



Coach & Manager Guideline

Abstract:

This document is a guideline of “how to” information to be used in conjunction with the WMYSA Rules & Regulations.



West Michigan Youth Soccer Association

Table of Contents

I. WMYSA Team Commitment	1
A. GotSport application for WMYSA league games.....	1
B. General Season Dates.....	1
C. Information needed to complete application.....	1
D. Steps to complete the Team Commitment	1
II. Game Day Procedures	4
A. Registration information	4
B. Required Printed Materials for every team	4
C. Materials for Referee.....	5
D. Club Pass Players	6
E. Weather	7
F. Referee Payment	9
G. No Referee.....	9
H. Game Format.....	10
I. Score Reporting.....	10
III. Reschedules	11
A. When should games be rescheduled.....	11
B. What if there is severe weather	11
C. In case of emergencies	12
D. How to know field availability.....	12
E. Steps to make a Reschedule Request	12
IV. Elite Team Procedures	13
A. League Affiliation	13
B. Official venue/field	13
C. Match Cards	13
D. Club Pass Player Difference.....	14
E. Referee payment.....	14
F. Pass Cards	14
G. Score Reporting.....	14
H. Reschedules	15



West Michigan Youth Soccer Association

V. Concussion Information.....	15
A. Michigan law	15
B. Training	15
C. Law Requirements.....	16
D. Players suspected of a head injury must:	16
E. Understanding Concussions	16
F. Recognize Signs of a Concussion	17
G. Official Responsibility	18
H. Law Requirement	18
VI. Injury & Secondary Insurance.....	18
A. Who has coverage	18
B. When/Where Coverage	19
C. Claims.....	19
D. Eligibility.....	19
VII. Code of Conduct	20
VIII. Linked Help Documents	22
A. How to enter/change blackout dates.....	22
B. How to print Official Roster & Pass cards.....	23
C. How to print RM ID card	23
D. How to print match cards	23
E. How to report scores	23
F. Reschedule Request.....	23
G. Concussion Awareness Acknowledgement Parent/Player	23
H. Concussion Awareness Acknowledgement Team	23
I. Medical Clearance: Concussion – Return to full athletic activity.....	23
J. GVSA website.....	23



West Michigan Youth Soccer Association

I. WMYSA Team Commitment

- A. GotSport application for WMYSA league games
 - 1. This is the online system used for teams to register to play league games
 - 2. Includes information necessary to play
- B. General Season Dates
 - 1. Fall typically starts weekend after Labor Day and runs 8 weeks
 - 2. Spring typically starts the 3rd weekend in April and ends the 2nd weekend in June
 - a. No games scheduled on Easter
 - b. No games scheduled Memorial Weekend
 - c. If tryouts fall on the 2nd weekend in June, WMYSA season is reduced to 7 weeks.
- C. Information needed to complete application
 - 1. Official Team Name
 - 2. Head Coach – Integration if multiple teams
 - 3. Team Age
 - 4. Division of Play
 - 5. Blackout dates
 - 6. Home Venue
- D. Steps to complete the Team Commitment
 - 1. Login to GotSport using Coach/Manager account
 - 2. Must use official team set up through the club account



West Michigan Youth Soccer Association

3. Information on the first pages should be review only. If the club's name or team name are not correct, contact your club registrar before moving forward.
4. Make sure you have the minimum roster requirement.
5. Primary Home Team Field – location where you play home games
6. Age Division of Play
 - a. Age group you want to play
 - b. Not necessarily roster age of team
 - c. **If playing up from team roster age, sign off form from club**
7. Level of Play
 - a. Elite
 - i. WMYSA division for U12 & Older
 - ii. Interleague division
 - iii. Promotion
 - b. A – top WMYSA level
 - c. B – lower level teams
 - d. C – rarely used, signified team wants to play in lowest division possible
 - e. Academy – U7/U8 Jamboree style program
8. Head Coach Integration
 - a. Must be listed as primary/head coach for any team requesting integration
 - b. Maximum of 3 teams
 - c. Academy program cannot integrate with league games
 - d. List the official name of all teams for integration
 - e. Elite is not a guarantee,



West Michigan Youth Soccer Association

- i. if you have multiple teams with at least one Elite level request, still put the team as part of list
 - ii. Elite teams will not be part of integration fee
9. Blackout dates
 - a. The system asks if you are going to use blackout dates
 - b. Number allowed
 - i. Fall – 4 dates
 - ii. Spring 2 dates
 - c. Next step is to put the dates in the system
 - d. There is an agreement check box indicating you will go back into the account to verify your blackout dates recorded correctly
 - i. WMYSA will not allow changes to requested blackout dates after the Team Commitment Deadline
 - ii. Whatever dates are in GotSport at the start of scheduling are what will be used for the season
10. Team Commitment page makes you mark your team as Select for U9 – U19 or Recreational if you are an Academy team
11. GotSport Payment Terms page
 - a. Should show no payment due
 - b. Click Yes, I agree box
 - c. Then the blue Register box
12. System takes you to a summary page showing you have no balance
13. Click on the event name
14. Pop up screen will give you the information and a registration link will show your answers
15. To verify blackouts
 - a. Go to Scheduling Requests tab
 - b. Use left side to click on months with number of days to get specific dates



West Michigan Youth Soccer Association

- c. There will be a blue blackout box on the dates you requested as blackouts.
16. To edit answers,
 - a. at the top of the click Registration form button
 - b. Click to the answer you want to change
 - c. Save changes

II. Game Day Procedures

- A. Registration information
 1. Verify your players are registered and legal to play.
 2. Players, coaches and managers are listed on GotSport roster for WMYSA Team Registration 23 - 24 event.
 3. Players, coaches and managers are listed on the Official Roster under WMYSA 2023 Fall Schedule
 4. Pass cards are shown in the ID documents for all rostered players as well as Risk Management approved coaches and managers.
 5. Players not listed, as late adds must be submitted with complete information no later than Thursday @ 5:00 pm to confirm players can be verified and added for weekend games.
- B. Required Printed Materials for every team
 1. Copy of Official Roster
 2. Pass cards for anyone on the bench side
 3. Risk Management card with background check date for coaches and managers.
 4. Match card/game day sheet through GotSport, may only print up to 5 days in advance of game day



West Michigan Youth Soccer Association

Logging into GotSport

- a. Go to www.system.GotSport.com
- b. Sign In to your account using your personal email/password

Finding & Printing the Match Card

- c. Click on Team Management at top
- d. Click on Matches at left
- e. If you have multiple teams, select which team
- f. Event: WMYSA 2023 Spring Schedule
- g. Click on 3 dots on far right of the game
- h. Click on the Print Match Card
- i. Pop up screen: Click on Standard and then green “export” button
- j. Match card will open and Print

C. Materials for Referee

1. WMYSA match card/game sheet with the name of any absent player, coach or manager crossed out.
 - a. This is especially important in the U13 and older age groups, as teams may register up to 22 players on the team; however, only 18 may dress for a game and be on the bench side.
 - b. It ensures confirmation of suspensions.
 - c. If a name is not crossed off, *then the player/coach/manager participated in the game.*
 - d. All Club Pass Players must be written at the bottom of the list.
 - i. Include FULL name
 - ii. Include date of birth
2. Pass cards for all players participating in the game.
 - a. Their names will appear on the official roster
 - b. Their names will appear on the match card
 - c. Only Club Pass Players can be written on the match card as an added player for the game with proper information and pass card.



West Michigan Youth Soccer Association

3. Coach/Manager on the bench must be rostered to the team (Club Coach Official only exemption).
 - a. Must present passcard
 - b. Must have Risk Management card available to present
 - c. Risk Management must be approved for all 3 components
 - i. Background check
 - ii. CDC Heads Up
 - iii. Safe Sport
 - d. There must be at least one adult coach present during the entire game. If not, the game shall not be played.
 - i. The referees shall be paid full fee
 - ii. Absence of coach will be reported to WMYSA
 4. At the end of the game, verify Match Card data
 - a. Not all referees will require a signature
 - b. Make sure the goals scored are correctly written for each team
 - c. Make sure any yellow/red cards are assigned to correct player
 - d. This is the only official document for the game; therefore, any suspensions for Red/Yellow cards as well as the official score are based on this sheet.
 5. Each team's primary coach is responsible for making sure all player suspensions are served. While WMYSA tries to notify each club of any suspensions, it is the responsibility of each coach to know the rules and enforce them!
- D. Club Pass Players
1. WMYSA registered teams may utilize players from within the same club to participate in the team's WMYSA league games.
 2. Players utilized in this manner are considered "Club Pass Card Players".
 3. Players can club pass card up a maximum of two age groups from their eligible age group.



West Michigan Youth Soccer Association

4. Players of U7 and younger eligible age group are not eligible as club pass card players.
5. WMYSA teams are limited to five (5) club pass carded players per game for WMYSA Select division (Elite division games are limited to three (3) club pass carded players per game).
6. Teams utilizing a WMYSA club pass card player must meet all other roster requirements.
7. Game day rosters may not exceed maximum roster numbers on the bench players including club pass card players.
8. Opposing coach must be aware club pass players are utilized in a game.
9. Players can club pass card a maximum of twice a week with the week starting on Sunday.
10. Players may club pass card within their own age group only from a lower division team to a higher division team.
11. Players cannot club pass card down in competition or age groups from their primarily rostered team.
12. Director's Academy, MSPSP, NLC and National League players may not participate in WMYSA as a club pass card player.
13. Players needing to serve a suspension for misconduct are not permitted to club pass card until their suspension is served with their primary rostered team. A suspension may not be served in club pass carded matches.

E. Weather

1. Inclement Weather
 - a. A severe weather warning is defined as either a Tornado Warning, Severe Thunderstorm Warning or High Wind Warning.
 - b. If a severe weather "warning" exists in the venue's area during game time or 2 hours prior to or 1 hour after the schedule game time, the venue's management or either team's coach may reschedule the game to an alternative time and/or date without concern of forfeiture.



West Michigan Youth Soccer Association

- c. If referees are assigned to a match which falls under these conditions, they may also be excused from officiating.
- d. Should the venue management, coach or official which elects to cancel a game due to severe weather, as defined below, must contact WMYSA Administrator for scheduling and the opposing team to inform them of the decision prior to game time. If the referee is the one making the determination, they should contact WMYSA.
 - i. **A Tornado Watch** is issued when weather conditions are favorable for the development of severe thunderstorms called a Supercell capable of producing tornadoes. A tornado watch; therefore, implies it is also a severe thunderstorm watch.
 - ii. **A Tornado Warning** is defined as an alert issued by national weather forecasting agencies to warn the public that severe thunderstorms with tornadoes are imminent or occurring. Immediate shelter should be sought.
 - iii. **A Severe Thunderstorm Watch** does not necessarily mean that severe weather is occurring, only that atmospheric conditions have created a significant risk for severe weather to occur.
 - iv. **A Severe Thunderstorm Warning** is an alert issued when trained storm spotters or a Doppler weather radar indicate that a thunderstorm is producing or will soon produce dangerously large hail or high winds, capable of causing severe damage. Immediate shelter should be sought.
 - v. **A high wind warning** is issued when either sustained winds of 40 mph or higher exist for one hour or more or wind gusts are 58 mph or higher for any duration. Immediate shelter should be sought.

2. Weather Cancellations

- a. Games can only be cancelled due to poor weather conditions by the referee or the league.
 - i. This is not a decision two coaches make.
 - ii. If coaches cancel on their own, it is subject to associated forfeiture, fees and fines.
- b. When games are canceled due to weather, the teams have two options.
 - i. Leave the game as unplayed with no fees nor forfeitures.
 - ii. Reschedule the game, \$7.50 per team fee assessed.
 - iii. If teams cannot agree, WMYSA will investigate the situation and apply fines as necessary.



West Michigan Youth Soccer Association

F. Referee Payment

1. Referees should be paid prior to the start of the game.

Age Bracket	Single Referee	Three Referee System		
	Center	Center	AR 1	AR 2
U9, U10	\$35	N/A	N/A	N/A
U11, U12	\$50	\$40	\$30	\$30
U13, U14	\$60	\$50	\$35	\$35
U15, U16	\$65	\$55	\$40	\$40
U17, U18, U19	\$70	\$60	\$45	\$45

2. If one of the assistant referees does not show, the center referee does not receive additional compensation.
3. If neither assistant referee shows, the center referee should be paid at the rate of the single official as listed above.
4. If one of the assistant referees does not show, use a club assistant referee or club linesman, with the single assistant referee calling offside on one end and the center referee calling offside on the end with the club assistant referee or club linesman.
5. WMYSA does not allow the use of the two man system for league games.

G. No Referee

If no referee is at the field when it's time to start the game, the teams have 2 options.

1. Teams may agree to pay with coach/parent referees.



West Michigan Youth Soccer Association

- a. Both teams sign the back of the game sheet indicating they agree to use this as their official league game.
 - b. Game referee will scan/snapshot both sides of the game sheet and email to WMYSA.
2. Teams may agree to cancel and reschedule; however, this does not guarantee referees will be available and assigned to the new date.
- a. The Home team should contact WMYSA immediately with the game number, teams and that there is no referee to officiate the game and they plan to reschedule.
 - b. The Home team expected to fill out the Reschedule Request and submit the completed form to WMYSA Scheduler with the comment indicating it was a no referee in attendance and teams are rescheduling.

H. Game Format

U9 & U10 Format

7 v 7 format
25 Minute Halves
Goal Size: 6 x 12

U11 & U12 Format

9 v 9 format
30 Minute Halves
Goal Size: 6 x 18

U13 Format

11 v 11 format
35 Minute Halves
Goal Size: 8 x 24

U14 Format

11 x 11 format
35 Minute Halves
Goal Size: 8 x 24

U15 Format

11 v 11 format
40 Minute Halves
Goal Size: 8 x 24

High School Format

11 v 11 format
45 Minute Halves
Goal Size: 8 x 24

I. Score Reporting

1. The **WINNING** team is responsible for reporting **game scores**.
- a. In the event no score is reported, it will now be left as unreported. WMYSA will not go in and record it for those teams.
 - b. Game reports are submitted by the referees. Sometimes submission is within a day; while others can take several weeks; if not at all. This makes recording of scores by WMYSA problematic.
 - c. If it is unreported, it will be viewed as if it had never been played for standings purposes. Those teams will show one game less for each game which goes unreported.



West Michigan Youth Soccer Association

2. Scores may be entered using the WMYSA 2023 Spring Schedule public page or from the Coach/Manager GotSport account

III. Reschedules

A. When should games be rescheduled

1. If you have a conflict and would like to change a schedule league game, you will need to complete the Reschedule Request process with the current season form.
2. WMYSA rescheduling fees are based on a time frame, the sooner it is completed, the lower the cost.
3. No reschedules may be submitted nor processed with less than 7 days' notice.
4. Both teams should understand when changes are made, the effect may be no referees will be available for the new date/time and WMYSA cannot guarantee the Referee Associations will have referees available.

B. What if there is severe weather

1. WMYSA policy states: If a severe weather warning or a tornado warning exists in the venue's area during game time or 2 hours prior to or 1 hour after the schedule game time, the venue's management or either teams' coach may cancel and reschedule the game to an alternative time and/or date without concern of forfeiture.
2. If referees are assigned to a match under these conditions, they may also be excused from officiating.
3. The venue management or official which elects to cancel a game due to *severe weather or tornado warnings* must contact all other parties to inform them of the decision prior to gam time. **This includes WMYSA Scheduler and opposing team.**
4. Inclement weather in general does not allow for coaches to cancel a game and must be canceled by the league or the referees at the field.



West Michigan Youth Soccer Association

5. The home team should then initiate the rescheduling procedures. Under the comment/reason, it should indicate if the game was started and abandoned prior to the half, or it was canceled prior to the start and weather related.
 6. Should the referee abandon the game due to weather prior to the completion of the first half, the game will be replayed in whole.
 7. Should the referee abandon the game due to weather after the first half, the game is considered complete and the score at the time of abandonment will stand as the final score.
- C. In case of emergencies
1. On rare occasions, emergencies occur, and a team will need to reschedule.
 2. In this instance, the WMYSA Scheduler should be contacted immediately with the reason to ensure proper procedure are followed to confirm everyone is aware of any change. WMYSA will contact the opposing team and the referee association with the information.
 3. Afterwards, when appropriate the canceling team should work to reschedule and follow the reschedule procedures and submit a Reschedule Request form once completed.
- D. How to know field availability
1. The home team should be aware of any venue restrictions for availability.
 2. Many of the larger complexes are used by recreational leagues and are not always available for WMYSA games. [I.E. river Oaks, Kalamazoo & Portage Complexes are not available on Saturday mornings/early afternoon.]
 3. If you are not sure, contact your board to find out if there are any restrictions. Some clubs have coordinators who can check complex availability and the WMYSA Scheduler can also help look into availability.
 4. There is also a Field Schedule link which lets you look at what WMYSA games have been scheduled on the fields. Link for WMYSA games only: https://system.gotSPORT.com/org_event/events/24007/fields
- E. Steps to make a Reschedule Request
1. Must be completed at least 7 days prior to the original game.



West Michigan Youth Soccer Association

2. Contact the opposing team.
 - a. Using Chat system inside your Team Management/Matches
 - b. Use the Contact through Public Pages links.
3. Find an agreeable date/time and the requesting team fills out the **current season Reschedule Request form** with all signatures.
4. Submit form to WMYSA Scheduler as noted on the form.
 - a. Once changes are made, GotSport sends an email with the updated request.
 - b. Check the information in the GotSport email to verify all of the information was updated correctly.
 - c. Until the update is showing in GotSport, the game has not changed.
5. Payments are made to/through the club.

IV. Elite Team Procedures

- A. League Affiliation
 1. This is a set of divisions ages U12 and older
 2. There are 3 leagues which participate
 - a. WMYSA – West Michigan Youth Soccer Association
 - b. GVSA – Grand Valley Soccer Association
 - c. CASL – Capitol Area Soccer League
- B. Official venue/field
 1. WMYSA game fields are found in the GotSport published schedule
 2. GVSA/CASL locations are found in the GVSA published schedule
- C. Match Cards



West Michigan Youth Soccer Association

1. This is the same as WMYSA teams, your Match Cards are printed through GotSport.
 2. Do NOT use the GVSA game day sheet.
 3. The game numbers will be different since GotSport does not allow manually entered numbers.
 - a. For GotSport score entry you will need to use the WMYSA number
 - b. For GVSA score entry you will use the number in their online system.
- D. Club Pass Player Difference
1. Elite divisions may use the club pass player with the WMYSA rules
 2. with the **exception of a maximum of 3 players per game.**
- E. Referee payment
1. At home games only
 2. rate as posted for WMYSA games.
- F. Pass Cards
1. Coaches/managers on the bench must have a printed pass card and Risk Management ID card
 2. **All players must present a PRINTED passcard.** If not and the player participates, the game will result in a forfeit.
 - a. The player may only participate if a photo of the player's pass card is produced, **and** the player's name is listed on the official roster and match card.
 - b. The game will still result in a forfeit; the game is considered a scrimmage as listed in the GVSA Rules & Regulations, Section C 4 rule.
- G. Score Reporting
1. As a winning team must report the scores in the GVSA website



West Michigan Youth Soccer Association

- a. Got to website: www.gvsoccer.org
 - b. Click on the Schedules, Results & Standings button on right
 - c. Choose the current season from the dropdown box
 - d. Choose your Division from the dropdown box
 - e. From the list of games, find the correct game, click on the game number which is on the left of the listed teams
 - f. Popup screen will ask for score and email address
 - g. Enter scores and email address, click on Record Scores
2. WMYSA teams must enter ALL 8 games in GotSport
 - a. GVSA & CASL teams do not have Event ID and PIN for entry
 - b. Games without scores will be left as unplayed in GotSport and will not help in the GotSport rankings program.
- H. Reschedules
1. No changes to the schedule will be made with less than 7 days' notice.
 2. No request is considered final until it appears in the home team online venue of Schedules & Standings software.
 3. Teams must use the form and procedures based on who is the home team for the game.
 4. Fees are based on the home team league.

V. Concussion Information

- A. Michigan law
 1. regulates athletes of suspected sports concussions
 2. return to athletic activity since June 30, 2013.
- B. Training



West Michigan Youth Soccer Association

1. All coaches, employees, volunteers and other adults involved with a youth athletic activity must complete a concussion awareness on-line training program.
 2. MSYSA & WMYSA requires this to be done through the GotSport link to Heads Up training.
 3. Clubs are required to provide Concussion Awareness information to all players and their parents.
 - a. Parent and athlete must sign an acknowledgement document
 - b. Club must retain this information until the player turns 19.
- C. Law Requirements
1. The law requires immediate removal of an athlete from physical participation in an athletic activity who is suspected of sustaining a head injury.
 2. The athlete may NOT return to any return to physical activity until an appropriate health professional has signed a written clearance form.
 3. Officials (I.E. coaches, managers, referees) are responsible for recognizing a potential head injury and acting in accordance with the law.
- D. Players suspected of a head injury must:
1. Immediately be removed from the practice or game and seek medical attention.
 2. Team official notify both the club and WMYSA Administrator.
 3. Player may only return to play when cleared by a healthcare professional.
 4. The original Return to Play healthcare form goes to the Club for retention until the player is 19.
 5. A copy of the completed healthcare form should be sent to WMYSA
- E. Understanding Concussions
1. A concussion is a type of traumatic brain injury which changes the way the brain normally works.



West Michigan Youth Soccer Association

2. A concussion is caused by a bump, blow, or jolt to the head or body which causes the head and brain to move quickly back and forth. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.
 - a. People don’t realize most concussions occur without the loss of consciousness.
 - b. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury.
 - c. Athletes who have, at any point in life, had a concussion have an increased risk for another concussion.
 - d. Young children and teens are more likely to get a concussion and take longer to recover than adults.

F. Recognize Signs of a Concussion

1. Does the player appear dazed or stunned
2. Does the player forget instructions or seem confused about assignment or position
3. Does the player have a headache or feel “pressure” in head
4. Does the player have balance problems or dizziness
5. Does the player have double or fuzzy vision
6. Does the player have sensitivity to light
7. Does the player have sensitivity to noise
8. Does the player feel sluggish, hazy, foggy, or groggy
9. Does the player have a concentration or memory problem
10. Does the player unable to recall what happened prior to injury
11. Is the player slow to respond or confused about questions
12. Does the player not “feeling right” or is “feeling down”



West Michigan Youth Soccer Association

G. Official Responsibility

1. Any official (coach, manager or referee) dealing with a player suspected of having a head injury has a moral and legal obligation to consider
 - a. Moral obligation is first and foremost to the player's safety.
 - b. The legal obligation is to follow the law.
2. If a player who shows signs of a head injury is not removed immediately, officials are violating Michigan law.
 - a. Risk of potential legal situation for the officials not following the law
 - b. Potential legal risk for the club for officials not following the law.
3. No one likes to take a player out of a game and require them to see a doctor from a simple bump to the head; however, if the player displays any recognizable signs, then the likelihood you will be helping the player doing more damage is far greater than the likelihood of the player being fine if you allow them to continue.

H. Law Requirement

1. The law requires officials to error on the side of caution and to remove players out of activity.
2. so does WMYSA & MSYSA.

VI. Injury & Secondary Insurance

A. Who has coverage

1. Michigan State Youth Soccer Association (MSYSA), its affiliated associations, leagues, clubs and all officers, directors, coaches, employees, teams, team officials, and volunteers while acting on behalf of Michigan State Youth Soccer Association at a covered activity are covered by MSYSA's General Liability Benefits.
2. Insured persons are covered for injuries resulting directly and independently of all other causes from accidents occurring while participating in the following covered activities:



West Michigan Youth Soccer Association

B. When/Where Coverage

1. Scheduled games, team practice sessions, tryouts or sponsored activities provided they are under the direct supervision of a team official.
2. Sanctioned local or national tournaments as a member of a contestant team
3. Organized and supervised group travel as authorized by the Policyholder directly to and from a covered event.

C. Claims

1. Injury claims are handled directly through MSYSA
2. All injuries from MSYSA or US Youth Soccer activities must be reported in writing to both WMYSA and MSYSA via phone or email within 7 days.
3. For insurance claim questions, contact Julie Pearson at MSYSA: stateoffice@michiganyouthsoccer.org

D. Eligibility

1. The claimant must be registered at the time the injury took place.
2. Claimant's injury must have taken place on an insured field location.
3. A club representative (coach, club board member) **MUST submit an Incident Report to WMYSA (Communications@wmymy.org) and MSYSA (stateoffice@michiganyouthsoccer.org) within 7 days.**
 - a. Claimants Full Name
 - b. Claimants Date of Birth
 - c. Club Name
 - d. Official Team Name as listed in GotSport
 - e. League
 - f. Full Division age/level
 - g. Location – Venue/Field Name and address (if out of state tournament, include a copy of approved “Notification to Travel”)



West Michigan Youth Soccer Association

- h. Type of activity (game, practice, scrimmage, tournament)
 - i. Date of Injury
 - j. Detailed description of injury and how it happened
4. Once the club has submitted the Incident Information to WMYSA and MSYSA, the injured party will then complete the following:
 - a. [Claim form must be submitted](#) by injured party
 - b. Submitted within 30 days from date of injury
 - c. This step is personal insurance information
 - d. Do not need billing expenses at this time
5. After step 4 is completed, an insurance adjuster is assigned and communication between the parties exists on the need for multiple visits, surgery down the road, additional treatments, etc.
6. Payment will be made for any expenses incurred up to 104 weeks from the date of injury.
7. A \$500 deductible applies for all eligible claims.
8. MSYSA excess accident medical insurance policy is a secondary insurance.
9. Failure to follow the rules of your primary healthcare coverage will result in a benefit reduction of eligible expenses to 50% of the amount otherwise payable.
10. “Injury” means bodily injury of an Insured Person resulting directly and independently of all other causes from an accident which occurs while he or she is participating in a covered activity. Sickness or disease (except for forming infections which occur through an accidental cut or wound) of any kind will not be considered as bodily injury.
11. “Reasonable Expenses” means usual and customary charges.

VII. Code of Conduct



West Michigan Youth Soccer Association

For this policy, an Official is defined as a league or club board member(s), coaches, assistant coaches, managers, paid employees of the league or a club and volunteers who work with youth associated with WMYSA.

Responsibility to Players

- Officials shall not place the value of winning over the safety and welfare of players.
- Officials shall not seek unfair advantage by teaching unsporting behavior to players.
- Officials shall not encourage players to violate any Law of the Game, or any rule of competition established by WMYSA (West Michigan Youth Soccer Association).

Responsibility to Opponents

- Officials shall not encourage, condone or permit any player to engage in conduct with the intent of causing an injury to an opponent.
- Officials shall not engage in any physical or verbal confrontation with an opposing player, coach or supporter.

Responsibility to the Game

- Officials shall be aware of the laws of the game and shall adhere to the spirit of the laws of the game.
- Officials shall accept responsibilities of team leadership and shall be accountable for the conduct of the players, team officials and spectators affiliated with their teams.

Responsibility to Officials

- Officials shall extend respect and courtesy to match and competition officials.
- Officials shall not incite players, team officials, or spectators into conduct towards officials that is contrary to the rules of the game.
- Officials shall employ only methods authorized by WMYSA or the rules of the competition, to pursue review of decisions by match or competition officials.

Responsibility to WMYSA and other Member Organizations



West Michigan Youth Soccer Association

- Officials shall become aware of and comply with the rules, policies and procedures established by WMYSA and the governing organization(s).
- Officials shall refer disputes, appeals, and disciplinary reports to proper authorities as designed by WMYSA and the governing organization(s).

Responsibility Regarding Player Communication

- Officials shall comply with rules and policies pertaining to registration and player recruitment.
- Officials shall not engage in any recruiting activity at any event sponsored by MSYSA until tryouts begin and up until July 31st.
- Officials shall not allow any surrogate to engage in recruiting activities prohibited by WMYSA.
- Officials shall not solicit or encourage the transfer of any player currently registered to another member organization.
- When Officials are sharing social media content with players, that information shall not contain material that is deemed inappropriate where it offends, intimidates, humiliates or bullies another person.
- When communicating through social media, officials shall not have private dialog with youth players.
- Officials shall not promise or provoke any compensation to a player as an inducement to register or play with a particular team or member organization.
- Officials shall not knowingly, recklessly or negligently misrepresent or defame programs associated with a particular coach, team or member organization.

I have read this Officials Code of Conduct and understand its requirements and agree to abide by the letter and spirit of this Code of Conduct.

VIII. Linked Help Documents

- A. [How to enter/change blackout dates](#)



West Michigan Youth Soccer Association

- B. [How to print Official Roster & Pass cards](#)
- C. [How to print RM ID card](#)
- D. [How to print match cards](#)
- E. How to report scores
 - 1. [Report through published Schedules & Standings](#)
 - 2. [Report through coach/manager account](#)
- F. [Reschedule Request](#)
- G. [Concussion Awareness Acknowledgement Parent/Player](#)
- H. [Concussion Awareness Acknowledgement Team](#)
- I. [Medical Clearance:](#) Concussion – Return to full athletic activity
- J. [GVSA website](#)