

# **VIRGINIA YOUTH SOCCER ASSOCIATION RECREATIONAL REGISTRATION POLICY MANUAL**



**Approved by the  
VYSA Board of Directors  
July, 1998  
May 21, 2003  
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## OVERVIEW

USSF and US Youth Soccer require that all State Associations comply with the following:

All clubs, leagues, associations, and organizations that are members of a National State Association MUST register every soccer player, every coach and every soccer team that is sponsored, financed, coached or administered by the club, league, association, or organization whether they be male or female, members of traveling teams, competitive teams, intramural programs, recreational programs or house programs.

Responsibility for verification of proof of age for recreational or house league players rests with the member clubs.

<b>ROSTER LIMITATIONS</b>	
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*USYS Rule 205: Roster Limitations*

**Except as otherwise provided by Rule 105—**

- (1) a team playing eleven (11) a side may not have more than 18 youth players on its roster at any given time during the seasonal year; and**
- (2) a team playing eleven (11) a side may not have fewer than 7 youth players on its roster at any given time during the seasonal year.**
- (3) a team playing less than eleven (11) a side may not have more than two times the number of players played or less than one time the number of players played plus one on its roster at any given time during the seasonal year.**

*USYS Rule 105: State Variances – A State Association may permit variances in Rules 104 and 205 of this policy in the best interest of developing the sport within the jurisdiction of the State Association.*

### **VYSA Variance to US Youth Soccer Rule 205 (3):**

1. Members of VYSA having recreational programs are authorized to have recreational team rosters of not more than 35 players on each team roster.
2. The member may authorize recreational team rosters of less than 35 players, or the member may authorize different maximum numbers of players (not to exceed 35) on team rosters based on age groups of the member.
3. The maximum number of players on a recreational team roster must be the same for all teams of the member, or, if the member provides for different maximum numbers based on age groups, the maximum number must be the same for all teams in an age group.

## **CARDING OF VYSA RECREATIONAL PLAYERS**

The US Youth Soccer Member Pass/Membership Cards for recreational clubs are available from the VYSA State Office. There is no fee for these cards. VYSA recreational clubs are to use US Youth Soccer Member Pass/Membership Cards that are stamped "RECREATIONAL PLAYER" in red on the face of the card. The same card is used for both recreational players and team officials.

The US Youth Soccer Member Pass/Membership Card should be issued to VYSA recreational players and team officials that fall into one of the categories listed below:

1. When a VYSA recreational team is participating in a VYSA sanctioned tournament that includes travel and recreational teams.
2. When a VYSA recreational team is participating in an out of state sanctioned tournament that includes recreational teams.
3. When a VYSA recreational player is asked to participate as a "Guest Player" with a travel team that is participating in a VYSA sanctioned or out of state sanctioned tournament that allows guest players.

## **Creating a US Youth Soccer Recreational MEMBER PASS/MEMBERSHIP PASS**

US Youth Soccer Member Pass/Membership Passes are marked "Recreational Player" in red across the pass and may be issued to VYSA recreational team players or team officials at the discretion of their respective club. US Youth Soccer Member Pass/Membership passes are issued to the member club, not individual teams.

HOWEVER, A VYSA recreational player and/or a team official entering a sanctioned tournament competition MUST carry the US Youth Soccer Recreational Member Pass/Membership Card. The pass is proof of registration and eligibility. It should be typed, printed by computer or neatly printed.

The US Youth Soccer Recreational Member Pass should be retained by a team official for safekeeping and the Membership Card indicating the code of conduct should be given to the member.

**FRONT OF RECREATIONAL MEMBER PASS (WHITE) /  
MEMBERSHIP CARD (BLUE):**

1. STATE: VIRGINIA/D.C.
2. MEMBER: Designate Player, Coach or Team Official
3. NAME: Name of member (First & Last name must match the name as it appears on the roster)
4. BIRTHDATE: Month/Day/Year. (It is not necessary to indicate the coach or a team official's birth date)
5. TEAM: Team Name
6. TEAM NUMBER: Optional or Club Assigned Number
7. AGE GROUP: Appropriate Age Group (intent is team age group) U-XX
8. SEASONAL YEAR: (e.g. 2004-2005)
9. I.D. #: Identification number: Optional or Club Assigned Number

**THE BACK OF THE RECREATIONAL MEMBER PASS/ MEMBERSHIP CARD  
WILL VARY DEPENDING ON IF THE PLAYER IS PARTICIPATING IN A  
RECREATIONAL TOURNAMENT OR A TRAVEL TOURNAMENT**

**For a Recreational Player going to a Recreational Tournament**

**BACK OF RECREATIONAL MEMBER PASS (Picture & Signature Side) /  
MEMBERSHIP CARD (Code of Conduct Side):**

**FOR INSTATE TOURNAMENT:** The player must sign the player pass exactly as the name appears on the front of the US Youth Soccer Recreational Member Pass/Membership Card and roster. No picture is required. A tournament does however, have the right to require the recreational player pass to have a picture, but a team should check the tournament rules or with the respective tournament director for the specific rule that may apply to the tournament that the team is attending. Team officials should also have a completed US Youth Soccer Recreational Member Pass/Membership Card.

**FOR OUT OF STATE TOURNAMENT:** Right side (Picture & Signature Side): A small recent facial photo of the member is required (1"x1") and is to be glued in the upper left corner where it indicates "attach photo here."

**PLAYER PASS COMPLETION:** The player **must** sign the player pass exactly as the name appears on the front of the US Youth Soccer Recreational Member Pass/Membership Card and roster.

**TEAM OFFICIAL PASS COMPLETION:** The team official **must** sign the player pass exactly as the name appears on the front of the US Youth Soccer Recreational Member Pass/Membership Card and roster.

Directly below the member's signature, the appropriate Club President, Registrar or Club designee **MUST** sign on the line indicating Registrar Signature. A signature stamp may also be used. **This signature indicates that the player is a registered VYSA Recreational player with that club.**

## For a Recreational Player going to a Travel Tournament

### BACK OF RECREATIONAL MEMBER PASS (Picture & Signature Side) / MEMBERSHIP CARD (Code of Conduct Side):

**FOR INSTATE TOURNAMENT:** The player must sign the player pass exactly as the name appears on the front of the US Youth Soccer Recreational Member Pass/Membership Card and roster. No picture is required. A tournament does however, have the right to require the recreational player pass to have a picture. The team official should check with the tournament director to clarify the tournament rules.

**FOR OUT OF STATE TOURNAMENT:** The player must sign the player pass exactly as the name appears on the front of the US Youth Soccer Recreational Member Pass/Membership Card and roster. A small recent facial photo of the member (1"x1") is required and is to be glued in the upper left corner where it indicates "attach photo here."

The appropriate President, Registrar or designee from that club **MUST** sign above the player's name. A signature stamp may also be used. **This signature indicates that the player is a registered VYSA Recreational player with that club.**

The recreational player pass must then be given to the travel team official for which the player is guest playing for. Upon completion of the tournament, the player pass should be given back to the player and/or recreational team official.

## **US YOUTH TRAVEL AND TOURNAMENT POLICY MANUAL**

The USYS Travel and Tournament Policy Manual are available as a separate linked document on the VYSA Web site at [www.vysa.com](http://www.vysa.com) under "Registration."

VYSA procedures must be followed when applying for travel. The USYS Travel and Tournament Policy Manual MUST be used in conjunction with the procedures set forth below for all VYSA recreational teams.

## VYSA RECREATION APPLICATION FOR TRAVEL REQUIREMENTS

There are different processes available.

### **1. REGION I POLICY FOR PERMISSION TO TRAVEL**

Region I has established the following policy concerning permission to travel when attending USYS sanctioned tournaments in Region I. The purpose of this policy is to make it as simple as possible for the US Youth Soccer Region I teams to travel to tournaments within Region I.

The new policy states that any USYS State Association team within Region I that is accepted into a tournament in Region I do not need permission to travel papers. Permission to Travel is not required for participation in friendly games within Region 1. Note is to be taken on the two (2) states that have exceptions to this policy. (Connecticut & New Jersey)

The Region I national state associations are:

- \*Connecticut Junior Soccer Association – Teams are to check with the tournament rules to see if a permission to travel is needed.
- Delaware Youth Soccer Association
- Eastern New York Youth Soccer Association
- Eastern Pennsylvania Youth Soccer Association
- Soccer Maine
- Maryland Youth Soccer Association
- Massachusetts Youth Soccer Association
- New Hampshire Soccer Association
- \*New Jersey Youth Soccer Association – Permission to Travel required
- New York State West Youth Soccer Association
- Pennsylvania West State Soccer Association
- Soccer Rhode Island
- Vermont Soccer Association
- Virginia Youth Soccer Association
- West Virginia Soccer Association

## VYSA RECREATION APPLICATION FOR TRAVEL REQUIREMENTS

### 2. E-Notification to Travel

VYSA now has a downloadable “E-Travel Notification” form for travel and for guest players that serves the same purpose. To access these forms just click on the E-Travel Forms button on the VYSA website ([www.vysa.com](http://www.vysa.com)).

Teams should check with the appropriate out of state tournament (other than Region I) to ensure that they will accept our e-form. VYSA has notified all USYS national state associations of our new process.

VYSA teams may use the E-Notification to Travel process for obtaining the following approved form(s):

- Permission to Travel to a US Youth Soccer Sanctioned Event
- Tournament Guest Player Form (up to 6 guest players on one form)
- Participation in Another Organizations Sanctioned Event (e.g., US Club Soccer, AYSO, SAY, etc)

When teams submit their E-Notification to Travel, teams will receive an instant approved form that should be printed twice. The form is signed and the team should keep one for their records and provide a copy to the tournament they are attending.

There is also a Tournament Guest Player form that may be completed on line. The form may be printed, signed by the team official and a copy kept for team records and then a copy may be printed and signed for the tournament the team is attending.

In addition, a copy of the certified roster and the front and back of the US Youth Soccer Player pass and Team Official passes **MUST** be faxed to the VYSA State Office (703-551-4114) to ensure the E-Notification to Travel is valid.

### 3. Permission to Travel (Hard Copy Form)

We may find that some tournaments won't accept our e-notification to travel forms. In those instances, the following forms are available on the VYSA website ([www.vysa.com](http://www.vysa.com)) for download and completion. In cases such as this, all out of state Applications for Travel for recreational teams **MUST** be sent to the VYSA State Office and to the attention of the VYSA State Registrar.

Requirements for carding of team officials and players for out of state tournaments are set forth in the US Youth Soccer Travel and Tournament Policy Manual.

Specifically, each player and each team official **MUST** have a signed US Youth Soccer Member Pass with a recent facial photo. For details see the section titled US Youth Soccer Member Pass/Membership Card of this document.

The following **MUST** be completed and submitted to the VYSA State Office:

1. Original and two copies of the Application for Travel within the US - download from the VYSA web site ([www.vysa.com](http://www.vysa.com)) under "Forms."
2. Team Roster – and Two (2) copies of team roster that **MUST** include the following information:
  - a. Names and addresses of all team officials
  - b. Names, addresses, and date of birth of all players
  - c. the following statement on both copies of the team roster

**"I certify that all information listed for all team officials and players has been verified by me and all information is accurate."**

d. the signature of the President, Club Registrar or designee below this statement on the team roster.

3. Photocopies of the properly completed approved US Youth Soccer Member Passes front and back.
4. 3 copies of the Application to Host a Tournament or Games (sanctioning form) from the tournament.
5. Self-addressed stamped envelope

When all documents as indicated above are received at the VYSA State Office, the appropriate approval will be provided. The approved Application for Travel, and one copy of the approved roster will be returned in the envelope provided. Additional copies should be made by the team as required by the tournament.

Incomplete or incorrect Applications for Travel will be returned for correction.