Creating/Submitting a Winter State Cup (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.

A team's Winter State Cup tournament roster is due at 12:00 Noon on the weekday (Monday-Friday) before their first Winter State Cup game. If a team's first Winter State Cup game is on a Sunday or Monday, the team's roster shall be due at noon on the Friday before the game.

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 morning (usually before 8:00am) that they are due/frozen. 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. 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.

Once a team's event roster has been approved, changes can be made, with MSYSA assistance, from the time the roster is approved until 12:00 noon that same day. At the time the roster freezes, it is frozen for the remainder of the tournament (few exceptions exist so review this <u>very</u> carefully!).

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.

9401 General Drive, Suite 120 - Plymouth, MI 48170
Phone: (734) 459-6220 Fax: (734) 459-6242
Website: www.michiganyouthsoccer.org
Email: stateoffice@michiganyouthsoccer.org

Michigan State Youth Soccer Association

Creating/Submitting a Winter 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)

These instructions apply to USYS/MSYSA affiliated teams. Teams who play in non-affiliated leagues should reach out to sarah@michiganyouthsoccer.org for more information.

The best way to start building a tournament roster is to clone (copy) the players from the team's league roster over to their tournament roster:
https://support.gotsport.com/cloning-a-team-roster-to-submit-to-an-event-as-a-club-admin

After the players have been cloned, add or remove individual players on the tournament roster as desired in the club's Roster Builder section of GotSport:
https://support.gotsport.com/as-a-club-admin-using-roster-builder-to-add-players/coaches/mangers-july-2023

To add club pass players:
https://support.gotsport.com/how-to-add-a-club-pass-player-to-a-roster-as-an-admin.

If the club pass players get added to the tournament as primary (P) players, send an email to StateCup@michiganyouthsoccer.org and request that the players status is changed to CP (club pass).

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

These instructions apply to USYS/MSYSA affiliated teams. Teams who play in non-affiliated leagues should reach out to sarah@michiganyouthsoccer.org for more information.

The best way to start building a tournament roster is to clone (copy) the players from the team's league roster over to their tournament roster:
https://support.gotsport.com/how-to-clone-a-roster-as-a-coach-or-manager

After the players have been cloned, add or remove individual players on the tournament roster as desired in the club's Roster Builder section of GotSport:
https://support.gotsport.com/how-do-i-build-an-event-roster-coach/manager

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To add club pass players to your State Cup event roster, follow the instructions above for adding individual players. If the club pass players get added to the tournament as primary (P) players, send an email to StateCup@michiganyouthsoccer.org and request that the players status is changed to CP (club pass).

Errors on a State Cup Roster

Winter State Cup rosters are frozen at the time/day noted above (or within the State Cup rules) for the remainder of the Winter 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.