Player Registration Policy

The collection of player registration data is fundamental to our responsibility as a state association, and essential to our ability to properly serve the WYSA membership. Member benefits such as club voting strength and insurance coverages are tied to the player registration data WYSA receives. To standardize the collection of data and implement universal roster requirements, WYSA mandates the use of a centralized player registration software, Demosphere. Member organizations have the option to contract Demosphere for their club management needs or select another registration provider. If a club chooses an alternate provider, the club is required to get their data into the state system in accordance with the requirements set forth below.

1. The reporting of player registration data to WYSA is the sole responsibility of the club. WYSA assumes responsibility for the proper reporting of player registration information to both US Youth Soccer and US Soccer, based on data submitted to WYSA.
2. Clubs may manually enter player registration data or use the import feature to load player registration data into the state system. Demosphere does not provide access to, and WYSA will not accept requests for the transfer of registration data through an API. Clubs who wish to import player registration data must complete the Import Notification Form for each seasonal year they plan to import data.
3. Players who enter the Demosphere system through a manual registration or data import will be billed to the club at a rate of $1.50/player in addition to standard player registration fees.
4. All official rosters and player pass cards must be generated using Demosphere where the universal team approval rules are applied.

Data Imports

Instructions for Data Imports can be found in the Association Club Admin User Guide. In Wisconsin, the parent data are required fields. Competitive player registrations require photos, and these files cannot be imported into Demosphere. It is a best practice to collect and update player photos each seasonal year.

Clubs acknowledge that through a data import, the possibility of duplicate records increases, and they must take great care in preparing their import file. The de-duplication of player or family records is the responsibility of the club. For WYSA's purposes, the player obligation to a club is established by the Tryout Policy and may not be the first registration WYSA receives in Demosphere.

The data import feature will be available on a limited basis. Imports will be enabled on July 1 preceding fall of the new seasonal year and close on September 1 of that seasonal year. Imports must be completed, and players rostered to teams in Demosphere by August 1 for Competitive teams and September 1 for recreational teams. After September 1 additional fall players must be manually added. Imports for the spring season will be enabled on February 1 with a roster deadline of March 15.

Team staff may also be imported. Clubs are responsible for staff compliance with WYSA Risk Management requirements, regardless of the staff's method of registration.

Approved 11/17/22
WYSA Board of Directors