



Coach & Manager Guidelines

Abstract:

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

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

7/6/2026



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I. Team Commitment

- A. Application to play in WMYSA
- B. Registration Order
 - 1. Club registrar must enroll the team in our league Team Registration first
 - 2. Coach/Manager must enroll the team in Team Commitment second
- C. Submission Deadlines
 - 1. Fall deadline is June 28 @ 8:00 pm
 - 2. Spring deadline is December 28 @ 8:00 pm
- D. Information needed
 - 1. Home Venue
 - 2. Age of Division
 - 3. Level of Play
 - 4. Head Coach Integration
 - 5. Blackout Dates
- E. Use GotSport link
 - 1. Each Season will have its own special link: WMYSA 2026 Fall Schedule



- 2. The Fall link will be emailed to club admin in for upcoming new year
- 3. The Spring link will be emailed through GotSport to Fall coaches/managers as well as club admin in November



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F. Team Name

1. Use the team account created through the Club
2. Do not change the team name, it should read in following format:
 - a. Example: WMYSA 14/16B Maroon
 - b. Club name
 - c. 2 year span of oldest player XX/XX
 - d. B or G for gender
 - e. Color if needed

G. Review Team Information

1. Opening pages should be review only
2. If any information is incorrect
 - a. Do Not Continue
 - b. Contact club registrar to update data
 - c. Once data is corrected, the Team Commitment may be completed

H. Team Commitment Event Details

1. To be placed in a division, you need to meet minimum roster requirements
2. Primary Home Team Field/Venue: location of where you play home games
3. Age Division of Play
 - a. The division age you want the team to play
 - b. This is not necessarily roster age
 - i. WMYSA allows teams to play up one year (U9 – U14)
 - ii. Teams requesting to play up must have club consent/permission
4. Level of Play
 - a. Elite
 - i. Interleague divisions
 - ii. Top Level by promotion only
 - iii. For U11 and older



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- iv. Self-schedules games
- b. WMYSA levels
 - i. A top divisions within WMYSA
 - ii. B next level
 - iii. C rarely used; however, indicates team wants to play at lowest division possible
 - iv. Academy
 - (1) U6, U7 & U8 ages
 - (2) Do not pick out blackout dates
 - (3) 4 – Sunday Jamborees
- 5. Head Coach Integration; fee applies
 - a. Primary/Head coach only
 - b. Integration for up to 3 teams
 - c. Academy cannot be integrated
 - d. Elite requests should put if you want integration should the team not be accepted. No integration fee will be processed for Elite division teams
- 6. Schedule Requests – Blackout Dates
 - a. Teams may request to not play on specific dates during the season
 - i. Fall may pick 4 dates
 - ii. Spring may pick 2 dates
 - b. Review the season dates and you only need to blackout dates within the season.
 - i. Outside dates will be a waste of your choices
 - ii. WMYSA does not schedule games as follows:
 - (1) No games on Easter within the season
 - (2) No games over Memorial Weekend
 - c. Agreement box must be checked reminding to go back and verify the correct dates have been marked in GotSport
 - d. Teams may go back into GotSport event to edit answers until the deadline
 - e. Team may update/change blackout dates until team placements are set



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- f. Once WMYSA has the divisions set, the dates in GotSport are the dates used for blackouts
 - i. No changes will be made after this step
 - ii. Review is encouraged since teams say “I thought I blacked out xyz date, I need ## game changed.”
 - iii. Only GotSport dates will be recognized during the review
 - 7. Team Commitment page requires acknowledgement
 - a. U9Y – U19 teams are set as Select competitive level
 - b. Academy teams are set as Recreational competitive level
 - 8. The final page submission will indicate there is no balance since all fees are invoiced with the club at the end of the season.
- I. After submission
 - 1. Click on the upcoming event name you just completed
 - 2. Pop up screen will give team information
 - 3. Registration tab will show answers.
 - 4. There is an Edit button at top to make changes to answers
 - 5. Scheduling Requests
 - a. This allows you to look at requested blackout dates
 - b. The left side of screen shows Month & box with # of dates
 - c. Click on month to go to that month on chart and see specific dates

II. Game Day Procedures

- A. Required 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 2026 – 2027 event.



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3. Players, coaches and managers are listed on the game match sheet under WMYSA 2026 Fall Schedule
4. Passcards are showing in the ID documents for all rostered players as well as Risk Management approved coaches and managers.
5. Players not listed on the official roster nor Match Sheet
 - a. Club Registrar will need to add player to roster
 - b. must be submitted with complete information no later than Thursday @ 5:00 pm
 - c. WMYSA must verify players for approval to play in any league games.

B. Required Printed Materials for every team at every game

1. Copy of Official Roster
2. Passcards for anyone on the bench side (players & adults)
3. Risk Management card with background check date for coaches and managers.
4. Match sheet/game day sheet through GotSport, may only print up to 5 days in advance of game day

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 sheet

- c. Click on Team Management at top
- d. Select Teams
- e. If you have multiple teams, select which team
- f. Team Registrations ~ Event: WMYSA 2026 Fall Schedule
- g. Click on roster dropdown box, select the game
- h. Click on the Photo Match sheet on far right side
- i. Match sheet will open and Print

C. Materials for Referee

1. Starting Fall 2024, WMYSA is using a new match sheet/game sheet style.



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- a. The new style is the Photo format
 - b. Each team will only have their team roster listed along with matching photos.
2. WMYSA match sheet/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.*
3. Passcards for all players participating in the game.
 - a. Their names will appear on the official roster
 - b. Their names will appear on the match sheet
 - c. Only Club Pass Players can be handwritten on the match sheet as an added player for the game with proper information and pass card.
 - i. The full legal name of the player must be written legibly
 - ii. The DOB (MM/YY) must be written legibly
 - iii. The jersey number must be written legibly
4. Maximum of 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



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- 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
 - 5. At the end of the game, verify Match sheet data
 - a. The center referee and an official from each team must sign **both** match sheets.
 - 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. These are the official documents for the game; therefore, any suspensions for Red/Yellow cards as well as the official score are based on this sheet.
 - e. The winning (or home team when ending in a tie) team will take both match sheets and complete the online [Game Reporting Form](#).
 - 6. Game Reporting Form
 - a. Winning team (Home for tie) must complete these steps within 36 hours of the match
 - b. Use the Game Reporting Form link
 - i. (<https://wmyma.org/wmyma-match-reporting-page/>)
 - ii. Also found on our WMYSA home page
 - c. Enter all of the field information
 - d. Snapshot picture of each Match Game Sheet needs to be uploaded.
 - 7. 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".



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3. Players can club pass card up a maximum of two age groups from their eligible age appropriate group.
4. Players of U6 age group are not eligible as club pass card players.
5. Players of U7 age may only club pass card to the U9 Y division group.
6. WMYSA teams are limited to five (5) club pass carded players per game for WMYSA Select division. WMYSA Elite division games are limited to three (3) club pass carded players per game.
7. Teams utilizing a WMYSA club pass card player must meet all other roster requirements.
8. Game day rosters may not exceed maximum roster numbers on the bench players including club pass card players.
9. Opposing coach must be aware club pass players are utilized in a game.
10. Players can club pass a maximum of twice a week with the week starting on Sunday.
11. Players may club pass within their own age group only from a lower division team to a higher division team.
12. Players cannot club pass down in competition or age groups from their primary rostered team.
13. Outside registered league (I.E. Director's Academy, MSPSP, NLC, National League and US Club) players may not participate in WMYSA as a club pass card player.
14. 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.



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- 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.
- 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 significant 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.



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- 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.

F. Referee Payment

1. All divisions should have 3 referees to be considered a full crew.
2. Payment is based on the Division Age the team is playing not age group of the home team.
3. Referees should be paid prior to the start of the game by the home team.

Division Age	Single Referee	Center	AR 1	AR 2	Game Total
U9-U10	\$50	\$40	\$30	\$30	\$100
U11-U12	\$60	\$50	\$40	\$40	\$130
U13-U14	\$80	\$70	\$50	\$50	\$170
U15-U16	\$95	\$80	\$55	\$55	\$190
U17-U19	\$120	\$90	\$60	\$60	\$210

- a. The payments should be cash for each.
- b. Be sure to have denominations to pay each referee the correct amount. They do not carry change.
4. If one of the assistant referees does not show, the center referee does not receive additional compensation.
5. If neither assistant referee shows, the center referee should be paid at the rate of the single official as listed above.
6. 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.
7. WMYSA does not allow the use of the two man system for league games.



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G. No Referee

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

1. Teams may agree to play with coach/parent referees.
 - a. Both teams sign the back of the game sheets indicating they agree to use this as their official league game.
 - b. Game referee will scan/snapshot both sides of both game sheets 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, team names and there is no referee to officiate the game and they plan to reschedule.
 - b. The Home team is expected to fill out the Reschedule Request and submit the completed form to WMYSA Scheduler with the comment indicating 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



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1. The **WINNING** team (home team in games ending in a tie) is responsible for reporting **game scores**.
 - a. In the event no score is reported, it will 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 days; 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.
2. Scores may be entered using the WMYSA 2024 Fall 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 scheduled 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. WMYSA should be emailed immediately of the decision to cancel.



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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 game 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.

C. In case of emergencies

1. On rare occasions, emergencies occur.
2. In this instance, the WMYSA Scheduler should be contacted immediately with the reason to ensure proper procedures are followed to confirm everyone is aware of any change. Do not contact the opposing team first.
 - a. Google Voice: (269) 389-9517
 - b. Email: Dana.Pope@wmysa.org

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 not always available for WMYSA games. [I.E. River Oaks, Kalamazoo & Portage Complexes are not available on Saturday mornings/early afternoon.]



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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/343f5006ac/fields

E. Steps to submit a Reschedule Request

1. Must be completed at least 7 days prior to the original game.
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. 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



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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
- 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



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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
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.



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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 been 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.
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.



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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. It can be found on our Standings link.

I. Finding venue/field for actual game

1. GVSA and WMYSA keep a schedule for all games.
2. Due to the use of different software systems, the venue and specific fields cannot be set within the normal schedule programs.
3. To find the correct location, you will need to go to the league website. If the home team is WMYSA, it can be found on our website and check that schedule. For GVSA and CASL teams, GVSA keeps the field information (GVSoccer.org, Schedules, Results & Standings, Click on season dropdown box, click on your division.)
4. Go to the specific game and the last column shows the venue/field information.

J. Match sheet

1. Game sheet must be printed from your GotSport account for all 8 games.
2. Do not use the GVSA form



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3. Cross off players/coaches not in attendance
 4. Club pass players must have full name and DOB handwritten at bottom of list.
- K. Referee pay
1. Done for home games only
 2. Follows WMYSA fees
- L. Rules & Regulations
1. follow the WMYSA format
 2. Exceptions are noted in this Guideline
- M. 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 sheet.
 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.
- N. Club Pass Players
1. Follow all WMYSA Rules
 2. **Exception is a maximum of 3 club pass players per game**
- O. Score Reporting
1. WMYSA website: all 8 games must be recorded
 - a. GVSA & CASL do not have Event ID & Pin



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- 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.

V. Transfers & Releases

A. Transfer Procedures

1. Players may transfer at any time .
2. The current team must be told and sign off. In order to transfer the player/family must approach the team first.
3. The receiving team is responsible for the paperwork to be completed
4. Transfer form must be completed with signatures
 - a. All fields must be completed with all information including the FULL team names as found in GotSport
 - b. Completed form must be uploaded into the player's GotSport Document Repository
5. Player will need to register with new club.
6. Once the form is uploaded and registration is complete, club registrar will need to add the player to the team through the Roster Builder



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7. After above steps are completed, the club registrar will need to contact WMYSA to finalize the change.
8. The player is not considered transferred and able to play until they are on the official roster and shows on the Pass Card ID document.

B. Release Procedures

1. Players may be released at any time once officially approved to a team throughout the entire season
2. If the team doesn't need a roster spot to fill, most clubs will avoid the Release fee and will leave the player on the team.
3. The team coach/manager should fill out the WMYSA Release Form
4. Release Form must be completed with signatures
 - a. All fields must be completed with complete information including the FULL team name as found in GotSport.
 - b. Form must be uploaded into the player's GotSport Document Repository
5. Once the form is uploaded, the club registrar should reach out to WMYSA to inform them of the player, team and release from team is requested.

VI. WMYSA Academy Program

A. Overview

1. Designed to enhance development of U6, U7, and U8 age players within each club.
2. Intent is to give young players interested advanced training and an introductory understanding of the travel soccer experience.
3. It is not about wins and losses, it's about development.



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B. Structure with community program

1. It offers extra training without interfering with recreational programs
2. This allows an environment for developmental growth over game standings within a league division.

C. Academy Players

1. U6, U7, and U8 age players per the USYS Age Matrix are eligible to play
2. This is a coed program.
3. U8 age players may participate in the Academy Program and club pass to U9Y, U9 or U10 teams only if the Academy Team is actively participating in the WMYSA Jamborees
4. U8 rostered to specific U9Y, U9 or U10 team.
5. No players younger than U6 may participate in the program.
6. Clubs will provide at a minimum a colored tee-shirt or scrimmage pennies
 - a. No full uniform matching the club required
 - b. No number is required on the tee-shirt
7. Players are required to register the same as the rest of WMYSA rules
 - a. Player is expected to stay the full year
 - b. Club registrar will need to use Roster Builder to add all players
8. There is no limit to total number of players registered to the program
9. Practice is limited to no more than 2 per week
10. Coach shall provide WMYSA with an official roster with the names of participants prior to the start of each Jamboree
11. Jamborees will be scheduled for 6 Sundays within the season

D. Format

1. Playing format is 4 v 4 without a keeper



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2. Minimum “team size” is 6 players (WMYSA will help put together clubs without a minimum when it’s time for Jamborees.)
3. Number of games per Jamboree
 - a. 2-3: 20 minute games
 - b. 5-10 minute break between games to allow teams to switch fields
4. Field size will be approximately 30 x 25 yards with small sized goals
5. Size 3 ball
6. Fouls – USYSA Small Sided Games guidance available – all kicks are direct free kicks
7. Restart for out of bounds ball is a throw-in
8. Substitutions- USYSA Small Sided Games guidance available – Unlimited at any stoppage.

VII. 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



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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.
- 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



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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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VIII. Linked Help Documents

- A. [Update/change blackout date requests](#)
- B. [How to add players as a Club Admin](#)
- C. [How to print Official Roster & Pass cards](#)
- D. [How to print RM ID card](#)
- E. [How to print match sheets](#)
- F. How to report scores
 - 1. [Report through published Schedules & Standings](#)
 - 2. [Report through coach/manager account](#)
- G. [Reschedule Request](#)
- H. [Getting into Elite & How It Works](#)
- I. [Elite Scheduling Game Submission](#)
- J. [Elite Procedures](#)
- K. [GVSA Website](#)
- L. [Concussion Awareness Acknowledgement Parent/Player](#)
- M. [Concussion Awareness Acknowledgement Team](#)
- N. [Medical Clearance:](#) Concussion – Return to full athletic activity