



## **Club Passcarding in State Cup: General Information**

Club Passcarding is permitted within the MSYSA State Cup provided that all subsequent rules are met:

1. A player may only play for one team in the MSYSA State Cup.
2. A player may only club passcard for a team in the MSYSA State Cup if that team belongs to the same club as the player's primary team. (See "Club" definition below).
3. A club passcarded player must appear on a team's frozen State Cup roster.
4. A team must be able to demonstrate continuity between their league roster and State Cup roster by having a minimum of nine players common to both rosters.

A "Club" is defined as an organization providing soccer to youth players that is either a direct member of MSYSA or that registers players MSYSA through an affiliated member. At no time shall an affiliated member who functions as a "scheduling" league also be considered a club. In the case where a club sets up one or more satellite clubs in the state, those satellite clubs may only be considered part of the main club for the purposes of the National Championship Series if all of the following criteria is met:

1. The main club and satellite club have the same Board of Directors
2. The main club and satellite club have the same Tax ID Number
3. The main club and satellite club are in the same MSYSA District as determined by the MSYSA Board of Directors

## **Adding Club Passcard Players to Your State Cup Roster**

1. Fill out the State Cup Roster Form and submit that form to MSYSA no later than 4:30pm on August 10th. Any/all club pass players must appear on the State Cup Roster Form in order to be eligible for State Cup.
2. Log-in to your GotSoccer Team account
3. Click on "Roster" in the grey bar at the top
4. Next to "View by Event", select "2013 MSYSA Fall State Cup" from the drop down menu.
5. Click on "Add Guest Player"
6. Select/type the age group, last name, and first name of the player you want to club passcard with your team. Then hit the submit button.
7. Your desired club pass player should show up in the list. Click on "Add Guest" next to the club pass player's name. Note: Only players who appear in the same GotSoccer club will be found in the system. If you are unable to find the same of the person you are looking for, e-mail [StateCup@michiganyouthsoccer.org](mailto:StateCup@michiganyouthsoccer.org) to request assistance. Provide your GotSoccer username, password, and name of desired club pass player.
8. Continue steps 5-7 until all of your club pass players' names have been added.
9. Click on the "Generate Roster" button.
10. Click on the "Add Guest" button next to each club pass player's name at the bottom of the page. By clicking on this button, their name should appear on the list at the top of the page.
11. If you need to remove a regular player or club pass player from the tournament roster click the "Release" button at the top of the page next to their name.
12. MSYSA will freeze tournament rosters at 4:30pm on August 10th. Thus, please make sure that your tournament roster in GotSoccer is 100% correct by that deadline. Only the players added to the tournament roster in GotSoccer will appear on the game report.