



MICHIGAN STATE YOUTH SOCCER ASSOCIATION

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So, your coach wants you to apply for the Midwest Regional League (MRL), but you are totally clueless on what to do, what to expect, and where to start. Welcome to the life of a manager! It's true that there is a lot of work involved, but it doesn't have to be as scary and daunting as it may seem. Hopefully, the information below will help you in your quest to apply for and play in the MRL. As always, the MSYSA State Office is here to help, so please do not hesitate to contact us if you have any questions.

What is MRL?

The Midwest Regional League is a league in which the most elite teams in our region (Region II) compete. Because this a regional league, there is a fair amount of travel involved that the manager is usually responsible for organizing. There are two divisions of play in the MRL – the Premier Division (highest) and the First Division (lowest). Teams who play in the Premier Division compete for wild card spots at the US Youth Soccer Regional Championships.

What are my responsibilities?

As manager, you essentially keep the team and coach organized. Your responsibilities may include:

- Collecting paperwork, fees, and photos from the team
- Managing team bank account
- Coordinating and communicating practice/games times and fields
- Coordinating hotel arrangements, travel, etc. for away games
- Applying for MRL and other tournaments (i.e. MSYSA State Cup)
- Provide MSYSA with field information for insurance purposes
- Obtain Permission to Travel and Guest Player approvals
- Act as site coordinator for any MRL games hosted
- Handle payment of referees
- Act as liaison between team and MRL, the team, and MSYSA

Tips & Tricks from Current Managers

- Familiarize yourself with your computer – specifically your e-mail and scanner.
- Check your e-mail on a daily basis
- Write down important dates and deadlines in a planner, on your computer, or in your phone
- Never be afraid to contact MSYSA with questions
- Recruit other parents to assist you and designate them specific responsibilities

Helpful Websites

Midwest Regional League – www.midwestregionalleague.com

MSYSA – www.michiganyouthsoccer.org

Contact Sarah Shiguango at MSYSA with questions – sarah@michiganyouthsoccer.org

The MRL Process.....Apply, Register, and Schedule



1. APPLY:

1. Fill out and submit the MSYSA Application for Participation in MRL
 - a. All teams must submit this form in mid-June regardless of whether they will play in the fall or spring season
 - b. The form requires the signature of the head coach, so plan ahead to obtain this signature in advance of the deadline
 - c. The form must be accompanied by the application fee (checks only – no credit cards)
 - d. You may include a team resume with additional team accomplishments if you wish
2. Fill out and submit the online MRL Application
 - a. Contact the MSYSA State Office to obtain username and password
 - a. For teams playing in the fall, the deadline to apply is mid-June
 - b. For teams playing in the spring, the deadline to apply is mid-November
 - a. You will be asked to indicate who the primary contact for your team is. In almost all cases, this will be you! Thus, make sure you provide a current e-mail address and make sure you check your e-mail on a daily basis.

*** MSYSA will take about 1-2 weeks to review all applications and decide which teams to endorse to the MRL. This is not an easy task! If your team is not endorsed by MSYSA, you may apply for MRL again in future years. If MSYSA does endorse your team to MRL, please keep in mind that MRL has the final decision on which teams to accept and their final placement. MSYSA and/or MRL will notify you via e-mail in regards to your endorsement status.

2. REGISTER:

Your team has been accepted into the MRL, and now you have to register the team with MSYSA. You will receive an e-mail from the MSYSA State Office with relevant information regarding the registration process. You will want to pay careful attention to paperwork, fees, and deadlines. All teams regardless of whether they play in the fall or spring must submit the MSYSA Registration fees by mid-August, however only the teams that play in the fall must submit paperwork by mid-August. Teams that play in the spring will have until mid-March to submit their paperwork. You will be asked to schedule an appointment with MSYSA at the State Office in Plymouth to complete the registration process.

Currently, the following paperwork and fees are required to register a team with MSYSA for MRL (all MSYSA forms are available at www.michiganyouthsoccer.org).

Paperwork

MSYSA Medical Release Form (notarized)
MSYSA Parent Consent to Travel Form
MSYSA Player Code of Conduct Form
Player Birth Certificate
Color Pictures for all Players and Team Officials (approx. 1” x 1”)
Risk Management Cards for Team Officials
Copies of Coaching Licenses for all Coaches
Registration Template (e-mailed from State Office)

MSYSA Registration Fees

\$500 bond (refundable)
\$275 registration fee
\$775 TOTAL

*Current and past managers recommend a team meeting with parents in order to help you collect all the paperwork you need in a timely manner. Team meetings that take place during tryouts or shortly thereafter have worked well in the past. Plan to have a notary in attendance as all medical release forms must be notarized.



MSYSA asks for COPIES of the above paperwork (copied on both sides of a page). You should keep the originals in a binder or folder- whichever helps you to stay organized. MSYSA prefers that you mail or drop off the paperwork for review before your scheduled appointment with MSYSA.

When you come to the MSYSA State Office, don't forget to bring pictures. For managers, it is very easy to collect pictures from every kid on the team and forget your own child's picture. Passcards will not be distributed for people that have not been paid for or for people without pictures.

After your roster has been approved, it is up to you to submit it to MRL.

It is highly recommended that you do not leave everything up until the last minute! It is a lot of work, but you can save yourself the hassle if you start early and come to the meeting prepared.

3. SCHEDULE:

Refer to MRL for the latest scheduling procedures. Regardless of who does the scheduling and how it occurs, you should always keep in mind MSYSA State Cup dates.



MRL Manager FAQs:

Q: Do I need **MSYSA Permission to Travel** for MRL games?

A: No! By being accepted into MRL, you are automatically extended MSYSA's secondary insurance for all MRL games, even if they are played in another state. However, when your team goes to an out-of-state tournament, then you will need to receive MSYSA Permission to Travel.

Q: What is a **guest player** and how do I add a guest player for a MRL game?

A: This is a multi-step process. First, fill out the MRL Guest Player Form and submit it to MSYSA for approval. Refer to MRL Rules for the latest Guest Player restrictions. Second, after MSYSA approves the MRL guest player roster and returns the approved copy to you, submit the approved copy to MRL. By doing so, MSYSA secondary insurance will apply to your guest player. Lastly, don't forget to get your guest player's passcard and take it to the game with you.

Q: When is the last day to **add or drop a player** on my roster?

A: Deadlines vary by season. Contact the MSYSA State Office on the proper procedure for player releases, transfers, and additions.

Q: Can I have a player on my roster who lives **out of state**?

A: Yes. If the player resides in Canada, he/she will need international clearance (or waiver) from the US Soccer Federation. If the player resides in another state, he/she will need permission from the home state association. Please contact the MSYSA State Office for more information about obtaining out of state permission or international clearance.

Q: Can I play in both **MRL and MSPSP**? Can a player **dual roster** on a MRL team and a MSPSP team?

A: As a team, you can play in both MRL and MSPSP but your roster from both leagues must be 100% identical. Individual players cannot dual roster between a MRL team and a MSPSP team.

Q: Does my MRL team have MSYSA **insurance**?

A: Your team is covered under MSYSA's secondary insurance provided that all players and team officials have been properly registered with the MSYSA State Office, and provided that all relevant information is submitted to the MSYSA State Office. This "relevant information" includes:

- For all MRL and State Cup games played in Michigan, you must provide the MSYSA State Office with the exact address of the fields that will be used and the name of the field owners.
- For all out-of-state US Youth Soccer events, you must submit the online Permission to Travel Form (excluding MRL games).
- MSYSA insurance applies only to MSYSA sanctioned activities.

Q: Is my MRL Roster also my **State Cup Roster**?

A: Yes.

Q: Is it true that my team can earn a **wild card** spot to the US Youth Soccer Region II Championships?

A: Yes, but only if your team plays in the Premier division of MRL. The top team in the Premier division that did not win their State Cup may earn a wild card spot. Please refer to MRL rules for more information.

