

# Grand Valley Soccer Association

## Registrar's Guide

April 28, 2010

# Introduction

This guide is an updated version of the *Grand Valley Soccer Association Registration Guide*, first published in 2000 and revised in 2005. A number of procedures and fees have changed since then. Please discard any older versions of this Guide that you may have! Note that updates to this guide will be published on our website, [www.gvsoccer.org](http://www.gvsoccer.org).

This guide is primarily intended for the use of Club Registrars within the Grand Valley Soccer Association (GVSA). It explains all GVSA registration procedures and forms. All GVSA forms mentioned are available on the GVSA website.

In addition, procedures that must be done through the Michigan State Youth Soccer Association (MSYSA) and tournaments are briefly explained, although you should always check with MSYSA or the tournament as they may change them.

While every question may not be answered, we've tried to detail all common situations, and many unusual ones. Of course, something new comes along every year, so do not hesitate to call if you cannot find an answer here. If you have a better procedure, let us know!

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## Contact List

Throughout this manual we mention GVSA and MSYSA. The addresses and phone numbers for each organization are:

### **GVSA**

Grand Valley Soccer Association  
2222 Wealthy St SE  
East Grand Rapids, MI 49506-3016

Phone: (616) 425-5148  
Fax: (616) 451-8777  
E-Mail: [gvs@whiteware.com](mailto:gvs@whiteware.com)  
Website: [www.gvsoccer.org](http://www.gvsoccer.org)

### **MSYSA**

Michigan State Youth Soccer Association  
9401 General Drive, Suite 120  
Plymouth, MI 48170  
Phone: (734) 459-6220  
Fax: (734) 459-6242  
E-Mail: [StateOffice@MichiganYouthSoccer.org](mailto:StateOffice@MichiganYouthSoccer.org)  
Website: [www.MichiganYouthSoccer.org](http://www.MichiganYouthSoccer.org)

### **Michigan State Premier Soccer Program**

9401 General Drive, Suite 120  
Plymouth, MI 48170  
Phone: 734-459-6650  
Fax: 734-459-6664  
Website: [www.mspsl.org](http://www.mspsl.org)

GVSA information, including Bylaws, Rules, Standings and Results may be accessed on the Internet at [www.gvsoccer.org](http://www.gvsoccer.org).

The MSYSA website has a list of all sanctioned tournaments in Michigan, upcoming Coach Licensing Clinics as well as all MSYSA forms.

Another useful website is [www.usyouthsoccer.org](http://www.usyouthsoccer.org), which has information on all USYSA sanctioned tournaments, as well as tournaments in Canada and Mexico.

## Overview of GVSA

It is easier to understand the registration process if you know how GVSA operates.

The Grand Valley Soccer Association (GVSA) is a league whose members are clubs. Teams are formed by the various clubs, not by GVSA. It is the responsibility of the clubs to register their teams and the players and coaches on them with GVSA. All players are registered to a specific team for one year.

GVSA in turn is a recognized affiliate of the Michigan State Youth Soccer Association (MSYSA). GVSA registers all teams, players, coaches, and league administrators with MSYSA. GVSA also handles administrative requirements set down by MSYSA, such as maintaining a legal proof of age and identity for players in our league.

By affiliating with MSYSA our teams and players gain many advantages, such as insurance, a quarterly publication (Michigan Soccer), access to numerous tournaments and programs such as coach and referee licensing, Olympic Development (ODP), State Cup and college scholarships. Our players are also eligible to participate in the programs of the United States Youth Soccer Association (USYSA), which has over 3,000,000 members, far and away the largest soccer organization in the United States.

As a club registrar, it is your job to handle and be responsible for all team, player and coach registration paperwork from your club. Most of this is submitted to GVSA, but in some cases may need to be sent to a tournament or MSYSA directly. The specifics of these procedures are detailed in the following sections.

Note that our league has grown to over 400 teams and 30 clubs. It is impossible for us to talk to teams, coaches and managers directly. **It is necessary that all registrations and changes go through the club registrar.** This not only makes registration more manageable, but ensures that your club knows of, and approves, all changes to your teams.

## Definition of Age Groups

When registering players it is essential that you know what age group they belong in! A player's age is determined by how old he or she is as of July 31 preceding the Season. If a player was born in March 1994, on July 31, 2010 he will be 16 years old and thus is a U17 (Under 17) for 2010/2011. **Players do not change age groups between Fall and Spring.**

**A team's age is determined by the Age Group in which the team is playing.** If a team has sixteen U13 players and one U14 player, it is a U14 team. When forming teams always be careful to check the age of the oldest player! Occasionally you may place a player in the wrong age group by accident, and you may be forced to drop the player from the team as a result.

Players are allowed to "play up" in GVSA (thus a U13 player may play on a U14 team). In general we suggest discouraging this, if a team in the appropriate age group is available, since it rarely benefits a player. Ultimately the decision on whether a player plays up resides with your club, especially the Director of Coaching. As long as you think about the welfare of the player, and not the desires of a parent or coach, there should be no real problems.

GVSA may decline to register a player who is too young (e.g. more than two age groups, except that U15 and older players may always play up).

Also, **under no circumstance may U6 and younger players play within GVSA**, since our youngest teams are in the U8 age group. U7 players may only play on U8 teams.

Players may not "play down" under any circumstance with one exception. In the Fall season a U14 Boys team may have up to three U15 Boys playing, provided that the players do not have a High School team available. Documentation of this is required. The players will be automatically dropped after the Fall season, since we have U15 and older Boys teams available in the Spring. While we consider such teams as U14 teams for GVSA league play, they would be considered U15 teams by tournaments. In the Spring we reverse the procedure – up to three U15 Girls may play on a U14 team, subject to the same requirements.

GVSA presently has divisions for U8 through U19 teams. If there are insufficient (less than five) teams in an age group it may be combined with another age group. For instance, in the fall of 1997 there were only two U9 Boys teams, and one U10 Girls team. All were placed into the lowest U10 Boys Division. Older age groups often have smaller numbers of teams. **We typically combine U15 and U16 teams together and U17, U18 and U19 teams together.** Roughly speaking these are JV and Varsity High School aged players, respectively.

For the past twelve years we have also combined some of our teams with those of the West Michigan Youth Soccer Association (WMYSA), centered on Kalamazoo. These Divisions, called the Elite Divisions, start at the U12 age group. Teams are allowed to participate by invitation

only. The Elite Divisions are intended to provide a higher level of competition for teams that wish to travel a little further.

The Elite Divisions are limited to at most nine teams. Teams must “earn” their way in by finishing at the top of the second division in their age group the previous season. After each season three teams are relegated and three are promoted. GVSA and WMYSA decide together which three teams will be promoted each season. If an age group has fewer than nine teams we may allow an additional team or teams to play in an Elite Division to fill it out.

# The Order of Events

GVSA teams play during both Fall and Spring seasons, with Fall being the first season of the year. The basic annual calendar is as follows. Please note that this may change and you should always consult the *Calendar* section on the website ([www.gvsoccer.org](http://www.gvsoccer.org)) for current deadlines.

## TRYOUTS

- Club Tryouts (on or after the MSYSA and GVSA approved Dates, but never earlier than the second Saturday in June). The date will vary from year to year.

## FALL REGISTRATION COMMITMENTS

- After you know which teams you will be forming, a *GVSA Team Commitment* form must be submitted (actually two: one listing Boys team and the other listing Girls teams), along with the appropriate commitment fee for each team. As of Fall 2010 the fees are (one season):
  - **\$140** (U8-U10)
  - **\$165** (U11-U12)
  - **\$190** (U13+)
  - All teams playing two seasons (Fall and Spring) must pay an additional **\$25** for the Spring Season.
- This informs GVSA which teams you will be sponsoring, along with their ages and genders. This information is used to formulate divisions and schedules. **Team commitments for Fall are due no later than the second Friday in July, otherwise we cannot accept the team(s). The commitment fee is 100% non-refundable after the commitment date – do not enter a team unless you are sure you actually will have one!**
- At the same time you must submit two other forms:
  - *GVSA Field Availability* form to let us know which fields your club will be using and when they are available.
  - *GVSA Team Scheduling & Division Request*
    - Submit one form for each team you have (do not combine teams on one form, send an email or letter or a form that says “All teams will be playing in the XYZ tournament”).
    - List any soccer tournament conflicts (up to two per season – include any tournament a team has entered, even if it has not been accepted)
    - List which division you think each team belongs in. This is very important to us in forming Divisions, although we cannot guarantee a team will be placed where you request.

## ROSTERS AND REGISTRATIONS

- For each team a *GVSA Team Roster* form must be submitted, listing all players and coaches, along with individual *GVSA Individual Player/Coach Registration* forms for all players and coaches. This is done after you have formed your teams. These are due by the fourth Friday in July. All forms must be signed by the player and parent (if the player is under 18). Players who have not previously played in GVSA must also have a copy of a legal proof of age and identity date submitted along with the registration form. A Birth Certificate, Driver's License or Passport is acceptable. Hospital Birth Certificates and Baptismal Certificates are not. **If you do not have an adult Coach or an the minimum number of players by the due date the team will be dropped!** The minimum and maximum number of players required is:
  - **8** (U8-U10)                      Maximum 11
  - **10** (U11-U12)                    Maximum 14
  - **13** (U13+)                        Maximum 18 (22 for U17+)
- Your club may add additional players and coaches after this date, but there is a **\$10** per registration late fee (which increases to **\$20** a week before the season starts). Any unsigned forms or players missing proofs of age/identity will be considered late.
- GVSA prints and distributes player pass cards, team rosters and team packets to each club registrar for distribution to individual teams. This will be done about two to three weeks before the start of the season. Fall play starts the weekend after Labor Day. Team and Field schedules are both available on the website, [www.gvsoccer.org](http://www.gvsoccer.org).

## SPRING REGISTRATION

- After the Fall season ends, and prior to the Spring season, new teams may be formed by any club. This is usually when older boys (U15 and above) teams are formed, but new teams in any age group may be formed.
- After the New Year, new *GVSA Team Commitment* forms must be submitted by each club, listing all teams that will play in the Spring. The commitments are due the second Friday in January. The Spring team commitment fee is also due at this time. If we do not receive the commitment fee for a team that played in the Fall we can only assume the team is not playing in the Spring.
- For new teams only, a *GVSA Team Roster* form and *GVSA Individual Player/Coach Registration* forms are needed. Teams that played in the Fall will be all set for the Spring, assuming there are no changes to the roster. Players and Coaches use the same pass cards for both Fall and Spring. New registrations for Spring must be submitted by the fourth Friday in January. Again, teams with insufficient numbers of players will be dropped. Late fees will be assessed for registrations submitted after this date, or which are incomplete.
- GVSA prints and distributes player pass cards, team rosters and team packets to each club registrar for distribution to individual teams. This will be done about two to three weeks before the start of the spring season. The spring season starts in April the weekend after local schools have their Spring break. No games will be scheduled on Memorial Day weekend. If no team ever added or dropped a player that would be the

end of your job! Most of the work and problems arise from changes, late registrations, or missing information.

Younger age groups (U14 and below) play both Fall and Spring schedules. Older girls (U15 and above) only play in the fall, while older boys (U15 and above) only play in the Spring. This is because the older age group players usually play on a High School team during the Fall (boys) or Spring (girls). While older Girls' teams suspend play during the Spring, they may wish to play again in the summer, after High School season ends, in a tournament. This is perfectly permissible.

# Tryouts

The first step in team formation is tryouts. Clubs must use an open tryout process within their community, which should be advertised to all interested players, including those currently in recreational programs.

There are some basic rules about tryouts:

- No tryout may be conducted before the second Saturday in June prior to the upcoming season. This is an MSYSA rule and cannot be broken. Note that GVSA will usually not allow tryouts before the Monday following this date – consult the GVSA Calendar! This is to allow Premier teams to do their tryouts first. The tryout date exists for several reasons:
  - To discourage player “poaching” from other clubs
  - To prevent tryouts from interfering with league play
  - To prevent tryouts from interfering with Girls High School Play
- No player may be registered prior to tryouts and before the date set by GVSA (again – consult the GVSA Calendar!) This is also a MSYSA rule. This is done so that players may try out for more than one club, if they so desire. While your club may inform a player that he or she has “made” a team prior to the registration date, it is totally inappropriate to press for any sort of commitment, written or verbal, prior to then. MSYSA and GVSA are organized for the benefit of the players, not for coaches trying to get the “best” players. It is the right of all players to try out for as many teams as they wish, without any pressure. A club or coach may not tell players such things as: “If you go to another tryout, don’t bother coming to ours”.

When conducting a tryout, we strongly suggest that all players “sign in”. Have them print and sign their names, what team or age group they are trying out for, and the date. This is useful in case of injury, or if there is a later problem (e.g. someone claims your tryout was premature).

Most clubs run their tryouts for Fall teams as early as possible, although the dates you choose are up to your club. An exception for many clubs is older Boys (U15 and above), since they do not play in the fall, due to High School soccer. Some clubs will wait until the Fall High School season is completed, or over the winter, to form these teams. When this happens is up to you, but please do not schedule a tryout during High School season (this starts in mid August, and ends for each team when they play their last game). If you do this, you may potentially cause a player to violate MHSAA rules, and lose his eligibility for High School play. It is also not allowed under MSYSA rules.

Once your tryouts are concluded, and you know how many teams you will have, and in which age groups, the next step is to inform GVSA.

## Team Commitments

**The GVSA Team Commitment forms and payment for all teams are due no later than the second Friday in July.** This is simply a list of all of the teams that your club will be sponsoring for the Fall season.

- **Club Name** - This is so we know which club is submitting the form
- **Season** - For example, "Fall 2010"
- **Age Group** - For each team list the age group in which it will play (e.g. "U10"). If a team is playing up out of its age group please list (and pay for!) the age group it will actually be playing in.
- **Boys/Girls** - Indicate if this is a Boys team or Girls team. Note that girls may play on boys teams, if your club so desires, but not vice-versa. All Coed teams must play in a Boys Division.
- **Team Name** - This is what you want us to call the team on schedules and in the standings. If no name is given we will use the club name.
- If you have more than one team in the same age group, please give them unique name (e.g. "Blue" and "White", or "A" and "B" or "Tigers" and "Lions" or "Smith" and "Jones") so we know which one is which.
- **Coach Name, Phone and Email** - Please list this information, as it will appear on the schedules for contact purposes. If you do not know yet who will coach the team, leave this space blank.
- **Manager Name, Phone and Email** - Again, this will appear on the schedule. Since other teams use this to contact your teams about scheduling and upcoming games, if you do not list a coach or manager, we will use the club representative's name instead, until we know who the coach and/or manager are.

**The GVSA Field Availability form and the GVSA Team Scheduling & Division Request form must accompany the GVSA Team Commitment forms.** We cannot schedule games without this information! It is not necessary to assign particular fields to particular teams. Something like "Put older teams on Field A and younger ones on Field B; use Field A as much as possible, because it's a better field" is fine.

Note that U8, U9 and U10 teams play 6v6 and require smaller fields (at most 45-60 yards long), while U11 and U12 teams play 8v8 and fields should be no longer than 70-80 yards. All other teams require full sized fields. Details of field size and markings are available under *Fields* on the website.

The GVSA *Field Availability* form is straightforward:

- **Club Name** - so we know which club is submitting the form
- **Season** - For example, "Fall 2010"
- **Field Name** - This is the name you want shown on the schedule (e.g. "Brewer Park")
- **Start Times** - List times the field is available on Saturday, Sunday and Weekdays (specify which week days). You may specify times you want games to start (e.g. "12,2,4"). If not we assume the field is available from dawn to dusk.
- **Age Groups** - If the field is for U8/U9/U10 play it should be 45-60 yards long, and 35-45 yards wide. Since older teams cannot play on these fields, make sure you let us know it is for U8/U9/U10 play. If the field is for U11/U12 play it should be 70-80 yards long, and 45-50 yards wide. Since older teams also cannot play on these fields, let us know if it is for U11/U12 play.
- **Field Conflicts** - Note any dates and times the field is unavailable. A field may be closed on a given weekend, or there is a special event (e.g. Tulip Time in Holland) that should be avoided in scheduling.

You must have field(s) available for both Saturday and Sunday play. If either day is not available then you must list at least two weeknights when fields are available. If you tell us your fields are only available on Saturday we will ignore this and assume Sunday is also available. If you have no fields available at all on weekends you will be unable to participate in GVSA.

The GVSA *Team Scheduling & Division Request Form* is very important since some teams may have major problems playing at certain times. GVSA will honor tournament conflicts as best we can, but your Club must approve them first. **We will not honor any requests that involve a coach with multiple teams.** Note that in general younger teams play on Saturday, while older teams (U15 and above) play on Sunday afternoons. However, if there is an odd number of teams in a Division there will be byes, which are typically made up on Sunday for younger teams, and Saturday for older teams. We will move games (e.g. from a Saturday to a Sunday on a different weekend) if a team has entered a tournament. In the Spring we may schedule weeknight games, since we do not always have eight weekends available.

If a team does not wish to play on Saturday (or Sunday) you must tell us two week nights on which it can play. If a team sends in a request such as “Can only play on Sundays” we will not honor the request. In the event of conflicting requests (e.g. one team wishes to play on Saturday and the other on Sunday) we will honor the request of the Home team.

We will always honor these requests:

- **State Cup Game Conflicts (always)** – preliminary round only. Very few GVSA teams make it past the preliminary round so we do not schedule around the Quarter Final and later rounds. If a team progresses that far it may reschedule any league games without penalty, and the opposing club must allow this.
- **Soccer Tournaments (always)** – but only two per season. If a team wishes to play in more than two tournaments during our short (eight weeks) season it should not be playing in GVSA. We always leave Memorial and Labor Day weekends open, since many teams play in tournaments at these times. Please do not list tournaments that occur before the season starts or after it ends.
- **Field Availability** – obviously games cannot be played if a field is not available, but Clubs must always have a field available Saturday and Sunday (or one weekend day and two weeknights) so we can handle byes and conflicts.

We may be able to honor these requests:

- **“Blackout” days** – it may be possible to work around them. We will ignore requests for excessive numbers of them (more than two per team).
- **Morning or Afternoon only play** – we can do this for Home Games only, and only if your club has fields available.
- **Play at specific times** – we may be able to do this for your Home games, but not away games

We do not honor these requests:

- **Coach conflicts** (e.g. coach is coaching two or more teams or has a golf outing scheduled)
- **Requests to play (or not play) certain teams** – these will never be honored
- **Requests to play certain teams on certain dates or times of the season** – these will never be honored

- **Requests to play certain games at home (or away)** – these will never be honored. Note that Home/Away is always the “luck of the draw”. Since our Divisions change from season to season we cannot reasonably guarantee you will play a certain team at Home one season and away the next.
- **Requests made after the Commitment Date - Tell your teams to look at the School calendar now!** We can’t possibly know when each 8th grade trip or Prom will occur, but every school can tell you this in September. This responsibility belongs to the teams and clubs. There is nothing more aggravating, and disappointing for the players, than a last minute cancellation of a game that could have simply been scheduled at a different time; if the adults in charge would only have looked at the school calendar before the season starts.

Note that we allow a window (usually about two weeks) for your Club to reschedule games before the schedules are finalized. This will allow a coach of multiple teams to resolve as many conflicts as possible. Teams of course should have an assistant coach in case the coach cannot be present. Your club may also allow any of your club’s coaches to step in when necessary.

**Once our schedules are published as final a club may refuse to reschedule games.** If a game is rescheduled the Home Club must pay a **\$25** fee to GVSA to do so.

Rescheduled games will always result in some players missing a chance to play, as their families will have scheduled around the original date and time. They usually also result in the game having poorer officials, as it is more difficult for your Referee Assignor to handle rescheduled games.

This form also serves two other important purposes:

- **If you want a team to play on certain field or at certain times** - list this information here. If a team does not want Saturday (or Sunday) games, it must be noted here. In these cases they must indicate at least two weekdays on which they can play.
- **Request a division** – GVSA has multiple divisions in most age groups. With the exception of the Elite divisions, which require teams to earn their way in, we try to place teams in the correct division based on their competitive level. Your club’s input is very important – if we do not have any, we can only go on a team’s and club’s historical record.

**Sign the form!** - We cannot accept requests that are not approved by your club.

In summary, by the Commitment Date submit to GVSA:

1. *GVSA Team Commitment Form* – use one for Boys Teams and one for Girls
2. *GVSA Field Availability Form* – one per each field you use
3. *GVSA Team Scheduling & Division Request Forms* – one per each team – **do not list more than one team per form!**
4. Commitment Fees for all teams

In the Spring, we repeat the process, except that the commitment date is in January. There are a few modest changes:

- Teams that played in the Fall require only **\$25** per team as a Commitment Fee
- It is not necessary to list teams not playing. However, if the team is disbanding entirely let us know so that we can automatically release the players.

# Individual Registrations

After your tryouts are completed, and the team commitments submitted, the next task is to have each of your players, coaches and managers fill out the GVSA *Individual Player/Coach Registration Form*. The form itself is self-explanatory, but some notes are in order:

- **Name** – We must register all players/coaches/managers using his or her legal name, not nicknames.
- **Player/Coach/Manager** - Check off the appropriate box
  - The coach must be at least 18 years old
  - Assistant coaches must be at least 16 years old
  - Players must be age appropriate for the team
- **Club Affiliation** - Check off the box next to your club's name. If your club is not listed, check "Other" and write in your Club's name.
- **Age Group** – check the age group the team will be playing in. The club registrar (not the player) should circle the age group of the team the player will be on. This is important since you may have a U11 player on a U12 team, for example.
- **Boys Team/Girls Team** - Check one box. This is the gender of the team, not the player. If a girl is playing on a Boys team, you would check the Boys Team box.
- **Team Name** - Fill in the name of the team, as they would like to be known. For example, "Crew Juniors Black" or "Tri Cities Strikers".
- **Have you ever registered with GVSA?** - If the player checks "No", we need a legal proof of the player's identity and age, since this is the first time he or she has ever played in the league. **Note that hospital birth certificates and baptismal certificates are not legal documents and cannot be accepted.** A copy of a State/County Birth Certificate, Driver's License (or State ID card), Passport, Green Card or INS Refugee Admission form are all acceptable. Foreign Birth Certificates and Passports are acceptable. If a player has had a legal name change we will also need a copy of the Court order with the name change. We cannot accept pending name changes.
- **The player/coach/manager must sign and date the form.** A player's parent or guardian must also sign and date the form, if the player is less than 18 years old when registering.
- **The birth date** is not required for any coach or manager.
- **Coaches and managers do not need to submit a proof of age/identity**

**Please check each registration form to make sure a player is not too old.** There is nothing more disappointing for a player than to learn he or she cannot be on the team after you've already said "yes".

Players may play up (no more than two age groups), which is strictly up to your club. In no circumstance will a U6 or younger player be registered, since U8 is our youngest age group. A U7 may only play on a U8 teams. U15 and older players may play on any U15 or older team.

**No player may play on more than one team at the same time in GVSA** (this is an MSYSA rule). Players may play on a second MSYSA registered team in a different league (e.g. Michigan State Premier Soccer League), but must be dual registered (see below). Players may play on any team in a different organization (e.g. US Club Soccer, AYSO, and YMCA, Recreation or School programs) without having to Dual Register.

All GVSA *Individual Player/Coach Registration* forms, along with the GVSA *Team Roster* form, are due no later than the fourth Friday in July (fourth Friday in January for Spring teams). Players may be registered after this date (see Late Registration below), but there must be a minimum of 13 players (10 for U11/U12 teams, 8 for U8/U9/U10 teams) by the deadline, or the team will be dropped and the commitment fee will be forfeited.

**Do not submit player pictures with the registration forms.** Retain them (we suggest writing names on the back) until the player cards are prepared and returned to you, when you must attach them to each pass card.

Typically at the time you register players, you should also have them fill out two other forms. The *MSYSA Medical Release* form is very important. If a player is injured at a practice or game, and the parent is not present, the coach will need this form to have the player treated medically. **Do not turn these forms in to GVSA.** They should be retained by your club and be kept by the coach. If a team manager keeps them, they are of no use if he or she is not present (typically at a practice) and a player requires treatment at a hospital.

The *MSYSA Permission to Travel* form authorizes a coach to transport players to from games and practices. This form is typically not used for anything specific, but does make it clear that a coach may drive a player on occasion. Again, your club should retain these forms. **Do not send them to GVSA.**

Note that tournaments frequently require one or both of these forms – ask them, not GVSA, about their requirements – we do not know what they want!

## Pre-Registration Forms

Prior to the Fall season, GVSA will send you Pre-registration forms for all players, coaches and managers who were on teams in your Club the previous year.

Whenever possible, please use these instead of the GVSA *Individual Player/Coach Registration* form, since they will considerably ease the job of reregistering players who played the previous year:

- The player and parent only need to sign the form
- If there are corrections (e.g. Change of Address), we will catch them more easily
- We know the player was previously registered, and that we do not require proof of age and identity.
- It prevents players from being entered in our database more than once, or with incorrect information.

If someone has already filled out the blank GVSA *Individual Player/Coach Registration* form, just attach the pre-registration form to it.

If a player will not play for your club during the upcoming year, just discard the form. If the player is moving to another club and requests the form, cross out your club's name and give it him or her.

If a player comes to your club from another club, and does not have the pre-registration form from the other club, just have him or her fill out a GVSA *Individual Player/Coach Registration* form.

# Team Roster

When submitting your individual registrations, you must also fill out and submit a *GVSA Team Roster* form. This simply tells us who is on the team, including coaches and managers, so that there is no confusion.

A team must have at least 13 players, but no more than 18, except for U17 and older teams which may roster 22 players; U11 or U12 teams must have at least 10 players, but no more than 14; while U10 and younger teams must have at least 8 players, but no more than 11.

**All teams must have a coach who is at least 18 years old.**

It is not necessary to list the players alphabetically.

In summary, you need to submit the following by the fourth Friday in July (Fourth Friday in January for Spring) for each team in your club:

- *GVSA Team Roster* form
- *GVSA Individual Player/Coach Registration* forms
- An adult coach
- At least 13 players (10 for U11/U12 teams, 8 for U8/U9/U10 teams)
- Copy of a Legal Proof of age and identity for all players who have not played in GVSA before

## Player Cards and Rosters

After GVSA has finished processing the registrations for a team, or any changes, we print a pass card for each player, team coach and team assistant coach. We also print, sign and seal a copy of a team's roster every time a change is made (add, release, transfer or dual register a player).

After the original team registration, each club registrar must affix player pictures to the cards. Cards should then be laminated by your club to protect them and prevent them from being tampered with.

GVSA cannot give out cards without complete information, including signatures, being on file. It is your club's responsibility to provide this in a timely fashion or else you will incur late fees.

If a Player Card is lost, we will reprint them at an additional charge, currently \$5 per card, for a team or individual, upon a club's request.

## Adding Additional Players

After the deadline for registering players and teams (the Fourth Friday in July [January for the Spring]), you may still add players, coaches and managers to a team. However, there is an additional fee for each registration to do this, as it creates a additional work for the league.

The current charge for this service is:

- **\$10** from the Registration deadline date until the one week before the start of the season (the day on which the first scheduled game is played). **Please check the GVSA Calendar to verify the dates!**
- **\$20** one week before the season starts, or later.
- Players may not be added once a team has played its last regularly scheduled game, or after the GVSA published deadline. This deadline is currently October 15 (Fall) and June 1 (Spring). **Please check the GVSA Calendar to verify the dates!**
- Teams that play in the Fall may add players in the Spring for teams that played in the fall, once Spring registration begins. There is no additional charge to do so, as long as the Spring Registration deadlines are met.

**Under no circumstance may a player be added to a team, if the team size will exceed the limit of 18 players (22 for U17+ teams; 14 for U11/U12 teams; 11 for U8/U9/U10 teams), unless an existing player is first released or transfers off the team.**

Players currently registered on another GVSA team cannot be added to a second GVSA team (see Dual Registration below).

**GVSA will only accept new registrations from a Club, not from a Coach or Team Manager.**

A new roster is helpful so that we do not put players on the wrong team, but is not required. However, when a player is added, it is the responsibility of the club to check that we've updated the roster correctly and the club registrar must sign the player's registration form.

If a player was previously on another team for the same seasonal year, we cannot add him/her to a different team without a copy of a GVSA *Player Release* form or GVSA *Player Transfer* form.

# Releasing a Player

If a player does not wish to continue playing for a team, he or she may be released, either at the player's request or the club's. **Please be aware that you cannot remove a player from a team without a very good reason. When you register a player for a team, your club has committed for one year to letting that player participate and be on the team he or she signed up for.**

Having said this, these are valid circumstances for releasing a player:

- The player and parent requests it (the release is automatic, under MSYSA rules – a club may not stop this)
- The player has moved out of the area, and chooses not to participate
- The team has abandoned play
- The player has been suspended for five or more games, under USYSA Rules
- The player is injured and will be out the rest of the season.
- Mitigating Circumstances (an explanation is required) - this is usually because a player has lost interest and is not participating in practices or games.

There are two ways we handle Player Releases:

## If the season has not started

Submit a new GVSA *Team Roster* form to GVSA directly. If a player card has been issued it must also be returned before we can process the Release. GVSA will send a letter to the player with a copy of the reason for the Release to avoid any potential misunderstandings or abuse of this procedure. You must submit the following to GVSA:

- Completely filled out and signed GVSA *Player Release* form
- **\$5.00** fee
- Player's pass card, if GVSA has issued one (**\$5.00** fee is missing)
- Stamped envelope addressed to Player so that we can notify him/her of the Release (**\$5.00** fee if missing)
- Stamped envelope addressed to your Club so that we can notify you of the Release (**\$5.00** fee if missing)

## Once the Season has started

**MSYSA must process the Release**, using the *MSYSA Application for Player Release*. This form is self-explanatory, but does not go to GVSA. The form, and fee, must be submitted directly to MSYSA. GVSA will release the player only after we have received notification from MSYSA.

The reason for this procedure is that once the season starts, GVSA will have submitted the registration to MSYSA, who must then handle the Release.

Note that you do not need to Release a player to add another player, unless a team's roster is full.

#### Refunding Player Fees

If a player leaves your club, how you handle fees that have been paid (or unpaid!) is strictly up to the club. **This is not a GVSA matter.** We urge you to send a letter explaining your policy. If no refund or a partial refund is made, explain how the amount was arrived at.

#### Releasing a Coach, Assistant Coach or Team Manager

**Coaches and managers are appointed at the pleasure of the club.** All we require to release a coach or manager is a written statement from the club that they wish to do so, along with the coach's pass card.

# Player Transfers

On occasion a player may transfer from one team within GVSA to another during the season. This may be within your club (e.g. from an "A" team to a "B" team, or vice-versa) or to another club, which may or may not be in GVSA. This procedure requires the approval of both clubs, the player and parent. Bear in mind that this usually occurs for good reasons, such as geography or unhappiness with a current team or club, and should not be opposed unless you feel "Player Poaching" is involved, in which case you should contact GVSA.

Again, there are different procedures, depending upon where the Player is going to, or From:

## Transfer from one GVSA Team to Another

If both teams are in GVSA you must submit the following to GVSA:

- Completely filled out and signed *GVSA Player Transfer* form
- **\$5.00** fee
- Player's pass card, if GVSA has issued one (**\$5.00** fee is missing)
- Stamped envelope addressed to the player so that we can notify him/her of the transfer(**\$5.00** fee if missing)
- Stamped envelope addressed to your club so that we can notify you of the transfer(**\$5.00** fee if missing)
- Stamped envelope addressed to the other club so that we can notify you of them of the transfer (**\$5.00** fee if missing)

GVSA will revise both teams' rosters and send the new pass card to your club. The player and clubs involved will be notified by mail about the transfer, which is why we require the addressed envelopes. **Under no circumstance may a player participate with a new team until GVSA approves the transfer.**

**Unless a player has moved, or his/her team disbanded, and a player moves to another club during the year he or she must normally sit out the next two regularly scheduled GVSA games for the player's new team.**

This is emphasize that playing in GVSA is a one year commitment, and to discourage frivolous transfers and poaching. However, the sit out period will be waived if the Club the player is leaving authorizes the waiver.

## Transfer to or from another League

In this case **the transfer must be done through MSYSA**, using the MSYSA Player Transfer form. GVSA will drop (or add) the player, when approval is received from MSYSA. All paperwork goes

to MSYSA, not GVSA! **Under no circumstance may a player participate with a new team until MSYSA approves the transfer.**

If a player was playing on a Premier or MRL team, the paperwork must go through MSYSA, as the player is participating in a different league.

## Dual Registration

Dual Registration is the process of registering a player for more than one team. MSYSA rules allow a player to play for two MSYSA registered teams at once, as long as they are playing in different leagues.

This is typically a GVSA and a premier (MSPSL or MRL) team, but not necessarily.

**All Dual Registrations are done through MSYSA** using the MSYSA Procedure for Dual Team Registration Form. Obviously clubs, the player and parents must approve the procedure. Your club is not usually otherwise involved (except to collect any club fees!).

The only oddity of the form is that a Primary Team must be designated. If one team is a Premier team, it must be designated as the Primary Team (this is an MSYSA rule). Otherwise it is up to the player and coaches to decide which team is the Primary, and which is the Secondary Team.

MSYSA asks one team to be designated as the Primary team, in case there are conflicts (two games at the same time, or both teams enter the same tournament), in which case the player is obligated to play for the Primary team. Realistically, a Dual Registered player cannot make more than about half the games for his or her Secondary team.

MSYSA does notify GVSA when a player has been Dual Registered, but not always immediately. When the player receives the approved form, he or she should notify his GVSA Club, who should submit a copy of the *MSYSA Dual Registration* form to GVSA, at which point GVSA will add the player to the appropriate team's roster, as long as GVSA has also received the *GVSA Individual Player/Coach Registration* form, proof of age/identity (if needed) and any necessary late registration fees.

It is also possible for a player to register with an adult team, as well as a GVSA team. Adult teams are usually affiliated with the Michigan Soccer Association (MSA) or the PDL. If a player is under 18, he or she must have approval from MSYSA to do this. Please call MSYSA if you run into this situation, as the procedure varies depending upon the player's age and the adult league involved. GVSA is not involved in this in any way.

## Tournaments

When going to a tournament you will need to make sure you bring all the paperwork a tournament requires. No one wants to travel for hours and find out that a team or player cannot participate because the paperwork was not handled correctly. This is not the same for all tournaments! Make absolutely sure you read the tournament's rules. **If you have questions, call the tournament director, not GVSA or MSYSA.** We do not control the tournament and may give out misinformation.

Most tournaments require the following:

- Player pass cards with pictures and signatures
- An official GVSA Roster (signed and sealed)
- Medical Release forms for their State
  - Note that if the tournament is in another state (e.g. Illinois) that the tournament may require that state's Medical Release form. If so, they will typically provide with the tournament application or your acceptance into the tournament.
- Player Cards and Team Rosters for Guest Players

They may ask for additional information, such as:

- Guest Player Roster
- Tournament Roster
- Anything else they think of ...

An out of state tournament will require that you submit an approved *USYSA Application to Travel* form.

Two procedures cause the most problems. For all out of state tournaments the USYSA Application to Travel must be filled out, and sent with a fee to MSYSA. This should be done at least 30 days before traveling to an out of state tournament. It requires a fee, several forms, all players' signatures, a copy of the tournament's Application to Host Tournaments or Games (which is part of every tournament's application form) and an official GVSA roster. The directions for doing this are in Appendix A.

Guest players seem to cause a lot of confusion. Tournaments often allow teams to bring several players who are not part of the team, since not every player can attend tournaments. However, this is strictly up to the individual tournament. Some events, such as State Cup, do not allow guest players at all. Most events allow up to three, but this may vary (e.g. four have been allowed for the Portage tournament). The important thing to do is read the tournament rules.

Typically, any player may participate as a guest, as long as his or her team is not also playing in the same tournament. You should not ask players to be guests if they have obligations (games

or other tournaments) to their regular team. Some recreational events may forbid select or premier players as guests. As long as a player is registered with MSYSA (e.g. in GVSA or the MSPSL), the procedure is pretty easy. You will probably need his or her player card, and a copy of the player's regular team roster, which the player can get from the team manager.

You may take a guest player, who is not part of any MSYSA registered team (e.g. he or she plays in AYSO), but will need to get a Tournament Only Pass Card, which you can get directly from MSYSA or from GVSA.

To obtain a tournament only pass card from GVSA requires the same information as to register any other player. The fee is **\$20**, regardless of when it is done.

GVSA can also roster an entire team for "tournament only play". This requires all of the same information required for any other team. The team fee is the same. There are no late fees as long as all registrations are submitted together and are complete. If not, each incomplete registration, or ones submitted separately, and are subject to GVSA late fees. **No "tournament only" teams may be registered after June 1.**

The *Tournament Only Pass Card* may be used for more than one tournament during the year, but the player may not play in any GVSA league games.

Out of state tournaments require a Tournament Guest Player Roster. Usually you will submit this along with the USYSA Application to Travel, but you may submit it afterwards.

Note that some Michigan tournaments may also require this form – ask them!

# Premier Teams

A number of GVSA Clubs sponsor teams that play in the Michigan State Premier Soccer League (MSPSL) and/or the Midwest Regional League (MRL).

- **MRL teams register directly with MSYSA and GVSA is in no way involved with the process.** You must contact MSYSA directly with any questions you may have.
- Some of our clubs have MSPSL teams that are not sponsored by GVSA. If your club is one of them you must contact the sponsoring league or MSPSL with your questions, as these teams have no connection to GVSA and we can in no way be responsible for them or help with them.
- For premier teams where GVSA is the sponsoring league there are a few things you do need to know about GVSA's role:
  - **The MSPSL sets its own fees and deadlines. You must follow their procedures and deadlines.**
  - GVSA submits a list of all teams it will be sponsoring for the Fall and Spring seasons. This requires your club to provide us in a timely fashion with:
    - The name, gender and age group of each team
    - The coach's name, address and phone for each team
    - The MSPSL Team Fee for each team
    - GVSA charges each \$50 a year per team, in addition to the MSPSL fees.
    - We must send in only one list and one check to pay for all teams, so all payments from Clubs must be made out to "GVSA" and sent to GVSA.
  - After submitting the teams GVSA is sponsoring, the MSPSL provides us with a manila registration envelope for each team. You then need to do the following:
    - Fill out this envelope. **The team's coach must sign it. Your Club does not sign anything** – GVSA is the sponsoring League and we sign it.
    - Using the MSPSL's online system, enter each team's roster and print out three copies of the roster.
    - Each player must fill out and sign an MSPSL registration form. A parent/ guardian must also sign each form. These must be brought to GVSA since we need to:
      - Verify each player's birth date and identity (if the player has never played in GVSA we will need a legal proof of age and identity).
      - Make sure the player is not registered to another team
      - Sign each form. **GVSA signs all forms - not your club.**
    - If a head coach has never coached in the MSPSL before a copy of his/her coaching license (USSF 'D' or higher) is required. It is not sufficient to tell the MSPSL "I'll be taking the 'D' Clinic next month")

- If you wish to get pass cards prepared early you must pay the fee for them with the registrations.
- GVSA then will alert you of any problems, which you should definitely take care of before the registration meeting, as it is very expensive to do so later (the MSPSL fines are high). This alone is sufficient reason to get us team information as quickly as you can.
- The GVSA Representative to the MSPSL will then take all the registration envelopes to the MSPSL Registration meeting.
- When pass cards and official rosters are available the MSPSL schedules a pick up date – you may go to the MSPSL office in Plymouth (near Detroit) to pick up your Club’s Team Packets. GVSA has any packets not picked up at this meeting sent to our office. We will then notify you they are available. This will be about a week after the meeting.

We cannot overemphasize two points:

- **The MSPSL is not GVSA – they have their own deadlines, fees and procedures. If you have questions contact them, not GVSA.**
- **The MSPSL is very unforgiving about missed deadlines. It also will cost you a great deal to add a player to a roster after the registration deadline, and they will not allow it all after their season starts.**

## Forms & Instructions

This section consists of a list of GVSA and MSYSA forms we you may need. All GVSA forms are available online at <http://www.gvsoccer.org> (click on 'GVSA Forms'). MSYSA forms are available at [www.msypsa.net](http://www.msypsa.net).

<b>Form Name</b>	<b>Submit to</b>	<b>Signature(s) Needed</b>	<b>Other Information Needed</b>
<i>Club Information</i>	GVSA	Club	
<i>Team Commitment</i>	GVSA	Club	<b>\$190</b> per team (U13+) <b>\$165</b> per team (U11-U12) <b>\$140</b> per team (U8-U10); <b>\$25</b> per team in the Spring for all teams that played in the Fall
<i>Field Availability</i>	GVSA	Club	
<i>Team Scheduling &amp; Division Request</i>	GVSA	Club	One per Team
<i>Team Roster</i>	GVSA	Club	Individual Registration forms for all Players/Coaches/Managers listed
<i>Individual Player/Coach Registration</i>	GVSA	Player <u>and</u> Parent/Guardian, if player is under 18 Club, if submitted late	Legal proof of identity and birth date for players who have not previously played in GVSA
<i>Pre-Registration</i>	GVSA	Player <u>and</u> Parent/Guardian, if player is under 18	
<i>Player Transfer</i>	GVSA	Player <u>and</u> Parent/Guardian, if player is under 18 <u>and</u> Club Officials from both Clubs	<b>\$5.00</b> and Pass Card ( <b>\$5.00</b> fee if missing) 3 stamped and addressed envelopes (to Player and both clubs) <b>\$5.00</b> fee for <u>each</u> missing envelope
<i>Player Release</i>	GVSA	Player <u>and</u> Parent/Guardian, if player is under 18 <u>OR</u> Club Official	<b>\$5.00</b> and Pass Card ( <b>\$5.00</b> fee if missing) 2 stamped and addressed envelopes (to Player and club) <b>\$5.00</b> fee for <u>each</u> missing envelope
<i>Replacement Pass Card</i>	GVSA	Club	<b>\$5</b> per card