Beginning January 2017 teams will be formed based on calendar year.

DEFINITIONS

Actively Playing
A player that is registered and rostered to a team is considered to be "actively playing" for that team for the current calendar year. (January 1 through December 31)

Add
Add means the addition of an unregistered competitive player to a team roster.

Adds may occur any time during the year not specifically excluded by league or tournament restrictions.

Directors Pass

The Director pass provides a method to have Washington Youth Soccer Office approved Directors in the technical area of a team from their club during league or cup matches. This pass does not require the Director to be on the official team roster and must be presented to the referee when requested.

Open Period
The open period is defined as the period after the end of the regular playing season until a player becomes registered and rostered for the next calendar year. For teams participating in the Washington State Championships, the Presidents Cup or the Founders Cup, the open period is the time from when a player's team is eliminated from further competition until the player becomes registered and rostered for the next calendar year.

Player Age Definition
Per US Soccer requirements, the age group that a player is assigned to depends upon the player's age at the completion of US Youth Finals (July 31).

> U-xx players are registered a calendar year younger than the Age Definition of the US Youth Finals Cup. E.g., U18 players for 2016-17 (Finals in 2017) must be calendar year 1999 to be eligible for the Cup Finals. Year END (17) - Player Age (18) = calendar year registration.

Registration
Registration is defined as a player's written or electronic declaration of his/her intent to play soccer within Washington Youth Soccer according to its Governing and Operating Documents, providing proof of age and paying required fees.

Release
Release means the withdrawal of a player from a roster during the current calendar year, with no intent to continue participating for any team within Washington Youth Soccer during the current calendar year.

A release may be voluntary (initiated by the player/and or parent of the player) or administrative (resulting from lost eligibility). Any player released from a team will be considered unregistered for Washington Youth Soccer purposes.

A release to participate as a guest player on tournament teams throughout the year, or to train with teams throughout the year without playing in league or Cup matches, may be granted with the player transferring registration to the State Association.

Rostering
Rostering is the act of assigning a registered player to any team.

Team
A team is a recognized entity organized for participating in youth soccer programs and competitions within Washington Youth Soccer.

In Washington Youth Soccer, a team consisting of all female players is defined as a girl's team. In Washington Youth Soccer, a team consisting of female and male players (minimum of 1/3 the roster of either gender) will be considered a Co-Ed team. In Washington Youth Soccer, a team consisting of all male players is defined as a boy's team.

Team or Club Official
A team or club Official is defined as any adult acting as a paid or volunteer supervisor, manager, coach or trainer with a Washington Youth Soccer organization.

Team Identification number
A number that is assigned by the Association Registrar and unique for each team in Washington Youth Soccer. This is a composite of

- the district(region) number (first digit): supplied by the state
- the association number (next 2 digits): supplied by the District/region
- the club number (next 3 digits): supplied by the Association
- the team number (next 3 digits): supplied by the club

Transfer
Means the removal of a player from a competitive team's roster on the request of the player or the club, and the contemporaneous addition of the player to the roster of another competitive team in another club.

Transfer rules may be different for teams competing in Washington Youth Soccer State Cup Tournaments.

Youth

A player qualifies as a "youth" if the player is 18 or younger on Jan 1st immediately preceding the playing year for which the player registers.

INFORMATION

The basic objectives of the Washington Youth Soccer Registration Program are:

- To establish records and a data management program for players, coaches and administrators, consistent with the requirements of US Youth Soccer and US Soccer;
- To charge a basic registration fee to support the cost of services and programs provided by Washington Youth Soccer
- To provide support to development, competition and administrative programs at Member Association, club, district/region and state levels; and
- To provide standard rules and guidelines for the formation of teams, including player movement between teams.

POLICIES

POLICY #1-AUTHORITIES

RG-1.1 The Chief Executive Officer or his/her designee is responsible for the overall administration of the Washington Youth Soccer Registration Program, including the implementation of the approved policies, procedures and internal procedures.

RG-1.2 The Chief Executive Officer is responsible for establishing a Registration Committee and appointing a chair for the committee.

RG-1.2.1 The Registration Committee shall be comprised of a Member Association registrar representative from each district/region and the committee chair.

RG-1.2.2 The Chief Executive Officer shall identify the responsibilities of the Registration Committee.

RG-1.3 Washington Youth Soccer shall be the functional custodian of registration records.

RG-1.3.1 The Registration Committee is accountable to the Chief Executive Officer.

RG-1.3.2 The Registration Committee shall meet from time to time and in any event not less than quarterly.

RG-1.3.3 The Registration Committee shall be knowledgeable about the requirements for registration in Washington State and shall keep current with relevant policies of US Youth Soccer.

RG-1.3.4 The Registration Committee shall issue, from time to time, guidance and interpretation information on US Youth Soccer registration rules and policies.

RG-1.4 The Washington Youth Soccer staff shall be responsible for training and proper dissemination of pertinent information regarding registration.

RG-1.5 The Member Association Registrar shall be the custodian of registration records at the Member Association level.

RG-1.5.1 The Member Association Registrar shall be responsible for the training of club registrars, and the proper dissemination of pertinent information regarding registration.

RG-1.5.2 The Member Association Registrar shall validate all registration information received from club registrars to insure completeness and accuracy, maintain Member Association information, submit required information to Washington Youth Soccer in a

timely manner, and assist the Washington Youth Soccer staff in resolution of inaccuracies and discrepancies.

RG-1.5.3 The main responsibility for the Washington Youth Soccer Registration Program and registration information rests with the Member Association Registrar. The chain of communications and data submittal is from the Club Registrar to the Member Association Registrar to the Washington Youth Soccer staff.

RG-1.6 The Club Registrar is responsible for compiling and maintaining registration records at the club level, and shall submit such records to the Member Association Registrar in a timely manner.

POLICY #2-RESPONSIBILITIES

RG-2.1 Washington Youth Soccer Responsibilities

RG-2.1.1 Washington Youth Soccer shall be responsible for the following:

- To provide registration and eligibility information to Washington Youth Soccer committees requiring this information for the performance of their duties;
- If a dispute occurs between Member Associations and clubs regarding the eligibility or transfer of a player, it shall be directed to the state office for resolution. If it is still unresolved, the matter shall be directed to the Chief Executive Officer; and
- To establish a system for mandatory registration and the collection of associated fees.

RG-2.2 Member Association Responsibilities

RG-2.2.1 The Member Association Registrar, on behalf of the Member Association and its affiliated clubs, shall be responsible for the following:

- To provide any registration information as required to the Washington Youth Soccer staff;
- Assign a unique team identification number for each team in the association.
- To ensure proper registration information for all teams, players and team staff is submitted to the Washington Youth Soccer staff, to include initial team rosters and adds, releases, and transfers to team rosters, and current risk management (RMA) clearance;
- To verify voluntary player releases with parents;
- To maintain a current list of club registrars (names, addresses, phone numbers, email addresses) and provide to the Washington Youth Soccer office annually;
- To be familiar with all State-sponsored application deadlines and registration/rostering cut-off dates.

POLICY #3-REGISTRATION REQUIIREMENTS

RG-3.1 All players must register for participation in programs and competitions under the jurisdiction of Washington Youth Soccer and its Member Associations.

RG-3.1.1 A player may be registered to only one competitive team at a time. A player may be registered to a combination of recreational teams and competitive teams, as long as

- The player is not simultaneously registered to two teams in the same competition (league or Cup).
- Once a player is registered to a competitive team (Select or Regional) that player's eligibility for post season recreational play is ended.

Example: A player can be rostered to a league team finishing out its season and state cup team starting competition at the same time within the same Association and the state cup team is at a higher level of play than the league team. The league team cannot be in the same state cup competition this player is rostered to.
NOTE: Reference guidelines in the application of dual registration below:

. Guidelines

- Competitions must be within US Youth Soccer
- A player cannot be on two rosters in the same league or Cup Tournament.
- The two teams must be at different levels of play (recreational or competitive).
- A player is not eligible for Recreational Cup participation after playing at a higher competitive level.
- Player(s) may move between Clubs or Associations.

Administration

- The Club from which a player(s) is moving or initially registered has 1st right of refusal and may limit the number of players being dual registered.
- After approval of both Clubs, the Association(s) must also approve the move.

RG-3.1.2 Any team playing a player who is over age, or who is not registered or who is improperly entered on the team's roster shall forfeit the games(s) in which that player plays.

RG-3.1.3 Each calendar year, all players or teams wishing to compete in a league operating outside Washington State must receive written permission from Washington Youth Soccer and the State Association where they wish to play.

RG-3.1.4 A properly executed indemnity and/or medical release form signed by the parents or guardian of the player shall accompany the player to all approved activities (digital through approved document providers or hardcopy).

RG-3.1.5 All players participating in Washington Youth Soccer must have a properly executed concussion waiver form signed by the parent or guardian of the player prior to participating in all approved activities.

RG-3.1.6 All players participating in Washington Youth Soccer must comply with the SCA legislation as described by the State of Washington.

RG-3.2 All Member Associations and their affiliated clubs shall assure that every youth soccer player, coach, official and team that participates in any Washington Youth Soccer program sponsored or administered by them is registered per the requirements of Washington Youth Soccer, regardless of age, gender, or participation in developmental, educational, or competition programs.

RG-3.3 Registration with Washington Youth Soccer for all volunteers as well as all employees of Washington Youth Soccer, its Districts/Region, Member Associations and clubs, requires a current, fully completed Washington Youth Soccer Application/Disclosure Statement, signed under penalty of perjury in electronic format through the Washington Youth Soccer provider.

RG-3.3.1 All volunteers as well as all employees of Washington Youth Soccer, its Districts/Region, Member Associations and clubs, are required to have a current risk management (RMA) clearance through Washington Youth Soccer.

RG-3.4 It is the responsibility of the Washington Youth Soccer staff to notify the Chief Executive Officer of any registration irregularities.

RG-3.5 Each player's proof of age shall be provided (electronically through approved document providers or in hardcopy) at initial registration with Washington Youth Soccer or its member organizations. Any player may be called upon to provide said proof of age to a Member Association Registrar or Washington Youth Soccer upon request.

RG-3.5.1 Proof of age shall consist of a birth certificate; a Uniformed Services Identification and Privilege Card (DD Form 1173) issued by the uniformed services of the United States; a birth registration issued by an appropriate government agency or board of health records; a passport; an alien registration card issued by the United States government; a certificate issued by the Immigration and Naturalization Service attesting

to age; a current driver's license; an unexpired federal, state, or local government identification card (if documentation of date of birth is required); or a certification of a United States citizen born abroad issued by the appropriate government agency. Hospital, baptismal or religious certificates will not be accepted.

RG-3.5.2 For violations of this policy, action will be taken at the appropriate level of administration.

Dual Registration Policy in Washington Youth Soccer.

1. Policy #3.1 Allows a player to be on the roster of two teams at different levels of play within Washington Youth Soccer. The second team must be at a higher level.

POLICY #4- REGISTRATION FOR LEAGUE PLAY

RG-4.1 A registered team may not change its rostered age group during the calendar year by removing players.

RG-4.2 A minimum of eleven (11) players is required to roster a team for Association, District, Regional Club League, or State League play.

RG-4.2.1 Small-sided teams may have fewer than eleven (11) players as defined in Rules of Competition – Internal Procedures.

RG-4.2.2 TOPSoccer teams may have fewer than eleven (11) players.

RG-4.3 Each team shall not exceed the maximum registered players, defined in Operation Document Rules of Competition unless a variance for good cause has been granted by the Association Registrar, Association President, and the District Commissioner.

RG-4.3.1 Maximum team roster size for U16 through U19 is (22) registered players.

RG-4.3.2 Maximum game roster size is (18) registered players.

RG-4.3.3 Maximum team roster size may be higher for specific age groups competing in Washington Youth Soccer State Cup Tournaments.

RG-4.3.4 Variations to Registration and team roster size are documented in Operating Document Rules of Competition.

POLICY #5-OPEN PERIOD PARTICIPATION

RG-5.1 Players may not be recruited if they are actively playing with a US Youth Soccer rostered team.

RG-5.2 During the open period, registered players may try out for new or existing teams, play with their new team, or be a guest player in any tournament permitting such players, provided the player is not rostered to a team participating in the US Youth Soccer Washington State Championships, the Presidents Cup or the Founders Cup.

RG-5.3 A registered player may participate in sanctioned tournament competitions as a guest player for a team to which the player is not rostered when the competition occurs **prior to** the start of the open period.

RG-5.3.1 All Tryout shall not start prior to Washington Youth Soccer Tryout Dates for all levels of play.

RG-5.3.2 The competitions may be within or outside the State of Washington.

RG-5.3.3 Competition rules or other written documentation must specifically allow guest players.

RG-5.3.4 The team roster for that competition must identify the player as a guest player.

RG-5.3.5 The player must have written permission from the team coach or manager of the team to which they are rostered to allow them to participate as a guest player in the specific competition.

POLICY #6-PLAYER OR OFFICIAL MOVEMENT

RG-6.1 A player is eligible to play with the new team when the transfer is approved by the receiving and releasing Member Association registrars.

> ***RG-6.1.1*** A Member Association may refuse to release a player if the player has not met all financial obligations within the Association.

RG-6.2 A team shall be limited to a total of three (3) players received by transfer during league play.

RG-6.3 Players may be transferred to a team actively participating in league or state tournament play, or to an administrative holding pool administered by the Member Association registrar.

> ***RG-6.3.1*** Transfers are not necessary during the open period.

RG-6.4 When three or more players move from one team to a team in a different club, a team or club Official from the former team may not be on the new team roster or actively involved with the team for no less than one year from the date that the third player is added to the new team roster, without the express written consent from the departing organization Board and/or Director of Coaching (DOC).

POLICY #7-PLAYER PARTICIPATION IN SENIOR AMATEUR SOCCER

RG-7.1 A youth player will be permitted to play an unlimited number of senior games without losing his/her youth eligibility.

RG-7.2 A youth player who is required to sign an Amateur Form shall retain youth eligibility.

POLICY #8-*PLAYING WITH PROFESSIONAL PLAYERS*

RG-8.1 Any player signing a professional form or receiving payment for playing beyond reimbursement for actual expenses, shall lose all privileges of youth amateur status until reinstated as an amateur player according to US Soccer policies.

POLICY #9-PROPRIETARY RIGHTS

RG-9.1 All registration data provided by the Member Association on players and/or teams within that Association must be considered proprietary to Washington Youth Soccer, and any release of such data must have the written approval of both the Washington Youth Soccer Chief Executive Officer and President, or by written approval of both the Registrar and President of the Member Association.

RG-9.1.1 All data is proprietary since Washington Youth Soccer owns the data.

RG-9.1.2 All data is confidential and Washington Youth Soccer, and its members shall not disseminate who is and is not registered except as necessary for administrative purposes.

RG-9.1.3 Washington Youth Soccer, and its members shall not sell or give registration information containing the names and personal information of any of its members to third party entities.

PROCEDURES

PROCEDURE #1-AUTHORITIES

PRG-1.1 The Chief Executive Officer or his/her designee is responsible for the overall administration of the Washington Youth Soccer Registration Program, including the implementation of the approved policies, procedures and internal procedures.

PROCEDURES #2-RESPONSIBILITIES

PRG-2.1. The Chief Executive Officer shall identify the responsibilities of the Registration Committee.

PRG-2.2. The Team ID number is ten digits and follows a specific number convention as assigned by the Association Registrar.
Example number 0302112333

The first two digits (03) are the district or region number. 01 through 07 is for use by districts. 09 is a number reserved for use by Washington Youth Soccer.

Digits 3 and 4 (02) are the Association number. This number represents the Associations entry into Washington Youth Soccer. 02 is for the second association accepted by Washington Youth Soccer.

Digits 5 through 7 (112) are a club number. The Association Registrar will assign each club a unique three digit number.

Digits 8 through 10 (333) are a team number. The Association Registrar will assign each team a unique three digit number.

PROCEDURE #3-REGISTRATION REQUIREMENTS

PRG-3.1 The Registration Committee will establish and publish internal procedures related to registration requirements.

PRG-3.2 The internal procedures related to each registration requirements will be reviewed by the Registration Committee at least annually to ensure that all procedures are current.

PRG-3.2.1 Registration Committee will provide a report to the Chief Executive Officer once their review is complete. The report will identify whether any changes were identified and if any proposed changes are planned.

PRG-3.3 Changes to the internal procedures will follow the procedures established in the Structure section of these Operating Documents.

PRG-3.4 Updated internal procedures will be published to the web site in a timely manner, typically no later than one (1) week after approval by the Chief Executive Officer.

PROCEDURE #4-REGISTRATION FOR LEAGUE PLAY

PRG-4.1 Team roster information must be kept current in an acceptable format as designated by Washington Youth Soccer.

PRG-4.2 The Registration Committee will establish and publish internal procedures related to registration for league play.

PRG-4.3 The internal procedures related to each registration for league play will be reviewed by the Registration Committee at least annually to ensure that all procedures are current.

PRG-4.3.1 The Registration Committee will provide a report to the Chief Executive Officer once their review is complete. The report will identify whether any changes were identified and if any proposed changes are planned.

PRG-4.4 Changes to the internal procedures will follow the procedures established in the Structure section of these Operating Documents.

PRG-4.5 Updated internal procedures will be published to the web site in a timely manner, typically no later than one (1) week after approval by the Chief Executive Officer.

PROCEDURE #5-OPEN PERIOD PARTICIPATION

PRG-5.1 The Registration Committee will establish and publish internal procedures related to open period participation.

PRG-5.2 The internal procedures related to open period participation will be reviewed by the Registration Committee at least annually to ensure that all procedures are current.

PRG-5.2.1 Registration Committee will provide a report to the Chief Executive Officer once their review is complete. The report will identify whether any changes were identified and if any proposed changes are planned.

PRG-5.3 Changes to the internal procedures will follow the procedures established in the Structure section of these Operating Documents.

PRG-5.4 Updated internal procedures will be published to the web site in a timely manner, typically no later than one (1) week after approval by the Chief Executive Officer.

PROCEDURE #6-PLAYER OR OFFICIAL MOVEMENT

PRG-6.1 The Registration Committee will establish and publish internal procedures related to player or official movement.

PRG-6.2 The internal procedures related to player or official movement will be reviewed by the Registration Committee at least annually to ensure that all procedures are current.

PRG-6.2.1 Registration Committee will provide a report to the Chief Executive Officer once their review is complete. The report will identify whether any changes were identified and if any proposed changes are planned.

PRG-6.3 Changes to the internal procedures will follow the procedures established in the Structure section of these Operating Documents.

PRG-6.4 Updated internal procedures will be published to the web site in a timely manner, typically no later than one (1) week after approval by the Chief Executive Officer.

PROCEDURE #7-PLAYER PARTICIPATION IN SENIOR AMATEUR SOCCER

PRG-7.1 The youth player must obtain permission from his/her youth coach or other authorized team official.

PRG-7.2 The youth coach or other authorized team official shall request eligibility clearance from Washington Youth Soccer in writing.

PRG-7.3 The youth coach or other authorized team official must request permission from the Washington Senior Soccer Association in writing.

PRG-7.4 When the above clearance and permissions have been granted, the Washington Senior Soccer Association has discretion in permitting a youth player to play senior games and will be responsible for establishing the procedures under which this will be implemented.

Summary of changes
10 May 2018
Revised Open Period participation

15 Aug 2015
Revised paragraph 3.1.1 to add dual registration. A player can be on two teams at the same time.
Replaced policy 3 with wording to allow for registration on two teams at the same time.
18 April 2015
Changed Challenge Cup to Presidents Cup. Location definition Open Period and RG-5.2

8 November 2014
Added section PRG 2.2 for defining the 10 digit team identification number.

24 August 2013
Revised wording in paragraph RG-3.3.
Revised wording on paragraph RG-4.2.1 and RC-4.3 to point to the proper operating document and clarify definition of roster limits.

January 26, 2013
Revised definition of Add and Transfer to follow US Youth definitions.

November 3, 2012
Added a definition of Directors Pass on page 1.