



## **WSSL PAPERWORK INSTRUCTIONS FOR MANAGERS**

The Western Suburban Soccer League (WSSL) has very specific instructions for filling out the paperwork. Please refer to this instruction sheet when filling out the required forms and requesting paperwork from the families.

**WSSL PLAYER REGISTRATION FORM** (download contract from [www.wsslsoccer.org](http://www.wsslsoccer.org) )  
Fall 2016/ Spring 2017 (fill this in ahead of time for the parents)

**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 WSSL 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 Organization:** Wolves-Hawks Soccer Club (fill this in ahead of time for the parents).

**Team Name:** Michigan Wolves (boys) or Michigan Hawks (girls) and the birth year and name or color designation. You can fill this in ahead of time for the parents.

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

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

**Signature of Affiliating Organization President or Registrar:** Leave blank

Collect this form from the parents. Request a copy of proof of age and small school size photo of player to use on the passcard. 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. Make 1 additional copy of the original contract. The original will be submitted to Amy. The 2nd is for your records. 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.

### **WSSL TEAM ROSTER FORM**

Team rosters and passcards will be created through Got Soccer. Using your Team login, check that all of the birth dates match the birth certificates that the parents submitted. Upload headshot photos of each player. The photos will appear on the passcards.

If any players were not born in the United States, they must apply for International Clearance. ITC instructions can be found on the MSYSA website. The ITC approval process is long so please apply early. Approval is only needed once. If they have already been approved they do not need to apply again.

## **WSSL PACKET PREPARATION FOR APPROVAL**

After all of the above has been completed, arrange the paperwork in the following order:  
Player registration form followed by the player proof of birth, and 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). Submit your paperwork to Amy for review and submission to the WSSL administrator for approval.

Approved rosters will be emailed to you in a PDF file. Approved passcards will be prepared for you. Passcards can then be laminated.