

VYSA Travel Team Registration Manual



VYSA

TRAVEL TEAM

REGISTRATION MANUAL



**Approved by the
VYSA Board of Directors
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SOCCER ORGANIZATIONAL STRUCTURE	SECTION 1
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MEMBERSHIP	1-1
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- FIFA – Federation Internationale de Football Association
 - USSF – United States Soccer Federation
 - AMATEURS
 - PROFESSIONALS
 - YOUTH – US Youth Soccer – United States Youth Soccer Association
 - Regions 1-4 – VYSA is in Region 1
 - National State Associations – VYSA: Virginia Youth Soccer Association
 - Travel Leagues
 - Travel Clubs
 - Travel Teams
 - Selected Players
 - Recreational Clubs
 - Recreational Teams
 - Accepts all players

*VIRGINIA YOUTH SOCCER ASSOCIATION INCLUDES ALL YOUTH PLAYERS
WHO RESIDE WITHIN THE BOUNDARIES OF
THE COMMONWEALTH OF VIRGINIA AND THE DISTRICT OF COLUMBIA.*

STRUCTURE OF VYSA REGISTRARS	1-2
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- VYSA Secretary – oversight of registration policies and procedures
 - VYSA State Office – perform State Registrar duties as authorized, including but not limited to Inter-state duties
 - VYSA Assigned State Registrars– perform State Registrar duties as authorized, including but not limited to Intra-state duties
 - VYSA League Registrars – maintain records, oversee all league transactions, and train VYSA League Assigned Registrars
 - VYSA League Assigned Registrars – maintain records and process transactions for assigned teams

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VYSA REGISTRARS	SECTION 2
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ELECTION, APPOINTMENT, REMOVAL AND DELEGATION	2-1
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1. The VYSA Secretary has authority over VYSA registration matters in accordance with VYSA Bylaw Article III, Section 4(c), and is elected in accordance with VYSA Bylaw Article 5, Section 4.
2. The VYSA Secretary must appoint at least one Assigned State Registrar.
3. Each travel league must have a League Registrar. The VYSA Secretary will appoint each League Registrar in consultation with the League President and the Assigned State Registrar(s). In the case of conflict, the League President may appeal the decision to the VYSA Board of Directors.
4. Each league may have League Assigned Registrars to assist the League Registrar. The League Registrar will appoint League Assigned Registrars to clubs as needed in consultation with club presidents. In the case of conflict, the League President may appeal the decision of the League Registrar to the VYSA Secretary who will render a final decision.
5. The League Registrar shall have the authority to remove a League Assigned Registrar. The League President may appeal the decision of the League Registrar to the VYSA Secretary who will render a final decision.
6. The VYSA Secretary shall have the authority to remove Assigned State Registrars. In the case of conflict, the Assigned State Registrar may appeal the decision of the VYSA Secretary to the VYSA Board of Directors who will have final authority over the matter.
7. The VYSA Secretary shall have the authority to remove League Registrars. In the case of conflict, the Assigned State Registrar may appeal the decision of the VYSA Secretary to the VYSA Board of Directors who will have final authority over the matter.
8. When a Registrar is temporarily unavailable:
 1. a League Assigned Registrar must immediately notify the League Registrar;
 2. a League Registrar must immediately notify an Assigned State Registrar;
 3. an Assigned State Registrar must immediately notify the other Assigned State Registrars, if any, and the VYSA Secretary.
 4. League policies may vary on interim delegation of League Registrar and League Assigned responsibilities.
9. The VYSA Secretary may assign administrative and registration responsibilities to the VYSA State Office, including but not limited to Intra-State transactions.

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VYSA REGISTRARS	SECTION 2
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AUTHORITY AND RESPONSIBILITIES - OUTLINE	
VYSA SECRETARY AND ASSIGNED STATE REGISTRARS	2-2

VYSA Secretary

1. Elected officer on the VYSA Board and liaison for Registrars to the Board and committees (two-year term)
2. Bylaws
3. Receives recommendations for Assigned State Registrars and League Registrars.
4. Appoints and removes Assigned State Registrars and League Registrars.
5. Is not authorized to perform duties of Assigned State Registrars, League Registrars, and League Assigned Registrars
6. Has authority to establish registration policies with the approval of the VYSA Board of Directors
7. Has authority to establish registration procedures
8. Has authority to access full VYSA registration database and audit report
9. Oversees the development and maintenance of registration software and database management
10. Initiates alternative policies and procedures if conflicts occur with registration technology
11. Responsible for writing and updating the Travel Registration Manual
12. Responsible for content of Registration section of VYSA Web site
13. Provides support and assistance to Assigned State Registrars
14. Responsible for workshops and registrar training sessions
15. Attends VYSA, Region I, US Youth Soccer and US Soccer meetings and events
16. Oversees and handles tournament registration matters
17. Oversee assignment of League numbers and club codes

VYSA Assigned State Registrars (formerly Regional Registrars)

1. Appointed by and reports to the VYSA Secretary
2. Authorized to perform duties of a State Registrar as delegated by the VYSA Secretary
3. Authorized to perform all duties assigned to League and League Assigned Registrars as needed
4. Authorized to access full VYSA registration database and audits reports
5. Fields questions when the League Registrars are unavailable or need assistance
6. Assists State Secretary with Training/Manual Revisions
7. Attends VYSA Board of Directors meetings at the request of the VYSA Secretary to address registration matters
8. Attends VYSA, Region I, US Youth Soccer and US Soccer meetings and events upon request
9. Handles Intra-State transactions requiring signature of State Registrar
10. Handles Inter-State transactions as delegated by VYSA Secretary to assist the State Office, including but not limited to
 - A. Permission to Play in Another State for individual travel
 - B. Permission for a Virginia/DC Team to participate in a league outside of VA/DC boundaries
 - C. Permission for a player from another state to play in Virginia/DC as delegated
 - D. Registration of U-19 VYSA State Cup bound teams that are non-league teams, Region 1 League Teams and Region 1 Sub-Regional teams
 - E. Rostering of VYSA teams for the Region I Summer League
 - F. Registration of Olympic Development players not registered or rostered to a Virginia/D.C. team.
11. Works with League and League Assigned Registrars to assure compliance with policies and procedures of organizations listed in Section 1-1
12. Other authority and responsibilities as may be assigned by the VYSA Secretary.

VYSA Travel Team Registration Manual

VYSA REGISTRARS	SECTION 2
AUTHORITY AND RESPONSIBILITIES – OUTLINE - CONTINUED	
VYSA STATE OFFICE AND LEAGUE REGISTRARS	2-3

VYSA State Office

1. Performs duties assigned by the VYSA Secretary, including but not limited to all Intra-State transactions requiring a State Registrar signature.
2. Responsible for authorizing changes in the database to assure the accuracy of information on travel players, team officials and team aides and related registration forms including, but not limited to rosters. Changes that do not conform to existing VYSA Registration policies and procedures must be authorized by the VYSA Secretary. Changes that could affect other state functions will be made in consultation with authorized persons in those areas.
3. Responsible for maintenance of the Registration pages of the VYSA website.
4. Responsible for maintenance of Manuals, Forms and other documents whether in print or on the VYSA website.
5. Maintains all records related to Intra-State transactions.
6. Maintains an up-to-date record of all pending and approved actions of organizations listed in Section 1-1 as the relate to registration policies and procedures.

League Registrars

1. Appointed by the VYSA Secretary in consultation with the League President and Assigned State Registrar(s)
2. Authorized to perform all duties listed below under League Assigned Registrars
3. Reports to the State Assigned Registrar(s) and the VYSA Secretary
4. Assigns Assistant State Registrar to clubs within the league in consultation with the club presidents and manages ID's and passwords for Assigned League Registrars
5. Oversees paperwork submitted by League Assigned Registrars to assure compliance with policies and procedures of organizations listed in Section 1-1
6. Responsible for ordering and distributing registration supplies to clubs/teams within league
7. Works directly with Assigned State Registrar(s) and/or League President with league issues
8. Processes all paperwork requiring League Registrar signature
9. Authorized to access VYSA registration database and audit reports for their league only
10. Upon request by the league, verifies registration count and payment of fees to VYSA
11. Prepares a league registration manual for League Assigned Registrars
12. Trains League Assigned Registrars and clubs within their league
13. May be assigned additional responsibilities as needed by Virginia Youth Soccer of the league

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VYSA REGISTRARS	SECTION 2
AUTHORITY AND RESPONSIBILITIES – OUTLINE - CONTINUED	
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League Assigned Registrars

1. Appointed by the League Registrar in consultation with club presidents
2. Responsible for working with the League Registrar and Assigned State Registrar(s) to keep up to date on registration policies and procedures.
3. Responsible for attending training and workshops as required to maintain working knowledge of registration policies and procedures
4. Authorized to process and approve paperwork required to ensure players and teams are eligible to participate in league play, tournament play and State Cup competition.
5. Processes and approved paperwork that includes, but it not limited to
 - Initial Registration
 - US Youth Soccer member passes for travel players, team officials and team aides
 - Changes to Original Roster and State Cup Roster
 - VYSA Player/Team Status Forms for Transfers and Releases
 - International Clearance Waiver
 - VYSA guest player form, if required by tournament
6. Maintains travel team records for assigned club including, but not limited to
 - League and Tournament Rosters
 - Audit report
 - State Cup Rosters
 - Proof of date of birth
 - VYSA Player/Team Status Forms
 - International Clearance Waiver Forms
 - Authorized to access VYSA registration database and audit reports for assigned clubs only
7. Submits paperwork to League Registrar and/or State Office as required

VYSA Travel Team Registration Manual

VYSA REGISTRARS	SECTION 2
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AUTHORITY AND RESPONSIBILITIES – CHART	2-5
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The VYSA Secretary is the ultimate authority on all registration matters relating to players, coaches and teams under the jurisdiction of VYSA.

LEAGUE ASSIGNED REGISTRARS MAY ONLY PROCESS TRANSACTIONS FOR TEAMS ASSIGNED TO THEM, UNLESS AUTHORIZED BY THE VYSA SECRETARY OR DESIGNEE OR THE LEAGUE REGISTRAR

REQUIRED AUTHORIZATION

Procedure		Assigned State Registrar	League Registrar	Assigned League Registrar
The list below is intended to be instructive but not inclusive. The VYSA Secretary or designee may add, remove or reassign all authorizations.	State Office	Assigned State Registrar	League Registrar	Assigned League Registrar
Initial VYSA Team Roster		**	**	X
Initial State Cup Roster		**	**	X
International Clearance Waiver		**	**	X
Member Pass for VYSA rosters		**	**	X
Roster Changes (VYSA Team Roster/State Cup Roster)				
Players, Coaches, Managers, Other Team Aides		**	**	X
Change of Club		LR	LR	LR
Change of League		LR	LR	LR
VYSA Player/Team Status Form			*	X
Release from a VYSA Team		**	**	X
Transfer to Another VYSA Team		**	**	X
Participate in Adult Games		XX	XX	
League Select Roster and passes		**	X	
Permission to Play In Another State Form				
Player to Play in Another State	X	***		
Team to Participate in League outside VA/DC boundaries	X	***		
Permission for Player from Another State to Play in VA/DC	X	***		
Application to Travel in US				
No registrar approval required; online application and approval				
Application to Travel Outside of US	X	***		
Team Types Form	X	***		
Out of State Travel Guest Players and Recreational Players	X	***		
Roster U-19 VYSA State Cup non-league teams and VYSA State Cup teams bound to play in the Region I Premier League	X	***		
Roster VYSA Teams for Region I Leagues	X	***		
Register Olympic Development players that are not registered or rostered to a Virginia/DC team	X	***		
All Tournament Matters	X			

X=primary registrar; one approval required; XX= all approvals required

***=authorized in absence of primary registrar; ***=when authorized by VYSA Secretary or designee*

LR=as authorized by League Rules

VYSA Travel Team Registration Manual

VYSA REGISTRARS	SECTION 2
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MAINTENANCE OF RECORDS – CHART	2-6
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Form or Record	State Office	Assigned State Registrar	League Registrar	Assigned League Registrar
The list below is intended to be instructive but not inclusive and may be amended as needed.				
Initial and Amended Team Roster		**	*	X
Initial and Amended State Cup Roster		**	*	X
VYSA Player/Team Status Form		**	*	X
International Clearance Waiver	*	**	*	X
International Clearance	X			*
Permission to Play in Another State Form	X	**		
Permission for Another State to Play in VA/DC	X	**		
Application To Travel Outside US (US Youth Soccer & USSF Form)	X	**		
Roster for U-19 VYSA State Cup non-league teams and VYSA State Cup teams bound to play in the Region I Premier League	X	**		
Roster VYSA Teams for Region I Leagues	X	**		
Olympic Development Player Registration Form	X	**		
Other Inter-State Forms	X			

*X=receives record and distributes as needed; maintains file copy;
 *=maintains file copy
 **=maintains file copy if processes form*

REGISTRAR SUPPLIES	2-7
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Signature Stamp	Purchased by individual registrars For reimbursement, receipt must be submitted to State office on VYSA reimbursement form (available on VYSA website)
Numbered Registrar Stamp (VYSA logo Stamp) State Cup Stamp No Cup Play Stamp Stamp Embosser Seal	Provided by State for all Registrars
Blue stamp pad Date Stamp	Provided by League for League Assigned Registrars
Member Passes/Membership Cards	Ordered by League Registrars from State Office no later than May 1 for the following seasonal year. Distributed by League Registrars to League Assigned Registrars

VYSA REGISTRATION FORMS AND MANUALS	SECTION 2-8
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Registration forms and manuals are available on the VYSA website at www.vysa.com under "Registration."

VYSA REGISTRATION – ONLINE REGISTRATION	SEE SECTION 4
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Travel registration will be conducted through the VYSA online registration system. The online system will be used to register travel leagues and clubs and their officers and staff, travel players, travel team officials and travel team aides. League and Tournament rosters, State Cup rosters and member cards will be printed from the online registration system. In the event the online system fails or is unable to meet registration requirements, the VYSA Secretary may initiate paper or other alternatives to meet registration needs.

VYSA Travel Team Registration Manual

VYSA LEAGUE AND CLUB DATA	SECTION 3
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TRAVEL LEAGUE NUMBERS	3-1
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VYSA has approved the following travel leagues. A League Registrar is assigned to each league. League Assigned Registrars are assigned to teams/clubs within each league. League numbers are assigned by VYSA.

Blue Ridge Classic League -----(BRCL)	305
National Capital Soccer League -----(NCSL)	343
Old Dominion Soccer League -----(ODSL)	346
Skyline Club Soccer League----- (SCSL)	981
Virginia Club Champions League----- (VCCL)	419
Virginia Soccer League, Inc----- (VSLI)	357
Washington Area Girls Soccer League -----(WAGS)	372
VYSA Teams playing in other US Youth Soccer State Associations (OTH)	997
U-19 VYSA State Cup non-league teams and VYSA State Cup teams bound to play in the Region I Premier League -----(CUP)	998
Region 1 Leagues ----- (REG1)	999

TRAVEL CLUB CODES	3-2
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Each travel club will be assigned a three or four letter code that will be used to identify all travel teams in each league in which the club has teams participating.

TRAVEL TEAM NUMBERS	3-3
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Travel team numbers are assigned by the online registration system at the time of team registration. The travel team number format is a) ___ b) ____ c) __ d) _ e) ___

a = the three digit league number; b = 3 or 4 letter club abbreviation; c = birth year (birth year of oldest player permitted in the age group); d = gender - B or G; e = team number that each league will assign - no required format

TRAVEL PLAYER IDENTIFICATION NUMBERS	3-4
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A permanent VYSA identification number is assigned to each player by the online registration system at the time the player is first entered into the system. The travel player identification number format is a) _____ b) _____ c) ___ d) __

a=first six letters of last name (# is place holder if name is less than six numbers; b= two-digit birth year, birth month, birth day; c= first three letters of LEGAL first name (# is place holder if name is less than three letters); d=01 unless there are two or more persons with the same id number a) through c) in which case the numbering will continue as 02, 03, etc.

VYSA Travel Team Registration Manual

VYSA ONLINE REGISTRATION SYSTEM

SECTION 4

The online registration system was approved by the VYSA Board of Directors to provide its member leagues, clubs, and teams a convenient method to register players, team officials and team aides; to prepare uniform, error-free rosters and passes; to safeguard the eligibility of its players and teams; and to produce a reliable membership database.

Following is a list of requirements that directly relate to registration. Complete information and procedures on these and other requirements, and links to various components of the system are on the VYSA website at www.vysa.com.

1. All Team Officials and Team Aides must complete the VYSA KidSafe Risk Management online registration application before they can be placed on any roster or issued a member pass.
2. Clubs must complete the Risk Management Background Check on all Team Officials and Team Aides no later than 30 days after being placed on a roster.
3. Each Travel League must be registered in the online registration system before its member clubs can register.
4. Each Travel Club must be registered in the online registration system before its teams can register.
5. Each Travel Club must designate a Travel Club Registration Coordinator.
 - A. The Travel Club Registration Coordinator is authorized to
 - Maintain id/pw file for required Team Official positions and generic passwords for limited team access
 - Approve, at the club level, initial team rosters and subsequent changes
 - Edit, add, release and transfer players on club rosters
 - B. The Travel Club Registration Coordinator responsibilities as defined by club and league rules may include
 - coordinate training and distribution of registration manuals and information to the team representatives
 - answer registration questions from team representatives
 - check all registration documents for accuracy
 - take the registration materials to the League Assigned Registrar for processing
 - pick up approved registration materials and return them to the team representative.
6. Unless otherwise directed by the VYSA Secretary, the VYSA League and Tournament Roster, the VYSA State Cup Roster and all Member Passes must be prepared, printed and approved using the VYSA Online Registration System. Requirements for other documents are included in the Procedures Section of this Manual.

The VYSA Secretary may approve alternative methods if the limits of the technology and/or availability of the system are unable to meet the registration needs of its membership.

VYSA Travel Team Registration Manual

US YOUTH SOCCER/VYSA POLICIES ON PLAYERS & PLAYING RULES

SECTION 5

US Youth Soccer Bylaw and Policies documents are available at www.usyouthsoccer.org. Select, Administrators, then Download Center.

SEASONAL YEAR

5-1

US Youth Soccer Bylaw 106. The Seasonal Year...of USYSA begin[s] on September 1 of one calendar year and end[s] on August 31 of the following calendar year.

- A youth player **MUST** register each seasonal year.
- Once a travel player is registered, he/she is considered to be a travel player until the end of the seasonal year (August 31).
- If the player is released and at a later date decides to rejoin a travel team, even the original team, he/she is considered a "TRANSFER."

GENDER OF TEAMS

5-2

US Youth Soccer Rule 103: GENDER OF TEAMS

USYSA recognizes 2 types of team genders:

- (1) Teams with females only are girls teams.*
- (2) All other teams are boys teams.*

AGE GROUPS

5-3

US Youth Soccer Rule 104: AGE GROUPS

Except as otherwise provided by Rule 105, age groups shall be comprised of youth players who are, before the first day of August of the immediately prior season

- (1) under 19 years of age,*
- (2) under 18 years of age,*
- (3) under 17 years of age,*
- (4) under 16 years of age,*
- (5) under 15 years of age,*
- (6) under 14 years or age,*
- (7) under 13 years or age,*
- (8) under 12 years of age,*
- (9) under 10 years of age,*
- (10) under 8 years or age,*
- (11) under 6 years of age.*

- The age of the oldest player on the roster determines the age group to which the team belongs.

VYSA Travel Team Registration Manual

US YOUTH SOCCER/VYSA POLICIES ON PLAYERS & PLAYING RULES	SECTION 5
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PLAYING UP	5-4
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Rule 301. RULES OF PLAY.
Section 1Players under 10 years of age may play soccer in accordance with the rules of USYSA’s Development Player Program—Modified Playing Rules for Under 10, Under 8, and Under 6.

USYSA Rules for Small-Sided Games
U10 no more than 7v7 but strongly recommends 6v6
U8 no more than 5v5 but strongly recommends 4v4
U6 no more than 4v4 but strongly recommends 3v3

Except for the limitations above, individual leagues may set their own rules regarding rostering underage players to teams.

PLAYER REGISTRATION – RESIDENCY	5-5
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US Youth Soccer Rule 201: Player Registration
Section I. (Residency) A youth player MUST register each seasonal year in the State Association in which he or she resides with his or her parent or parents or guardian or guardians, or, for a student in residence at a boarding school, college or university, the player may register in the state in which the boarding school, college or university, or division of the college or university is located. Any other questions of residency may be determined by the State Association in which the player is registered to vote or holds a current driver’s license.

1. Individual players in VYSA are registered to the state and national associations each seasonal year.
2. Players are registered when they become members of travel teams by joining the team and paying their required fees.
3. Travel teams are either part of travel clubs that are located throughout the state or Region 1 sponsored leagues.
4. Travel clubs participate in league play organized by VYSA-sanctioned travel leagues or Region 1 leagues.
5. A player’s association membership fees are paid to the VYSA by the travel leagues or in the case of Region 1 leagues the team is to pay directly to VYSA.
6. No travel team may be a member of VYSA without being a part of a sanctioned travel league. See Section 3-1 for a list of VYSA travel leagues.
7. Once a player is registered and rostered as a travel player, the player remains a travel player for the remainder of the seasonal year whether or not the player remains rostered to a travel team.
8. Travel clubs may allow travel players to play in recreational leagues.

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US YOUTH SOCCER/VYSA POLICIES ON PLAYERS & PLAYING RULES	SECTION 5
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PERMISSION TO PLAY IN ANOTHER STATE	5-6
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US Youth Soccer Rule 201:
Section 2: (a) Any youth player wishing to play on a team of a member of a State Association other than the State Association where the player is registered, must receive written permission from--
(1) the State Association where the player is registered; and
(2) the other State Association of the team on which the player wishes to play.
(b) Permission MUST be obtained each seasonal year.

PROOF OF AGE	5-7
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US Youth Soccer Rule 204: PROOF OF AGE
Proof of age shall consist of.... (items in italics are specified in Rule 204)

NEW TRAVEL REGISTRANTS - THE ONLY VALID PROOFS OF AGE ARE:

- *Birth Certificate* (Government Certified Copy or “Credit Card birth certificate” issued by the same government agency)
- *Uniformed Services Identification and Privilege Card (DD Form 1173)* issued by the uniformed services of the United States,
- *Birth Registration* issued by an appropriate government agency or board of health records,
- *Passport*, (may be expired)
- *Alien Registration Card* issued by the United States Government,
- *Certificate* issued by the Immigration and Naturalization Service attesting to age,
- *Current Driver’s License*, (or Learner’s Permit)
- *Unexpired federal, state, or local government identification card* if documentation of date of birth is required) (i.e., “walker” ID)
- *Certification of a United States citizen born abroad* issued by the appropriate government agency
- *Hospital, baptismal, or religious certificates will not be accepted.*

PHOTOCOPIES OF ANY OF THE DOCUMENTS LISTED ABOVE WILL NOT BE ACCEPTED.

PREVIOUSLY REGISTERED TRAVEL PLAYERS

A player carded in a previous seasonal year may present a previous years’ US Youth Soccer Member Pass as the documentation. The player may also use one of the documents listed above.

A player carded during the current seasonal year **MUST** present the current US Youth Soccer Member Pass.

A VYSA Assigned League Registrar, League Registrar or Assigned State Registrar may require one of the US Youth Soccer required documents.

VYSA Travel Team Registration Manual

US YOUTH SOCCER/VYSA POLICIES ON PLAYERS & PLAYING RULES	SECTION 5
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ROSTER LIMITATIONS	5-8
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US Youth Soccer Rule 205: ROSTER LIMITATIONS

Section 1. Except as otherwise provided by Rule 105, every team shall have a team roster and will present a game roster for every match or competition.

Section 2. The team roster shall be approved by the State Association where the team resides. For Under 16 and younger teams, the team roster may not have more than 18 youth players on the team roster at any given time during the seasonal year. For Under 17 and older teams, the roster may have up to 22 youth players on the team roster at any given time during the seasonal year. Every team roster shall have a minimum of 7 players on the roster at all times.

Section 3. The game roster shall be prepared by the team and submitted to the competition authority at a time designated by that authority. The game roster shall have a maximum of 18 players and a minimum of 7 players. Every player listed on the game roster must be included on the team roster to be eligible to participate with the team except for tournament competitions that may accept guest players. (See below for VYSA Variance for teams playing small sided games.)

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. Those variances do not apply to the state level of US Youth Soccer National Championship or Regional or National League competitions.

VYSA Variance to US Youth Soccer Rule 205:

Section 3. A team playing LESS THAN eleven (11) a side may not have more than 18 youth players on its roster at any given time during the seasonal year. There is no minimum number of players. A VYSA Travel League may have additional restrictions on roster size.

YSA Variance to US Youth Soccer Rule 205:

Section 2. For Under 17 and older teams, the roster MUST ALLOW up to 22 youth players on the team roster at any given time during the seasonal year.

NOTE: VYSA travel teams applying to tournaments must make sure the copy of their league roster submitted to the tournament meets the rostering requirements of the tournament.

VYSA Travel Team Registration Manual

US YOUTH SOCCER/VYSA POLICIES ON PLAYERS & PLAYING RULES	SECTION 5
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MULTIPLE ROSTERING	5-9
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Rule 206. MULTIPLE ROSTERING

A State Association may allow a player to be rostered on more than one youth team each seasonal year.

VYSA Policy on Multiple Rostering::

Travel players are prohibited from being rostered to more than one VYSA travel roster.

VYSA LEAGUE AND TOURNAMENT ROSTER	5-10
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- All travel teams **MUST** have an Original VYSA League and Tournament Roster signed, stamped and embossed by the League Assigned Registrar. This roster is used to identify those players eligible to play for the team in league and tournament play.
- All travel team rosters **MUST** be prepared with the VYSA Online Travel Registration System.
- A new roster must be printed and approved after each roster change (added, released, transferred players; team official and team aide changes; address changes).
- The old roster must be surrendered to the Assigned Registrar issuing the new roster.
- If the Original VYSA League and Tournament Roster is defaced, lost, stolen or destroyed the League Assigned Registrar **MUST** be contacted immediately to prepare a replacement.
- The VYSA League and Tournament Roster is the responsibility of the team official to whom it was issued. The roster belongs to VYSA and must be surrendered to a VYSA registrar or the VYSA Secretary if requested.
- Please see following sections of this Manual for rules governing Inactive and disbanded teams and other permitted rosters.

**COLOR COPIES OF THE LEAGUE AND TOURNAMENT ROSTER
ARE PROHIBITED!!**

VYSA Travel Team Registration Manual

US YOUTH SOCCER/VYSA POLICIES ON PLAYERS & PLAYING RULES	SECTION 5
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US YOUTH SOCCER MEMBER PASS/MEMBERSHIP CARD	5-11
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- A US Youth Soccer Member Pass/Membership Card **MUST** be issued for each travel player.
- A US Youth Soccer Member Pass/Membership Card **MUST** be issued for each team official traveling with the team to tournaments.
- All passes/cards **MUST** be prepared using the VYSA Online Registration System.

The Member Pass:

- The legal first and last name of players and team officials must be used on the Member Pass.
- The signature on the back of the pass must be identical to the printed name on the front of the Member Pass.
- Passes must be signed by the player or team official in **BLACK OR DARK BLUE BALLPOINT INK!**
- A small, current, full-face picture of the player or team official must be affixed to the Member Pass in the designated corner.
- Passes must be signed and stamped by the League Assigned Registrar
- VYSA Secretary encourages the lamination of player passes. Each league will determine whether to require lamination of passes for its teams.
- Passes are the responsibility of the team official to whom they were issued and may not be given to the player except in certain circumstances described in following sections of this Manual.
- Passes belong to VYSA and must be surrendered to a VYSA registrar or the VYSA Secretary if requested.
- A new Member Pass must be issued reflecting a change of league or team, and the old pass turned in. No annotations are permitted on Member Passes.
- If Member Passes are lost, stolen or destroyed the League Assigned Registrar **MUST** be contacted immediately, and then the team official **MUST** prepare all new cards to replace the lost/stolen or destroyed cards.
- No correction fluid is allowed on the Member Pass.
- Member Passes can and will be used for future date of birth verification and should not be destroyed or discarded at the end of the seasonal year.
- The Member Pass may be given to the player to guest play with another team provided the pass is returned to the team official holding the passes. Otherwise the Member Pass must not be given to the player, another team official or any other person unless directed by the League Assigned Registrar, League Registrar or Assigned State Registrar.
- Member Passes must be surrendered to the League Assigned Registrar, League Registrar or Assigned State Registrar upon request
- Please see following sections of this manual for additional rules pertaining to the Member Pass

The Membership Card

- The Membership Cards should be returned to the players and other carded team officials as a personal memento of their affiliation with their team.
- The Membership Card may **NOT** be used for any league, tournament or State Cup games or as proof of age.
- The Membership Card may be used to qualify for promotional or fundraising activities.

VYSA Travel Team Registration Manual

US YOUTH SOCCER/VYSA POLICIES ON PLAYERS & PLAYING RULES	SECTION 5
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INTERNATIONAL CLEARANCE INTERNATIONAL CLEARANCE/WAIVER	5-12
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US Youth Soccer Rule 207. International Clearances
For a player who comes to the United States on or after the player is 12 years of age, the player MUST request and receive an international clearance from the Federation. However, an international clearance is not required of a player who is 12, 13, 14, 15, or 16 years of age if the player and the player's parents sign a statement that the player has not signed a professional contract or received money from a professional team for playing soccer.

Rule 207 applies to both US citizens and non-citizens.

International Clearance Waiver (ICW)

- If a player has lived in another country and enters the United States after turning age 12 but before turning age 17, the player MAY be eligible for an International Clearance Waiver.
- The player must answer NO to the following questions to qualify for an International Clearance Waiver:
 - Are you 11 years of age or younger?
 - Are you 17 years of age or older?
 - Have you signed a contract with a professional team?
 - Have you received any money or other remuneration for playing soccer?
- The ICW must be completed and signed by the player and parent/guardian.
- The ICW must be submitted at the time the player is registered/rostered and may be signed and approved by the League Assigned Registrar.
- The ICW will be in effect as long as the player lives in the United States.

International Clearance

- If a player has lived in another country and enters the United States after turning age 12 but before turning age 17, and cannot answer "NO" to the questions above, an International Clearance is required and MUST be processed through USSF.
- If a player has lived in another country and enters the United States after turning age 17, an International Clearance is required and MUST be processed through USSF. This typically takes 30 or more days.
- The player may not participate in any activities with the club or team until the International Clearance is received from USSF.
- The registrar MUST receive the approved clearance paperwork before the player can be registered and/or rostered.
- The International Clearance is in effect as long as the player lives in the United States.

The player is to be provided a copy of the approved International Clearance Waiver or copy of the verification of the approved International Clearance.

International Clearance Waiver and International Clearance Forms and instructions are available on the VYSA website at www.vysa.com. Click on the Registration tab.

VYSA Travel Team Registration Manual

US YOUTH SOCCER/VYSA POLICIES ON PLAYERS & PLAYING RULES	SECTION 5
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YOUTH PLAYERS ON ADULT TEAMS	5-13
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US Youth Soccer Rule 208. Adult Games

Section 1. A youth player may play an unlimited number of adult games without losing his or her youth eligibility. The youth player MUST notify his or her youth coach or other authorized team official of the player's intention to play adult games. The youth player shall request, in writing, (1) eligibility clearance from the Youth State Association through which the player is registered, and (2) permission from the appropriate Adult State Association. When the clearance and permission have been granted, the Adult State Association has sole discretion in permitting a youth player to play adult games and will be responsible for establishing the procedures under which the youth player will be allowed to play. In the event of a conflict between an adult game and a youth game, the youth game shall take precedence. A youth player who is required to sign an adult form shall retain youth eligibility.

YOUTH TEAMS IN ADULT LEAGUES - TEAMS	5-14
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US Youth Soccer Rule 208. Adult Games

Section 2.(a) A youth team with the written permission and mutual consent of both the Youth and Adult State Associations may play in an adult-approved league and not lose its youth eligibility to compete in the US Youth Soccer National Championships competitions. If the youth team's players are required to sign an adult form, the team shall retain its youth eligibility.

(b) The youth team will be required to play under the rules of the Youth State Association concerning registration, roster rules, transfer rules, and any additional qualifications that are required to be eligible for the US Youth Soccer National Championships competitions. Whether participation in any adult league shall qualify a youth team for the US Youth Soccer National Championships competitions play shall be determined by each Youth State Association.

- It is the responsibility of the individual player or team to secure permission before playing with an adult team or league.
- The VYSA Player/Team Status form MUST be used to request and grant approval for players and teams to participate in adult games.

USE OF INELIGIBLE PLAYERS	5-15
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US Youth Soccer Rule 209. Use of Ineligible Players

A team shall forfeit each game of the team in which---

- (1) an unregistered player was with the team at the game in a uniform; or*
- (2) a player was improperly entered on the team's roster.*

- It is the responsibility of the team officials to be certain that all players are properly registered and entered in the proper age group for the roster.
- Should an illegally rostered or ineligible player be found, then all games that player participated in would be forfeited by the team.
- Team officials and/or players may be held accountable for the eligibility errors and may be required to attend a hearing at the Travel League and/or VYSA level.

VYSA Travel Team Registration Manual

US YOUTH SOCCER/VYSA POLICIES ON PLAYERS & PLAYING RULES	SECTION 5
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PERMISSION TO TRAVEL	5-16
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US Youth Soccer Rule 401. Permission to Travel and to host tournaments and games is as provided by the USYSA Travel and Tournament Policy.

The US Youth Soccer Travel and Tournament Policy manual is available on the VYSA website at www.vysa.com. Click on the Registration tab.

TRAVEL TO SANCTIONED EVENTS WITHIN THE UNITED STATES	5-17
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VYSA teams must use the online E-Travel Form. E-Travel generates instantly approved Travel Forms and Guest Player forms for all VYSA Travel Team Types:

- Club Team
- Club Team with Guest Players
- League Select Team
- State Select Team (ODP)

Guest Player forms are also available using the online E-Travel system.

Any US Youth Soccer State Association teams within Region I that are accepted into a tournament in Region I do not need permission to travel papers. Permission to Travel is not required in friendly games within Region 1. Note is to be taken on the two (2) states that have an exception to this policy. (Connecticut & New Jersey)

A separate authorization form must be used for each of the following:

- Permission to Travel to a US Youth Soccer Sanctioned Event
- Tournament Guest Player Form
- **Permission to Participate in Another Organizations Sanctioned Event (Events outside of US Youth Soccer)

** The Notification of Participation in another Organization's Event should be used for those events that DO NOT have a US Youth Soccer Permission to Host. This includes all US Club Soccer Events.

TRAVEL TO NON-SANCTIONED EVENTS WITHIN THE UNITED STATES	5-18
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- Individual players may participate in UNSANCTIONED events.
- Teams MAY NOT use their VYSA team name, VYSA Roster, VYSA Member Passes or club/ league uniforms.
- No member benefits will extend to teams or players participating in a non-sanctioned event.

VYSA Travel Team Registration Manual

US YOUTH SOCCER/VYSA POLICIES ON PLAYERS & PLAYING RULES	SECTION 5
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TRAVEL OUTSIDE THE UNITED STATES (includes Canada and Mexico)	5-19
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- A team **MUST** request and receive permission to travel from the State Office and from USSF on an Application to Travel form (US Youth Soccer form) AND on a USSF Application for Foreign Travel form.
- Both the ORIGINAL completed US Youth Soccer and USSF applications **MUST** be approved by the State Office before they are submitted by the team to USSF for approval.
- Team will have member benefits once approved.

GUEST PLAYERS AT TOURNAMENTS	5-20
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- A Guest Player is a registered player participating in a competition for a team to which the player is not rostered for the purpose of league play.
- VYSA does not require a guest player authorization for its players.
- A player has a primary responsibility to support the team to which he/she is rostered.
- A travel player may guest play with another travel team at a tournament if invited by another team's coach.
- It is the responsibility of the team to follow all rules and procedures required by the tournament or host team and/or its state regarding guest players.
- The online E-Travel Form generates instantly approved Guest Player authorization, if needed, for a Virginia player to guest play on either a VYSA team or an out-of-state team.
- Recreational Players may guest play with a travel team. (Note: VYSA recreational member passes are issued by the appropriate VYSA recreational club president or recreational club registrar only.)
- All guest players **MUST** provide their Member Pass and a medical release form to the team for which they will be guest playing.
- Recreational or Travel players who wish to guest play with a VYSA travel team are permitted to participate as long as they are listed on a copy of the team's roster or a guest player roster.

GUEST PLAYERS IN LEAGUE PLAY	5-21
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*VYSA Policy on Club Passes.
VYSA had adopted a club pass. Players may only move from team to team within the same club.*

- Leagues may permit players from within the same club to move from team to team for playing purposes (guest play) without transferring from one roster to another roster.
- Leagues that permit guest players may create their own policies and procedures providing they do not conflict with US Youth Soccer or VYSA policies and procedures.

VYSA Travel Team Registration Manual

US YOUTH SOCCER/VYSA POLICIES ON PLAYERS & PLAYING RULES	SECTION 5
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TEAM ELIGIBILITY	5-22
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US Youth Soccer Policy on US Youth Soccer National Championships (State Cup)

Rule 221. Team Eligibility.

Section 1. (3) *The team must be entered in the competition of the State Association in which at least 50 percent of its players are registered.*

Section 2. (a) (1) *A team may not roster any player who was previously rostered during the seasonal year to another team, or the same team, unless a written request, stating the reason why this action has been requested, has been made to and approved by the State Association on a form provided. At the time a team names its National Championship roster it may not have more than 5 previously rostered players.*

(a) (2) *A player is considered rostered to a team not later than when the player first participates for the team in any competition approved by a State Association or its member leagues, clubs, or teams.*

(b)(1) *A team may not release, voluntarily or involuntarily, any player from its roster unless a written request, stating the reason why the release has been requested has been made to, and approved by, the State Association on a form provided.*

(b)(2) *A team may release involuntarily a player from its roster only if the player is unable to play for one of the following reasons:*

(A) *The player has violated bylaws, policies, or requirements of the Federation, US Youth Soccer, the State Association, or the member of the State Association (League, club or team) through whom the player is registered.*

(B) *The player has moved beyond a reasonable travel distance. Determination of what constitutes a reasonable travel distance is subject to definition by the State Association.*

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

VYSA Policy on State Cup Rules (adopted March 2005)

- 1. State Cup rules only apply to State Cup Teams [unless specifically required by VYSA Board of Directors action.]*
- 2. Travel League are free to adopt and enforce their own registration rules, procedures, rosters and registrations as long as they are consistent with VYSA rules.*

VYSA has determined that for Rule 221. Team Eligibility:

Section 1. (3) Will apply to all VYSA teams

Section 2. (a) (1). Will apply to all VYSA teams except that leagues may allow more than 5 previously rostered players on a team roster in any seasonal year if the team does not participate in State Cup.

(a) (2). A player is considered rostered to a team not later than the date the roster is processed by the registrar at the time the player is placed on the team roster. The process date may be as early as August 1 preceding the beginning of the next seasonal year, September 1 through August 31.

(b) (1) Will apply to all VYSA teams

(b) (2) Will apply to all VYSA teams

VYSA Travel Team Registration Manual

US YOUTH SOCCER/VYSA POLICIES ON PLAYERS & PLAYING RULES	SECTION 5
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PERMISSION FOR A TEAM TO PLAY IN ANOTHER STATE	5-23
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- All teams **MUST** be rostered in VYSA if more than 50 percent of its players are registered in Virginia/DC. If exactly 50 percent of its players are registered in both Virginia/DC and one other state the team will determine in which state they wish to be rostered.
- Any team wishing to compete in a league in a state other than the one in which it is rostered **MUST**
 - submit a request on a Permission to Play in Another State Form and
 - receive written permission to do so from both states involved.

MOVEMENT OF PLAYER PERSONNEL	5-24
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- Once a player has been registered and rostered to a VYSA travel team the player is considered a registered VYSA travel player until the end of the seasonal year.
- A player may be registered and rostered to a VYSA travel team as early as August 1 preceding the beginning of the next seasonal year, September 1 through August 31.
- A player has the right to voluntarily move from one team to another at any time during the seasonal year.
- Additional league rules may apply.

PLAYER VOLUNTARY RELEASE	5-25
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A voluntary release is the removal of a player from a team's roster at the request of the player. A player may be registered and rostered to a VYSA travel team as early as August 1 preceding the beginning of the next seasonal year, September 1 through August 31.

- The player **MUST** submit a completed VYSA Player/Team Status Form requesting the release to the releasing team official.
- The team official **MUST** submit the release request to the League Assigned Registrar within 5 business days.
- However, a team **MAY** refuse to release a player if there are outstanding financial obligations. This may include non-payment of financial obligations to the club and/or team for the present season or previous seasons.
- If the non-payment is for **FUTURE** obligations, the club and/or team should
 - have a written financial obligation statement signed and dated by a team and/or club official and the parents **OR**
 - have a dated electronic acceptance of the future obligations.
- Leagues may have specific requirements governing the exchange of paperwork between the player, the club and the League Assigned Registrar.

VYSA Travel Team Registration Manual

US YOUTH SOCCER/VYSA POLICIES ON PLAYERS & PLAYING RULES	SECTION 5
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PLAYER TRANSFER (PREVIOUSLY ROSTERED PLAYER)	5-26
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A transfer is the placement of a player on a team's roster after the player has been released from the previous active, inactive, or disbanded team roster at any time during the seasonal year. **CAUTION:** A player may be registered and rostered to a VYSA travel team as early as August 1 preceding the beginning of the next seasonal year, September 1 through August 31.

For VYSA purposes, once a player has been released from a team, the player is considered a transfer whether or not the player is placed on a different team roster or back on the same team roster.

- **A PLAYER MAY BE ROSTERED TO ONLY ONE VYSA TRAVEL TEAM AT A TIME IN THE STATE OF VIRGINIA/DC** – the player **MUST** be released from the original team roster before being placed on another roster.
- A player may transfer as many times as requested during the seasonal year subject to league rules.
- State Cup teams are limited to 5 transfers during the seasonal year.
- Other League transfer rules may apply.

PLAYER INVOLUNTARY RELEASE	5-27
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VYSA has determined that a team official may involuntarily release a player from the roster for one of the following reasons, only after giving the player 24-hour written notice in the form of a letter.

1. The player has violated bylaws, policies, or requirements of the Federation, US Youth Soccer, the State Association, or the member of the State Association (League, club or team) through whom the player is registered. (This may include non-payment of financial obligations to the club and/or team based upon the same restrictions outlined in Section 5-25.)
2. The player has moved beyond a reasonable travel distance. Determination of what constitutes a reasonable travel distance is subject to definition by the State Association.
3. The player is injured in such a manner that the player will not be able to participate for the remainder of the season.
 - The letter **MUST** include the reason for the release.
 - The letter must be sent via registered mail or certified/return receipt

To involuntarily release a player, the team official **MUST** within five (5) business days of the send date of the letter

1. Submit a VYSA Player/Team Status Form and
2. Submit three (3) copies of the certified letter sent to player

The registrar **MUST** wait 24 hours after receiving the VYSA Player/Team Status Form before processing the Involuntary Release request.

VYSA Travel Team Registration Manual

US YOUTH SOCCER/VYSA POLICIES ON PLAYERS & PLAYING RULES	SECTION 5
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STATE CUP INFORMATION AND ROSTER	5-28
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- VYSA State Cup Rules are available on the Web site at www.vysa.com.
- It is the responsibility of the coach to ensure that all rules are followed.
- The State Cup Roster must be prepared and printed using the online registration system.
- The State Cup Roster MUST mirror all changes in the Original VYSA Team Roster until the State Cup Roster is frozen.
- After the State Cup Roster is frozen, the State Cup Roster MUST mirror all releases from the Original VYSA Team Roster.
- VYSA U-19 teams must register and roster with the VYSA State Office or a VYSA Assigned State Registrar.
- VYSA State Cup bound teams that wish to participate in the Region I Premier League must register and roster with the VYSA State Office or a VYSA Assigned State Registrar as designated.

VYSA Travel Team Registration Manual

OTHER VYSA POLICIES ON PLAYERS & PLAYING RULES

SECTION 6

INACTIVE TEAMS

6-1

INACTIVE means the team will not participate in league play because either:

- The league does not offer competition for that age group for the spring season of play; or
- The league has issued inactive league status to the team for the remainder of that seasonal year (the end of August)

The team MAY participate in tournaments during the inactive status period.

In the event that a team becomes INACTIVE, the team official will retain the original VYSA team roster and all member passes.

SPECIAL NOTE: A player transferring from an inactive team counts against the transfer (previously rostered player) limit for the receiving team.

DISBANDED TEAMS

6-2

DISBANDED means a team that has decided to not participate in league play or participate in tournaments.

A disbanded team roster is no longer valid. However the players' player passes remain valid and the players on that roster may be guest players with another team.

In the event a team is disbanded, the team official MUST

- give the Original Team Roster and all Member Passes to the League Assigned Registrar for safekeeping
- notify all players that their Member Passes will be available from the League Assigned Registrar for transfer or guest playing
- **UNDER NO CIRCUMSTANCES MAY A TEAM OFFICIAL OF DISBANDED TEAM GIVE PLAYERS THEIR MEMBER PASSES.**
- If players wish to transfer to another team they MUST complete a VYSA Player/Team Status Form requesting a release from the disbanded team. The League Assigned Registrar of the disbanded team will process the release request.

In accordance with League procedure, the status of the team will be changed in the online registration system from Active to Disbanded. Only the Assigned League Registrar or higher will retain access to the online team data.

SPECIAL NOTE: A player transferring from a disbanded team counts against the transfer (previously rostered player) limit for the receiving team.

VYSA Travel Team Registration Manual

OTHER VYSA POLICIES ON PLAYERS & PLAYING RULES	SECTION 6
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LEAGUE SELECT TEAMS FOR TOURNAMENT PLAY	6-3
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A league may form a team for the purposes of participating in a tournament.

- The sanctioned tournament form must include League Select teams.
- Permission for League Select teams must first be authorized by their leagues.
- League Select rosters for each tournament are provided through the online registration system. NOTE: If a League Select Team is participating in more than one tournament, a separate roster must be issued for each tournament.
- Each player, team official and team must be issued a VYSA Member Pass for the League Select Team. A new Member Pass is not issued for each tournament.
- As a convenience, the player jersey number is printed on the Member Pass.
- Each player must be rostered to and participating for a team in the league requesting the League Select status.
- Players may not cross leagues to play.
- The League Registrar or higher will process and approve the League Select roster

PROVISIONAL ROSTERS (FOR LEAGUE PLAY ONLY)	6-4
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- A club or league may allow provisional rosters.
- Rules and procedures governing provisional rosters are the responsibility of the league.
- A form other than the Official VYSA Team Roster MUST be used.
- As a convenience, provisional rosters are provided through the online registration system. Leagues may provide their own provisional rosters or amend or alter the online provisional roster after it is printed.
- The roster MUST be clearly marked INTERNAL USE ONLY or LEAGUE PLAY ONLY and NOT FOR TRAVEL, CUP OR TOURNAMENT USE.

TEAMS TRANSFERRING TO ANOTHER CLUB IN THE SAME LEAGUE	6-5
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A team may transfer to another club within a seasonal year as permitted by club and league rules.

- The team must be transferred in the database. The team name can be changed at this time.
- The League Registrar will determine the process by which the team is transferred in the online registration system.
- A new team roster must be issued
- New Member Passes must be issued.
- The team official must complete the approval process with the League Assigned Registrar for the new club.

VYSA Travel Team Registration Manual

OTHER VYSA POLICIES ON PLAYERS & PLAYING RULES	SECTION 6
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TEAMS TRANSFERRING TO ANOTHER LEAGUE	6-6
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A team may transfer to another league within a seasonal year as permitted by all applicable leagues and clubs.

- Both League Registrars and both League Assigned Registrars, if applicable, **MUST** be notified of the transfer.
- The team must be transferred in the database. The team name can be changed at this time.
- The League Registrars will establish a process by which the team will be transferred in the online registration system.
- A new team roster must be issued
- New Member Passes must be issued.
- The team official must complete the approval process with the League Assigned Registrar for the new club.
- Please see 6-5 if the transfer also involves changing clubs

SUSPENDED VYSA PLAYER, COACH OR TEAM OFFICIAL	6-7
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- A player, coach or team official may be suspended by a League Rules and Discipline Committee and/or VYSA.
- Suspension means loss of rights and privileges that can include loss of rights to play, coach or otherwise administer or participate (directly or indirectly) in soccer.
- The suspension may be temporary or for a specific period of time designated by the suspending body.
- Individuals suspended by VYSA are listed on the VYSA Web site.
- Suspensions issued and properly submitted by VYSA members for recognition by VYSA shall be listed on the VYSA website and honored by ALL VYSA members.
- The Member Pass must be turned in to the League Registrar.
- The record of the player, coach or team official in the VYSA database **MUST** be amended as directed by the VYSA State Office.
- A new roster must be issued with the suspended member removed.