



WMYSA Registration Procedures for Spring 2017

1. NEW Items -- Fall 2016/Spring 2017:

- a. All players / teams will be registered aligned to the US Soccer year of birth. The team's age will be determined by the oldest players years of birth. Team age and Playing Division will start to be called for example 12U meaning 12 and under instead of U12 to better reflect the makeup of the team.
- b. Team naming standard has been changed to Club Name + Year of Birth of oldest player + Color (if two are more teams of same gender in same year of birth), ex: Kingdom SC 2007 Blue. If you add a player after your team was submitted to WMYSA for registration that is a year older then you must change the year in your team name.
- c. For safety reasons, WMYSA will only allow the maximum of two year play up until player is 15U or in High School. Once a player is in 15U or in HS they can play up on a team up to 19U.
- d. WMYSA has done away with trapped players and now offers a 14U/15U combined age division for both Fall and Spring. 15U players have a choice of which team they want to play on for each season. Transfer fee for internal club transfers for 15U 2002 players who change teams between fall 2016 and spring 2017 season has been waived. Depending on the number and type of HS age teams submitted we may have two divisions, younger (15U/16U/17U) and older (17U/18U/19U).
- e. Starting fall 2016 season the coach / manager will be required to have completed their Heads Up CDC Concussion training certification through their GotSoccer coach / team official account before they can be provided a coach / manager card. This is being done so WMYSA/Clubs can verify the training is complete and so that the coach/manager has easy access to print as needed. So if you have a new coach in the spring this will be required before you can be provided a registered coach card.
- f. Transfer forms are only required for transfers between clubs / leagues and not for transfers within a club's WMYSA registered teams The transfer form is required for transfers between clubs and a transfer email notification is required for internal transfers. WMYSA will only accept transfer requests from the club registrar, it will not accept transfer requests from coaches or parents. For internal transfers within the club it is the club registrar responsibility to verify the that both teams and parents are aligned on the change (club may want to use a transfer form within the club). WMYSA will accept the transfer form or an email communication from only the club registrar.
- g. Rules related to Small Sided Games involving Build Out Lines will go into effect in for fall 2017 in WMYSA. There are no changes to small sided rules or fields/goals for Spr 2016.

- h. Coach/Manager Risk Management credit: WMYSA will no longer provide a Risk Management voucher. Instead WMYSA provides the club a credit during post season invoice for each unique Coach/Manager up to 3 per team (\$7.50 per coach/manager). In 2017/2018 this credit will be for 2 coach/manager per team.

2. Key Reminders:

- a. FIFA International Clearance Requirement: New players not having US proof of birth will be required to comply with FIFA International regulations. WMYSA will proceed with registration (produce player card and certified roster) but will expect compliance with FIFA International regulations. Player will not be able to play in subsequent seasons if there is not compliance. WMYSA does not apply this rule to for players that were registered prior to Fall 2014. For these players it is recommended that the FIFA International regulations be followed but WMYSA will not regulated by WMYSA.
- b. WMYSA MSYSA player and coach cards are one sided cards, current picture is required on the front, and signature is not required on the back. .
- c. When submitting club registrations to the WMYSA registrar please remember to submit the team to the 2016-2017 Registration Event. Also, please email the registrar to alert them of the submissions and later additions/changes.
- d. All Registration payments are made through the club. No individual team/coach checks will be accepted.
- e. Heading: purposeful heading will no longer be allowed at the 11U or younger age group levels. This rule is to protect players 10 years old and younger regardless of what age group are playing in. A purposeful heading will result in an indirect free kick for opposing team. If a 11U player is playing up then it is the coaches responsibility to enforce the rule.
- f. Offside: WMYSA implemented the offside rule for 9U-10U divisions in Fall 2016. It will not increase the number of required referees as it views this as a transition period. Furthermore, WMYSA will reach out to the referee associations to explain our position that the intent is to call obvious offside that don't require an AR. No build out line used.
- g. 7U 2010 players are not allowed to play in the 9U division.

- 3. **All spring team/player registrations are submitted via GotSoccer**. Teams need to be submitted by the club Registrar to the event "WMYSA Seasonal Year 2016 - 2017 Team Registration". Also, all new WMYSA player birth certificates need to be scanned into GotSoccer Player documents. Remember, black out confidential parent information. Using GotSoccer online registration program or player search and import will allow you add a new player to your club account that already has a GotSoccer player record. WMYSA Team Minimums & Maximums are: 9U/10U is 8 & 12; 11U/12U is 10 & 15; 13U/14U is 13 & 22; and U16U/U19U is 13 and 22

4. **Paperless Registration option is available.** GotSoccer Extended online program feature allows your club to create an online Registration into your Club/WMYSA. This program needs to be built including the registration verbiage from the existing WMYSA registration form as the registration agreement text which is used for the online parent signature. This feature also allows you to manage the club registration fee (same for all players or unique by player grouping). You can select payment to be by check, credit card or e-check. If wanting to use the credit card or e-check option then you will first need to setup a merchant account. If online Club/WMYSA registration program approach is used then the existing paper registration form with signatures is no longer needed. No registration form needs to be turned into WMYSA. WMYSA will request that you use a registration submission spreadsheet / log document to keep track of what has been submitted and what items still need to be provided (WMYSA registrar will provide a template).
5. **If your club continues to use paper registration forms then your club can either submit them to WMYSA registrar or your club can scan player registrations into GotSoccer Player documents.** You can drop off your player registration forms and documents to your Registrar's home (Gil Urban's home in St Joseph, MI or you can mail them to him. Gil's address is 1463 Mulberry Lane, St. Joseph, MI, 49085; Ann Michaels's home in Lawton, MI or mail to her. Ann's address is 26623 CR 354, Lawton, MI 49065).
6. **Coach/Manager Risk Management & Concussion Training:** This process needs to be completed before a coach or manager can be added to a team therefore communicate to coaches/managers needing a RM certification (valid for one year) to get this done early. Also, coaches and managers should print their RM card from GotSoccer since there are some soccer events that will require RM Card proof of Risk Management certification. The Risk Management card now displays expiration date. Starting In the fall 2016 season the coach / manager will be required to have completed their Concussion CDC certification through their GotSoccer coach / team official account. This only needs to be done once (not annually). The WMYSA registration for coaches using an online program or paper forms is no longer a WMYSA requirement but the Risk Management and CDC certification are required to be completed through GotSoccer coach / manager account.
7. **Player/Coach/Manager Photos:** As you are registering players for the fall it is very advantageous to load the individual picture into GotSoccer. By doing this the player/coach card is printed using the picture loaded into GotSoccer. This makes the card production more efficient, the card use more secure from the picture falling off, and it allows for easier reprinting of cards if needed. Also, please require parents/players/coaches to replace out of date photos. If you do not provide a picture in GotSoccer then the club is responsible to paste the photo on the card before it is valid. For Coaches & Managers with an approved Risk Management only the club registrar can replace the photo. This is done in the club coach record by Detaching RM report, Replacing picture, and then Reattaching the RM report.
8. **Release Player** requires the properly filled out and signed Release form. The form can be provided via email or mailed to the WMYSA Registrar (Gil Urban or Ann Michael) or it can be loaded into the GotSoccer player documents. You can un-assign the player from the team in the club account but the actual Release needs to be done by the WMYSA Registrar. The \$15 Release fee will be invoiced by WMYSA to the club. Player release is allowed throughout the season.

9. **Transfer Player** between clubs or between leagues WMYSA requires the properly filled out and signed Transfer Registration form. Forms can be found on WMYSA website in Forms section. The form can be provided via email or mailed to the WMYSA Registrar (Gil Urban or Ann Michaels) or it can be loaded into the GotSoccer player documents. Do not attempt to transfer the player to the new team. This must be done by the WMYSA Registrar. Transfers are only allowed between clubs by MSYSA during the during the period between November 1 and March 1. The \$75 Transfer fee for between club transfers will be invoiced by WMYSA to the new club. A WMYSA approved Transfer will result in the player being removed from the existing club (similar to a Release but no Release form will be required) and then being imported to the new club. Transfers within clubs are allowed until deadline of September 23rd in the fall and April 23rd in the spring. The \$25 Transfer fee for all within club transfers will be invoiced by WMYSA to the club. There is no form required for transfers within a club's WMYSA teams but the club must communicate the requested change. The \$25 Transfer fee for internal club transfers for U15 2002 players who change teams between fall 2016 and spring 2017 season has been waived. A roster spot on the new team needs to be available for a Transfer to be processed. The new club needs to verify this before requesting the transfer.
10. **Play-Up of one or two years is allowed in WMYSA.** The play up age is determined by the division age the team is playing in and not by the age of the team. For example, a 14U team playing in the 15U division can only have 13U players as the youngest since this is 2 years up to 15U division. Also, play-up is allowed for 15U or any age HS students playing on a team up to 19U.

MSYSA Insurance Notes:

- a. Remember to send to WMYSA Administrator (Gil Urban) any new outdoor locations that your team trains or plays matches at. MSYSA insurance is only valid when the location has been submitted by WMYSA to MSYSA.
- b. Indoor Insurance: MSYSA provides player and coach indoor insurance similar to outdoor insurance for players registered with WMYSA (new/spring players who are playing indoor and want to have the MSYSA insurance before spring season can be registered any time after November 10th through their Club to WMYSA by contacting either Ann Michaels or Gil Urban).
- c. For Indoor insurance to be valid the facilities needs to that have been submitted to WMYSA for insurance (this is only necessary one time for a location). The public indoor facilities of Kingdom Indoor Center, Soccer Zone, & St Joe Kickers have been submitted.
- d. If an insurance claim is needed be sure to review the process on the WMYSA website Parent/Player section. The first step is Notification with 72 hours of injury.