



MISSOURI YOUTH SOCCER ASSOCIATION

Please note that minor changes to grammar, wording or terminology that does not affect the spirit of the policy are noted in **BLUE HIGHLIGHT**

Changes resulting in a change of policy or interpretation that may affect the spirit of the policy or new policy is noted in **YELLOW HIGHLIGHT**

REGISTRATION POLICIES & PROCEDURES

Updated Spring 2019 effective August 1, 2019

I. GENERAL REGISTRATION

a. INTRODUCTION

- i. The Missouri Youth Soccer Association will provide a 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 (2) two basic documents, the By-Laws, the Registration Policies and Procedures.
 1. The By-Laws are the basic guidelines that are laid out for the member leagues, associations, and clubs.
 2. The Registration Policies and 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 ensure that the Missouri Youth Soccer Association rules for player eligibility comply with the US Youth Soccer National Championship Series and Presidents Cup Series Rules, but no assumptions should be made by teams or members that all pertinent rules are the same.

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: A Youth Organization affiliated with 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), 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. Academy (in-house): Any group of players through age 19U registered as Missouri Youth Soccer Association recreational players who participate in an “in-house” program made up of other teams or groups within the same club. In-House Academies are governed by Missouri Youth Soccer Association, and the groups or teams may not participate in outside leagues or any tournaments.
- iii. Administrator: A person who manages a team, club, league, organization or association.
- iv. Association: An organization of persons having common interest and/or purpose.
- v. 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.
- vi. Coach: A person who holds one (1), or more US Soccer **or other approved** coaching licenses. The **USSF** license levels are A, B, C, D, **Grassroots Diplomas. Other licenses may be acceptable that are earned within the United Soccer Coaches educational programs or Missouri programs.**
- vii. Competitive Divisions: Teams are determined by tryouts, personal selection, or other methods of screening players based on ability or other factors.
- viii. Cup Competitions: The competitions provided under this State Association.
- ix. District: A geographical subdivision of the territory of this State Association.
- x. Eligibility to Play: A player that is properly registered and not under suspension.
- xi. Employee: A person hired by a team, club, or association to work for direct income.
- xii. Futsal: The indoor or small sided version of soccer approved by FIFA.
- xiii. Guest Player: **Any registered player participating in a competition for a team to which the player is not rostered. NOTE: Allowances for these players is granted by tournaments and leagues solely at their discretion and as described in their competition rules.**
- xiv. 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 a team **based on talent or ability is prohibited within the league.**
 - b. The club administering the league accepts as participants in the league any and all eligible youths (subject to reasonable terms) 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 participates in 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 based on talent or ability is prohibited.
 - b. The member organization administering the league accepts participants in the league any and all eligible youths (subject to reasonable terms of registration).
 3. Competitive League: A league in which:
 - a. The use of tryouts, invitations, recruiting or any like process to roster players select selectively to any team based on talent or ability is permitted.
 - b. One or more league rules restrict the way players may be rostered to participating teams. **All participants must be registered as Competitive Players**
 - c. Define and prohibit unethical recruiting behavior; or limit the participation of players, previously rostered to another team.
 4. Futsal League: An inter-club league in which the Futsal Rules of the Game are implemented and enforced. **All participants must be properly registered with MYSA in any capacity.**
 - 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 or whether the facility is indoors or outdoors but does not have hard walls that keep a ball in play.
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- xv. Member Organization: A properly formed club, league or organization that is a full member of Missouri Youth Soccer in accordance to MYSA Bylaw 201.
 - xvi. National Championships Series Competitions: The competitions age groups provided under this policy will be communicated each year by the Missouri Youth Soccer Association for the state level. Age Groupings for the **Midwest** Region Championships & US Youth National Championships shall be provided by US Youth Soccer.
 - xvii. President Cup Series Competitions: The competitions age groups provided under this policy will be communicated each year by the Missouri Youth Soccer Association for the state level. Age Groupings for the **Midwest Region** Championships & US Youth National Championships shall be provided by US Youth Soccer.
 - xviii. Recreational Cup Competitions: This competition is for recreational teams registered with Missouri Youth Soccer Association. The competitions age groups provided under this policy will be communicated each year by the Missouri Youth Soccer Association **and be hosted by a registered member.**
 - xix. Player: A youth registered in accordance with the US Youth Soccer and State Association rules.
 - xx. Recreational Division: Teams are formed by the league, club, or other entity according to school grades, geographical areas, player pools, or drafting that is not skills based or by other measurement. **Competitive Teams may NOT participate in a Recreational Division.**

- xxi. Registration: The signing **by physical or electronic means** of an intent to play, coach, manage, or administer the sport of soccer and the registration or paying of fees to become an individual member of this Association.
- xxii. Release: The removal of a player from a roster during the current seasonal year. This can ONLY be done under certain conditions
- xxiii. Rostering: The assignment of a registered player, coach or team official to a team within a member organization. Listed below are the roster classifications used by Missouri Youth Soccer in conjunction with US Youth Soccer and US Soccer.
 - 1. State Roster: Those players rostered to a competitive team to play with it in all competitions, INCLUDING CUP COMPETITIONS.
 - 2. League 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 team officials 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 that are registered as eligible to play for a team.
- xxiv. 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.
- xxv. TARGETED RECRUITING: means contact which is made with specifically-targeted registered individual **competitive** players (or their parents or guardians) or specifically-targeted registered **Competitive** Teams (as opposed to the public generally or soccer players (including competitive soccer players) generally which contact attempts to cause the targeted specific players (or their parents or guardians) or Teams to leave their current affiliation for the current seasonal year or the following seasonal year. For purposes of this definition, contact is not limited to personal contact, but will include contact by phone, text, e-mails and social media messages. Targeted Recruiting specifically excludes (i) parent initiated contact and (ii) advertising, marketing, information sessions and promotions **s of camps or other sessions** made to the public generally or to soccer players (including competitive soccer players) generally and contact which results from responses thereto. Further restrictions may apply elsewhere in this document.
- xxvi. 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. Futsal Team: A team which participates in a Futsal League.
 - 4. State 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.

5. Competitive Team: The grouping of players, coaches, and team officials that constitutes a team in competitive play. All teams that are not specifically recreational or futsal are considered competitive.
- xxvii. Transfer: The release of a player and subsequent transfer to a different independent team or member organization in the current seasonal year.

II. **PLAYER REGISTRATION**

a. Youth players must register each seasonal year.

b. CLASSIFICATION

i. Player Status

1. All players registered with the State Association are classified as youth 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) levels: COMPETITIVE, RECREATIONAL, IN-HOUSE ACADEMY, AND FUTSAL. Players may register and roster on no more than two (2) competitive teams and/or register on multiple teams in multiple leagues of recreational, academy, and futsal teams.
2. The order of team priority for a player shall be:
 - a. Primary competitive team or member organization.
 - b. Secondary competitive team or member organization.
 - 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.
 - e. When a player is initially rostered in the competitive division that team shall be the primary team or member organization, and thus be placed on that team's or member organization's League/Cup Roster. A player can then register using the "Missouri Permission to Secondary Roster Form" for a Secondary team provided that all involved clubs agrees to the secondary registration.
 - f. Players registered as "In-House Academy" can only participate in in-house competitions and cannot participate in any league or tournament that includes teams outside their organization.

iii. Age Division

Age divisions shall be comprised of players who are, before the first day of January of the immediately preceding Calendar year (see USSF Registration Age Matrix). **Participants cannot participate more than two years up from their true Age Division below the high**

school level. Other USYS and MYSA roster age limitations rules may apply for certain competitions at the state level and above.

State Variances (US Youth Soccer Rule 105)

- a. A State Association may permit variances in [USYSA] Rule 104 [Age Groups] and [USYSA] Rule 205 [Roster Limitations] of this policy in the best interest of developing the sport within the jurisdiction of the State Association at its discretion. These variances do not apply to state sanctioned Competitive Leagues, the Midwest Regional League or the US Youth Soccer National Championship Series or Regionals or National League Competitions and must be requested in writing prior to implementation.
- iv. State Pass (formerly “MYSA At-Large”) Players
 1. Players not registering to a Member Organization are to be registered as a MYSA State Pass Player. MYSA State Pass players must register with Missouri Youth Soccer Association. Clubs cannot register players as State Pass Players and participants cannot hold both a team card and a State Pass card at the same time.
- v. 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.
 - c. Other gender issues are handled within the MYSA policy on Transgender Athletes

c. **PLAYER ELIGIBILITY**

i. Youth Players

1. A Youth Player in individual who date of birth is within the age matrix provided by US Youth Soccer.

ii. Player and Team Registrations

A player is considered registered from the moment he/she digitally registers with the Missouri Youth Soccer Association or a member organization and the member pass is generated for that seasonal year beginning on August 1st. In regards to any dispute of registration, proof of digital registration must be shown by the member organization. All registration forms used by member associations in any format must include the current MYSA ELA (Electronic Language Agreement), waiver, and hold harmless agreements and require acknowledgement of these items by the player/parent/guardian, these documents are available by request from the MYSA office.

1. A team in relation to its name or ID number only, when part of a larger member organization, is considered part of that member organization for an entire seasonal year upon the acceptance of player registrations within that organization's structure. A team may only move or change their name/designation to another member organization within the seasonal year with written consent of the Director(s) of the original member organization. The member organization is responsible for all debts owed to the State Association that are incurred by its teams for the seasonal year. A member organization that accepts the entry of a team mid-season also accepts responsibility of its debt to Missouri Youth Soccer Association, USYS and USSF.
 2. If a team, during the designated try-out period, separates into one or more new teams, the new team that can show a minimum in excess of 51% of returning players from the previous year's roster shall have the right to retain and use the team number and history within the registration system. If no team can show a minimum in excess of 51% and the rights to the team are disputed, then the State Association shall delete the team number & its history in its entirety.
- 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, HAND WRITTEN, OR RELIGIOUS CERTIFICATES ARE NOT 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 license, government ID or a certificate of an American citizen born abroad issued by the appropriate government agency.
- iv. All players need a signed medical release form that is always to be kept in possession of the team. The form does not need to be notarized, but other State Association's may require a notarization and/or their own forms for competitions

within their state. Digital copy of this form is acceptable so long as it is available upon request.

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

1. When a player from a country outside the United States comes to register with your member organization, 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 10
 - b. First Registration (for US Citizens ages 10 - 17)
 - i. Non-US citizens can also fill this process with the minors process
 - c. Minors Process
 - d. ITC Request

You are urged to go to: <http://www.ussoccer.com/about/federation-services/intl-clearance> for full details and restrictions of the US Soccer international clearance process. **MYSA cannot clear a birth certificate from another country without prior approval from US Soccer. Clubs and Leagues cannot approve birth certificates from another country.**

vii. State Select or "ODP" Program Tryouts (US Youth Soccer 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 [USYSA]Rule 201 (Player Registration section of these Policies).
2. A player given permission to play under section 2 of [USYSA] Rule 201 (Player Registration section of these 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 US Youth Soccer National Cup competitions, are required to roster their players as competitive players within the guidelines of this State Association. **Some exceptions may be given to teams that are within 50 miles of the state border to participate as a recreational team in an event that is within 50 miles outside the state border, exemptions must be requested in writing a minimum of 14 days in advance of the competition.**
- ii. To play in a Missouri Youth Soccer sanctioned league, you must generate and have an Official Missouri Youth Soccer/US Youth Soccer team roster and US Youth Soccer member passes within the registration system.
- 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. Each event's hosting application lists accepted affiliates.
- iv. To play in another US Soccer / US Youth Soccer State Association or US Soccer affiliated tournament, you must obtain a travel permit from Missouri Youth Soccer. **A recreational team may participate in a USYS affiliated league or tournament within 50 miles of the state border without the need of a travel permit.**

NON-DISCRIMINATION IN REGISTRATION

All teams, clubs, leagues, associations, and organizations affiliated or associated with MYSA are to allow only players, coaches, and teams (including members of traveling teams, competitive teams, intramural programs, recreation programs, or house players) registered with MYSA or another USSF Affiliate to participate in

their events. A player may not be restricted as to the team he/she may play for due to his/her race, religion or national origin.

b. ROSTERING REQUIREMENTS / LIMITATIONS

i. Full Sided Games

1. Teams playing full-sided games (11v11) 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. Teams playing in the **National Leagues** may roster for that team up to the maximum allowed.
2. No team playing full sided (11v11) shall be allowed to have **less** than nine (9) players on its League / Cup roster at any given time during the seasonal year.
3. A team that has **less** than (9) original players on its League or State 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.

ii. Small Sided Games

1. Teams **that participate** in Age Divisions playing small sided shall adhere to the standards mandated by the US Soccer Federation **in its Player Development Initiatives**.

iii. Recreational/Developmental Game Variances

1. Recreational teams, leagues and organizations may vary the number of players (up to a maximum of eleven players) on the field to best accommodate their developmental and player needs **provided the number of players does not exceed the USSF Player Development Initiatives for any particular age group**.
2. Use of an "offside line" may be used in replacement of offside in small sided recreational or developmental games if desired by the league or organization.

iv. 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, recreational division team list or other official team documents shall forfeit the game(s) in which the player participates or is listed on the game card or game roster. A committee shall review and recommend further sanctions if necessary, up to and including fines or suspensions, for grievous or repeated violations by any player, coach, team, club or any parent or volunteer associated with the organization.

- v. Effective Date of Rostering – Seasonal Year Begins August 1st
 - 1. Team Registration - A player will be considered registered at the point when the completed US Youth Soccer / US Soccer Membership form is submitted **digitally** to the League Registrar or when the player is registered in the **Missouri State** registration program to a member organization for the forthcoming seasonal year and a member pass is generated.
 - 2. Competitive teams **must always have a copy of their Official Missouri Youth Soccer roster available at the game site.**

- vi. MYSA State Pass Player Movement - To move a registered MYSA State Pass player to a team roster, the **player/parent must submit a request to the State Registrar**. A MYSA State Pass Player will be considered rostered when the registration is completed and approved by all the necessary parties and the Missouri State Office. The player will then be transferred to the new member organization's account **within the Registration Software**. 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).

- vii. Trapped Players – Players that are trapped in an older age group that is not playing **in a season due to their date of birth or school schedule**, may card as a State Pass Player during the trapped period and be allowed a single free transfer to a team when the proper age group begins play. The player may register as a Club Pass player provided that they will be remaining in that club for the duration of the seasonal year. **This provision only applies to the 8th Grade/Freshman & Senior/College trapped groups of players.**

A league or tournament may allow for the use of dual-roster players, guest players, **and** State Pass players at its own discretion as stated in its rules. All teams that play against competitive level teams must have all participating players registered as competitive players.

c. MULTIPLE ROSTERING AND TEAM LISTINGS

- i. Missouri Youth Soccer Association allows players to roster on a maximum of two (2) competitive teams within two (2) different member organizations or two (2) rosters within the same organization, Additionally, the player may 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 (2) competitive teams or member organizations, they must designate their primary and secondary team or member organization.
2. Players must initially register and roster to play on only one (1) competitive team as Primary, then they may register and roster on a secondary team by applying for Secondary rostering by using the “Missouri Permission to Secondary Roster Form”. The Secondary rostering request must be approved by both Clubs before it becomes valid and a card can be issued.
3. Players that want to change primary designation intra-club (within the same member organization) can do so only by contacting their Club Registrar
4. Players cannot change primary designation inter-club (two different member organizations) except to transfer within the **State Registration** software and pay the Transfer Fee.
5. A player registered to a primary team cannot dual roster and register secondary as a MYSA State Pass Player. Similarly, a MYSA State Pass player cannot secondary on another team roster. **A player cannot be registered both within a team or club and with the State as a State Pass Player at the same time.**

iii. Recreation Player Procedure:

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 unlimited amounts of recreational teams. **There are no recruiting restrictions that pertain to recreational players.**

All tournaments sanctioned by MYSA are encouraged to recognize State Passes. If a tournament allows the use of **State Pass**, those players shall not count as guest players for the event.

d. PLAYER TRANSFER AND RELEASE

Player Transfer Policy: Once the player or the player’s representative executes the registration form and pays the appropriate fees to a member organization, that player is bound to that member organization for the duration of the seasonal year. The seasonal year for Missouri Youth Soccer runs August 1 through the opening date of tryouts or, for those teams which are advancing, the conclusion or elimination of the team in any remaining USYS National Competitions. This policy is specifically for the rostering of competitive players that wish to move organizations and has no bearing on recreational participants.

If needed, players have opportunity to transfer during the soccer season as described below:

- a) Between the earliest dates; August 1st of the seasonal year or later date that a player or the player's representative executes the team or club registration form and November 30th of the same year, there will be no transfers allowed to other teams or clubs for competitive players.
- b) Between December 1st and January 15th of the seasonal year, a player may request, and be granted, a transfer from one team/club to another team/club once the following provision is met.
 - 1) There will be a \$400 transfer fee charged. \$100 of the fee will remain with the Missouri Youth Soccer Association for administrative purposes and \$300 to the team losing the player for administrative purposes. This fee is paid as part of the transfer request process and must be completed.
- c) Between January 16th and May 26th of the seasonal year, there will be no transfers allowed to other teams or clubs for competitive players.

The Player Transfer fee may be waived if one of the following situations exist. The validity of such situation(s) shall be made by the MYSA Office with notice of conflict directed to the district commissioner(s) for consideration.

- 1) The player's former member organization team has officially dissolved and there are no other playing opportunities within the former member organization to continue playing as verified by the former member organization's Registrar, President, DOC or equivalent.
- 2) Club Director's for both organizations, or the head coach in the case of an independent team, agree in writing that the player should be allowed to transfer affiliations without a fee and written documentation from both parties is submitted to the State Registrar prior to the request.
- 3) Other unforeseen exceptional cases, where conditions beyond the direct control of the player or their guardians are causing a player to transfer member organizations to continue playing within that seasonal year. These cases **MUST** be submitted in writing (e-mail is acceptable) and contain a detailed description of the situation so it may be validated by the District Commissioner(s).

At the conclusion of the Missouri State Cup or Presidents Cup for the age/gender in question, whichever ends last in the Missouri Youth Soccer Association's seasonal year, any player whose team is no longer involved in USYSA regional or national competitions and has no other game playing opportunities within that club, may play with any team without having to request a transfer or pay the transfer fee through the end of the current fiscal year. The player must pay the current year registration fee for a new player card to be created.

Each member organization will have the opportunity to approve or deny the transfer via the forms & requests section of the software based on the provisions below. Any player transfer takes 10 days to complete regardless of approval or denial by clubs. Should the club take no action the transfer will automatically be approved on the 10th day.

A member organization may deny transfer for the following reasons:

1. If the parent/guardian & the member organization have entered into a signed uniform or equipment agreement, they may prevent the release or transfer of the individual until the items are returned. Proof of all claims for denying a transfer must be submitted at the time of denial and will not be considered at all if not submitted to MYSA within five (5) business days of the transfer request being made to allow time for review.

MYSA acknowledges that, in the best interest of the team/club, any monetary obligations that remain unpaid to the team/club under an agreement/contract signed by the player or player's representative must be fulfilled, if required. These fees, however, must be collected by the club, not MYSA, subject to the terms of the agreement/contact signed. Since the legal contract is between the player/parent and the team/club, any dispute of these fees is to be resolved outside of MYSA and MYSA will not be able to prevent the transfer due to outstanding monetary obligations to the team/club.

A competitive team is allowed unlimited transfers per seasonal year that are within the player transfer policies. If a team is participating in the US Youth Soccer National Championships Series (Missouri State Cup) or Presidents Cup Series, they must comply with the maximum number of transfers allowed as specified in the rules for those events.

Member organizations may form, disband, and reform recreational teams into informal team lists, as they think best. There are no recruiting rules that pertain to recreational players nor transfer fees associated with movement of recreational players.

A player may be released from a competitive organization 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 State Association or the National Youth 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.

TEAM TRYOUTS

Player Solicitation: Clubs, Teams and coaches may market, promote, and advertise generally (including advertisements of tryouts) and provide information about themselves (including through information sessions and other public events), in any manner or medium, so long as: (1) no inaccurate advertising or information is used and (2) such Clubs, Teams or coaches do not violate recruiting rules herein stated below.

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 within another organization must get signed permission from their coach using the “Missouri Permission to Participate Form” to attend a restricted tryout that is not within their organization.

ii. Unrestricted Tryouts

1. Unrestricted tryouts are allowed when forming teams for the upcoming seasonal year. The beginning date for tryouts shall be the first Saturday immediately following the completion of the Missouri State Cup. All players are eligible and may be recruited for "Unrestricted Tryouts" beginning at 12:01am of the starting tryout date until such time that they have registered with an organization for the upcoming season.
2. No offers of team placement or rostering shall be made to players outside of an organization prior to the starting tryout date and no player shall be required to commit to an organization prior to this date to “hold” a roster spot.

RECRUITING

Recruiting/attempted recruiting is considered a significant offense by this Association and any league, club, or individual found to have committed a recruiting violation shall be subject to significant sanction(s) as determined by the Missouri Youth Soccer Association (MYSA) hearing panel.

Such sanctions may include a financial penalty of \$2,000 or more, loss of coaching privileges for a specified amount of time, and ineligibility to participate in MYSA authorized events including MYSA's State Cup Tournament, MYSA's President Cup, the Midwest Regional League, National League or any other appropriate sanction.

Any club, team, or league which through its responsible officers or representatives, For purposes of this rule, attempts shall mean any effort made in regard to accomplishing a purpose stated below.

- A. Attempts at any time prior to the approved tryout start date of any seasonal year to induce a registered player (or their parent or their guardian) of any team, or any team as a whole or club, under the jurisdiction of this Association to leave their current affiliation before the end of the current seasonal year will be considered a Recruiting violation.
- B. Attempts at any time prior to the approved tryout start date of any seasonal year to induce a registered player (or their parent or their guardian) of any team, or any team as a whole or club, under the jurisdiction of this Association to leave their current affiliation for the following seasonal year will be considered a Recruiting violation.
- C. Teams or clubs requesting to change MYSA clubs during the seasonal year must obtain written permission of the president of their present club before that move is permitted.
- D. In those instances in which a coach moves from one club to another separate and distinct club/team during the seasonal year, the coach may not coach any rostered players from teams of the former club he/she was identified as a primary or assistant coach (excluding the coach's son or daughter) during that seasonal year. This rule does not apply under the following:
 1. The coach's club dissolves.
 2. The coach moves 100 miles making the commute to the coach's existing club impractical.
 3. The appropriate prior club representative, the club president or DOC, agrees in writing to the coach's move to a different club.
- E. For purposes of this rule, contact is not limited to personal contact, but will include contact by phone, text, emails, Facebook and all other social media.

Responsible representatives include but are not limited to parents of team members, trainers, all employees of clubs, team managers, club or league board members, and club or league directors of coaching. The appropriate response by the responsible representative to player initiated contact is to provide requested information. Any recommendation for the player to attend training, tryouts or any other team, club or league soccer event by the representative would be inappropriate and considered an attempt to induce a player to leave their present soccer organization. A club or league advertising on their own website is not considered Recruiting. Attendance by the player at such events when initiated by the player or player's parents will not be considered Recruiting.

e. **Coach, Manager & Volunteer REGISTRATION**

a. **APPLICABILITY**

- i. Prospective coaches, managers & volunteers must complete all training, risk management, and registration with Missouri Youth Soccer if they are 1) to be rostered on a team in a member organization, 2) to participate in activities sanctioned by a member organization, or 3) interacts regularly with players during practice/training/games etc. on behalf of the team/club/member association.
- ii. All teams participating in Missouri Youth Soccer sanctioned competitions must have a minimum of one 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 and have a valid coach's registration with Missouri Youth Soccer Association.

b. **ELIGIBILITY**

- i. All coaches / trainers registering with this organization must provide proof that they have obtained at least the minimum of a Missouri Youth Coaching Certificate as outlined by the State Director of Player & Coaching Development.
- ii. Each coach must complete a background check within the Registration Software system & complete the online SafeSport training in order to coach. Background checks are done annually and are current for one seasonal year. A background check can be rescinded should information become available at a later time that conflicts with MYSA's minimum standards of compliance.
- iii. Any adult coming into contact or interacting with youth players must follow the guidelines set forth by the background checks program as prescribed by MYSA.

- iv. All coaches/trainers that wish to be on the sidelines of any game or competition that is sanctioned by Missouri Youth Soccer Association must have proof of completion of the CDC (Center for Disease Control) Concussion Training. This training **MUST** be done through their individual coaching account within the Registration software and should appear directly on their coaching registration pass.
- v. Each member organization is responsible for making sure each coach and/or trainer is correctly registered each seasonal year. Consistent failures in registration could result in team/club and/or member association sanctioning at the sole discretion of the Missouri Youth Soccer Association Board or its appointed committee members.

f. TEAM OFFICIAL/ADMINISTRATOR REGISTRATION

a. APPLICABILITY

- i. All team officials must register **within the State Registration Software and complete a background check** and SafeSport clearance each seasonal year. 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 must register each seasonal year. All are strongly encouraged to obtain at least a Missouri Youth Coaching Certificate.
- iii. 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.

b. ELIGIBILITY

- i. All team officials, officers, administrators, and any adult coming into contact or interacting with youth players must complete a background check within the **Registration software** system. Background checks are done at the discretion of Missouri Youth Soccer Association and are active and current for at least one seasonal year. A new background check will need to be completed at renewal points determined by the state association.

- ii. Each member organization is responsible for making sure each team official officer, administrator, and properly designated officials are correctly registered. Any member organization that allows coaches, team officials, trainers or directors to act on their behalf without an up to date background check may be sanctioned by the State Association as it sees fit.

g. REGISTRATION FEES

a. PRICING AND EXPLANATION

- i. The Missouri Youth Soccer Association at an Annual General Meeting as needed, shall determine the membership fees paid to Missouri Youth Soccer by the member organizations that process the data entry.
- ii. Fees are as follows:

Type of Registration	Cost
State Pass	\$50.00 (unless trapped \$18)
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. Member organizations 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 \$18.00 per player/coach/administrator plus an administrative fee of \$75.00 per team.

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 Registration software system calculates current invoice totals for registrations and the state office shall send you an invoice for registrations since the last billing period. October, December, February, April, and June.

- v. 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.
- vi. If a dispute arises concerning payments and is not addressed prior to the payment due date the invoice total shall be paid in full and a credit issued to the member organization once the dispute is settled. If the dispute results in the member

organization owing an additional balance, that balance shall be paid within 30 days.

h. 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.
- ii. Applications must be submitted through **your team account in the registration software.**
- iii. **Recreational teams must contact the state office directly to obtain a travel permit for a recreational tournament.**

i. US YOUTH SOCCER MEMBER PASSES

a. APPLICABILITY

- i. Each player, coach, trainer, and team official, as outlined in these Registration Policies and Procedures, is required to have individually laminated member passes with current pictures to be eligible to participate in Missouri Youth Soccer affiliated leagues, tournaments or sponsored events. One exception is below.
- ii. Recreational players, coaches, and team officials that participate solely in their own member organization recreational league are not required to have member passes.
- iii. All **competitive** MYSA member organizations and leagues must use the US Youth Soccer member pass. Missouri Youth Soccer provides the member passes as part of the registration costs.

b. PRODUCTION

- i. A member organization Registrar will create the member passes after the registrations have been verified in the state registration database.
- ii. All registration payments should be made out to the member organization processing the member passes. The member organization should submit one check payable to MYSA with each account statement **provide to you.**

- iii. The member passes will have the electronic signature of the Missouri Youth Soccer State President, & the current seasonal year thus indicating that the player is eligible for competition.
- iv. All competitive member passes must have a current photo.
- v. All member passes must be laminated to avoid possible tampering or destruction.
- vi. Recreational passes are not necessary.

c. **REPLACEMENT MEMBER PASS**

- i. A replacement member pass can be issued only for a lost member pass.

j. **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 Registration program. The use of this roster is mandatory. This roster is produced with electronic signatures of the member organization registrar and the MYSA President. The State does not recognize the writing in of players on a Missouri State Roster, but leagues and tournaments may at their sole discretion.

The Missouri Youth Soccer Association doesn't require rosters with player signatures unless specifically stated in the competition's playing rules.

k. **TEAM AFFILIATION**

a. **REGARDING TEAMS**

- i. A competitive team may play in more than one (1) league at a time or play in different leagues within the seasonal year.
- ii. When a competitive team changes leagues within the seasonal year a new roster and member 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 registrar.
- iii. 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.

- iv. Teams may form to play in tournaments without being affiliated with a league, assuming registration policies and procedures are followed.

I. 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.
 - 4. Date of Birth
- ii. Tryouts or personal selection cannot form teams, but a player can ask 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 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 **that is sanctioned by MYSA**. 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 **that are sanctioned by MYSA or other USYS State Associations**. Individual player and coach members of teams in a recreational program may re-register membership in that division.

c. RECREATIONAL TEAM LISTING AND ROSTERING

Missouri Youth Soccer will require team rosters or team lists within the recreational division to keep track of the member organization 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.

- i. 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.

m. IN-HOUSE ACADEMIES

- a. Soccer Academy **restricted to in-house participation**. 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 if the Missouri Youth Soccer Association recognizes the Soccer Academy-affiliated **organization**.
- b. 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.

n. COMPUTER REGISTRATION

a. INTRODUCTION

- i. Missouri Youth Soccer is using the **m State Registration software**.
- ii. Any member organization 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 online registration program is a general-purpose database manager program that vertically integrates with US Youth Soccer, US Soccer & FIFA. With the special program written in the Registration software system, you can create and maintain databases,, 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 formats to create member passes and official state rosters from the Registration software.

c. ONLINE REGISTRATION GUIDELINES

i. ID NUMBER

1. *Players*: A player's ID number in the Registration software system shall be automatically generated.
2. *Coaches*: A coach's ID number in the Registration software is system generated. It is the Registrar and Coaches responsibility to provide a valid coaching license number. All coach names must be identical to their state ID that is used for Risk Management.
3. *Team Officials / Administrators*: A team official / administrator's ID number in the Registration software is generated by the system.

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 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 member pass each subsequent registration.
4. **ADDRESS - Home address of registrant.** Complete street address must be entered as it appears in the United States 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 - Area code and the seven numbers of the phone number.

10. EMAIL - Valid email address

THE INFORMATION ABOVE MUST BE LOADED FOR ALL PLAYERS THAT ARE TO BE COVERED BY MISSOURI YOUTH SOCCER ASSOCIATION INSURANCE POLICIES. FAILURE TO PROVIDE ACCURATE AND COMPLETE INFORMATION MAY RESULT IN THE NON-COVERAGE OF PLAYERS, TEAMS OR ORGANIZATIONS.