



MISSOURI YOUTH SOCCER ASSOCIATION

REGISTRATION POLICIES & PROCEDURES

Updated 6/3/2012

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 Association. 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-basis.
 3. The Registration Procedures describe in detail 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 Championships or the US Youth Soccer Presidents Cup 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 and Presidents Cup Series Rules.

b. ORGANIZATIONS

- i. Federation International de Football Association (FIFA): The worldwide governing body of the sport of soccer.
- ii. United State Soccer Federation (US Soccer): The national governing body of soccer in the United States; recognized by FIFA and the United States 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: 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 Soccer, USSSA, US Club Soccer and its members & affiliates.
- ii. Amateur - US Amateur Soccer Association (USASA and its members & 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.
- 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 Divisions: Teams are determined by tryouts or personal selection.
- vii. Cup Competition: The competitions provided under this State Association.
- viii. District: A geographical subdivision of the territory of this State Association.
- ix. Eligibility to Play: A player that is properly 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. Recreational 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 balance 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).
 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

- a. **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 of or whether or not the facility is indoors or outdoors:

- xiv. **National Championships Series Competitions:** The competitions provided under this policy are for the U13 - U19 age groups. U13 - U19 age groups advance to the Region 2 Championships. U14 - U19 age groups advance to the US Youth National Championships.

- xv. **President Cup Series Competitions:** The competitions provided under this policy are for the U13 - U17 age groups. Winners from the U13 - U17 age groups advance from the State-level Presidents Cup to the Region 2 Presidents Cup Championship. Winners from the U14 - U17 age groups then advance to the National Presidents Cup.

- xvi. **Kohl's Cup Competitions:** This competition is for any recreational team in the U7 - U16 age groups.

- xvii. **Missouri College Showcase:** This competition is for any U14 - U17 age group team or individual player.

- xviii. **Player:** A youth registered in accordance with the US Youth Soccer and State Association rules.

- xix. **Recreational Division:** Teams are formed by the league, club, or other entity according to school grades, geographical areas, player pools, or drafting.

- xx. **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.

- xxi. **Release:** The withdrawal of a player from a roster during the current seasonal year.

- xxii. **Rostering:** The assignment of a registered player, coach or manager to a team or club. 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 or club 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.
- xxiii. 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.
- xxiv. Team: A recognized entity organized for the purpose of playing 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 more than one club.
 9. 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.
 10. 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).

11. 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.

xxv. Transfer: The removal of a player from a team's roster or Club's database, at the request of the player or club, and the addition of a player to the roster of another or database of another club.

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. This section would only apply to those clubs which would elect NOT to adopt the use of a club pass.

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/league.

II. “**club pass**” means a US Youth Soccer pass which— (A) issued to a registered youth player by a club in compliance with the rules of the State Association of which the club is a member;

- i. issued as provided by this policy; and
- ii. specifies the club of which the youth player is a registered member.

III. PLAYER REGISTRATION

a. CLASSIFICATION

i. Player Status

1. All players registered with the 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 of team priority for a player shall be:

- a. Primary competitive team or club.
- b. Secondary competitive team or club.

- 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, or US Soccer-affiliated leagues, tournaments, 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 or club, and thus be placed on that team's or club's League/Cup Roster. The registrar for their secondary team shall then take the appropriate steps to register that individual using the correct steps in the Got Soccer system. If a player only rosters to one (1) team or club, then that team or club shall be the primary team or club.

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

- 2. State Variances (US Soccer Rule 105)

- a. A State Association may permit variances in Rule 104 and Rule 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 Championship Series or the US Youth Presidents Cup series.

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 as 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. Player 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 the 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 a specified "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 purpose of 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 for.
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 (19th) birthday on or after August 1st of the current seasonal year shall be allowed to complete the seasonal year.

ii. Effective Date of Registration

1. The player is considered registered from the moment he/she registers with the Missouri Youth Soccer Association or a MYSA member (club/league) and the registration fee is paid for that season.

iii. Proof of Age (US Youth Soccer Policy Rules 204)

1. Proof of age for all players shall consist of any one of the following:
 - 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, or 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 or a certificate of an American citizen born abroad issued by the appropriate government agency.
2. Players - A copy of each player's medical release form. The form does not need to be notarized, but other State Association's may require a notarization for treatment at local hospitals should an injury occur.
3. Coaches - Each coach must complete a background check with the Got Soccer system in order to coach. Background checks are done in two-year cycles. The current cycle is from the 2011/12 seasonal year through the 2012/13 seasonal year. A background check done during this cycle is good through the end of the cycle. At that time, a new background check will need to be completed. Also, each coach must have at least an "F" license. Each coach's license number will be used as their ID number. Each member organization is responsible for making sure each coach is correctly registered.
4. Administrators / Managers - Each administrator / manager must complete a background check within the Got Soccer system. Background checks are done in two-year cycles. The current cycle is from the 2011/12 seasonal year

through the 2012/13 seasonal year. A background check done during this cycle is good through the end of the cycle. At that time, a new background check will need to be completed. Each member organization is responsible for making sure each administrator / manager is correctly registered.

iv. 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.

v. International Clearances

1. When a player from a country outside the United States comes to register with your club / team / league, they are required to get what is called an "International Clearance." This is mandated by FIFA and US Soccer. There are four (4) different ways to get an International Clearance, depending on the age of the player:
 - a. Proof of Entry Prior to Age 12
 - b. First Registration (for US Citizens ages 12 - 17)
 - i. Non-US citizens can also fill this process with the minors process
 - c. Minors Process
 - d. ITC Request
2. Quick Reference Chart

Citizenship - Current Age	Process to use if it is the player's 1st Registration at any level	Process to use if it is the player's 2nd+ Registration at any level
U.S. Citizen Born / Registered Abroad - Age 0-11	Prior to 12	Prior to 12
Non-U.S. Citizen - Age 0-11	Prior to 12	Prior to 12
U.S. Citizen board Abroad -	First Registration	ITC Request + Minors Process

Age 12 - 17		
Non - U.S. Citizen - Age 12 - 17	First Registration + Minors Process	ITC Request + Minors Process
U.S. Citizen Board Abroad	First Registration	ITC Request
Non - U.S. Citizen - Age 18+	First Registration	ITC Request

- vi. ODP Program Tryouts (US Youth Soccer Policy Rule 203)
 - 1. Except as provided by section 2 of the 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 Association 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.

IV. PLAYER / TEAM ROSTERING AND TEAM LISTINGS

a. APPLICABILITY

- i. All teams that play in Missouri Youth Soccer sanctioned competitive tournaments, interstate competitions, and US Youth soccer National Cup competitions, 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.

- iii. To play in a Missouri Youth Soccer sanctioned event, all teams that cross US Youth Soccer State Association 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.

b. ROSTERING REQUIREMENTS / LIMITATIONS

i. Full Sided Games

1. Teams in Age Divisions U13 - U19 shall be allowed no more than twenty-two (22) players on its League, National Championship Series, or Presidents Cup Series roster at any given time during the seasonal year.
2. Teams in the Age Division U12, playing full-sided games, shall be allowed no more than eighteen (18) players 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 (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 the Missouri State Cup rules) a team names its National Championship Series 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 the Missouri State Cup. A transfer means the movement of a previously rostered player in one club/league to a different club/league.

ii. Small Sided Games

1. Teams in the Age Divisions U12 and younger, 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 8v8.

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), in which the player participates.

iv. Effective Date of Rostering

1. Team Registration - A player will be considered rostered to a club or team at the point when the completed US Youth Soccer / US Soccer Membership form is submitted to the League Registrar or when the player is registered in the Got Soccer registration program to club, league or team for the forthcoming seasonal year.
2. MYSA At-Large Player Registration - To add a MYSA At-Large player to a team roster, the coach manager must use the Roster Change form. A MYSA At-Large Player will be considered rostered when the Roster Change Form is filled-out and approved by all of the necessary parties and the Missouri State Office. The player will then be transferred to the new member organization's account in the Got Soccer registration program. 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 and allows players to register with two clubs.
 1. For players utilizing the Club Pass system, instructions will be outlined on the next page.
- ii. Dual Roster Procedures for Competitive Players:
 1. If a player wants to dual roster on two (2) competitive teams or clubs, they must designate their primary and secondary team or club. Written permission between the primary coach and secondary coach must be submitted to the league registrar of both teams of record. Email or written consent be attached to the player profile documents in the Got Soccer online registration program.
 2. Players that initially register and roster to play on only one (1) 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 primary team.

3. A player registered to a primary team cannot dual roster and register secondary as a MYSA at-large player. Similarly, a MYSA at-large player cannot secondary on another team roster. They can only dual roster / register to two (2) designated competitive teams.

A. CLUB PASSES (approved 6/3/2012)

A.1. A league may allow for the use of “dual-roster” players and allow for the use of “guest players”.

A.2. Teams that make use of club passes must designate on the official game report (or game day roster) the names and player registration numbers of those players who are utilized as “CLUB PASS” players. Additionally, teams using club passes will need a copy of the official MYSA “official team roster” for each team that each club pass player is coming from. The purpose for this is verification of the age group appropriateness and competition level of the CLUB PASS player(s) for any given game to be played.

A.3. The club president, director of coaching and League Director where applicable, will oversee the implementation and be responsible for compliance to MYSA policies relating to club passes. A player’s first obligation shall be to the team they were rostered to for the seasonal year. No male players will be allowed to participate in a female league unless designated as a co-ed league which permits male and female players on the same team and within the same league.

[MYSA affiliated Clubs would not be REQUIRED to adopt the use of a The club pass policy. If a club or clubs wished to continue to “roster” players throughout the seasonal year, this is the club’s option.]

A.4. All tournaments sanctioned by MYSA are encouraged to recognize player club passes. In the event that a tournament allows the use of club passes, those players shall not count as guest players for the event. Guest players are generally from any other club and are countable against the maximum number of guest players allowed in a tournament. For teams utilizing club passes for the National Championship Series Tournament, rosters would be frozen in accordance with the Missouri’s published “roster freeze date.” National Championship Tournament competition rules of play would be followed and do not allow for roster changes after the designated freeze date. A player would be eligible to play for only one team, during any one segment of the National Championship Series tournament, which includes the State, Regional, and National Championship tournament events.

- iii. Recreation Player Procedure:
 - 1. Players may register in more than one recreational league and be placed on more than one (1) 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 (approved 5/20/2012)

PLAYER TRANSFER POLICY: A player, at the time the player or the player’s representative executes the registration form and pays the appropriate fees to a club or team, is bound to that club or team for the duration of the seasonal year. The seasonal year for Missouri Youth Soccer runs August 1 through July 31.

If, at any time during the current seasonal year, a player desires to transfer to another club or team (not within the same club), that player must submit to the Missouri Youth Soccer Association state office, a completed “REQUEST FOR TRANSFER FORM” and submit the “PLAYER TRANSFER REQUEST FEE.”

The Player Transfer has been set at \$175.00.

Upon receipt of the request for transfer, at the state association office, the executive director or designated staff member, will forward a notice of receipt of request for transfer to the club president and/or the director of coaching and/or the team coach and the club/league registrar.

The notice of receipt of request to transfer will simply indicate: “The Missouri Youth Soccer Association has received a request for transfer from [enter player’s name]. Do you, as CLUB PRESIDENT and/or Director of Coaching and/or Team Coach object to voluntarily releasing the player from your club or team?” A player release shall be submitted to Missouri Youth Soccer in writing on the approved PLAYER TRANSFER REQUEST FORM, stating the reason for the request on the release.

- 1. A player may be released from a team or club involuntarily only if the player is unable to play for one of the following reasons.
 - a. The player has violated rules of the U.S. Soccer Federation, **USYSA, MYSA, or MYSA** Member Associations.

b. The player has moved beyond a reasonable travel distance. Determination of what constitutes a reasonable travel distance is subject to definition by **MYSA**.

c. The player is injured in such a manner that the player will not be able to participate for the remainder of the season.

The Player Transfer Request form would include a [] box to indicate “No” (meaning, no objections to voluntarily releasing the player); or [] “Yes” (meaning, the club or team DOES object to voluntarily releasing the player).

If the club or team objects to voluntarily releasing the player, a reason or reasons would need to be provided on the form (usually, due to a financial obligation has NOT been met or club/team equipment has not been returned, if the equipment is actually property of the club/team and not purchased by the player as part of the player fees paid to the club/team).

The club president and/or the director of coaching and/or the team coach will have a designated date, that would be included in the notice, to respond to the state office, usually within 15 days of the date the notice was issued by the state office.

If the club or team fails to respond by the date indicated on the notice issued by the state association, the transfer would be allowed and processed at the earliest opportunity.

If the club responds, indicating “No objections” to voluntarily releasing the player, the transfer would be processed at the earliest opportunity.

If the club responds, indicating “ [] “YES”, meaning the club or team objects to voluntarily releasing the player, and this objection is received by the date indicated in the notice issued by the State Association; the State Association then notifies the player and family concerned, in writing, indicating that the club or team objects to voluntarily releasing the player.

The next step is, a **PLAYER TRANSFER HEARING** would be scheduled as determined by the State Association, date/time/location at the earliest opportunity.

A **PLAYER TRANSFER HEARING** would be scheduled in the district in which both the club and player are currently registered. A **PLAYER TRANSFER HEARING** involves the convening of a **HEARING PANEL** comprised of three (3) impartial individuals designated by the District Commissioner or Alternate

District Commissioner to serve on the hearing panel. The District Commissioner or Alternate District Commissioner would serve as the HEARING CHAIR.

A Player Transfer Hearing involves the participation of the family/player that submitted the request for transfer, AND either the club president, club director of coaching or team coach. The hearing would afford both parties, ample opportunity to share with the hearing panel, the reason for the request for transfer (as cited in the original request for transfer submitted to the State Association, and the objections to voluntarily releasing the player.

If club/team concerned fails to have the club president, director of coaching or team coach attend the hearing, the player transfer would be immediately granted.

If the player/family concerned fails to attend the hearing, the player transfer would be denied.

The Player Transfer Hearing Panel would hear both sides of the arguments. Once all questions have been asked of the Hearing Panel, both parties (family and club) are dismissed. The Hearing Panel then renders a decision to either support the request for transfer, siding with the player/family; OR, siding with the club. The decision is communicated to the State Association, in writing (via email) either on the evening of the hearing or first thing in the morning on the following day.

If the Hearing Panel objects to the allowing the transfer, the player then has decide whether or not to stay within the club in which s/he is currently registered.

The State Association then sends notification to the club AND player/family of the Hearing Panel's decision.

If the Hearing Panel supports the request for transfer, and sides with the player/family; a portion of the PLAYER TRANSFER REQUEST fee is returned to the player/family.

If the Hearing Panel supports the club and objects to the player transfer, the player transfer fee will be retained by the State Association.

- i. A competitive team is allowed unlimited transfers per seasonal year within the player transfer policy. If a team is participating in the US Youth Soccer National Championships Series (Missouri State Cup) or Presidents Cup Series, they must follow the transfer rule for the frozen roster date as specified in those events' rules.
- ii. Member leagues, clubs, etc. may form, disband, and reform recreational teams into informal team lists, as they think best.

- iii. 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 per the transfer policy..
 - 3. The player is injured in such a manner that the player will not be able to participate for the remainder of the seasonal year.
 - 4. If the organization has issued the player a uniform or equipment as part of the organization, they may prevent the release or transfer of the individual until the items are returned.
 - 5. If the player and organization have entered into a financial agreement outlining club fees for the seasonal year, in which they have both knowingly agreed to, then the organization may prevent the release or transfer of the individual if the player wishes to leave and there is still an amount owed on the agreement.

e. DISBAND TEAMS

- i. If a team disbands and that fact is officially recognized, acknowledged, accepted and noted by this State 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 per the transfer policy.

f. PLAYER / COACH / ADMINISTRATOR PASS

- i. Each player, coach, or administrator rostered to a Missouri Youth Soccer Association team or club must have a US Youth Soccer player/coach/administrator pass to be eligible to participate in Missouri Youth Soccer Association-affiliated leagues, tournament, or sponsored events. The US Youth Soccer player/coach/administrator pass must carry a current photograph of the player/coach/administrator, a current signature, and be stamped with the signature of the Missouri Youth Soccer Registrar only. 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 tournaments 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 a Cup competition in the current seasonal year or to add players to a team's League or Cup competition roster. Players that are presently rostered to two (2) 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. The beginning date for tryouts will be set by the MYSA Board of Directors in the spring of the preceding seasonal year. District commissioners, with the input of the district members, will determine the specific tryout start date. 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 member they know to be rostered on two (2) 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 the tryout start date by district through August 31st of the current seasonal year, players may be recruited for the upcoming seasonal year.

V. COACH REGISTRATION

a. APPLICABILITY

- i. All coaches of record on the sidelines of Missouri Youth Soccer sanctioned competitions must register with the Missouri Youth Soccer Association of a member club/league. Coaches registered in other National State Associations must also meet this organization's "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 at least 18 years old on the date of the competition.

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.

VI. 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 Executive Director prior to the first event of each seasonal year.

VII. 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:

Type of Registration	Cost
Club Pass	\$16.00
Competitive - Primary	\$16.00
Competitive - Secondary	\$8.50
Recreational	\$8.00
Academy	\$6.00
Top Soccer	\$6.00
Futsal	\$6.00
Coach / Team 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. Independent team registrations processed at the state office will be charged \$30.00 per player/coach/administrator plus an administrative fee of \$250.00 per team.
- v. The Player Transfer Fee is \$175/occurrence. It will only be charged when a player decides to move from one MYSA-recognized club to another. There will be no fee for a player to move between teams within a MYSA-recognized club.
- vi. Each member organization will be responsible for the collection of registration fees from their members. Invoices will be processed on the first of every other month (listed below) and payable to Missouri Youth Soccer by the 15th of each month (or closest weekday). The Got Soccer registration program calculates current invoice totals for registrations and gives you a balance due for new registrations since the last invoice.
 - 1. October, December, February, April, and June.
- vii. If payment is not received by the State Office by the 15th of the month of the listed months above, the member organization will be locked out of their

registration database. Past due notices and communication 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. The member organization also forfeits all voting rights on district and state business if they have an outstanding debt.

VIII. TRAVEL PERMIT POLICY

a. POLICY OF TRAVEL EVENTS

- i. All teams traveling outside the state of Missouri are required to obtain a travel notification from the Missouri Youth Soccer Association. This includes any league, tournament, or friendly match that is played outside the state of Missouri. This must be done for any MYSA, US Youth Soccer, or US Soccer-affiliate sanctioned event.

IX. PLAYER PASSES

a. APPLICABILITY

- i. Each individual member, as outlined in the Registration Policies, 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. Any MYSA member organization Registrar will print the US Youth Soccer player / coach / administrator passes after the registrations have been verified in the Got Soccer state registration database and payment received.

- ii. All registration payments should be made out to the MYSA member organization processing the passes. The MYSA member organization should submit one check payable to MYSA 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, and 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 MYSA-sanctioned tournaments and US Youth Soccer Cup series competitions.

c. REPLACEMENT PLAYER / COACH / ADMINISTRATOR PASS



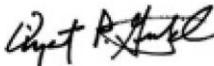

- i. A replacement US Youth Soccer player / coach / administrator pass can be issued only for a lost US Youth Soccer player / coach / administrator pass. This is in reference to only those player / coaches / administrators that register directly with the MYSA Office as independent teams or at-large players.
- 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.

d. PLAYER / COACH / ADMINISTRATOR APPEARANCE

FRONT

MEMBER PASS	MEMBERSHIP CARD	
STATE: MYSA MEMBER: PLAYER <small>Independent Missouri Youth Soccer Association</small> NAME: Jacob Smith BIRTHDATE: 1/1/1994 U18P TEAM: MISSOURI YOUTH U18 AT LARGE BOYS TEAM #: 12018 AGE GROUP: U18 SEASONAL YEAR: 2011 / 2012 I.D. #: SM01011994JA The Game for All Kids!	STATE: MYSA MEMBER: PLAYER <small>Independent Missouri Youth Soccer Association</small> NAME: Jacob Smith BIRTHDATE: 1/1/1994 U18P TEAM: MISSOURI YOUTH U18 AT LARGE BOYS TEAM #: 12018 AGE GROUP: U18 SEASONAL YEAR: 2011 / 2012 I.D. #: SM01011994JA The Game for All Kids!	 MEMBER PASS

BACK

CODE OF CONDUCT		
<ul style="list-style-type: none"> • Play the game for the game's sake. • Be generous when you win. • Be graceful when you lose. • Be fair always no matter what the cost. • Obey the laws of the game. • Work for the good of your team. • Accept the decisions of the officials with good grace. • Believe in the honesty of your opponents. • Conduct yourself with honor and dignity. 	  APPROVED 2011 / 2012	_____ MEMBER SIGNATURE 
 FIFA FAIR PLAY <i>please!</i>		

X. PLAYER / TEAM ROSTERING

a. COMPUTER ROSTERS

- i. The Missouri Youth Soccer Association utilizes a computer-generated roster that is created from the data submitted to the Got Soccer 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 inter-club transfers to a team's original roster must be completed on the Missouri Youth Soccer Roster Change Form. Use a separate

form for each team that is processing transactions. This document must be attached to the player profile documents in the Got Soccer 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".
 - 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 first must be signed by the parent and by the coach / team manager. When a player / coach / administrator deletes from a roster the US Soccer pass must be turned into the league registrar with the Roster Change Form. If that player then goes to another team during the seasonal year, they must fill out the Roster Change Form and indicate themselves as an "Add".
 - 3. Transfers - to transfer a player to another team within the club or transfers to another club, use the code "PT" for Primary Transfer or "ST" for Secondary Transfer. If a player is transferring to a team outside of their current club or transferring to another club, they must submit their transfer request per the Player Transfer Policy.
 - a. A new card will be printed and the old card must be returned to the original club registrar before the transfer can be completed.

XI. TEAM AFFILIATION

a. REGARDING TEAMS

- i. A competitive team may play in more than one (1) 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 the league's rules, it is possible that the new team roster can be the same that it was in the first league.

XII. 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 (4th, 5th, 6th, 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.
- ii. Tryouts or personal selection cannot form teams, but a player can be asked to come out to play in the league 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 III, part d., item iii. "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 organization competition outside of its league. At that time, the Team Roster will be frozen in a formal team list, the league must limit player movement to the Missouri Youth Soccer Registration 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, pay for, and obtain new US Youth Soccer / US Soccer player passes.

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.

XIII. COMPUTER REGISTRATION

a. INTRODUCTION

- i. Missouri Youth Soccer is using the Got Soccer online registration program.
- ii. Any organization / league failing to submit per the published database submission deadline dates will not be eligible to vote at the Annual General Meeting.

b. OVERVIEW

- i. The Got Soccer online registration program is a general-purpose database manager program. With the special program written in the Got Soccer system, you can easily create and maintain databases, produce printed reports, make mailing labels, and create program registration events, just to name a few of the system attributes. 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 Got Soccer online registration program.

c. ONLINE REGISTRATION GUIDELINES

i. ID NUMBER

- 1. *Players*: A player's ID number in the Got Soccer system shall be automatically generated. It shall go as follows: The first two letters of the player's last name, then the birth date, then the first two letters of the player's first name.
- 2. *Coaches*: A coach's ID number in the Got Soccer system shall be their coaching license number.
- 3. *Team Officials / Administrators*: A team official / administrator's ID number in the Got Soccer system shall be their driver's license number.

- ii. All of the following items are required during the registration process as per US Youth Soccer guidelines:
1. **FIRST NAME** - The player's given first name as it appears on their state birth certificate. No nicknames or other names.
 2. **INT** - Middle Initial
 3. **LAST NAME** - This must be the player's given last name as it appears on the state birth certificate. If the player's 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.
 4. **ADDRESS** - Home address of registrant. Complete street address must be entered as it appears in the United State Postal book.
 5. **CITY** - City of mailing address.
 6. **STATE** - State of mailing address.
 7. **ZIP CODE** - Zip Code of mailing address. Be sure this is correct. This field sorts the National database.
 8. **GENDER**
 9. **PHONE EMAIL** - Area code and the seven numbers of the phone number.
 10. **EMAIL** - Valid email address