



Abstract:

This document is a guideline of “how to” information to be used in conjunction with the WMYSA Rules & Regulations. The last section includes links to “How To” documents with step-by-step instructions and other soccer leagues.

It does not supersede any of the WMYSA Rules & Regulations.



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I. Tryouts

- A. Member clubs shall hold open tryouts for a minimum of 4 teams for a coming year.
- B. Tryout dates must conform to the WMSYA guidance which will be announced no later than May 1 of each year.
- C. Tryouts for all WMYSA high school age boys' teams playing only in the spring season may be held from the date assigned by WMYSA for open tryouts until August 15th and again the MHSAA state final (typically the 1st Saturday in November).
- D. Conflicts over dates or between clubs will be mediated by the league.
- E. Any attempt prior to tryouts or after a player has signed and made payment to a club, to induce a player to change teams for the current seasonal year is defined as poaching and is in violation of MSYSA Rule 3.7. *This rule is currently under review.*

II. Online Software

- A. WMYSA uses online software for all registration and league scheduling.
- B. Current software is GotSport.
- C. Club board members should be kept current in the online software for communications.
- D. All player registrations (contracts) shall be completed through the current online software with an electronic signature.
- E. Only properly registered players can be provided secondary insurance through MSYSA.
- F. All league events will be completed through the online software.
- G. Clubs should upload and use their formal club logo in the system as a club and for each team. This logo is a part of the official rosters which each team will need to print.



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III. League Difference

- A. As a league, WMYSA is a direct member of Michigan State Youth Soccer Association (MSYSA). This is the organization we register and have our liability insurance.
- B. WMYSA Clubs are involved with multiple leagues and organizations. Each has it's own set of Rules & Regulations. Be sure your teams are aware of what league they are participating.
- C. Most younger teams play and participate in WMYSA.
- D. WMYSA sponsors teams into MSPSP (also known as premier.)
- E. Elite Divisions (U10 and older) are still considered WMYSA; however, they play in an Intraleague program which includes Grand Valley Soccer Association (GVSA), West Michigan Youth Soccer Association (WMYSA) and Capital Area Soccer League (CASL).

IV. Club Affiliation

- A. The form shall be completed twice a year.
- B. The form is on our website online.
 - 1. The form is due on 6/28 and 12/28 for each season.
 - 2. Team age is based on the oldest player's birth year.
 - 3. Team naming standards must include Club name + Birth year of oldest player (4 digit) with B/G to represent gender + color
 - 4. It allows consistency for the referee associations to know the ages of teams within their system to verify the correct referee assignments.
 - 5. The club name should be the same for all teams. (I.E. BC Fire SC or BC Fire). Do not switch the club usage/abbreviations.
 - 6. Example for a Kingdom team of girls where the oldest player is from 2015: Kingdom SC 2015G Red.



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- C. Players may only register and be rostered a maximum of two years up in age. The exception is for high school age players. The U15 and older may play up to the U19 age division.
- D. Per MSYSA rules, girls may be registered to a boys' team; however, boys may not register on a girls' team.
- E. All U6 age players may only participate in the WMYSA Academy program.
- F. Roster limits as follows by team age:

AGE LEVEL	ROSTER MIN	ROSTER MAX	GAME MIN	FORMAT
U9-U10	8	12	5	7v7
U11-U12	10	15	7	9 v9
U13-U19	13	122	7	11 v11

¹ Game day roster of 18

- G. For teams playing up in division ages, the team age dictates the roster limits unless the team requests to be considered and rostered as an older team.
- H. WMYSA Divisions will contain ages U9Y – U19.
- I. Players registered in recreational programs may participate as primary players.
- J. WMYSA does not allow a player to register with other competitive leagues.


V. Teams Playing Up in Age Group

- A. WMYSA allows teams to request to play up in age divisions. The only exception is the U9Y teams must play in U9Y in the fall season.
- B. Currently, there are no specific restrictions to keep teams at age appropriate.
 - 1. Teams should recognize they may need to play up in tournaments.
 - 2. Division placement does not dictate roster age (based on oldest player).

VI. Player Registration in Club Account



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- A. Registered in annual club program.
 - 1. Must have an electronic signature
 - 2. Program must contain language which is binding the player to the club for the full seasonal year (August 1 – July 31.)
- B. Must have current (within last 2 years) passport style (head/shoulder) photo uploaded in proper orientation.
- C. Must either already have a  age status or must upload one of the following unedited copy of documents in the Player GotSport account. Social Security numbers may be redacted from forms.
 - 1. Birth Certificate (not a hospital certificate)
 - 2. Passport
 - 3. Driver's License
 - 4. board of health records
 - 5. certificate of naturalization
 - 6. alien registration card
- D. International Transfer Clearance
 - 1. All players must complete the MYSYA ITC Questionnaire Form.
 - a. Go to the dashboard tab for the child's profile
 - b. On left is a tab – Requirements. Click on this
 - c. The International Transfer Clearance (ITC) Questionnaire will show
 - d. Click on **Details** to open the form and answer the questions.
 - 2. Submit New Report
 - e. Confirm player's birthdate, contact email
 - f. Answer set of questions
 - i. Sign, Save the signature
 - ii. Submit



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2. If your child does not need ITC, the requirement will read as “Fulfilled.”
3. Player which fall under review will be contacted by MSYSA or the family can reach out to the club to begin the ITC process.
4. Who needs to have clearance?
 - a. Player was born outside of the United States, including U.S. citizens born abroad.
 - b. Player previously registered to play soccer with a club/team/league outside of the United States.
2. Club representatives – not parents – should complete the following sections: Registering Club Information, Registering Club Pro Affiliation Status (if included), Checklist, and Signature.
3. In the Registering Club Pro Affiliation Status section. Pro affiliated clubs should answer ‘Yes’ and indicate the name of the professional club or league through which they have a pro affiliation.
4. Two previously separate minor request types (FR / U.S. Citizen and FR / U.S. Citizen / Awaiting Proof of Citizenship) have now been combined into a single First Registration form. For this form, either fill out the light-red section for a player who holds U.S. Citizenship (most common) OR fill out the light-blue section for a player who is awaiting U.S. Citizenship.
5. U.S. Soccer created a ‘Club Statement’ template which is required for 5 Year Exception, 50km, Parents Move, & Humanitarian Exception requests. This template should be used by all clubs going forward.
6. U.S. Soccer created a ‘Parent/Guardian Statement’ template, which is required for Parents Move requests. This template should be used for all Parents Move requests going forward.
7. Player’s FIFA ID: This field is not required for a First Registration (FR). For players who have previously registered to play soccer outside the US, the form asks for Player’s FIFA ID. In most cases, MSYSA would not have the Player’s FIFA ID, since it would have been obtained via the player’s registration with a foreign soccer club and foreign soccer federation. If the player’s FIFA ID is unknown, this field can be left blank until we hear more from U.S. Soccer on this.
8. Once player have completed the requirements, the ITC Requirements status



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will update to “Fulfilled.”

VII. Coach & Manager Registration Requirements

- A. Must have current passport style (head/shoulder) photo uploaded in proper orientation.
- B. All Risk Management components must be **Complete** & in GotSport:
- C. Add to teams through Roster Builder and define only ONE primary coach per team.
- D. Head coach should not opt out of online software emails. This is how most communication takes place.

VIII. Team Event Registrations

- A. How to submit team in bulk or view who has registered to an event.
 - 1. Club Management
 - 2. Teams
 - 3. Registration tab at top
 - 4. Organization Events ~ click on All events
 - 5. Search for Event
 - a. Enter WMYSA Team Registration 2024 - 2025
 - b. click blue Search button
 - 6. The teams will show with information
 - a. Orange highlight will show a “Level Not Allowed”
 - b. Blue highlight will show the teams as “Registered” or a “Continue Enroll” if the team started the process without submitting



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- c. No highlight means the team has not registered for the event and eligible.
 7. If you can bulk enroll the teams, you can click on the left side box to then click on Enroll at the top of the list.
 8. If there is a team registered which shouldn't be, the name of the team will need to be emailed to the league director/organizer for the event to delete. The club/team cannot delete a submission into an event.
- B. How to check team registration answers (WMYSA: Team Commitments)
1. Club Management
 2. Teams
 3. Click on the team name which you want to check.
 4. Top of pop up click on Team Registrations
 5. Click on the Event you want to check
 6. On this screen click on Registration tab at the top
 7. This will give you all the answers which were submitted at the completion of the application. If any answers can be edited, it will show at the top of the list of questions.
 8. If it's an event with blackout dates, you can click on the Scheduling Requests tab at the top. This is also where changes can be made to date requests.
- C. How to check or update blackout dates
1. Login and go to the Team account.
 2. At the top of the page – click on Team Registration tabs
 3. In the below area – pick the correct event
 4. At the top of the page – Scheduling Request
 5. Move the calendar to show the date you want, click on it
 6. At the top of the calendar a New Request pops up, click on New Blackout



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7. Next type in the date you want to add and click the blue Create Schedule Param button. It then shows up as a blackout date on the calendar.
8. To remove a blackout:
 - d. go to the date click on the Blackout button for that date.
 - e. At the top a popup box for the date will show with Update Schedule Param in blue or a red button to Remove.
 - f. Click the red Remove button
9. A popup question will ask you Are you sure you want to delete? This cannot be undone. Click the blue OK.
10. You will see the Blackout date is now gone from that date.

IX. Roster Limits

TEAM AGE LEVEL	ROSTER MIN	ROSTER MAX	GAME MIN	TEAM FORMAT
U9-U10	8	12	5	7 v 7
U11-U12	10	15	7	9 v 9
U13-U19	13	¹ 22	7	11 v 11

¹ Game day maximum roster of 18

X. Roster Building

- A. You will need to have the team created in the club account.
 1. Clubs use different means for a main roster
 - a. Creating a roster event and keeping this as the main roster building tool
 - b. Enrolling teams into the correct league Team Registration event as the main roster building tool since this is the event which coordinates the official roster and printing of all pass cards



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2. Whichever event is used for the main roster, once the team is enrolled into another event, your main roster event will not automatically update those events.
 - a. New players would need to be added to your main roster event to keep the team correct
 - b. New players would need to be added to any other events the team is already enrolled.
- B. Team roster can be built by a main club annual roster or done by individual events. Either format requires the team to be enrolled into the event prior to roster formation.
- C. Under the Club Management tab
- D. Roster Builder – there should be a dropdown box in the middle of screen asking for an event/roster reason to continue.
 1. This list will be different since every event any of your teams have applied for in GotSport will show up.
 2. You will want to pick the current WMYSA registration event: (WMYSA Team Registration 2022 – 2023).
 3. You will get a filter available at the top, players names on the left and the teams on the right.
 4. Depending on club size, use the top Filter area to build the parameters to get your players.
 5. Drag and drop the players onto the team.
 6. Once the player is dragged to the team, you can go in and add jersey numbers & positions in pop up box or with the dotted boxes next to their name in the Team box on the right.
- E. On the right side of the player list, there are boxes to choose Players, Coaches Managers.
- F. You will need to click on those boxes to view the list of available coaches and managers to add to the team.
- G. When dragging coaches and managers to the team once you drop, it will ask you which position: Primary (Head) or an assistant. If you have someone listed as



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Primary already and need to change, you will need to click on the current Primary coach – box showing Primary and change that before a new person can be name Primary.

XI. Notification of Team Roster to WMYSA

- A. Make sure all coaches and players on the team.
- B. All coaches should show as completed.
- C. Make sure the team competitive level is set to Select for all WMYSA teams (recreational for academy).
- D. Once you have this information set, use the excel spreadsheet emailed to the registrar.
- E. Club Spreadsheet – notification/tracking teams and information.
 - 1. Club spreadsheet has been created with the fall teams already listed.
 - 2. I would wait until close to August 1st (March 1st for spring) if not all teams are ready to submit as current as possible at the deadline.
 - 3. Teams tab has all of your teams listed, when you believe the team is Ready to have all rosters approved, certified and cards printed. Let us know by marking it in the Ready Column.
 - 4. Once WMYSA staff has completed the team(s), we will send the file back with the Completed Column updated.
 - 5. If there is missing information, the 2nd Tab marked Changes will have a list of what we need to complete the player/coach and team.
 - 6. For teams not completed, we will send the spreadsheet back-n-forth until we have everything completed
 - 7. If you have players to add/transfer/release after the team was completed, put them on the Changes Tab and email the spreadsheet with a simple note that you have changes.



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XII. MSPSP Sponsorship

- A. The Michigan State Premier Soccer Program (MSPSP or Premier) requires teams to have sponsorship from their league.
- B. WMYSA Requires Team Name Submission
 - 1. Automatic Sponsorship Request
 - a. Any clubs with more than 4 team total (MSPSP & WMYSA)
 - b. [Sponsorship List](#) is due each season
 - i. Fall Season – June 20th
 - ii. Spring Season – December 20th
 - 2. Non-Automatic Sponsorship Request
 - a. Any clubs with less than 4 total teams (MSPSP & WMYSA) and a new team to MSPSP
 - b. [Non-Automatic Sponsorship](#) form is due each season
 - i. Fall Season – June 20th
 - ii. Spring Season – December 20th
 - c. Each team is submitted on a separate form
- C. WMYSA submits a full list to MSYSA of sponsored teams each season and pays the MSPSP fee for the specific season. Teams should not make the payment when enrolling in the scheduling event.
- D. GotSport Enrollment, SportsForms/Player Contract & Rosters
 - 1. Club registrars will need to enroll teams into MSPSP registration event
 - a. Fall Season Deadline June 25 @ 8:00 pm
 - b. Spring Season Deadline January 5 @ 8:00 pm
 - 2. Team Commitment application to the Schedule event
 - a. Fall Season Deadline June 25 @ 8:00 pm
 - b. Spring Season Deadline January 1 @ 8:00 pm



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3. Roster built in GotSport – MSPSP Registration event; age verification document uploaded if not already verified.
 - a. Fall Season Deadline June 25 @ 8:00 pm
 - b. Spring Season Deadline January 5 @ 8:00 pm
4. SportsForm ~ Player Contracts must be completed
 - a. Fall Season Deadline June 25 @ 8:00 pm
 - b. Spring Season Deadline January 5 @ 8:00 pm

XIII. Billing

- A. WMYSA invoices clubs four times annually. These invoices and statements will be sent each season by the treasurer in the form of Preseason and Postseason invoices.
- B. The Preseason statement is similar to a down payment which is estimated based on the total number of teams and the respective age division. This is estimated at about 75% of a full team roster. The Preseason invoice is sent out in August for the Fall season and February for Spring seasons. Payments are expected to be made within 15 days of receipt. Preseason rates will be as follows:
 1. Fall MSPSP Team: \$525.00
 2. Spring MSPSP Team: \$525.00
 3. Fall or Spring New WMYSA Select/ Elite U16 and older per team: \$400
 4. Fall or Spring New WMYSA Academy thru Select/Elite U15 per team: \$350
 5. No preseason fees are charged for teams playing in the Spring which paid and played in the Fall.
- C. The Postseason invoice details, and statement will be sent out electronically around early July for Spring season and late November for Fall season. This invoice will include a detailed breakdown of the actual costs for the entire season. It will breakdown each of these costs associated with the individual teams to include but not limited to:



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1. Number of Players on each team
 2. Additional officials for each team over 3
 3. Integration Requests
 4. Transfers/Releases
 5. Game Changes
 6. Late Fees & Fines
 7. Credits applied
- D. The Postseason statement will show total the amount due. The statement will be based on the invoice details and the total balance due based on the seasonal total and the preseason payment made. Payments are expected to be made within 15 days of receipt.

XIV. Schedules

- A. GotSport now allows the club user account access to view schedules in a chart view
- B. Go to the Scheduling tab
- C. Scroll to bottom choice ~ As Participant
- D. You then will see a screen with a list of events your teams are registered
- E. On far right
 1. Details ~ brings you to a list of individual teams
 - a. Top shows each team in the event, click on team for their individual schedule
 - b. Below is a full list of all schedules for the teams.
 2. Match Chart ~ opens to a calendar
 - a. Left side is a single day with each home venue field



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- b. Right side is monthly calendar
 - i. Days with games with have a number
 - ii. Click on a date and that date appears on Right side with grey area with games showing
 - a) Current event shows details
 - b) Other events show event name

XV. Game Day Procedures

- A. Registration information to verify your players are registered and legal to play
- B. Players are listed on GotSport official roster for the current event (WMYSA Team Registration 2022 – 2023.)
 - 1. Player is listed on Official Match Sheet under current scheduling event
 - 2. Player passcard shows in the ID document containing all player pass cards and have been printed.
 - 3. If you have late players to add during the season, player must be submitted with complete information no later than the Thursday @ 5:00 pm to confirm players can be verified and added for the following weekend games.
- C. Required printed materials
 - 1. Teams are required to print and bring the following materials to all 8 games.
 - 2. Official Roster available to referee to view.
 - 3. A printed pass card for every player on the team.
 - 4. Should the player have a valid card, but the card is not present at the game, for whatever reason, the following procedure should be used:
 - a. The opposing coach should be notified, and the player is open to "Challenge". If the opposing coach desires to play under "Challenge" (not to be confused with Protest), he must notify the referee and the other coach prior to the start of the game.



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- b. If the game is to be played under Challenge, the referee should note this on the FRONT of the game report and the reason - that a player has played without his/her card.
- c. The referee should record the player's name and birth date on the back of the game report and have the player sign the back of the game report.
- d. Upon completion of the game, the game report should be sent to the Administrator responsible for scheduling following normal procedures.
- e. The challenging coach should notify the WMYSA Administrator responsible for scheduling if a game has been played under Challenge and provide the details.
- f. When WMYSA receives the game report, WMYSA will verify the player is listed on the team's official roster.
 - i. If the player is properly registered to the team, the game will be declared official.
 - ii. If the player is not properly registered on the team, the game will be forfeited by the team using the ineligible player and the coach and player may be subject to sanctions per paragraph D.6.
- 5. Every club pass card player (CPCP) must have their pass card presented in order to play. All CPCP rules must be followed. Including: the name of the player written on the match sheet and communicating the use of pass players to both the referee and opposing coach/manager. (See section X for full rules.)
- 6. All coaches and managers must have a printed copy of the approved Risk Management card.
- 7. Match card game day sheet through GotSport

Logging In

- 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



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- e. If you have multiple teams, you can select which team
- f. Event: WMYSA 2025 Fall Schedule
- g. Click on 3 dots on far right of game
- h. Click on the Print Match Card
- i. Pop up screen: click on Photo Style and then green “Export” button
- j. Match card will open and Print

D. Referee Materials

1. Make sure you give the referee all required printed materials.
2. On the WMYSA match sheet be sure to **CROSS OUT THE NAMES OF PLAYERS AND COACHES WHO ARE NOT PRESENT!**
 - a. This is especially important in U13 and older age groups, as teams may register up to 22 players, but only 18 may dress for a game.
 - b. It is also to ensure suspended players and coaches are not participating.
 - c. If a name is not crossed out, then the Player/Coach participated in the game.
 - d. If you have any Club Pass Card Players, they must be legibly written at the bottom of the list.
 - i. The players full name printed
 - ii. DOB of player
 - iii. You must notify the opposing coach as well as the Center Referee of the use of Pass Players.
3. All adults present on the team sideline (a maximum of 3 on the bench side) must be in possession of a WMYSA Pass Card showing their Risk Management information.
 - e. The Risk Management cannot be expired.
 - f. If an adult does not have this, he/she will not be allowed to participate under any circumstance.



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- g. There must be at least one adult coach present during the game. If not, the game shall not be played, the Refs will be paid and the absence of a Coach reported to WMYSA.
- 4. If a player is not listed on your official GotSport roster, then they are not a legal player for your team. The names of all legally rostered players will also show up on the match sheet (Game Day Report sheet.)
- 5. At the end of the game, when signing the match sheet - make sure the goals scored are correct, as well as the final score and any yellow/red cards issued *before* signing it. Since the game report is the only official documentation for the game, any suspensions for Red or Yellow cards as well as the official score are based on this.
- 6. Each team's coach is responsible for making sure all player suspensions are served. While we try to notify each club of all suspensions, it is the responsibility of each coach to know the rules and enforce them!

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 scheduled 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. If referees are assigned to a match that falls under these conditions, they may also be excused from officiating.
 - c. The venue management, coach or official which elects to cancel a game due to severe weather, as defined below, must contact the WMYSA Administrator Responsible for scheduling and the opposing team to inform them of their decision prior to game time. If the referee is the one making the determination, they should contact WMYSA.
 - d. **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.



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- e. **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.
- f. **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.
- g. **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 significant damage. Immediate shelter should be sought.
- h. **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 have two options.

- h. First, teams can leave the game as not played and no fee will be assessed.
- i. If they agree to reschedule the game, then a \$15 fee will be split by the two teams and assessed as \$7.50/team to reschedule.
 - i. It should be noted a game can only be cancelled due to weather by the game official or the league.
 - ii. This is not a decision two coaches can make.
- j. If two coaches cancel a game on their own it is subject to associated forfeiture fees and fines.
- k. If teams cannot agree, WMYSA will investigate the situation and apply fines as necessary.

F. Referee Payment

1. Payment Chart

Age Bracket	Single Referee	Three Referee System		
	Center	Center	AR 1	AR 2



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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. Payment should be made in cash. Have the breakdown to pay each referee the correct payment. They do not carry cash to make correct payments.
3. If one of the assistant referees does not show, the center official does not receive additional compensation. If neither assistant referee shows, the center official should be paid at the rate of the single official listed above.
4. Also, 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. Referees should be paid prior to the start of the game.
6. **DO NOT USE THE TWO-MAN SYSTEM TO REFEREE WMYSA GAMES!**

G. No Referee

1. If no referee is at the field when it's time to start, the teams have 2 options.
2. Teams may agree to play with coach/parent referees. Both teams should sign the back of the game sheet that they are in agreement with this as their official game. Home team either scans or takes a picture of both sides the game sheet and emails into WMYSA.
3. Teams may reschedule for a fee; however, this does not guarantee referees will be available and assigned to the new date. The home team will need to fill out the Reschedule Request and forward to WMYSA Scheduler with a Comment letting the league know that no referees were in attendance and the teams wish to reschedule.

H. Game Format



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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

XVI. Club Pass Card Player

A. WMYSA Club Pass Card Player Rules

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.
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.



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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
- B. WMYSA monitors all club pass player usage.

XVII. Score Reporting

- A. The winning team is responsible for reporting game scores. In the event no score is reported, it will be left as unreported. WMYSA will not go in and record it for those teams. Game reports are submitted by the referees. Sometimes we receive them within a few days, other times it can take as longer, if not at all. This makes the recording of scores by WMYSA problematic. 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.
- B. Enter through GotSport public page

Step One:

When viewing the event public page, in the top right-hand corner of your screen click on "Scoring Input".

Step Two:

Enter the event pin number. (For your event's pin please see your game sheet or contact your league, tournament, or event director directly). For WMYSA 2023 Spring Schedule, the PIN is 5678

Step Three:

Where to find your Match Number

Step Four:

Enter the "Match Number" and/or use the filters at the top to select your game, then enter the score and press "Save".

- C. How to Enter Score from Coach/Manager Account

Step 1:



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From your Dashboard, Select "Team Management".

Step 2:

On the Left select "Matches".

Step 3:

On the right, click the "Three Dots" and select "Match Stats".

Step 4:

Once the window pops up you will be able to add any Yellow/Red Cards given during the game, note injuries as well as entering the score.

Step 5:

Once the score is entered be sure to click on the green "Save" button

XVIII. Reschedules

A. When should I be rescheduling/canceling a game?

1. If you have a conflict and would like to change a scheduled league game, you will need to complete the procedures below with a current season reschedule form.
2. The WMYSA Rescheduling fees are based on a time frame, the sooner it is completed, the lower the cost.
3. Also, 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 scheduled 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. If referees are assigned to a match under these conditions, they may also be excused from officiating.
2. The venue management, coach 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 game time. *This includes WMYSA Scheduler and opposing team.*



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3. Inclement weather in general does not allow for coaches to cancel a game, general inclement weather must be canceled by the league or the referees at the field.
 4. The home team should then initiate the Rescheduling process. Under the reasons, it should indicate if the game was started and abandoned prior to the half or if it was canceled prior to a start and weather related.
- C. What if we have an emergency?
1. On rare occasions, emergencies occur.
 2. In this instance WMYSA Scheduler should be contacted immediately with the reason and ensure proper procedures are followed to ensure everyone is aware of any change.
- D. How do we know the fields are available?
1. The home team should be aware of any restrictions for availability. 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 prior to 3:00.]
 2. If you are not sure contact your board to find out if there are any restrictions. Some complexes have field coordinators who can check and the WMYSA scheduler can also help look into the availability.
 3. There is also a Field Schedule link which lets you look at what WMYSA games have been scheduled on the fields. Here is the link (note, games outside of WMYSA will not show up on this link): https://system.gotsport.com/org_event/events/15535/fields
- E. Steps to request a reschedule
1. Must be submitted at least 7 days prior to the game with all of the following steps completed
 2. Contact the opposing team
 3. From your GotSport account,
 - a. Team Management
 - b. Matches



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c. Chat bubble

Dashboard Account Reporting **Team Management** Team Scheduling Program Registrations Forms Referee

Teams My Teams Event Search

Registrations **Matches**

Number	Event	Date	Time	Venue	Home Team	Away Team	Division	Status	Chat
2040	WMYSA 2021 Fall Schedule	Sat 10/23/2021	13:00 EDT	River Oaks County Park - #14	TKO Premier SC 2009 Boys White	Lakeshore SC 10 Red Londot	Boys U13 Elite		

4. From the Public Schedule page

a. Click on your division schedule

WMYSA 2021 Fall Schedule

Male Female

U9 U10

Boys U9 A Boys U9 B Boys U9 C Boys U10 A Boys U10 B

Male U9 - Boys U9 A

Bracket A

Team
1 DBSS Sting 2013 Blue
2 BC Fire 2013 Blue
3 Portage SC 2013 Green
4 Force SC 2013 Green
5 TKO Premier SC 2013 Boys Blue
6 Kingdom SC 13 Grey
7 SWM Kickers 2013 Blue



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- c. At the top of the team page, there is a link to View Team Contact information

WMYSA 2021 Fall Schedule

DBSS Sting 2013 Blue
Team ID: 259457
Coach: Brian Julien
Manager: Frederick Reynolds
[View Team Contact Information](#)
[Export Team Schedule](#)

Male U9 - Boys U9 A

5. Once you have an agreed date/time, fill out the Reschedule Request form found on the Admin, Forms page of WMYSA.org.

West Michigan Youth Soccer Association
Spring 2023 Game Reschedule Request

Game # _____ Division _____ Gender _____

Home Team Contact _____ Team Name _____
Away Team Contact _____ Team Name _____

Current Game Schedule:
Date _____ Time _____ Location Field _____

Team Requesting Change _____

Reason for the change _____

Request Change to:
Date _____ Time _____ Location _____

Signature of coach requesting change _____
Signature of opposing coach _____
Signature by Club Administration of Requesting Team _____

***Fee for Rescheduled games based on Submission Date:**

February 1 st - February 15 th	\$15
February 16 th - February 28 th	\$25
March 1 st - May 31 st	\$75

No reschedule allowed with less than 5 days.

Fees will be invoiced to Requesting Team's club. All payments should be made to club.

*This completed form is received and read by WMYSA.

Form should be emailed to clubadmin@wmysa.org

6. Both teams need to sign the form and the requesting club admin needs to sign the form for verification everyone is aware of the requested change.

F. Submit the completed form to WMYSA

1. Once the change is made, typically you will receive an autogenerated email letting you know the request has been completed.
2. Until it shows up in GotSport, the change has not been implemented
3. Check and verify updates are correctly made in GotSport



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- G. Payments are made to/through the club

XIX. Elite Team Procedures

A. League Affiliation

1. This is a set of divisions ages U11 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

1. 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.



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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
 - 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



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- b. Games without scores will be left as unplayed in GotSport and will not help in the GotSport rankings program.

XX. 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:

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. Claimant must be registered at the time the injury took place.
2. Claimant's injury must have taken place on an insured field location.



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3. A club representative (coach, club board member) MUST submit an Incident Report to WMYSA (Communications@wmysa.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”)
 - 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.



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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.



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II. Code of Conduct

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 on 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

- Officials shall become aware with 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.



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- 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.



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XXI. Documents & Websites

- A. [Birth Year Matrix](#)
- B. [Forms & Documents Center](#)
- C. [Michigan Youth Soccer](#) MSYSA
- D. [Michigan State Premier Soccer Program](#) MSPSP
- E. [Director's Academy](#) DA
- F. [National League Conferences](#) NLC
 - 1. [Midwest Conference](#)
 - 2. [Great Lakes Conference](#)
- G. [E64](#)
- H. [MSYSA State Cup](#)
- I. [MSYSA Jr State Cup](#)
- J. Referee Associations
 - a. [West Michigan Soccer Referee Association](#) WMSRA
 - b. [Southwest Michigan Soccer Referee Association](#) SWMSRA