

## LEAGUE PASSCARDS and ROSTERS

All players and coaches are required to have a Player or Coach "Passcard" issued by their league. These are populated from the GotSoccer rostering system so all information needs to be updated regularly.

### PLAYER/COACH CARDS AND TEAM ROSTER

Managers will receive their team's cards and OFFICIAL roster by email. These are created from their team profiles in GotSport once their league has approved them. To ensure the cards are created correctly you will need to do the following:

- Have coaches update their coach profile with current information and current profile picture if needed.
- Have parents updated their player's profile page with
  - A current headshot photo
  - Frequently used email address and cell phone number
  - Their confirmed jersey number

**IMPORTANT NOTE:** If passcards are needed for a tournament before the league release date\*, you will need to request them from the club registrar 4-6 weeks in advance so they can be processed in time for your tournament.

### PRINTING INSTRUCTIONS

- Check that you have cards for all players and coaches and that they have a picture printed on them.
  - If any are missing or do not have a picture contact [Niki.ferguson@pass.soccer](mailto:Niki.ferguson@pass.soccer) for instructions.
- Print 2 COPIES of the player and coach cards on cardstock.
  - Keep one set of player cards in your Team Manager binder
  - Laminate the other set along with 1 set of coaches cards according to your league specification on how they want them handed to the referees at the games.
  - Cut and laminate the other set of coach cards and give it to each coach to keep in their wallet.
- Print 3-4 copies of your Official Roster and put them in your Team Manager binder as you may need them for tournaments, etc.

## OTHER INFORMATION

### "Pass-Card" Players

From time to time some players may be asked to "Pass-card" onto another PASS team. Use your extra set of player cards in situations like this. Or make an additional card for this player and give it to the other team's manager or coach to put with their team cards.

### **“Dual Roster” Players**

There are a few players in the club that have been invited to permanently roster on two teams in two different leagues or divisions. These players have filled out additional paperwork to allow them to do so. These players will have player cards on each roster for each team.

### **Late Player Additions**

Players can be added to your team roster as “late additions” if the coach agrees to take them and there is room on the team roster. Please familiarize yourself with your league rules\* pertaining to late player additions, maximum roster limits, and transfer rules.

Players can be added to your team roster until the league's final deadline (generally about ½ way into the season. Each league has their own calendar of dates. There is a \$30 late fee assessed to the player account for all late enrollments.

See ENROLLMENT document and follow regular player enrollment instructions.

### **League Rules links:**

\*[GVSA website](#) (rules found on left at the bottom)

\*[Michigan Premier Soccer League \(MSPSP\) rules](#)

\*[Director's Academy \(DA\) rules](#)

Questions can be directed to the Club Administration through the Contact Button on the website. [PASSimpactsoccer@gmail.com](mailto:PASSimpactsoccer@gmail.com)