

# WMSC 2022 Required Documents

*The following documents are required for team check-in. Failure to submit/present documents will result in a forfeit for the team*

## **ALL TEAMS NEED THE FOLLOWING PAPERWORK FOR CHECK-IN:**

### **1. Tournament Roster & Waiver (online)**

- Signed by each player's parent/guardian ONLINE.

### **2. Player and Coach Pass Cards**

- Official and valid individual laminated cards with a photograph for each player provided by your team's Fall 2022 League.

### **3. Official Team Roster**

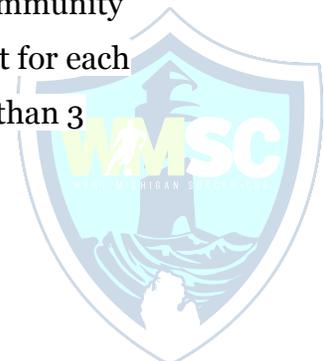
- 1 hard copy to be turned in – Team rosters from the 2022/2023 seasonal year.

### **4. Risk Management**

- For all coaches and team officials that will be on the player sidelines.
- All MSYSA Team Officials must be risk management certified by MSYSA and must be able to present their risk management card at any time during the tournament.

### **5. Concussion Certification**

- All coaches and team officials must be able to provide their CDC Heads-Up Concussion Certification.
- Teams must be able to provide the Michigan Department of Community Health/CDC Parents and Athlete Concussion Information Sheet for each player attending the tournament. Certificates may be no older than 3 years from the date of the tournament.



## **6. SafeSport Certification**

- All coaches, team officials, adult members, etc. participating in the tournament must have a valid “SafeSport Trained” certification and be able to produce their certification upon request.

## **7. Medical Release Forms**

- Each player needs a Medical Release form from their state organization signed by parent or guardian. No copies needed – just to be shown at check in and available at the field if needed.

## **8. Permission to Travel**

- If the team is from outside of Michigan or a US Club Soccer team.

## **9. Guest player paperwork and approval (if applicable)**

- Players from within your own club do not have to have a Guest Player Form but the MUST have a copy of the Official League Roster for Fall 2022. Guest Player Form and instructions on how to submit Guest Player Form can be found at the following link:

[https://www.michiganyouthsoccer.org/Member\\_Services/Guest\\_Player\\_Forms](https://www.michiganyouthsoccer.org/Member_Services/Guest_Player_Forms)



# TeamSnap FAQ

## Where do I login to to manage my team?

To log in to your team account, [click here](#). You are able to manage your roster, make payments, enter conflicts, etc.

## How can I access the team's account if I am a coach and did not register the team?

To access your team's account, log in using the email used to register the team. If you do not have access to the email, please email [soccer@michiganfutbolacademy.com](mailto:soccer@michiganfutbolacademy.com) for further help.

## How do I add players to my roster?

Players are officially added to the roster once they accept the waiver sent to the player's email. To add a player, click "invite player" located on the top left in a green button. Once the player's information is added, a waiver will be sent to the email attached to the player. They will be officially added to the roster once they accept it.

Players who have completed the waiver will be listed under 'Players' and are officially on the roster. Players who have not accepted the waiver will be listed under 'Player Invites' and are not officially on the roster until they accept..

## How can I pay the registration fee?

Log in to the team's account using the email used to register the team. Click on your team's name to access payment and other information. If you selected "Pay Later/Pay by Check" at registration you can:

- Pay the order online under "Unpaid Orders"
- Pay by check:
  - Memo: "WMSC - Team Name"
  - Address: 5449 28th St Ct SE Grand Rapids, MI 49546



### **How do I send the players the waiver?**

Waivers are sent to the email attached to the player's information when inviting them to the roster. Once you enter the information, the waiver will be sent.

### **How do I resend the waiver to a player?**

Log in to the account using the email used to register the team. Head to "roster" listed under your team's name in "Upcoming Events". When you scroll down, the section named "... " will list players who have not accepted the waiver. Click on "Manage Invite" next to the player's name to resend the individual waiver.

*For other questions/issues regarding TeamSnap rosters, payments, etc., please email  
[soccer@michiganfutbolacademy.com](mailto:soccer@michiganfutbolacademy.com).*

