



# **MISSOURI YOUTH SOCCER ASSOCIATION REGISTRATION POLICIES & PROCEDURES 2009-2010**

**Updated December 1, 2009**

# MISSOURI YOUTH SOCCER ASSOCIATION REGISTRATION HANDBOOK

## I. GENERAL REGISTRATION

### a. INTRODUCTION

- i. The Missouri Youth Soccer Association will provide a clear, concise, consistent set of policies and procedures for registering members. This is of the utmost importance to this State Associations. In an effort to accomplish this, registration activities have been broken into three (3) basic documents, the By-Laws, the Registration Rules, and the Registration Procedures.
  1. The By-Laws are the basic guidelines that are laid out for the member leagues, associations, and clubs.
  2. The Registration Rules govern how member leagues, associations, clubs, coaches, and players will conduct their activities on a day-to-day basis.
  3. The Registration Procedures describe in details how these rules will be implemented and administered. They will also give pertinent information to the members concerning the computer program used for registration.
- ii. Teams that intend to participate in the US Youth soccer National Championship Series should also refer to the appropriate rules pertaining to that competition. Every effort has been made to insure that the Missouri Youth Soccer Association rules for player eligibility comply with the US Youth Soccer National Championship Series Rules.

### b. ORGANIZATIONS

- i. Federation International de Football Association (FIFA): The worldwide governing body of the sport of soccer.
- ii. United States Soccer Federation (US Soccer): The national governing body of soccer in the United States; recognized by FIFA and the United State Olympic Committee.
- iii. United States Youth Soccer Association: Youth division of US Soccer.
- iv. Region: One of the four (4) geographical sub-divisions of US Soccer / US Youth Soccer. Each is comprised of several State Associations
- v. State Association (SA): An affiliated member association of US Youth Soccer representing all leagues, clubs, teams and players within the territory assigned by the US Soccer National Council.

### c. DIVISIONS

- i. Youth – US Youth Soccer, American Youth Soccer Association (AYSO), YMCA, SAY, US Club Soccer and its members and affiliates.

- ii. Amateur – US Amateur Soccer Association (USASA) and its members and affiliates.
- iii. Professional – all professional teams, leagues, and competitive divisions participating in soccer played in accordance with the FIFA Laws of the Game.

**d. DEFINITIONS – GLOSSARY OF RECOMMENDED TERMS**

- i. Add: The addition of a player who has not been rostered to a team during the current seasonal year. (Example – the seasonal year runs from September 1, 2009 through July 31, 2010)
- ii. Administrator: A person who manages a team, club, league or association.
- iii. Association: An organization of persons having common interest and/or purpose.
- iv. Club: An organization, affiliated (directly or indirectly) with a State Association, which has an identifiable membership of soccer players on whose behalf the organization conducts or engages in youth soccer activities.
- v. Coach: A person who holds one (1), or more than one, of the coaching licenses from US Soccer. The license levels are A, B, C, D, E, and F.
- vi. Competitive Division: Teams are determined by tryout or personal selection.
- vii. Cup Competition: The competitions provided under this State Association.
- viii. District: A geographical subdivision of the territory of a State Association.
- ix. Eligibility to Play: Registered and not under suspension.
- x. Employee: A person hired by a team, club, or association to work for a salary.
- xi. Futsal: The indoor version of soccer approved by FIFA.
- xii. Guest Player: A registered player participating in a competition for a team to which the player is not rostered.
- xiii. League: A structural group of four (4) or more teams joined for the purpose of inter-team play under a common set of administrative and competition rules. Leagues are differentiated by the rules that govern the rostering of players to each league's teams. The different terms used to describe the leagues do not necessarily reflect the level of ability or talent of teams participating in such leagues. Listed below are league classification definitions:
  - 1. Recreations League: An intra-club league in which:

- a. The use of tryouts, invitations, recruiting or any like process to roster players selectively to any team on the basis of talent or ability is prohibited.
- b. The club administering the league accepts as participants in the league any and all eligible youths (subject to reasonable terms of registration).
- c. A system of rostering players is employed for the purpose of creating fair or balanced distribution of playing talent among all teams participating; and league rules require that each player play at least one-half (1/2) of each game except for reason of injury, illness or discipline.

2. Recreational Plus League: An intra-club league in which:

- a. The use of tryouts, invitations, recruiting or any like process to roster players selectively to any team on the basis of talent or ability is prohibited.
- b. The club or clubs administering the league accept as participants in the league any and all eligible youths (subject to reasonable terms of registration).
- c. The league does not otherwise meet the definition of a recreational league.

3. Classic League: An intra-club league in which:

- a. The use of tryouts, invitations, recruiting or any like process to roster players select selectively to any team on the basis of talent or ability is permitted.
- b. One or more league rules restrict the manner in which players may be rostered to participating teams.

4. Premier League: An inter club league in which no rule restricts the manner in which players may be rostered to participating teams, except for rules which:

- a. Define and prohibit unethical recruiting behavior; or limit the participation of players, previously rostered to another team.
5. Futsal League: An inter-club league in which the Futsal Rules of the game are implemented and enforced. An appropriate Futsal Facility is also required.
6. Futsal Facility: The pitch for a futsal facility shall be rectangular. The length of the touch line shall be greater than the length of the goal line. There is no stipulation on what the pitch is comprised or whether or not the facility is indoors or outdoors.

Length:	minimum	25m (82.021 feet)
	maximum	42m (137.795 feet)
Width:	minimum	15m (49.2126 feet)
	maximum	25m (82.021 feet)

- xiv. National Championship Series competitions: The competitions provided under this policy for the U13 – U19 age groups. U13 – U19 age groups advance from State Cup to the Regional Championships. U14-U19 age groups advance to the National Championships
- xv. Player: A youth registered in accordance with US Youth Soccer and State Association rules.

- xvi. Recreational Division: Teams are formed by the league, club, or other entity according to school grades, geographical areas, player pools, or drafting.
- xvii. Registration: The signing of an intent to play, coach, manage, or administer the sport of soccer and the paying of fees to become an individual member of this Association.
- xviii. Release: The withdrawal of a player from a roster during the current seasonal year.
- xix. Rostering: The assignment of a registered player, coach or manager to a team. Listed below are the roster classifications used by Missouri Youth Soccer in conjunction with US Youth Soccer and US Soccer:
  - 1. League/Cup Roster: Those players rostered to a competitive team to play with it in all competitions, INCLUDING CUP COMPETITIONS.
  - 2. League Only Roster: Those players rostered to a competitive team to play with it in all competitions EXCEPT CUP COMPETITIONS. If roster is made up of secondary players , those players must play with their primary team if there is a scheduling conflict.
  - 3. Recreational Team Lists: Administrative lists of players, coaches, and managers that function as team in the recreational division. These can be part of a computerized database or printed on paper as a MYSA Recreational Team Listing.
  - 4. Team Roster: A list of registered players eligible to play for a team.
- xx. Suspension: The temporary withdrawal of rights and privileges such as, but not limited to: the right to play, coach, or otherwise administer or participate (directly or indirectly) in the game of affiliated soccer. Any person or group (team, club, league, board, etc.) that has been suspended shall be in less than good standing for the entire term of the suspension with all rights and privileges withdrawn unless specifically stated otherwise by the suspending authority.
- xxi. Team: A recognized entity organized for the purpose of player the sport of soccer.
  - 1. Recreational Team: A team which participates in a Recreational League.
  - 2. Recreational Plus Team: A team which participates in a Recreational Plus League.
  - 3. Classic Team: A team which participates in a Classic League.
  - 4. Premier Team: A team which participates in a Premier League.
  - 5. Futsal Team: A team which participates in a Futsal League.
  - 6. League Team: A team which participates in regularly scheduled league play.
  - 7. Tournament Team: A team which includes guest players and is put together for the sole purpose of playing in a tournament or other sanctioned non-league competition.
  - 8. Intra-Club Tournament Team: A tournament team whose roster includes players who are members of only one club.

9. Inter-Club Tournament Team: A tournament team whose roster includes players who are members of more than one club.
  10. Select Team: The official select (all-star) team of USYSA or any of its regions, affiliated State Associations or any district geographical sub-division thereof, or any league.
  11. Competitive Team: The grouping of players, coaches, and managers that constitutes a team in the competitive division. A team may include League/Cup players, Complementary (League only) players, and other team members (i.e.; coaches and managers).
  12. Recreational All-Star Team: An intra-club tournament team whose roster includes players selected from teams which participate in the same Recreational or Recreational Plus League.
- xxii. Transfer: The removal of a player from a team's roster at the request of the player, and the addition of a player to the roster of another team.
1. Intra-Club Transfer: The removal of a player from a team's roster at the request of the player and the addition of the player to the roster of another team from the same club.
  2. Inter-Club Transfer: The removal of a player from a team's roster at the request of the player and the addition of the player to the roster of another team from a different club.

## **II. PLAYER REGISTRATION**

### **a. CLASSIFICATION**

#### **i. Player Status**

1. All players registered with this State Association are classified as youth amateur players as defined by the current US Soccer ADMINISTRATIVE HANDBOOK.

#### **ii. Playing Divisions and Priorities**

1. Youth players registered with this State Association will be divided into four (4) divisions: COMPETITIVE, RECREATIONAL, ACADEMY, AND FUTSAL. Players may register and roster on two (2) competitive division teams and/or register on multiple teams in multiple leagues of the competitive, recreational, academy, and futsal division teams.
2. The order or team priority for a player shall be:
  - a. Primary competitive registered team
  - b. Secondary competitive team
  - c. League teams in the recreational division.
  - d. This means that a player must always play with the highest priority team in all Missouri Youth Soccer / US Youth Soccer / US Soccer affiliated leagues, tournament, and Cup competitions in cases of conflicting schedules. When a player is initially rostered in the competitive division, he/she shall declare which is the primary team and thus be placed on that team's League/Cup Roster. If a player only rosters to one

(1) team, then that team shall be the primary team even if the team does not enter the National Championship Series competition.

iii. Age Division

1. Age divisions shall be comprised of players who are, before the first day of August of the immediately preceding seasonal year (see Registration Age Matrix):

Under 19	Under 18	Under 17	Under 16
Under 15	Under 14	Under 13	Under 12
Under 11	Under 10	Under 9	Under 8

2. *State Variances (US Soccer Rule 105):*

- a. A State Association may permit variances in Rule 104 and Rules 205 (roster limitations) of this policy in the best interest of developing the sport within the jurisdiction of the State Association. Those variances do not apply to the state level of the US Youth Soccer National Championships or Regional or National League competitions.

iv. At-Large Players

1. Players not registering to a team or Recreational League are to be registered as a MYSA at-large. MYSA at-large players must register with the MYSA member organization they are going to participate in or with the State Office.

v. Youth Soccer Academies

1. A "Soccer Academy" is a group of Under 6 through Under 19 registered Missouri Youth Soccer Association recreational players who desire to participate with other players without following the recreational team formation rules. Players must register with their home association and may or may not be on a recreational team. Academies are to be governed by Missouri Youth Soccer Association, and Missouri Youth Soccer Association may host as many Soccer Academies as they deem desirable. The league in which they participate governs academy teams.
2. Coaches, trainers, administrators etc., of Soccer Academies must follow the guidelines set forth by the background checks program.
3. Soccer Academy play is in addition to recreational play. Players may join any Soccer Academy of their choosing within their age group, and are not required to obtain a release from their Missouri Youth Soccer Association recreational team to participate on an academy team. Players must present a form of proof of registration signed by their home association registrar each time they participate with an Academy. Players may join as many Soccer Academies as they like as long as a Missouri Youth Soccer Association recognizes the Soccer Academy affiliated League.
4. Soccer Academy teams are not considered "registered teams," and therefore do not have to follow recreational team formation rules. Soccer Academy teams may not enter Missouri Youth Soccer Association sanctioned

recreational tournaments unless the tournament has specified a "Soccer Academy" bracket. In that event, players must declare which Soccer Academy team they will play with in the tournament and may only play for one team in a tournament.

5. The purposes of the Soccer Academies are to:
  - a. Provide recreational players who have aspirations of becoming a more accomplished player an avenue to test and enhance his or her skills.
  - b. Provide recreational players an opportunity to train with experienced coaches.
  - c. Provide recreational players an opportunity to investigate the level of play with which they are comfortable, which players they would like to play with, and for which coaches they would like to play.
6. All players participating in a Soccer Academy who are also registered with a Missouri Youth Soccer Association member youth association recreational team shall, in the event of a conflict, consider the Missouri Youth Soccer Association recreational team to be their primary team and the Soccer Academy as a secondary commitment.

vi. Gender of Teams (US Youth Soccer Policy Rule 103)

1. US Youth Soccer recognizes two (2) types of team genders.
  - a. Teams with females only are female teams.
  - b. All other teams are male teams.

**b. PLAYER ELIGIBILITY**

i. Youth Players

1. A Youth Player is one who has not reached the age of nineteen (19) years prior to August 1 immediately preceding the start of any seasonal year. A player who reaches his/her nineteenth (19<sup>th</sup>) birthday on or after August 1<sup>st</sup> of the current seasonal year shall be allowed to complete the seasonal year.

ii. Local Registration (US Youth Soccer Policy Rules 201)

1. A player must register in the state in which he/she resides with his/her parent(s) or guardian(s), or in the case of a student in residence at a boarding school or college / university, the player may register in the state in which the boarding school, college, or the division of the college/university is located. Any other questions of residency may be determined by the state in which the player is registered to vote or holds a current driver's license.
2. All players, coaches, and/or administrators wishing to register on a team operated by another US Soccer/US Youth Soccer National State association other than the US Soccer /US Youth Soccer National State Association of where they live must receive written permission from:
  - a. The US Soccer /US Youth Soccer National State Association where they live and
  - b. The US Soccer /US Youth Soccer National State Association where they wish to play.

3. All Missouri players that cross a state line to play in a US Soccer sanctioned league must fill out the Missouri Resident Out of State permission form. All players from other National State Associations must present proof of registration from their home state and permission to play in Missouri for home National State Association. Permission must be obtained from the National State Association where they live and acceptance from the National State Association where they wish to play. These permissions must be obtained each seasonal year (September 1-August 31).
- iii. Effective Date of Registration
1. The player is considered registered from the moment the player registers with the Missouri Youth Soccer Association or a MYSA member on GotSoccer, and the registration fee is paid for that season.
- iv. Proof of Age (US Youth Soccer Policy Rules 204)
1. Proof of Age for all players shall consist of:
    - a. A copy of certified state birth certificate ( HOSPITAL, BAPTISMAL OR RELIGIOUS CERTIFICATES WILL NOT BE ACCEPTED).
    - b. A Uniformed Services Identification and Privilege Card (DD Form 1173) issued by the uniformed services of the United States, or birth registration issued by the appropriate government agency, board of health records, passport, alien registration card issued by the United States Government.
    - c. A certificate issued by the Immigration and Naturalization Service attesting to age.
    - d. A current driver's license or a certification of an American citizen born abroad issued by the appropriate government agency.
  2. Players – A copy of each player's notarized medial release form must be uploaded to their profile in the GotSoccer system.
  3. Coaches – Each coach must complete a yearly background check within the GotSoccer system. Also, each coach must have at least an 'F' license, which must be included within each coach's profile in the GotSoccer system. Each member organization is responsible for making sure each coach is correctly registered
  4. Administrators/Managers - Each administrator/managers must complete a yearly background check within the GotSoccer system. Each member organization is responsible for making sure each administrator/manager is correctly registered.
- v. Amateur Trial Games
1. A youth player will be permitted to play an unlimited number of amateur games without losing his/her youth eligibility. The youth player must obtain permission using the Amateur Games Eligibility Clearance Request Form. When the Amateur Games Eligibility Clearance Request Form is completed, the State Amateur Association has sole discretion in permitting a youth player to play amateur games and will be responsible for establishing the procedures

under which this will be implemented. In the event of conflict between an amateur trial game and a youth game, the youth game shall take precedence. A youth player who is required to sign an amateur form shall retain youth eligibility.

vi. International Clearances (US Youth Soccer Policy Rule 207)

1. For a player who comes to the United States on or after the player is 14 years of age, the player must request and receive an international clearance from the Federation (US Soccer). (Use the International Clearance Request Form). However, an international clearance is not required of a player who is 14, 15, or 16 years of age if the player and the player's parents sign a statement that the player has not signed a professional contract or received money from a professional team for playing soccer. (use the US Soccer International Clearance Waiver Form).

vii. ODP Program Player Tryouts (US Youth Soccer Policy Rule 203)

1. Except as provided by section 2 of this Rule, a player wishing to try out for the Olympic Development Program may only try out and be selected for the Program through the State Association in which the player may be registered under Rule 201 (section II-B of Missouri Youth Soccer Registration Policies) of this policy.
2. A player given permission to play under section 2 of Rule 201 (section II-B of Missouri Youth Soccer Registration Policies) in a State Association other than where the player is registered, may request written permission to try out for the Olympic Development Program of that other State Association. To be eligible to try out in that other State Association, the player must receive written permission from:
  - a. The State Association where the player is registered, and
  - b. The other State Association where the player wishes to try-out.
3. A player may only try out for the Olympic Development Program in one State Association. A player is responsible for all Olympic Development Program fees of the State Association in which the player tries out.

### **III. PLAYER / TEAM ROSTERING AND TEAM LISTINGS**

#### **a. APPLICABILITY**

- i. All teams that play in Missouri Youth Soccer sanctioned competitive leagues, tournaments, interstate competitions, and National Championship Cup series, are required to roster their players within the guidelines of this state association.
- ii. To play in a Missouri Youth Soccer sanctioned league you must have an US Youth Soccer national state association official roster and US Youth Soccer player pass otherwise they must register with Missouri Youth Soccer and pay all applicable registration fees.

- iii. To play in a Missouri Youth Soccer sanctioned event, all teams that cross US Soccer affiliate lines must have a travel permit, or equivalent travel notification document(s), an approved US Soccer affiliate roster and US Soccer affiliate player passes.
- iv. To play in another US Soccer /US Youth Soccer National State Association or US Soccer affiliated league or tournament you must obtain a travel permit from Missouri Youth Soccer.
- v. Recreational teams playing in intra-league play are required to roster players.

## **b. ROSTERING REQUIREMENTS / LIMITATIONS**

### **i. Full Sided Games**

- 1. Teams in Age Divisions U16 through U19 shall be allowed no more than twenty-two (22) players on its League or Cup Roster at any given time during the seasonal year.
- 2. Teams in Age Divisions U13 through U15 shall be allowed no more than eighteen (18) players on its League or Cup Roster at any given time during the seasonal year.
- 3. No team in age divisions U13-U19 shall be allowed to have less than nine (9) players on its League/Cup roster at any given time during the seasonal year, except as allowed in these rules for teams participating in "small sided," formats for league and tournament competitions.
- 4. A team that has less than nine (9) original players on its League or Cup Roster at any given time shall not be eligible, in that seasonal year, for any additional cup competitions; and any further league competitions shall not count toward "league participation" needed to qualify for cup competitions.
- 5. A team can have unlimited transfers per seasonal year until at the time (roster freeze date designated in state cup rules) a team names it National Championship roster. At that time it may not have more than five (5) transfers and must have at least nine original players that participated in league play to be eligible for state cup. A transfer means the movement of a previously rostered player onto another roster or of a player who returns to the same roster within a current seasonal year.

### **ii. Small Sided Games**

- 1. Teams in the age divisions U11 playing small sided games shall be allowed no more than eight (8) players, one of whom is the goalkeeper on the fields at all times. Each team will be allowed no more than fourteen (14) players on their roster at any given time during the seasonal year. Maximum play is 8 v 8. Guest players only allowed for tournament play.
- 2. Teams in the age divisions U10 playing small sided games shall be allowed no more than six (6) players, one of whom is the goalkeeper on the fields at all times. Each team will be allowed no more than fourteen (14) players on their roster at any given time during the seasonal year. Maximum play is 8 v 8. Guest players only allowed for tournament play.

iii. False Registration

1. Any team playing a player who is over age, who is not registered, or who is improperly entered on the team roster or recreational division team list, shall forfeit the game(s), which that player participates.

iv. Effective Date of Rostering

1. Team Registration-A player will be considered rostered to a team at the point when the completed Missouri Youth Soccer/US Youth Soccer/ US Soccer Membership form is submitted to the League Registrar.
2. MYSA at Large Player Registration-To add a MYSA at Large player to a team roster the coach/manager must use the Supplemental Team Roster Form. A MYSA at Large Player will be considered rostered when he/she signs the new membership form for the team and submits it with the Supplemental Roster and the form to the MYSA member organization league registrar. The player will be an addition to the roster, not a transfer provided he/she has not been rostered to another team in that seasonal year.
3. Competitive teams must have a copy of their Official Missouri Youth Soccer/US Youth Soccer Team Roster available at the game site at all times.

**c. MULTIPLE ROSTERING AND TEAM LISTINGS**

- i. Missouri Youth Soccer Association allows players to roster on a maximum of two (2) competitive teams and to be on the team roster or list of an unlimited number of recreational teams.
- ii. Dual Roster Procedures for Competitive Players:
  1. If a player wants to dual roster on two competitive teams they must designate their primary and secondary team. Written permission between the primary coach and secondary coach must be submitted to the league registrar of both teams of record. Email or the current dual roster form must be attached to the player profile documents in the GotSoccer online registration program.
  2. Players that initially register and roster to play on only one competitive team, may register and roster later in the season on a second team. They shall be registered and placed on the Roster of the second team as a secondary player. Players that want to change from the League/Cup Roster of their cup team can do so only by 1) deleting themselves from that roster and then 2) by transferring to another team's League/Cup Roster. That new team is then their cup, or number one priority team.
  3. A player registered to a primary team can not dual roster and register secondary as MYSA at large player. They can only dual roster/register to two (2) designated competitive teams.
- iii. Recreation Player Procedure:
  1. Players may register in more than one recreational league and be placed on more than one recreational team in addition to their initial registration. They may also be on multiple formal player lists for recreational teams.

#### **d. PLAYER TRANSFER AND RELEASE**

- i. Any player rostered to a competitive team is bound to that team for the entire seasonal year unless the player requests a transfer or a release. A player release or transfer shall be submitted to and approved by this association in writing on the form provided, stating the reason for the release or transfer.
- ii. A competitive team is allowed unlimited transfers per seasonal year. If a team is participating in the National Championship Cup (Missouri State cup) they must follow the transfer rule for the frozen roster date.
- iii. Member leagues, clubs, etc. may form, disband, and reform recreational teams into informal team lists, as they think best.
- iv. A player may be released from a competitive team involuntarily only if the player is unable to play for one of the following reasons:
  1. The player has violated rules of the US Soccer Federation or the US Youth Soccer or the National State Association where the player is registered.
  2. The player has moved beyond a reasonable travel distance. Determination of what constitutes reasonable travel distance is subject to definition by this state association.
  3. The player is injured in such a manner that the player will not be able to participate for the remainder of the season.

#### **e. DISBANDED TEAMS**

- i. If a team disbands and that fact is officially recognized, acknowledged, accepted and noted by this association, any player may transfer and roster with the team of their choice. Their addition onto the roster of that team will be governed by the player transfer rule.

#### **f. PLAYER/COACH/ADMINISTRATOR PASS**

- i. Each player, coach, or administrator rostered to a Missouri Youth Soccer team must have a US Youth Soccer player/coach/administrator pass to be eligible to participate in Missouri Youth Soccer affiliated leagues, Missouri Youth Soccer tournaments, or Missouri Youth Soccer sponsored events. The US Youth Soccer player/coach/administrator pass must carry a current photograph of the player/coach, player/coach signature, and be stamped with the signature of the Missouri Youth Soccer State Registrar. The US Youth Soccer player/coach/administrator pass must be available at the game site at all times.

#### **g. TEAM AFFILIATION**

- i. A team may play in more than one (1) league at a time or play in different leagues within the seasonal year within the same playing division. Teams may form to play in tournament without being affiliated with a league, assuming the registration procedure is followed.

## **h. TEAM TRYOUTS**

### **i. Restricted Tryouts**

1. Restricted tryouts are allowed during the seasonal year to form teams to play League or Cup in the current seasonal year or to add players to a team's League or Cup Roster. Players that are presently rostered to two competitive teams may not be solicited, recruited, attend or participate in a "RESTRICTED TRYOUT".

### **ii. Unrestricted Tryouts**

1. Unrestricted tryouts are allowed when forming teams for the upcoming seasonal year. Tryouts dates will be set by the district commissioner of your district. Tryouts can not start before June 15th or the date set on or after by your district commissioner. All players are eligible and may be recruited for "UNRESTRICTED TRYOUTS" after the start tryout date in your district.

## **i. RECRUITING**

- i. During the seasonal year no coach, player, parent, or any other member of a team may approach a rostered member on two competitive teams for the purpose of asking him to tryout and/or play for that team, in that year, or any subsequent year. EXCEPTION: During the period of tryout start date by district to August 31<sup>st</sup> of the current seasonal year players may be recruited for the upcoming seasonal year.

## **IV. COACH REGISTRATION**

### **a. APPLICABILITY**

- i. All coaches of record on the sidelines of Missouri Youth Soccer sanctioned competitions must register with Missouri Youth Soccer. Coaches registered in other National State Associations must also meet this organizations "Section II Eligibility" requirements if they are: 1) to be rostered on a team in this organization, or 2) to participate in activities sanctioned by this organization.
- ii. All teams participating in Missouri Youth Soccer sanctioned competitions must have a coach of record on the sidelines who is responsible for the team at the start of the game. The responsible person must be 18 years, or older, on the date of competition.
- iii. All trainers must have an official trainers certificate otherwise they are to be registered as and administrator on the team roster. They cannot be the only person of record for a sanctioned game.

### **b. ELIGIBILITY**

- i. All coaches/trainers registering with this organization must provide proof that they have obtained at least the minimum of an US Soccer "F" license as outlined by the State Director of Player & Coaching Development.

## **V. ADMINISTRATOR REGISTRATION**

### **a. APPLICABILITY**

- i. All team managers and administrators must register with Missouri Youth Soccer. They are not necessarily licensed and cannot use this registration to serve as coaches of record.
- ii. All officers, administrators, and properly designated officials of member organizations, associations, leagues, and clubs of registered teams must register with Missouri Youth Soccer. All manager and administrator members are strongly encouraged to obtain at least an "F" license.

**b. MISSOURI YOUTH SOCCER OFFICIALS**

- i. Missouri Youth Soccer Officials must be registered as administrators. Included in the classification of Missouri Youth Soccer officials are the Missouri Youth Soccer Board of Directors; ODP Coaches, Administrators, and Managers; State Director of Coaching and members of the Coaching and Player Development Staff; and Chairpersons and members of all Missouri Youth Soccer standing committees. These registrations must be submitted to the Missouri Youth Soccer State Registrar prior to first event of each seasonal year.

**VI. REGISTRATION FEES**

**a. PRICING AND EXPLANATION**

- i. The Missouri Youth Soccer Council at each Annual General Meeting shall determine the membership fees paid to Missouri Youth Soccer by the member organizations that process the data entry.
- ii. Player registration fees payable to Missouri Youth Soccer by MYSA member organizations the enter data on the state provided registration program are as follows:

Competitive	\$16.00
Secondary	\$ 8.50
Recreational	\$ 8.00
Academy	\$ 6.00
Top Soccer	\$ 6.00
Futsal	\$ 5.00
Coach/Manager	\$11.00
Administrator	\$11.00

- iii. Leagues/associations can adjust the registration fee to cover expenses for administration fees and costs, photos and laminated pouches.
- iv. Out of state player registrations and individual At Large players registrations processed at the state office will be charge a fee of \$21.00 per player/coach/administrator registration. Independent team registrations processed at the state office will be charged \$21.00 per player plus an administration fee of \$125.00 per team.

- v. Players and coaches who register on multiple teams are required to pay for all teams in the competitive division and all leagues (or teams) in the recreational division in which they are registered at any given time. If a player changes leagues within either the recreational or competitive divisions, he/she will be required to pay an additional registration fee.
- vi. Each member organization will be responsible for the collection of registration fees from their members. Invoices will be processed on the first of each month and these fees are due and payable to Missouri Youth Soccer by the 15<sup>th</sup> of each month. The GotSoccer registration program calculates current invoice totals for registrations by player age group and gives you balance due for new registrations since last invoice.
- vii. If payment is not received in the stated office by the 15<sup>th</sup> of the listed months above, the member organization password will be changed, denying access to the registration database. Past due notices will be sent out from the state office. Member organizations will not have access to their database until payment is received in full for the payment voucher sent with the past due notice.

## **VII. TRAVEL PERMIT POLICY**

### **a. POLICY OF SANCTIONED AND NON-SANCTIONED EVENTS**

- i. All teams traveling within Region 2 will no longer be required to pay for a travel permit, as was voted on by all the Region 2 states at the 2009 National AGM. Travel notification will still be sent to the Missouri Youth Soccer Association office. Starting August 1, 2009 teams will only be required to have a notification of travel form and letter of acknowledgement from the State office. If a travel request is submitted within three (3) days of the event, then there will be a \$10.00 processing fee assessed to that team.
- ii. If a team is traveling outside of Region 2, then that team will use the Application to Travel form and pay a processing fee of \$15.00.
- iii. For teams traveling to non-Sanctioned events, there are two (2) types of forms available. The form that is used is dependant on the requirements of the event. Either form must be submitted to the MYSA office before your team's travel along with a \$25 processing fee. If the form is submitted within three (3) days of the event, there will be an additional \$10 late fee.
- iv. The *Notification of Non-US Youth Soccer Travel*, is to be completed by a team rostered with US Youth Soccer or a State Association and the team is going to a tournament or games not approved by US Youth Soccer or a State Association—and the State Association requires prior notification.
- v. The *Team Player Form* is to be used when a team is rostered with US Youth Soccer or a State Association and is planning to participate in a tournament or games conducted by youth soccer organizations within the United States that are

not members of US Youth Soccer or any of its State Associations. US Youth Soccer member passes and rosters may not be used for the tournament or games. However, the team may need certain basic player information to participate in such a tournament or games. This Form provides the basic player information that the State Association has verified: the names and dates of birth of the players in good standing as of the time the State Association completes the Form.

## **VIII. PLAYER PASSES**

### **a. APPLICABILITY**

- i. Each individual member, as outlined in the Registration Rules that participates in a Premier League Classic League, or Recreational Plus League is required to have a US Youth Soccer player/coach/ administrator pass.
- ii. A recreational player that participates in its own member organization recreational league is not required to have a US Youth Soccer player pass. If they participate in play outside of their own member organization registered league they must have a player pass.
- iii. All member players, coaches, managers and trainers will be given a US Youth Soccer player/coach/ administrator pass and a membership card. All MYSA member organizations and leagues must use the US Youth Soccer player/coach/ administrator pass. Missouri Youth Soccer provides the player/coach/ administrator passes as part of the registration costs.

### **b. PRODUCTION**

- i. The MYSA member organization Registrar will print the US Youth Soccer player/coach/administrator passes after the registrations have been verified in GotSoccer state registration database and payment received.
- ii. All registration checks should be made out to the Missouri Youth Soccer member organization processing data entry and the Missouri Youth Soccer member organization should submit one check payable to Missouri Youth Soccer with each monthly Missouri Youth Soccer Registration payment voucher.
- iii. The US Youth Soccer player/coach/ administrator passes will have the electronic signature of the Missouri Youth Soccer State Registrar and the current seasonal year and state logo, thus indicating that the player is eligible for competition.
- iv. The US Youth Soccer player/coach/ administrator pass must have a current photo and be signed by the registrant as the name appears on the front (First Name [no nicknames], Middle Initial, Last Name).
- v. All US Youth Soccer player/coach/ administrator passes must be laminated to avoid possible tampering or destruction.

- vi. US Youth Soccer player/coach/ administrator passes must be signed and laminated for all Missouri Youth Soccer sanctioned tournaments and National Championship Cup series play.

**c. REPLACEMENT PLAYER / COACH / ADMINISTRATOR PASS**

- i. A replacement US Youth Soccer player/coach/administrator pass can be issued only for a lost US Youth Soccer player/coach/administrator pass. This is in reference to only those players/coaches/administrators that register directly with the MYSA Office as independent teams or at-large players.
- ii. Verification on registration will be made at the level and card will be issued with Replacement stamped across the front of the ID card. If at any given time the original US Youth Soccer player/coach/administrator pass is located, the Replacement card must be sent to the MYSA state office.

## **IX. PLAYER / TEAM ROSTERING**

**a. COMPUTER ROSTERS**

- i. The Missouri Youth Soccer Association has adopted a computer-generated roster that is created from the data submitted to the GotSoccer registration program. The use of this roster is mandatory. This roster is produced as a signature roster. The Missouri Youth Soccer Association requires signature rosters for cup competitions.
- ii. The Missouri Youth Soccer Association doesn't require rosters with signatures for league play or tournaments unless stated in their playing rules.

**b. ROSTER CHANGE FORM**

- i. All additions, deletions, or transfers to team's original roster must be completed on the official Missouri Youth Soccer Roster Change Form. Use a separate form if for each team that is processing transactions. This document must be attached to the player profile documents in the GotSoccer registration program.
- ii. Listed below are the procedures to follow:
  - 1. Add - to add a new player to the team that has not been previously rostered with any other team for the current seasonal year use the code A. A copy of the Missouri Youth Soccer/US Youth Soccer membership form, proof of birth and registration fees must be submitted with the roster change form.
  - 2. Deletions - To release a player from the team use the code D. It must be filled out completely, as it appears on the original roster. The form must be signed by the parent and by the coach/manager. When a player/coach/adm deletes from a roster the US Soccer pass must be turned into the league registrar with the Roster Change Form. A new player pass will be issued if that player transfers to another team or wants to become a MYSA at Large player.
  - 3. Transfers - To transfer a player use the code PT for Primary Transfer or ST for Secondary Transfer. A new card will be printed and the old card should be turned in with the transfer form.

## **X. TEAM AFFILIATION**

### **a. REGARDING TEAMS**

- i. A competitive team may play in more than one league at a time. A competitive team must indicate its primary league. This means that the team must always play in the primary league first in case of conflicts of schedules.
- ii. The team must submit to the League Registrar of the secondary league a copy of the team's official state roster.
- iii. When a competitive team changes leagues within the seasonal year a new roster and player passes are not issued. The team must submit to the member organization registrar a copy of the official state roster that is being used in the new league. All changes to their roster must be made by the original member organization roster.
- iv. A recreational team cannot change leagues because it is inherently part of that league having been formed from players in the league pool. However, the individual player and coach members may, if within league rules, become inactive in a league, and so long as they have met the league rules and are in "good standing," may register in another league. The second league shall then assign these members to a "Team," and if within that league's rules, it is possible that the new Team Roster can be the same that it was in the first league.

## **XI. RECREATIONAL LEAGUES**

### **a. PLAYER SELECTION**

- i. Teams in the recreation division must be formed by means of one of the following methods:
  1. School Grades (4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, etc.)
  2. Geographical (school districts, towns, counties, zip codes, area codes, etc.)
  3. Player pools - players may be rated, but must be an open type draw.
  4. Tryouts or personal selection cannot form teams, but a player can be asked to come out to play in the league as long as no specific team is mentioned.

### **b. PLAYER MOVEMENT**

- i. Player movement within recreational or recreational plus leagues formed by mutual agreement between two or more Missouri Youth Soccer member leagues is at the discretion of the league, which can form teams per rules in Section 1-P, G-1. "Player Selection" as they think best serves the individual players and soccer; this includes forming, disbanding, and reforming teams.
- ii. The league may generate and use team listings to administer these teams within the Recreational Division. Any of these teams may apply to participate in an organized competition outside of its league. At that time the Team List for the team will be frozen in a formal team list so that the league must limit player movement to the Missouri Youth Soccer Registration Rules for the League/Cup Roster of a competitive team in addition to these Recreational League Rules.
- iii. Competition outside the league may include play in another recreational league or in recreational tournaments. Individual player and coach members of teams in a recreational program may re-register membership in that division. In the

competitive division they must be rostered and obtain new US Youth Soccer/US SOCCER player passes, and pay the fee for.

**c. RECREATIONAL TEAM LISTING AND ROSTERING**

- i. Missouri Youth Soccer will require team rosters or team lists within the recreational division to keep track of the league's teams. Any Team that participates in any form of organized competition outside of its league shall have its Team List frozen and must follow the Missouri Youth Soccer Registration Rules for the League/Cup Roster of a competitive team in addition to these Recreational Rules.
- ii. Recreational plus teams that decide to play outside of their league must be composed of players that were assigned to that team within their league. A maximum of three players that were previously registered and assigned to other teams will be allowed.
- iii. Teams that are formed by selecting players from throughout the league or from outside the league will be considered "Competitive" and must register and be rostered accordingly.

## **XII. COMPUTER REGISTRATION**

**a. INTRODUCTION**

- i. Missouri Youth Soccer is using the GotSoccer online registration program. Every Missouri Youth Soccer member organization Registrar must use this registration program.
- ii. Any organization/league failing to submit registrations in the current State database program will not be eligible to vote at the Annual General Meeting.

**b. OVERVIEW**

- i. The GotSoccer online registration program is a general-purpose database manager program. With the special program written in the GotSoccer online registration program you can easily create and maintain databases, produce printed reports, make mailing labels and create registration payment invoices. The database format supplied by MYSA is designed specifically for its requirements as well as those of the users. Missouri Youth Soccer has created custom report formats to create player passes and official state rosters from the GotSoccer online registration program.

**c. ONLINE REGISTRATION GUIDELINES**

- i. FIRST NAME - The players given first name as it appears on their state birth certificate. Not what they go by, or want to be called or their nickname.
- ii. INT - Middle Initial
- iii. LAST NAME - This must be the players given last name as it appears on the state birth certificate. If the players last name has been legally changed since they were born, they must provide written proof the first time they are registered, provided use of their old player pass each subsequent registration.

- iv. ADDRESS - Home address of registrant. Complete street address must be entered as it appears in the United States Postal book.
- v. CITY - City of mailing address
- vi. STATE - State of mailing address
- vii. ZIP CODE - Be sure this is correct. This field sorts the National Database.
- viii. PHONE - Area Code and the seven numbers of the phone number.
- ix. ETHNICITY – The player/coach/administrator will not be required to give their ethnicity, but it will be a registration field.
- x. EMAIL – Valid email address