

PLAYER ENROLLMENT

Managers are responsible for assisting the Club Registrar with the Player Enrollment Process for their teams. Players will accept their position verbally, at or immediately following tryouts but are not allowed to sign their player contract until the league “signing date”. This may either be on the tryout date, or a few days after tryouts depending on the league.

TEAM ROSTERS

If you are a returning manager you may be asked by your coach to upload your roster and player information into the team rostering GoogleSheet. With access to the spreadsheet you may be asked to assist in the process of ensuring your players have everything completed by the deadlines and are FULLY ENROLLED.

PLAYER ENROLLMENT

There are 4 main things to complete the enrollment and have players ready for the season:

- Club Enrollment and Payment on GotSport
- Birth Certificate
- Player League Registration Form (online or hard copy)
- Order Uniform

1. Club Enrollment and Payment

All players who have made the team must complete the online enrollment within 24 hours of making the team or on the league signing date if offered the spot before that date.

NOTE: If a player has not yet registered for tryouts they should do this first at system.gotsoccer.com to activate their player profile.

- Parents go to PASSsoccerclub.com to locate the GotSport link to *Enroll In All Teams* for the current playing year.
- Follow the steps to enroll, pay the club fee, and update the player headshot picture in the player’s profile.
- There are two payment options; FULL Payment or a monthly payment plan.
 - Some age groups may also have 2 different fees. If parents choose incorrectly these will be corrected on the back end and payments added to the players account.
- Players cannot be added to the league roster until club enrollment/payment is made.

2. NEW Player Birth Certificate

New players email their birth certificate to the PASS Registrar. Niki.Ferguson@PASS.Soccer

3. Player League Registration

Depending on the league the team will play in, required documents will differ. See below:

- **GVSA Select/Elite/Academy (Grand Valley Soccer League)** If parent has not filled out the player contract at the Team Meeting/Enrollment Night, a form will be emailed to the primary email on the player’s profile page for parents to “e-sign”. To e-sign simply type the parent name in two spots on the form and hit the “Submit” button. Not seeing the email? Check your spam folder or search email for GVSA. If no form was sent please email the club through the Contact Button at PASSsoccerclub.com with an updated email address to forward to GVSA.

- **DA (Director's Academy League) and NLC (National League Conference)** Managers will receive an email from the club admin with instructions on registration documents via Sportforms. Once all player forms have been uploaded the league will print the team roster and player cards. If any player fails to upload their documents it will hold the team up from receiving their roster and cards.
- **MSPSP (Michigan State Premier Soccer League)** Managers will receive an email from the club admin with instructions on registration documents via Sportforms. Once all player forms have been uploaded the league will print the team roster and player cards. If any player fails to upload their documents it will hold the team up from receiving their roster and cards.

4. Order Uniforms: <https://gazellesportsoccer.com/collections/pass-fc>

See UNIFORMS Document for information

ADDITIONAL PAPERWORK

Collection of the below documents is required before your first competition. Please work to obtain these in the weeks following tryouts or by your first practice.

League Documents

You may choose to store these digitally or in hard copy kept in a binder. They must be easily accessible if asked for them by the tournaments, referees or league personnel.

- [MSYSA Medical Release Form](#)
- [MSYSA Waiver & Disclaimer](#)
- [Concussion Parent & Player form](#)

PASS Behavior Documents

The below forms need to be e-signed online one time only for as long as the player is with PASS. A reminder should be emailed to returning players/parents each year at the beginning of their season so parents and players can review these important behavior documents.

- [Family/Parent Code of Conduct](#)
- [Player Code of Conduct](#)
- [Club Bullying Policy](#)