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. Exceptions to this policy are rare! Please double-check your event roster multiple times to guarantee accuracy.

Note: MSYSA 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). Neither 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 9 – March 15, 2024	12:00 Noon on March 8, 2024
March 16 – March 22, 2024	12:00 Noon on March 15, 2024
March 23 – March 29, 2024	12:00 Noon on March 22, 2024
March 30 – April 5, 2024	12:00 Noon on March 29, 2024
April 6 – April 12, 2024	12:00 Noon on April 5, 2024
April 13 – April 19, 2024	12:00 Noon on April 12, 2024
April 20 – April 26, 2024	12:00 Noon on April 19, 2024
April 27 – May 3, 2024	12:00 Noon on April 26, 2024
May 4 – May 5, 2024	12:00 Noon on May 3, 2024

At 12:00 Noon on every Friday from March 8 through May 3, 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 (few exceptions exist so review this very carefully!). 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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Michigan State Youth Soccer Association

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 at https://gotsport.zendesk.com/hc/en-us/articles/360023085313-Add-A-Player-To-An-Event-Roster-. The name of the event is "2024 MSYSA Spring State Cup."

Club Pass Players: 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's roster (i.e. league roster) 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.

Roster Building as a Coach or Manager

To add players to an event roster *one at a time*, follow the instructions at https://gotsport.zendesk.com/hc/en-us/articles/4406293350295-How-do-I-Build-an-Event-Roster-Coach-Manager. The name of the event is "2024 MSYSA Spring State Cup." *This method is tedious and not recommended.*

If players have already been assigned to a team's roster (i.e. league roster) 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/4405721342103-How-to-clone-a-roster-coaches-or-managers-.

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Club Pass Players: To add club pass players to your State Cup event roster, follow the instructions above for adding players to an event roster one at a time. Using this method, the players will be added to the event roster as primary players (designated with a "P"). Please send an email to StateCup@michiganyouthsoccer.org with team name and club pass player names so that MSYSA can change their designation to reflect that they are a club pass players (CP).

Be sure to carefully review your work to ensure that old players were not cloned on to your State Cup roster. Similiarily, you'll want to make sure that players who are rostered strategically on other teams for club pass card purposes but who are intended to be on your State Cup roster make it on to the appropriate State Cup roster by the deadline.

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 'primary' 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 by the roster freeze date - do not simply leave the player on the roster and assume that since the aren't playing everything will be fine. It likely will not be fine.

Clubs/teams will often roster players strategically on lower/other teams within a club so that the players can play for multiple teams via club pass carding. A common mistake in State Cup is to clone a league roster as a State Cup roster, but then forget to add the club pass player to the State Cup roster. If you have players in that situation, take action to add them to your State Cup roster. Remember, all players – including desired club pass players – must appear on a team's State Cup roster by the submission/freeze date. Also remember, a player can not be on a State Cup roster with their 'normal' team and club pass card with another team in State Cup.

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 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 official state association (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.

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Errors on a State Cup Roster

State Cup Rosters are frozen at the time/day noted above (or within the State Cup rules) for the remainder of the MSYSA State Cup. Player additions or deletions may ONLY take place by the MSYSA State Cup Committee or MSYSA State Office after the applicable deadline in order to correct administrative errors.

Administrative errors may ONLY be corrected until the team's first game. Once a team has checked in with the referees for their first game, there can be no changes to a team's State Cup roster.

Requests to correct administrative errors must come from a club representative or rostered team representative only. Requests from players or parents will not be entertained.

It is the responsibility of the person submitting the request to prove the request is the result of an honest administrative error.

Requests must be submitted with a $100 fee. A credit card link can be made available.

All requests must be sent to StateCup@michiganyouthsoccer.org with enough time before a team's first game for MSYSA to review, investigate, and discuss the request, to collect payment, and to correct the administrative error (if that's the decision). Requests made with insufficient notice may not be accommodated. MSYSA is under no obligation to address requests during non-business hours.

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