of our players, all Coaches, Trainers and Team Managers must undergo a Risk Management background check each year. The process is a simple web based application and it is not optional. The GotSoccer system runs about once every thirty minutes, so most individuals will be approved within an hour or so. If there is a "hit", the application will have to be reviewed by MYSA. This process can take several weeks. Common names such as Bob Jones will likely come back with "hits". Your Risk Management must be valid throughout the complete playing season (July 31st).

Picture for MYSA Cards

Each player, coach, trainer and manager will need a small picture that will be placed on their MYSA card. The picture should be a head shot. This needs to be done electronically (.jpg format works best). Please provide registrar with a CD or jump drive (both will be returned with final paperwork) with player, coach, trainer or managers name associated with their pictures.



Other forms that may be necessary for Registration

Dual Roster Form

If a player would like to play on two competitive teams they can fill out the SSC dual roster form showing their coach gives permission for them to play on a secondary team. This form will designate which team is primary and which team is secondary and needs to be signed by the player's, player's parent, primary coach, and secondary coach. The form should be submitted with the player's other registration forms including a MYSA Roster Change Form.

Players, parents, and coaches should realize that this form gives their agreement in case of a conflict; the player is required to play with his/her primary team. It is the secondary team's responsibility to know the tournament or league rules for eligibility of dual carded players, and if the player is eligible. Some leagues/tournaments do not allow dual carded players to play on different teams within age groups or divisions.

Roster Change Form

This form is used to add, transfer or delete players from a team and must accompany any registrations for a player or coach that is being added, dropped or transferred to a team after the original roster is printed. Any player rostered to a competitive team is bound to that team for the entire soccer year (August 1st thru July 31st) unless the player requests a transfer or a release.

According to MYSA rules, a player may be released involuntarily only if the player is unable to play for one of the following reasons:

1. The player has violated rules of the US Soccer Federation, the USYSA, or the national state association (MYSA).
2. The player has moved beyond a reasonable travel distance (distance to be determined by MYSA).
3. The player is injured in such a manner that the player will not be able to participate for the remainder of the season.

If a player drops from your team - the old player pass and team roster must also be returned to the registrar before the player can be dropped. NO EXCEPTIONS!

Definitions of codes on Roster Change Form:

A=Add (if adding new player who has never been rostered to a team within the seasonal year)

D=Delete (player cannot be dropped (deleted) by the coach/manager from the roster without parent or legal guardian signature except in limited circumstances as outlined in the MYSA Registration Policy & Procedure manual)

PT=Primary Transfer (player who left their primary (or only) team to join your team)

ST=Secondary Transfer (player who left their secondary team to join your team)

A team can have unlimited transfers per seasonal year until the time (roster freeze date designated in state cup rules) a team names its National Championship roster. At that time it may not have more than five (5) transfers and must have at least nine original players that



participated in league play to be eligible for state cup. A transfer means the movement of a previously rostered player onto another roster or a player who returns to the same roster within a current seasonal year. (Regular membership fees will apply per each transfer.)

League and Tournament Forms (this is includes the Heartland Premiere League)

Guest Player Permission Form

If your team has a player from another team that you want to play with you in a tournament, you must complete the Guest Player Permission Form. It must be signed by both teams coach/manager and the guest players league team's registrar. If you have a player who is guest playing with another team, the same form must be completed and signed by the appropriate people including your team's registrar. The loaned player would also need his/her player ID card and a copy of their notarized medical waiver (be sure to remind them to get their player card back at the end of the tournament!). Do not wait until the last minute to get this form filled out and signed – the registrar cannot sign the form until it has been signed by both coaches). Send it by the Wednesday before your league or tournament game. The SSC registrar cannot sign a guest player form for a player that does not play for one of the teams in our club. The registrar can't sign a guest player form for a tournament that is not MYSA sanctioned. If the registrar is unavailable to sign a guest player form, you must contact the MYSA office directly, and request that they sign it. You can contact them at office@mysa.org.

Travel Permits and Procedures

If you are traveling to a US Youth Soccer sanctioned event – you will need an Application to Travel form (be sure to include the Application to Host from the tournament you are attending). For events not sanctioned by US Youth Soccer, there are two different forms that can be used depending on what the tournament/event coordinator requires. If the coordinator requires JUST notification of travel – then you will fill out the "Notification of Non-US Youth Soccer Travel" form.

If the coordinator requires more information such as birth dates for players, you will need to fill out the "Team Player" form.

The entire US Youth Soccer Travel Policy, as well as all travel forms can be found on the MYSA website – www.mysa.org under "Forms".

Effective immediately all Travel Permits are now able to be processed through the GOTSOCCKER System. You no longer need to fax or email your applications to the state office. There are also no fees associated with Travel Permits. This process will be used for ALL travel regardless of what Region you are going to.

Follow the steps below:

1. Log into your team account on GOTSOCCKER (If you do not know your username and password please contact the SSC Registrar)
2. Click on Events
3. Click on Permission to Travel



4. Choose E Travel Search events OR E Travel other
5. Fill out information
6. Answer questions related to your travel
7. Submit

After you submit, your form will be sent to the State Office for review and approval. You must fill out all the questions - incomplete forms will not be processed. Please be sure you've answered everything. Once the State Office approves your E-Travel form, it will show back up in your GOTSOCCKER account automatically under Events/Permission to Travel. You can then download and print the form and bring it with you. You will give this form to the tournament during team check-in.

Please remember that you DO NOT need a Travel permit if you are staying in the state of Missouri, this is only required if you are leaving the state.

MYSA Registration Fees

Checks for cards should be made out to "Summit Soccer Club" and should accompany any paperwork. No Rosters or Cards will be released without payment.

Cost per MYSA Card:

Primary Player \$16.00

Dual Rostered Player \$ 9.00

Academy Player \$ 6.00

Coach or Trainer \$11.00

Manager \$11.00

Transfers between teams within Summit Soccer Club – No Charge

Summit Soccer Club Registrar Contact Information

Felicia Pemberton

Phone: 816-509-4419

Email: kcsoccerchick1120@yahoo.com

SSC Drop Off & Pick Up Box Address:

1120 NE Florence Ave

Lees Summit, MO 64086