



MSPSP PAPERWORK INSTRUCTIONS FOR MANAGERS

The Michigan State Premier Soccer Program (MSPSP) has very specific instructions for filling out the paperwork. Please refer to this instruction sheet when filling out the required forms.

MSPSL PLAYER REGISTRATION FORM

Name: Last and first names only. ***Name spellings must match the name on the proof of birth.*** For example, if the child's name on the birth certificate is Jonathon Smith, this name and spelling must be on the player registration form. Do **not** shorten the name to "Jon" or "Johnny" on the registration form. Do **not** use nicknames.

Date of Birth: Date of birth must match the proof of birth.

Affiliating League: WSSL (If you are asking the parents to fill out the registration form by hand; fill this in ahead of time for the parents).

Team Name: Michigan Wolves + birth year (boys) or Michigan Hawks + birth year (girls). Use the official team name. You can fill this in ahead of time.

Signature of Parent/Guardian: Signature is needed in two locations on this form. Dated June 17, 2017 or after.

Yes, I have paid the player fee: Check or X this box.

I have not registered with any other team this seasonal year: Check or X this box.

Signature of Coach/Team Official: This can be either the Head Coach or the Manager.

Signature of Affiliating League President or Registrar: Leave blank

This form can be hand printed or typed. If you want the parents to type it, have them go to www.mspsl.org and click on **Forms** and then **Player Registration Form**. This form can not be saved to your computer. You must print it. Collect the completed form along with a copy of proof of age. Proof of age can be a copy of the player birth certificate, alien registration card, or passport. If the proof of age form has social security numbers listed, please use a black marker to block out that information. Copies will not be returned. Please do not take originals from the parents. Check the form to make sure that it is completely filled out. Make sure that the birth date and first and last name matches the proof of birth. If not, have the parent redo the registration form. Managers should make 3 copies of the signed and completed contract. The original and an additional copy must be submitted in the packet for registration. The league will keep the original and our affiliating league will keep one copy. You should keep the third copy. If parents would like a copy, please provide one for them. Place the proof of birth behind the completed registration form. Do **not** use staples.

USYSA SOCCER MEDICAL RELEASE FORM

This form must be filled out completely and ***be accompanied with a copy of the front and back of the health insurance card***

PARENT/ATHLETE CONCUSSION ACKNOWLEDGEMENT FORM

This form must be signed and dated before accepting it from the parent.

All of the above should be collected from the parents by the last tryout on June 18th.

MSPSP PACKET PREPARATION FOR APPROVAL

Using the registration paperwork and proof of birth, make sure the player names and birth dates are accurate on the team page in Got Soccer. Correct any errors. Ask parents to upload a recent head shot photo of their son/daughter in Got Soccer or you can upload photos of each player in Got Soccer from the team login. Arrange the paperwork in the following order:

Player registration form, player proof of birth, then the concussion acknowledgement form.

Arrange each bundle of the player's paperwork in the same order as the names appear on your Got Soccer page. Do **not** use staples. Do **not** turn in your only copy of your proof of birth. Make an additional copy for your records.

Amy will print your Team Contact List (Temporary Team Roster). You are now ready to drop your paperwork off for Amy to approve and submit to WSSL (our affiliating league) for final approval.

Approved rosters and passcards will be prepared for you, and you **MUST** pick up your approved paperwork from Premier on the designated day assigned by Premier. Your team will be charged a fee if you do not pick up your paperwork on the assigned day. Passcards can then be laminated.