



# Michigan State Youth Soccer Association

## MSYSA – GotSport Registration Assistance

MSYSA is aware that the transition to GotSport presents a challenge to some of our direct members. To help ensure that registration data is submitted to MSYSA in a timely and accurate manner, MSYSA extends optional Registration Assistance to our direct members, for Rec. (In House) registrations only\*. A nominal fee of \$0.50/participant will be assessed (in addition to the registration fee) for those organizations who elect to utilize Registration Assistance.

### How it Works:

1. Provide MSYSA complete & accurate spreadsheets with your active Rec. (In House) participants for the season. **Separate spreadsheets must be provided for each 'role' type (players, coaches, and/or managers).** See page 2 of this resource for the required information which must be included for each participant. Spreadsheets must be received no later than the season's registration deadline.
2. Pay an additional \$0.50 per participant (in addition to the standard registration fee).
3. Let MSYSA handle the work!

### What you receive:

1. MSYSA will register all your Rec. (In House) players, coaches, and managers (if applicable).
2. You will have full access to your complete club account with all players, coaches, and managers entered.
3. MSYSA will generate an itemized invoice of your participants registered with MSYSA. You will only be charged for the registrants you send (plus the \$0.50 per participant fee).

Complete registration data (organized within spreadsheets) must be submitted to MSYSA no later than the season's registration deadline. If spreadsheets are submitted after the deadline, and/or if spreadsheets are provided with incomplete data and are not resubmitted with corrected information before the deadline, standard late fees will be assessed (on top of the \$0.50/participant Registration Assistance fee).

**A note about Risk Management** – although clubs must provide MSYSA with a list of active coaches and managers (to confirm which participants need to be registered) as part of this Registration Assistance, maintaining compliance with MSYSA Risk Management policies is still the club's responsibility. **Clubs must ensure that participating Covered Adults complete (and maintain) their required Risk Management certifications (background check, SafeSport Training, and CDC Heads Up) prior to, and throughout the duration of, their affiliated participation and contact with minor players.** In other words, clubs must still create and maintain coach/manager accounts in GotSport and coordinate with those adult individuals to ensure Risk Management compliance. Should clubs require assistance with RM monitoring and compliance, please reach out to the MSYSA State Office *in advance* of affiliated activities starting for the soccer season.

***If interested in utilizing this Registration Assistance, please inform MSYSA (via email) at least 1 week prior to the registration deadline. To do so, please [email Elizabeth Satterley](mailto:esatterley@michiganyouthsoccer.org).***

\*Should your club seek Registration Assistance from MSYSA for registrations outside of your Rec. (In House) programming, please inquire via email with Elizabeth Satterley ([esatterley@michiganyouthsoccer.org](mailto:esatterley@michiganyouthsoccer.org)).



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The spreadsheet files will need to contain the following fields of data, separated into individual columns. A template spreadsheet is linked for each 'role' type below.

## PLAYERS

- Player first name
- Player last name
- Player gender
- Player date of birth
- Address
- City
- State
- Zip Code
- Phone number
- Parent first name
- Parent last name
- Parent email address
- Competitive Level\*
- Team Name\*\*
- Team Age Group\*\*
- Team Gender\*\*

## COACHES

- Coach first name
- Coach last name
- Coach email address
- Coach gender
- Coach date of birth
- Competitive Level\*
- Team Name\*\*
- Team Age Group\*\*
- Team Gender\*\*

## MANAGERS (if applicable)

- Manager first name
- Manager last name
- Manager email address
- Manager gender
- Manager date of birth
- Competitive Level\*
- Team Name\*\*
- Team Age Group\*\*
- Team Gender\*\*

\*Competitive Level is required. To review definitions of MSYSA's various levels of competition, please [click here](#).

\*\*Team information is required. If 'pool' teams will be utilized for in-house programming, the team age group must be OPEN, and team gender will often be Coed. A maximum of 10 coaches and 99 players can be rostered per pool team. Thus, multiple pool teams may be needed to accommodate all players and coaches, based on these limits. [Click here](#) for pool team template.

The registration data provided to MSYSA in your spreadsheets must be compliant with MSYSA Rules. A few notes to keep in mind when organizing your in-house programming teams:

- Even if using pool teams, a player may not 'play down.' For example, a U7 player may not participate within the U6 age group.
- If your club uses traditional teams instead of pool teams, or if your club is using MSYSA Registration Assistance to register travel teams, rosters must comply with MSYSA Rules. Ensure each player is age-eligible (i.e., not playing down), and ensure each team is compliant with MSYSA roster limits (e.g., roster minimums & maximums).

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