



West Michigan Youth Soccer Association

Elite Team Procedures

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Elite Team Procedures

A. Who makes up Elite divisions

1. This is an interleague with GVSA, WMYSA & CASL
2. Division ages are U11 – U19
3. Maximum number in any division is 9 teams
4. Each league submits top teams, based on league size
 - a. GVSA – submits 5-6 teams
 - b. WMYSA – submits 2-3 teams
 - c. CASL – submits 1-2 teams

B. How do teams get submitted

1. Promotion/Relegation system is used in the make-up of each season
2. Each league has their own process to request to play in Elite
3. WMYSA allows teams to request during Team Commitment
 - a. WMYSA reviews all requests within division
 - b. Elite request is not a guarantee even when submitted by WMYSA as requesting into GVSA
 - c. WMYSA priority to ensure divisions within WMYSA
4. In the document section below are specifics on Fall vs Spring determination procedures.

C. Setting up Divisions

1. GVSA will put the divisions together
2. GVSA sets and publishes the match ups on their website



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D. Correspondence

1. You are still a WMYSA team
2. All correspondence is through your club & to WMYSA
3. Game scheduling is only exception, that will be with opposing teams

E. Self-Scheduling

1. WMYSA teams have a different deadline to complete 4 home games
2. Scheduled games must be within the WMYSA scheduling season
3. WMYSA already has games scheduled on the field
 - a. Coach/Manager should know venue restrictions
 - b. Review field availability
4. Home games are submitted through specific form on our website
5. Teams need to verify schedule in both leagues' software
 - a. During the initial process, home games will only appear in team's GotSport account
 - b. After all WMYSA games are entered in GotSport, the set of elite games is submitted to GVSA. They in turn manually enter the games into their software
 - c. Once GVSA has completed their scheduling process, their elite game schedules are manually added to the WMYSA schedule.
 - d. If you find an error on either site, you need to contact WMYSA scheduler to get corrections made.

F. When should games be rescheduled



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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 correct league process.
 - a. You must use the process of which league is hosting the game.
 - b. GVSA has their own form and process which is different from WMYSA. They will require payment to their league prior to allowing any reschedule.
 - c. Games in CASL are also rescheduled using the GVSA process and forms.
 - d. WMYSA requires you to use our current season form and fees are processed at the end of the season through the club.
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. Submit form to league admin as home venue dictates.
 - a. GVSA reschedules are a flat \$100 and must be paid prior to making the change. Teams will be expected to make this payment
 - b. WMYSA fee is \$75 and will be billed through our Postseason procedure
5. 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.
6. Until the update is showing in the home team software, the game has not rescheduled.

G. 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.



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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 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.
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.

H. 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 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/15535/fields

I. Match Card

1. Game sheet must be printed from your GotSport account for all 8 games.



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2. Do not use the GVSA form
3. Cross off players/coaches not in attendance
4. Club pass players must have full name and DOB handwritten at bottom of list.

J. Referee pay

1. Done for home games only
2. Follows WMYSA fees

K. Rules & Regulations

1. follow the WMYSA format
2. Exceptions are noted in this Guideline

L. Pass Cards

1. **All players must have a PRINTED pass card present.**
2. If not and the player participates, the game will result in a forfeit.
3. The player may only participate IF the coach can provide a photo of the player pass card AND the player's name is listed on the official roster and match card.
4. The game will still result in a forfeit, but the teams must scrimmage as listed in GVSA Rules & Regulations, Section C 4 rule.
5. The referees will still need to be paid whether scrimmage is played or not.

M. Club Pass Players

1. Follow all WMYSA Rules
2. Exception is a maximum of 3 club pass players per game



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N. Score Reporting

1. WMYSA website: all 8 games must be recorded
 - a. GVSA & CASL do not have Event ID & Pin
 - b. Any games without scores are left in the system and will not help in the GotSport rankings program
2. GVSA website: the winning team (home team if tie) is required to report the score
 - a. Go to website: www.gvsoccer.org
 - b. Click on the Schedules, Results & Standings 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. A pop-up screen will ask for score and your email address.
 - g. Enter scores and email address, click on Record Scores and score is updated into the system.