



# Michigan State Youth Soccer Association

## How to Become a Direct Member of MSYSA

### How Does My Organization Become a Direct Member League of MSYSA?

You want to join Michigan State Youth Soccer Association as a league, but you don't know where to start, what to do, or what to expect? You came to the right place! The information below will help guide you through the process of joining MSYSA as a direct member. As always, the MSYSA State Office is here to help, so please do not hesitate to contact us if you have any questions.

### Why Become a Direct Member of MSYSA?

There are many reasons to become a direct member league of MSYSA.

- **State Office & Staff** - MSYSA has a State Office and full-time staff to assist you during normal business hours with any questions, concerns, suggestions, and ideas you may have.
- **Coaching Education** – We have a coaching education program available to registered coaches, including free in-services (field and/or classroom clinics) for member leagues.
- **Insurance Coverage** - MSYSA has an extensive insurance program that covers registered players, team officials, and directors/officers of MSYSA Leagues.
- **MSYSA Programs and Events** - Your registered players and teams are eligible to participate in numerous MSYSA events and programs, such as 30+ MSYSA sanctioned club tournaments, the Olympic Development Program, MSYSA Director's Academy, MSYSA's statewide premier program (MSPSP), MSYSA State Cup, and MSYSA Junior State Cup.
- **Risk Management Program** – We have a comprehensive Risk Management program to help ensure the safety of participants when working with team officials, administrative staff, and other affiliated volunteers.
- **Grants** – MSYSA has a grant program to help support the recreational programming and tournaments of our affiliated clubs and leagues.
- **AGM & Communication** – Your league contacts will be included on important updates from MSYSA year-round that are communicated specifically to our direct member leagues. You'll also be invited to attend our Annual General Meeting and will have a voice in decisions made that impact youth soccer across our state.

### Q & A: Getting Started

**Q:** How do I know if my league is eligible to become a league with MSYSA?

**A:** If you have at least 100 players able to be registered within one or more MSYSA Registration events, then your league is eligible to become a league with MSYSA.

**Q:** Are league bylaws mandatory?

**A:** All leagues must have a set of bylaws on file with MSYSA. If you already have a set of bylaws, great! If not, contact the MSYSA State Office for a sample set to help get you started. You should review your Bylaws and the MSYSA Bylaws to ensure they do not conflict.



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**Q:** Are there any requirements for a Board of Directors?

**A:** Yes. MSYSA League Affiliates are required to have at least five (5) officers on their Board of Directors who are distinct and different individuals. In other words, you cannot be the only person listed on your Board and simply have multiple titles. If you are having trouble finding volunteer Board members, ask parents, coaches, or active neighbors in your community. Someone is bound to help!

**Q:** Do I have to be a non-profit organization in order to be a direct member of MSYSA?

**A:** No. While many of our direct member leagues are non-profits, this is not a requirement.

**Q:** Is there a cost to be a direct member of MSYSA?

**A:** In order to submit your league application, there is a \$50 League Affiliation Fee. Aside from this initial fee, the only cost is the registration fees that are owed to MSYSA each season for the players and team officials that your club/league registers with us. These fees are outlined in our Fee Structure, which is available on the [League Registration page](#) of our website.

## The Application Process:

1. Apply
2. Approval
3. Registration
4. Play

### 1. Apply:

Submit to MSYSA the following items:

- **League Affiliation Application** (available on our website)
- **League Affiliation Fee** (\$50), made payable to MSYSA
- **League Bylaws** (a sample set of Bylaws is available on our website)
- **Introduction Letter to the MSYSA Board of Directors**, stating:
  - Your intent to establish a new League
  - Location of League operation (city perimeters, etc.)
  - Current membership numbers
  - Plans on how to grow your membership
- **League Affiliation Request Form** (available on our website)

A check for the League Affiliation Fee should be mailed into the MSYSA State Office. The rest of the documentation may be submitted via mailing (along with the check), or may be submitted electronically (send via email to: [stateoffice@michiganyouthsoccer.org](mailto:stateoffice@michiganyouthsoccer.org)).



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## 2. Approval:

The MSYSA Board of Directors will review the materials submitted, generally at the next scheduled Board meeting. Our Board of Directors typically meets monthly. Once the Board has reviewed the materials, they will conduct a vote for Provisional League Status of your league. Once approved, your league will be able to begin registering players and team officials, be afforded MSYSA's insurance coverage, etc. Your league will not be granted final approval until the next Annual General Meeting (held in the first quarter of the year) when the MSYSA membership will vote to give your league Full membership benefits. Upon final approval, your league would have the ability to vote at our Annual General Meeting, along with all the other benefits you had as a provisional status member.

## 3. Registration:

After you have been granted approval (either provisional or full) from MSYSA, you may begin registering your players, coaches, team officials, etc. MSYSA utilizes an online-based registration system (GotSoccer) so that you can maintain a database of your registered participants (all of which is viewable by your league and MSYSA). Through this system, you can produce rosters and passcards for your teams.

To gain access, your league will be assigned a username and password. If your organization already has an account, a few settings/permissions will need to be updated by MSYSA and GotSoccer to give you enhanced access to the system. MSYSA has many resources posted on our website to assist you in using this system, and GotSoccer also has a support team and support articles available. If you do need help using GotSoccer, please contact the MSYSA State Office.

Each Fall and Spring season, MSYSA has a general process for how and when registrations are to be submitted ("invoiced") in GotSoccer. Information about registration is disseminated via email and posted on the League Registration page of our website, in advance of each season. Keep an eye out for registration-related emails from MSYSA – they are usually sent to League Presidents, Treasurers, Registrars, and Delegates.

As a reminder, all coaches, team officials, volunteers, staff, and board members must comply with our Risk Management Program, including our Athlete & Participant Safety Program. For more information, please visit the Risk Management section of our website and/or contact the MSYSA State Office.

## 4. Play:

Enjoy your first season - sit back, relax and let the games begin!