**Registration Guidelines**

**MYSL Fall 2013/Spring 2014 LEAGUE OR CLUB REGISTRATION REQUIREMENTS:**

**EACH LEAGUE or CLUB MUST PROVIDE:**

1. League Affiliation Form (Form is available on MYSL web under MYSL Forms) at the time of registration.
2. Each check submitted by a league or club must be accompanied by a completed Treasurer’s Registration Form.  The check should indicate the league or club.

**The following is the sequence of divisions from most to least competitive:**

1. Premier
2. Major Blue
3. Major Gold
4. Red
5. White
6. Green

**EACH TEAM MUST PROVIDE: [ all teams are considered new in the Fall]**

**I)  NEW TEAM REGISTRATION:**

1. Each team must go to [**MICHIGANSOCCER.COM**](http://MICHIGANSOCCER.COM)and fill out the Team Affiliation Form, and click the ‘submit’ prompt. A confirmation that this form was submitted must be included in your registration packet.
2. **After completing online registration** in Bonzi ([http://mysl.bonzidev.com](http://mysl.bonzidev.com/)), log back in to your member account, click on your team name and then PRINT ROSTER. Print 3 **copies of a pre-printed roster** with players’ names in alphabetical order (the system automatically puts them in alphabetical order). Coach’s and manager’s full name, address, phone number and risk management number must also be listed.
3. **Each player must have:**
	1. Proof of Age, where required (new MYSL players only)
	2. [Parent/Athlete Acknowledgement Form](http://www.michiganyouthsoccer.org/AssetFactory.aspx?did=3052): (NEW THIS YEAR)
4. **Official MYSL Registration Form** with pictures (size 1-1/2” x 1-1/2” or smaller) paper clipped in upper right-hand corner with each player’s name on the back of his or her picture.
5. Coaches, assistant coaches and managers **are** **required** to have passcards **and** Risk Management Numbers. Submit picture (size 1-1/2” x 1-1/2” or smaller) with name on back.
6. All coaches and managers must complete the [Heads-Up Concussion Training Video](http://www.cdc.gov/concussion/HeadsUp/Training/index.html) and submit proof of completion at the time of registration.

**II) RETURNING TEAMS:**

1. Each team must go to [**MICHIGANSOCCER.COM**](http://MICHIGANSOCCER.COM)and fill out the Team Affiliation Form and click the ‘submit’ prompt. A confirmation that this form was submitted must be included in your registration packet.  Also include:
	1. Fall 2013 team passcards for players and all team personnel.
	2. Do not put new teams into Bonzi; all you have to do is re-register. (Click on your team and re-register Spring 2014 event.)
	3. Registration Form, proof of age (if required) and photo for all new players (transfer players included). If adding more than 2 players to your fall roster, a $20 fee is required to cover insurance for each player and or team official over 2.
	4. Paperwork to support all changes from the Fall 2013 roster (releases, transfers, etc.).  **Please** **remember: no more than two transfer players are allowed on any team**.
	5. Three copies of your Spring 2014 updated roster.

**III) CLUB PASSCARDS:**

IF YOU ARE USING CLUB PASSCARDS, PLEASE PROVIDE MYSL WITH YOUR OFFICIAL CLUB/LEAGUE LOGO which will be printed on your passcards.

**IV) ROSTER SIZE:**

PLEASE SEE PLAYING GRID.

TEAMS REGISTERING MORE THAN THREE TEAM PERSONNEL (RISK MANAGEMENT NUMBERS REQUIRED FOR ALL) **OR** OVER 18 PLAYERS ON ANY ONE TEAM WILL BE ASSESSED AN ADDITIONAL CHARGE OF $20 FOR EACH ADDITIONAL PLAYER AND/OR TEAM PERSONNEL.

ALL TEAM INFORMATION MUST BE SUBMITTED IN THE PLASTIC ENVELOPE THAT WAS SUPPLIED BY MYSL.   PLEASE ALSO SUPPLY AN E-MAIL ADDRESS FOR THE COACH AND MANAGER.

**V) REQUEST FOR EARLY PASSCARDS:**

A request for early Passcards must be made at registration.  All team registration material must be complete and in order to make the request.  If a team requires approved rosters prior to distribution, a request for early Passcards must be made.  (Please note: No signed team rosters will be released prior to the distribution date except those teams requesting early Passcards.)

When requesting early Passcards the following items will be required:

1. Early Passcard request form.
2. A check for $45 made payable to MYSL.
3. Requested early Passcards will be available for pick up at scheduling. It is your responsibility to make sure that you pick them up at that time.

PLEASE REMEMBER ONLY COMPLETE PLAYER REGISTRATION WILL BE ACCEPTED. ANY PLAYER/ AND OR TEAM OFFICIAL WHO DOES NOT HAVE ALL REQUIRED REGISTRATION MATERIAL WILL BE REMOVED FROM YOUR ROSTER, AND WILL BE CONSIDERED A LATE ADD. LATE ADDS ARE $30 PER PLAYER AND/OR TEAM OFFICIAL THRU MYSL DISTRIBUTIONAND $100 AFTER DISTRIBUTION