

# MSI Practice Permit Request Form, Fall 2010

Montgomery County has required MSI to take over its permitting process. In order to facilitate your permit request, please read everything first, and review all steps before completing and mailing in your permit request.

<b>Step 1</b>	Complete the initial required identification information for coaches, managers and teams. Special requests (sharing a field, consecutive practice times) can be granted for multi-team coaches only.
<b>Step 2</b>	Review the list of available schools/days/time, and enter your top 4 choices, in order of priority. Please print clearly, and do <b>NOT</b> alter any information ( <b>especially start and end times</b> )!
<b>Step 3</b>	Attach a \$30 check, payable to MSI, and send to the following address: MSI, 7650 Standish Place, #108, Rockville, MD 20855, ( <b>Attention: Practice Permits</b> )
<b>Step 4</b>	Please do <b>NOT</b> call the office for information about the status of permit requests. Updates will be posted on the MSI website ( <a href="http://www.msisoccer.org">www.msisoccer.org</a> ) on or about Monday, August 16th.
<b>Step 5</b>	Before mailing your request, please check for accuracy! Incomplete or erroneous forms may be returned unprocessed. <b>Only one practice permit will be issued per team- no exceptions!</b>

<b>Coach's Name</b>	_____	<b>Manager's Name</b>	_____
<b>Phone (cell pref.)</b>	_____	<b>Phone (cell pref.)</b>	_____
<b>Email (print)</b>	_____	<b>Email (print)</b>	_____
<b>Grade of Team</b>	_____	<b>Gender of Team</b>	_____
<b>Special Requests</b>	_____		

<b>You MUST provide 4 complete choices (in order of priority), and be prepared to accept any</b>				
	<b>1st Choice</b>	<b>2nd Choice</b>	<b>3rd Choice</b>	<b>4th Choice</b>
Day				
Time				
HS Cluster or Area				
Field Choice #1				
Field Choice #2				
Field Choice #3				
Permit # (for office use)				

*\*Note that practice times are slightly different for different fields, depending upon the information we have been provided by the school system. You MUST use the information that comes from our listing of "Available Permits", without alteration. Field conditions change frequently due to portable classrooms, etc. and it is recommended that you visit the school site and review the CUPF website's description of each field in which you are interested, so that you are aware of individual site differences. Permit assignments may be made adjusted based on team/age group data; you may need to share a field with another team, if necessary.*

<b>IMPORTANT NOTES</b>
(1) We recognize that you may have limited flexibility within your practice requests. Success in securing a practice permit will reflect the maximum options you provide within your limitations (i.e. if only one day/time slot, please provide up to 12 possible fields, etc.)
(3) To request a CUPF-permitted field other than those listed (i.e. weekend time slots), you must request that permit directly from CUPF. For CUPF permitting information, go to <a href="http://www.montgomerycountymd.gov/mcgtmpl.asp?url=/Apps/CUPF/fields/permit.asp">http://www.montgomerycountymd.gov/mcgtmpl.asp?url=/Apps/CUPF/fields/permit.asp</a>
<b>"On-Time Deadline" for Submittal: Received at MSI Office by COB, Wednesday, August 4!</b>