

# Minnesota Youth Soccer Association

## Membership and Registration Policy Manual



# **POLICIES OF MYSA MEMBERSHIP AND REGISTRATION**

## **1.0 Membership**

### *1.1 Membership Categories and Status*

- a. New Affiliate Members with Provisional Status:
  1. While on provisional status, a group or organization may register players in only Recreation or Rec Plus Programs.
  2. Provisional Status may only be held for a period not to exceed six (6) months and is not renewable.
  3. A group or organization on provisional status has no voting rights in MYSA.
- b. Affiliate Members with Recreational Status
- c. Affiliate Members with Competitive Status
- d. Extraterritorial Members

### *1.2 Membership Requirements and Responsibilities*

#### **1.2.1 MEMBERSHIP REQUIREMENTS**

In order to be an Affiliate Member in good standing with Provisional or Recreational Status, clubs are required to provide the following:

- a. Membership fee
- b. Membership application form
- c. Proof of incorporation or government affiliation
- d. Copies of Articles of Incorporation and Bylaws
- e. List of administrators' names and contact information
- f. List of fields and locations adequate to support registration numbers
- g. Identification of the geographic area that the Member intends to serve
- h. Written plans for risk management, player development, coaching development, and referee development

In order to be an Affiliate member in good standing with competitive status, clubs must comply with (a–h) above and are also required to provide the following:

- i. Minimum of four 9U and older teams, or waiver approval by MYSA, comprised of players who have not been registered with an existing MYSA Member Club for the past 18 months
- j. Certified referee assignor

In order to be an Extraterritorial Member in good standing, clubs must comply with (a–j) above, and are also required to provide the following:

- k. Written Proof of Good Standing with National State Association
- l. Written approval to affiliate with MYSA for the purpose of MYSA League play

#### **1.2.2 MEMBER RESPONSIBILITIES FOR APPLYING FOR OR RENEWING MEMBERSHIP**

Any member who provides false information as part of the application for membership or renewal of membership shall be subject to sanctions. All membership and registration fees shall be forfeited.

## **2.0 Registration**

### *2.1 Player Registration*

#### **2.1.1 PLAYER REGISTRATION REQUIRED**

A player must be registered with an Affiliate or Extraterritorial Member before participating in any MYSA activity. A player may only be registered with one Affiliate or Extraterritorial Member during a MYSA-sanctioned soccer season.

#### **2.1.2 PROOF OF PLAYER AGE**

- a. Accepted forms of Proof of Age:
  1. birth certificate
  2. *Uniformed Services Identification and Privilege Card* (DD Form 1173) issued by the uniformed services of the United States
  3. birth registration issued by an appropriate government agency
  4. board of health records
  5. passport
  6. alien registration card issued by the United States government
  7. certificate issued by the Immigration and Naturalization Service attesting to age
  8. current driver's license
  9. certification of a United States citizen born abroad issued by the appropriate government agency
- b. Unaccepted forms of Proof of Age:
  1. hospital certificates
  2. baptismal or religious certificates

#### **2.1.3 PLAYER BOUND TO MEMBER CLUB**

- a. A player is registered to a member club the moment the player (or for a minor, the player's parent or guardian) submits the registration form and any portion of the registration fees.
- b. Member clubs may collect a separate tryout fee and may require a separate tryout registration form solely for the purposes of tryouts. This does not bind a player to the member club.
- c. A registered player shall be bound to the club from the 8<sup>th</sup> day after the final game of the MYSA Summer State Championships until the published date of the final game of the following year's Summer State Championships.

#### **2.1.4 PLAYER TRYOUTS**

- a. Tryouts are allowed for 9U through 11U teams once league play is completed as there is no State Championship for 9U and 10U teams.
- b. Tryouts for 12U–19U teams may commence the day following the published date of the final game of the MYSA Summer State Championship.
- c. Advertisements, emails or other forms of communication announcing tryouts by any Affiliate or Extraterritorial Member must clearly state that the tryout/evaluation registration does not bind the player to the club.

#### **2.1.5 RECRUITMENT**

Knowingly and intentionally contacting a player, coach or administrator bound to a MYSA club for the purpose of players or teams leaving their current club to register with an existing MYSA club or to establish a new member club is prohibited.

#### **2.1.6 PLAYER TRANSFER**

Bound players may transfer from their registered club to another club for any of the following reasons:

- a. A request to transfer is approved by the bound player's club.

- b. Three weeks prior to the MYSA team registration deadline, the player has not been assigned to a team.
- c. Player relocation that exceeds a reasonable travel distance to the current member club.

**2.1.7 PLAYER RELEASE**

- a. If a player registers with a club to play at a specific level - rec plus, competitive, tournament or tournament only - and the club does not assign the player to a team at the desired level, the club must release the player before the interclub transfer deadline so he or she can pursue placement with other clubs.
- b. A player may be voluntarily released from a club upon request but may not register with another club.
- c. If a player is involuntarily released by a club that player may register with another club.

**2.1.8 AFFILIATE MEMBER RESPONSIBILITIES FOR PLAYER REGISTRATION**

- a. A Member Club is responsible for assigning a player to a team. A player shall be assigned to only one youth team in a soccer season except if registered on a tournament team.
- b. A Member Club who intentionally submits false or inaccurate information to affect a player registration or transfer will be subject to sanctions.
- c. An Affiliate Member (club) shall have 21 days to submit the registration and associated fees to the MYSA State Office for the player to receive insurance coverage. The 21-Day Policy for Players begins the moment a player signs a club registration form, submits a registration fee and/or submits a tryout fee. If the registration and associated fees are not submitted within 21 days, insurance coverage will not commence until the registration and associated fees are submitted.

**2.1.9 PLAYER AND PARENT RESPONSIBILITIES FOR PLAYER REGISTRATION**

A player found to have registered using incorrect birth information shall be subject to sanction or suspension. An individual who submits false information to MYSA relevant to a player's identity, birth information, past or present status with an Affiliate or Extraterritorial Member in order to register a player or to affect a player transfer, is subject to sanctions.

*2.2 Adult Registration*

**2.2.1 CLUB ADMINISTRATOR AND OFFICER REGISTRATION**

Before participating in any MYSA activity, administrators and officers must be registered with MYSA and successfully complete a background check conducted by a MYSA-specified agency.

**2.2.2 COACH REGISTRATION**

Before participating in any MYSA activity, coaches and team managers must be registered with MYSA and successfully complete a background check conducted by an MYSA-specified agency (if 18 or older). Youths (19 or younger) may coach youth soccer teams so long as they are under the supervision of a registered adult at all times.

**2.2.3 COMPETITIVE COACH REGISTRATION**

In addition to the requirements in section 2.2.2 above, any registered adult who is affiliated with a MYSA competitive team, must also have a coach's pass in approved MYSA format.

**2.2.4 ADULT SUPERVISION**

There must be a minimum of one adult registered with MYSA at the field at all times. An adult is defined as a person who is no longer eligible to play youth soccer.

**2.2.5 AFFILIATE MEMBER RESPONSIBILITIES FOR ADULT REGISTRATION**

Any member who intentionally submits false or inaccurate information to affect an adult registration shall be subject to sanctions. All membership and registration fees will be forfeited.

## *2.3 Team Registration*

### **2.3.1 TEAM GENDERS**

- a. Teams with females only are girls' teams.
- b. All other teams are boys' teams.

### **2.3.2 TEAM AGES AND MYSA PLAY LEVELS**

- a. Divisions 1, 2, & 3: 9U–19U
- b. Tournament Only: 9U–19U
- c. Tournament: 9U–19U
- d. Recreational: all ages
- e. Recreational Plus: all ages
- f. US Youth Soccer National League (including the Minnesota Conference Qualifier League): 13U–19U

### **2.3.3 TEAM ROSTER LIMITS**

Team roster limits are governed by the competition in which the team is participating.

### **2.3.4 TEAM ROSTER CHANGES**

#### *2.3.4.1 Addition of Players*

- a. Teams may add players at any time during the soccer season so long as the team has not dropped any players from their roster that would count toward the number of dropped players for that team.
- b. Players previously registered to teams that have folded are eligible to be added to a team.

#### *2.3.4.2 Dropped Players*

- a. A dropped player is one who is involuntarily released by a Member Club and not put on another team sponsored by that Member Club. After the Member Club assigns players to a team, no team may drop more than 3 players unless players fall within guidelines for Premier team formation.
- b. A player that has been injured and cannot continue to compete in the remaining season at the time of the request, as certified by a medical doctor, may be removed from the roster. This player will not count towards the number of dropped players for that team.
- c. A player that voluntarily drops from any Member Club's team may be removed from the roster. The player in question may not join any other team for the duration of the playing season when the drop occurred. This player will not count towards the number of dropped players for that team.

#### *2.3.4.3 Roster Freeze Dates*

- a. Intra-club transfers are allowed up to and including the first day of the season
- b. Inter-club transfers are allowed up to one week prior to the team submittal date set by MYSA.

### **2.3.5 AFFILIATE MEMBER RESPONSIBILITIES FOR TEAM REGISTRATION**

Any member who intentionally submits false or inaccurate information to affect a team registration shall be subject to disciplinary actions. All membership and registration fees will be forfeited.

## **3.0 Participation in Non-MYSA Leagues and Events**

### *3.1 Youth Participation in Adult Games*

Registered players who participate in adult soccer games without permission from MYSA may lose their youth eligibility.

### *3.2 Participation in Invitational Tournaments*

MYSA teams must verify that any invitational tournament or game is properly sanctioned by the host's National State Association before playing in an invitational tournament or interstate friendly game. Playing in an

unsanctioned tournament or interstate friendly game may result in sanctions imposed against the team and/or Member Club.

### *3.3 Permission to Travel*

MYSA teams must receive proper permission to travel if the invitational tournament or interstate friendly game is outside of the boundaries of MYSA. Traveling to another state without permission to travel may result in sanctions imposed against the team and/or Member Club.