



Michigan State Youth Soccer Association

Creating/Submitting a State Cup Event (Tournament) Roster

Only the players who appear on the event (tournament) roster by the team's roster submission/freeze date are eligible to participate. Please double-check your event roster multiple times to guarantee accuracy. There will be no exceptions – not even for computer malfunctions or human error!

One major difference between GotSport and GotSoccer in the event roster submission process is that in GotSport, an event director has to 'approve' a team's event roster before the players will print on the game report. The MSYSA State Cup Committee and/or the MSYSA State Office will be 'approving' event rosters for teams on the Friday they are due/frozen (see below). Neither will be reviewing individual players for adherence to eligibility requirements. **It is the team and/or club's responsibility to ensure that all players on a team's event roster are eligible in accordance to the State Cup rules** (some common mistakes are outlined at the end of this document). The MSYSA State Cup Committee nor the MSYSA State Office bear any responsibility if an ineligible player is 'approved' to appear on an event roster.

State Cup Rosters are due into the MSYSA State Office according to when a team is initially scheduled to play their first State Cup preliminary game. See schedule below.

Date of First Scheduled State Cup Preliminary Game	State Cup Roster Due / Freeze Date
March 12 – March 18, 2022	12:00 Noon on March 11, 2022
March 19 – March 25, 2022	12:00 Noon on March 18, 2022
March 26 – April 1, 2022	12:00 Noon on March 25, 2022
April 2 – April 8, 2022	12:00 Noon on April 1, 2022
April 9 – April 15, 2022	12:00 Noon on April 8, 2022
April 16 – April 22, 2022	12:00 Noon on April 15, 2022
April 23 – April 29, 2022	12:00 Noon on April 22, 2022
April 30 – May 6, 2022	12:00 Noon on April 29, 2022
May 7 – May 8, 2022	12:00 Noon on May 6, 2022

At 12:00 Noon on every Friday from March 11 through May 6, MSYSA will approve & freeze the event rosters for every team whose roster freeze date is that particular day. At that point, the roster is frozen for the remainder of the tournament and no changes with players will be permitted. Furthermore, at that point, teams can begin printing out their game reports from GotSport.

Please remember that MSYSA reserves the right to substitute a team's league roster as their State Cup tournament roster if that team does not submit a tournament roster by the deadline noted above and fees may apply.



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Creating/Submitting a State Cup Tournament Roster in GotSport....

Whether the team or the club does the actual creation/submission of event rosters, the club must first add all potential players to their club in GotSport. There are different ways to accomplish this and they vary based on how each club uses GotSport. If you are a club and you need assistance getting your players into GotSport, please contact StateOffice@michiganyouthsoccer.org.

Roster Building as a Club (Preferred)

To add players to an event roster *one at a time*, follow the instructions in the video posted at <https://www.loom.com/share/02992efa00c8482cb0900c5a8cad13da?t=3>. Skip to 0:38 in the video. There are also written instructions at <https://gotsport.zendesk.com/hc/en-us/articles/360023085313-Add-A-Player-To-An-Event-Roster->. The name of the event is "2022 MSYSA Spring State Cup."

Using this method, a club can add desired club pass players to a team's event roster although they will not be designated as such. To get your club pass players *designated* as CP on the event roster, please send an email to StateCup@michiganyouthsoccer.org with team name and club pass player names.

If players have already been assigned to a team in GotSport and you simply want to copy (clone) those players *in bulk* over to a team's State Cup event roster, follow the instructions posted at <https://gotsport.zendesk.com/hc/en-us/articles/360051169174-Cloning-A-Team-Roster-to-Submit-to-an-Event-as-A-Club-Admin>. Follow the instructions above to add club pass players one at a time.

To add coaches to an event roster, follow the instructions at <https://gotsport.zendesk.com/hc/en-us/articles/360042164713-Add-A-Coach-To-An-Event-Roster->.

To add managers to an event roster, follow the instructions at <https://gotsport.zendesk.com/hc/en-us/articles/360041692834-Add-A-Manager-To-An-Event-Roster->.

Once a club creates the State Cup event roster, it is highly recommended that the team coach and manager review for accuracy. They can review for accuracy by going to the Dashboard of their team account (in GotSport) and viewing their State Cup event roster. Remember, there cannot be any player additions or deletions from a frozen State Cup roster so it is critical that these rosters are accurate!

Roster Building as a Coach or Manager

Follow the Steps #1 and #2 from <https://gotsport.zendesk.com/hc/en-us/articles/360053027594-How-to-Add-a-Club-Pass-Player-from-a-Team-Account>.

Select the desired event and then hit the search button. The name of the event is "2022 MSYSA Spring State Cup".

On the far right side, there is an option to clone a roster from another event. Select your league (current season/year) and hit the submit button.



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To add club pass players to your State Cup event roster, follow the instructions at <https://gotsport.zendesk.com/hc/en-us/articles/360053027594-How-to-Add-a-Club-Pass-Player-from-a-Team-Account>.

Common Eligibility Mistakes – Beware!

A player can only appear on an event roster for one (1) team in State Cup. Specifically, this means that a player can NOT:

- Be on an event roster for their 'normal' team and club pass card with another team.
- Be on the event roster for one team in the fall and one team in the spring (of the same seasonal year)
- Be on the event roster for a girls team and a boys team
- Be on the event roster for a team in the Elite division and the Premier division

If a player is not intended to be on a team's State Cup roster, the player needs to be removed from the event roster. Take action to remove them - do not simply leave the player on the roster and assume that since they aren't playing everything will be fine. It likely will not be fine.

Many age groups in State Cup require that at least 51% of the players on the event roster must have a birth date falling within the age group in which the team is playing during State Cup. Thus, teams cannot play 'up' in State Cup, and there are a limited number of players that can play 'up'.

Teams must show roster continuity between their State Cup and league roster. Specifically, this means that a team must have a minimum of 11 players that appear on their State Cup roster and their MSYSA-affiliated league roster.

If a player's name does not print on a team's game report as of about 1:00pm on the Friday before their first game, then the player was unfortunately not added to the team's State Cup roster. They must not play in any State Cup game with that team as they are not eligible.