



Michigan State Premier Soccer Program

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Plymouth, MI 48170

www.mspsl.org

MSPSP no longer accepts player registration forms via physical copies or emailed PDF documents. Instead, player registration must be completed through SportsForms.

MSPSP Player Registration Info

MSPSP Registration Page for all related items (to be updated):

<http://www.mspsl.org/clubsite/?p=1134>

Support

Please issue a SportsForms support ticket if you have any registration troubles with completing a contract or accessing the documents in the archive:

<https://www.sportsforms.club/support.html>

Tyler Zbik – MSPSP Program Manager – tzbik@michiganyouthsoccer.org

Parents & Players

1. Each MSPSP club/team should disseminate the below link* to every parent/guardian whose child was offered a roster spot on the team, **unless that club is participating with SportsForms** – the link will then be provided from the club.

PLAYER REGISTRATION PAPERWORK – <http://www.sportsforms.club/MSPSP>

**Note: If your club is working directly with SportsForms for player document collection, please use the club-specific link you were provided instead of the above link.*

2. Every parent/guardian must complete the registration form contained in the link above. This includes uploading a birth certificate or passport as proof of birth. This proof of birth document must be legible, however, social security numbers can (should) be blacked out.

Clubs & Affiliates

3. Each club will be given access to a secure, online folder (via Google Drive) that contains the player registration documents for their MSPSP players only. Access to this archive can be given to the Affiliate if the Affiliate will be responsible for that clubs' archive – this is not required by the affiliate. Access will always be given to the club.
4. It is the responsibility of the club, or affiliate, to review every single proof of birth document and contracts to ensure that birthdates and information in GotSoccer is accurate and to initiate the international clearance process for players when applicable*. Remember, any players born outside of the country (regardless of citizenship) need international clearance, and obtaining this clearance can be a very lengthy process.

This includes getting the proper players, coaches, and managers listed for each team. Pictures and jersey numbers are required for all players, and pictures are required for all coaches and managers. Pictures are to be passport or portrait style.

*US Soccer recently changed the requirements of ITC to only applying to professionally-affiliated clubs.

5. The player documents and information in the SportsForms archive should be organized by the club or affiliate into the appropriate MSPSP team folders the players are registering to that matches the information in GotSoccer, prior to registration on July 13th. Players not registered prior to July 14th will be considered late-additions (\$25 fee per player).
6. The **MSPSP Registration Deadline** (formerly Registration Meeting) will be Saturday, July 13th at 12 Noon.

This is now a due-by deadline, no attendance needed. Can pay online or via check. Failure to meet these deadlines could result in fines at the discretion of the MSPSP BOD.

If affiliated, your affiliate will cover registration cost and provide the affiliation form. If MSYSA Direct Member, you are responsible for registration fees and the affiliation form.

- Teams are to be **enrolled / registered in GotSoccer by July 13th @ noon.**
- The **deadline for player contracts to be submitted to SportsForms is July 13th @ noon.**
- **Affiliation forms are due July 13th @ noon.**
- **Registration fees are due July 13th @ noon. \$550** for all teams in the Fall 2019 season.

7. After July 13th, player additions will be considered late-player additions and have a \$25 per player fee.

The process for registration is much the same for late-additions. Contracts to be completed via SportsForms, update GotSoccer, but now pay the MSPSP late-addition fee: <http://www.mspsl.org/clubsite/?p=20024>

Notify MSPSP (Tzbik@michiganyouthsoccer.org) of the added player. We will generate the players passcard and an updated official roster in the teams' documents in GotSoccer, accessible via the club account. These must be printed in color.

8. On July 18th MSPSP Fall 2019 **Pre-Divisions** will be posted.
9. The **Divisioning Meeting** will take place July 20th, at 10AM at the MSPSP office.
10. **Scheduling** will begin July 24th. Game info must be input into GotSoccer club account.
11. Aug 9th – Passcards & Rosters made available. If needed prior, must seek out early passcards by completing the below form: <https://www.gotsport.com/forms/open/form.asp?FormID=2450>
12. New Coaches Meeting – August 10th, 10AM MSPSP Office or via teleconference.
13. MSPSP Season begins August 23rd.
14. TBD – Fall 2019 Pre Season Information Meeting for clubs