



Michigan State Youth Soccer Association

March 1, 2022

Dear Direct Member Representative,

This message contains important information regarding MSYSA registration in GotSport for the Spring 2022 season. Please review carefully. If someone else from your club/league should receive this information, please forward accordingly.

Spring 2022 Registration Deadlines

This chart summarizes our Spring 2022 Registration deadlines, with additional details below.

Initial registration invoices EMAILED by MSYSA Sent to League Presidents and Treasurers	March 1, 2022
Initial registration invoice payment due to MSYSA Must be paid via mailed check or ACH	March 25, 2022
Registration data must be added & finalized in GotSport More information on how registrations are submitted & invoiced is included below	April 25, 2022
Final registration payment due to MSYSA Clubs check their own balance in GotSport; Must be paid via mailed check or ACH	May 15, 2022

March 25, 2022: Initial registration invoice payment due to MSYSA.

- Initial invoices will be sent **VIA EMAIL** to League Presidents and Treasurers later today. Please let me know if you would like a copy of your invoice sent via USPS mailing.
- Initial registration invoices will be calculated based on **50%** of the amount of your registration fees from the Spring 2021 season. We have elected to use a 50% estimate because some club/league registration counts from spring 2021 were impacted by the pandemic, and we would like to avoid possible overpayments.
- To submit payment, mail a check to the MSYSA State Office, or send me an email to set up or request payment processing via ACH transfer ([ACH Form](#)). ACH payments will not be processed unless first requested by a club/league representative.

April 25, 2022: Registration data (players and team officials) must be added & finalized in GotSport

- Players, coaches, and managers must be added & rostered in GotSport by April 25, 2022. Only those participants (players, coaches, & managers) who are approved on event rosters within MSYSA affiliated events will be registered with MSYSA.



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- MSYSA is responsible for submitting and invoicing registrations on behalf of all direct members. This will be done in early April (in the weeks leading up to the final registration deadline). MSYSA will send billing notifications & reminders to direct members during this process.

May 15, 2022: Final registration payment due to MSYSA

- Clubs have access in GotSport to review their invoicing and check their registration account balance, to determine the amount of final payment owed to MSYSA. Clubs will not receive a separate invoice or balance statement from MSYSA.
- To submit payment, mail a check to the MSYSA State Office, or send me an email to set up or request payment processing via ACH transfer ([ACH Form](#)). ACH payments will not be processed unless first requested by a club/league representative.

Late fees:

- A 10% late penalty will be added to any registrations added *within two weeks* after the deadline (i.e., for registrations added April 26 through May 9).
- A 20% late penalty will be added to any registrations added *more than two weeks* after the deadline (i.e., for registrations added May 10 and after).

For a detailed list of registration fees, please review the [2021-2022 MSYSA Fee Structure](#).

Registration in GotSport

The process to submit registrations to MSYSA in GotSport is the same for Spring 2022 as it was for Fall 2021. As a reminder, only those participants (players, coaches, & managers) who are approved on event rosters within MSYSA affiliated events will be registered with MSYSA. Teams must be enrolled in A) an event from one of MSYSA's affiliated scheduling leagues, or B) one of MSYSA's State Registration events. A club cannot use their own 'event' to submit registrations to MSYSA.

For **MSYSA 'scheduling leagues'** – Continue maintaining league event rosters for your participating teams, in your respective league events in GotSport.

For **MSYSA non-scheduling league direct members** – We have made a few updates to our registration instructions to better explain what is required. Below are links to updated resources.

- [Overview: Registration in GotSport](#) – general overview of how MSYSA registration is coordinated in GotSport; intended for all non-scheduling league direct members
- [In House Registration instructions](#) – intended for Rec. (In House), TOPSoccer, and Soccer Across Amer. teams/participants
- [Travel Registration instructions](#) – intended for Recreational or Select travel teams which are not already registered via an affiliated scheduling league (excludes NMSA teams)
- [NMSA State-Registration instructions](#) – intended for Recreational or Select travel teams participating in the Northern Michigan Soccer Alliance (NMSA)



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- **NEW:** [Spring Season Important Notes](#) - keep in mind these important notes which specifically address the transition from fall to spring

Registration Assistance Offer

As we've done in past years, MSYSA is extending optional GotSport Registration Assistance to our direct members, for a nominal fee of \$0.25/player. For more details, [please review here](#).

Other GotSport Resources for Clubs:

- [GotSport 'Competitive Levels'](#) – provides definitions of Competitive Levels used in GotSport
- ['Getting Started'](#) GotSport Resource for Clubs
- **NEW:** ['Removing Teams & Users'](#) GotSport Resource for Clubs

REMINDER: Player Account Minimum Required Fields

The minimum required fields to add a player into GotSport are: First Name, Last Name, Gender, DOB, Address, City, State, Zip, Phone Number, Parent First Name, Parent Last Name, Parent Email/UserID, and Competitive Level. MSYSA is required to provide player data to US Youth Soccer and US Soccer, but we cannot do so if these fields are incomplete.

REMINDER: GotSoccer Legacy

Although the GotSoccer Legacy platform is accessible to review information from past seasons, the old system should no longer be used by clubs/leagues. Spring 2022 registration data will not be accepted via GotSoccer Legacy. Also, payment processing in GotSoccer Legacy will discontinue as of May 1, 2022.

Risk Management Resources

The [Risk Management Resources page](#) of the MSYSA website has been updated as of 2/24/2022. This page includes help guides pertaining to Risk Management in GotSport, including [MSYSA RM FAQs](#). Also, the SafeSport Training instructions have been updated to reflect a change in the training platform website (SafeSportTrained.org). As a reminder, all participating adults must maintain the following Risk Management certifications (known as "Requirements" in GotSport):

- Background check (annually)
- SafeSport training (annually)
- CDC Heads Up (every 3 years)

League Affiliation Updates

MSYSA uses SportsForms to collect all League Affiliation updates. Be sure your organization is updating your league affiliation (board member list) online **each year** to ensure compliance with MSYSA Bylaws. For questions, please contact Julie Pearson (jpearson@michiganyouthsoccer.org).



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Insurance & COIs

Effective September 1, 2021, MSYSA's new insurance broker is USI Insurance Services. Please review the [Insurance page](#) of our website for more information. Any questions should be directed to Julie Pearson (jpearson@michiganyouthsoccer.org).

Thank you,

Danielle Henry
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