



## **MAYSA Consolidated Policies and Procedures Outline**

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## 1. PREFACE

The 'Madison Area Youth Soccer Association (MAYSA) Policies and Procedures' are intended to support the MAYSA mission statement and supplement the policies and procedures of the Wisconsin Youth Soccer Association (WYSA) and the US Youth Soccer Association.

In instances where policy may not currently exist to address a particular situation or scenario, "Spirit of the Game" and common sense will be applied.

## 2. MEMBERSHIP

MAYSA operates as governance of a regional district of the Wisconsin Youth Soccer Association, defined by the geographic area including and surrounding Madison WI. MAYSA is governed by its Board of Directors, which are elected by representatives of the WYSA affiliated soccer clubs within its district. WYSA is a national affiliate of US Youth Soccer and the US Soccer Federation (USSF). All soccer clubs participating in leagues organized by MAYSA shall affiliate through MAYSA with WYSA and shall comply with WYSA guidelines.

### 2.1 Clubs

#### 2.1.1 Club Formation and Responsibilities

- a. Soccer clubs are formed at the discretion of WYSA, to whom interested groups should apply. Effective October 2008, all new clubs must be recognized as tax exempt under IRS code 501(c)3 and obtain a Wisconsin Sales Tax Exemption Certificate. A minimum of four teams are generally expected for WYSA affiliation consideration; however, exceptions may be granted.
- b. Clubs facilitate WYSA player registration. Team rosters are created within the club, according to MAYSA registration and rostering rules.

#### 2.1.2 Definition of 'Clubs in Good Standing'

- a. WYSA defines 'good standing' this way: A team or organization shall be considered in **good standing** if all of its players have been properly registered with their National State Association or approved organization and so long as the team or organization is not subject to any disciplinary sanctions prohibiting travel or hosting imposed by the National State Association, US Youth Soccer or approved organization.
- b. MAYSA further defines a club in 'good standing' as :
  - I. Having no past-due invoices
  - II. In compliance with MAYSA's Policies and Procedures, having not intentionally nor egregiously violated MAYSA, WYSA, nor US Youth Soccer policies and procedures.
  - III. MAYSA requires a Net 30 Days settlement on all club fees and charges. This means that clubs must pay the net due within 30 days upon receipt of the invoice. Penalty fees after 30 days are as follows:
    - a. 1.5% service charge per month
    - b. 18% per annum



IV. There will be no service for a new season until the prior season is cleared and the upcoming season is paid in-full. Services withheld include registration of teams and players, issuance of player pass cards, insurance coverage, etc.

## **2.2 Player Registration**

A player registers to a Club, and is committed to that Club for the playing year (August 1 - July 31) once a player or a parent/guardian sign the player registration form following a verbal or written acceptance of an offer from a club. The player is committed to a team in that Club once the roster is set and 'approved' by the Club's registrar.

A player may not be rostered to more than one team at a time. A movement to a different team, either within the same Club or to a different Club, is termed a 'Transfer'. (More on 'Transfers' in Section [Section: 2.3](#))

### **2.2.1 Birth Date Guidelines**

Birth Date guidelines are established by US Soccer. The only exception that may be considered is in 2.2.2 below.

### **2.2.2 Age Exemption Policy**

This policy is intended to permit players born within six months before the age cut off, to play soccer on a team registered in MAYSA so long as there is not a feasible option to play at their actual age group within their club. Each exception must be reviewed and approved by MAYSA. This policy does not extend to the Club Pass policy: e.g., a U13 player within six months of the age cut off (i.e., technically U14), rostered to a U13 team, cannot Club Pass to another U13 team within his or her club.

The following criteria must be met for an Age Exemption to be considered:

- I. The request, in-writing, to MAYSA for exemption must be initiated by Club President or designee.
  - II. The player and club should be prepared to provide any requested documentation to verify the validity of the request.
  - III. The player should not be more than six months older than the normal January 1<sup>st</sup> deadline.
  - IV. Sufficient time allowed for all requests for exceptions on behalf of a player or players to be reviewed. Each request may be reviewed by designated members of the MAYSA Staff and/or Board who reserve the right to approve or deny exceptions. Additional information may be requested within this process.
- b. The following limitations will apply to teams with over-age players:
- I. Three (3) players, maximum, per team. Some additional flexibility may be considered for teams registered as "Recreational".
  - II. 8<sup>th</sup> graders who are technically "overage" may be placed on Under 14 teams participating in MAYSA leagues and do not need approval from MAYSA. For example, in the Fall season 8<sup>th</sup> grade boys who are technically overage may be placed on an Under 14 team; girls in the Spring season. Essentially, counter their scholastic season. MAYSA will typically label such leagues as Under 14/15



III. Should the team wish to participate in a WYSA/US Youth Soccer-sanctioned tournament separate from those sponsored by MAYSA, the approval would be at the discretion of the event. (continued next page)

IV. **MAYSA does not have the exclusive authority for granting overage exception for any competitive teams participating at the WYSA State Leagues or other leagues outside of its jurisdiction.** Similarly, the exception is not permitted for teams participating in US Youth Soccer Association Championship series events. This includes the WYSA State Championships and Presidents' Cup.

### **2.2.3 Player Verification & Rostering**

All players on teams in the MAYSA Classic League, and WYSA State League and Midwest Regional League teams from the MAYSA district must be assigned to a roster, stamped by WYSA and produced by MAYSA. Some categories of players rostered to teams within designated leagues and/or tournaments, birth date verification is required:

- a. Any one of the following are appropriate verification of age: a birth certificate; 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 un-expired 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. (With the new state-wide registration system, birth dates need only be verified one time at the MAYSA office; the record is then kept with the state for as long as the player is registered with WYSA.)

### **2.3.4 Player Pass Cards**

MAYSA Leagues do not require player pass cards. However, any teams or players from the MAYSA district requiring player pass cards for other/separate leagues can request issuance of US Youth Soccer 'Player Passes', stamped by WYSA and produced by MAYSA once player birth dates have been verified.

- a. Player Passes are valid for the seasonal year in which they are issued. They are distributed before the start of season, or when a new competitive player is registered.
- b. The 'No Pass, No Play' rule is enforced by the referees for those players and teams in leagues requiring player pass cards



## 2.3 Player Transfers

A Player Transfer is the movement of a registered player, currently rostered to (or dropped from) a team, onto another team roster in the same registration year (Aug 1 – July 31). A transfer can be within the same Club or to a different Club. If different, then the 'Releasing Club' is the Club whose team the player wishes to leave. The 'Accepting Club' is the Club whose team the player wishes to join.

Some Clubs may have a policy to not reimburse, or to prorate fees, for players who transfer. Check with the releasing Club for their policy on reimbursement.

According to the Wisconsin Youth Soccer Association Policies, as adhered to by MAYSA, the following are applicable to ALL TRANSFERS, including those involving In-house, Rec, and Competitive players:

1. Once registered to a Club, players may only transfer once per year (August 1 - July 31).
2. Each accepting team is limited to accepting a total of three (3) transferred players per year (August 1 - July 31). This includes transfers within the club.
3. Transfers over the limit must be approved by MAYSA, and completed by the state.
4. New Players, upon registration, may be added to a team at any time and do not count toward the three-player transfer limit.

### 2.3.1 Transfer Window

After a player is registered, that player may transfer to a different team within the preferred/recommended windows of time:

- MAYSA Transfer Period 1: Date of original registration until 14 calendar days before the start of the Fall season.
  - MAYSA Transfer Period 2: End of Fall season to 14 calendar days before the start of Spring season.
- Transfers requested within the MAYSA Transfer Periods must be processed by all parties within fifteen (15) days of receiving the request. Transfers outside those two windows will be considered on Appeal. (See [Section 2.3.4](#), Transfer Appeal Process.)

### 2.3.2 Competitive Player Transfers

#### a. Competitive Player Transfer to a different Club:

If a transfer involves a player moving from a competitive team to a team (competitive or recreational) in a different Club, the transfer request must be made through the Wisconsin Youth Soccer Association. WYSA policy states:



i. A competitive player is considered committed to a team for the seasonal year when a written acceptance occurs, and player registration is completed. Competitive players include those who would be rostered to Classic, State League and US Youth Soccer National League teams. If at any time during the registration year, a competitive player wishes to transfer to another club (interclub transfer), that player must submit a Competitive Player Request Transfer Form with applicable fees (\$100) to the WYSA State Office.

ii. A new club and team must be identified to begin the transfer process. Players are not released to “free agency”. It is the discretion of the club who holds the original registration to approve or deny a transfer request. Clubs may request fulfillment of financial obligations to the club before authorizing a player release. WYSA will not intervene in financial matters of the club unless the club is operating in conflict with club or WYSA policies.

iii. The State Office will review transfer requests for completeness and verify compliance with WYSA policy. WYSA staff may contact the requestor and/or the clubs involved for additional information. Upon verification, a request for transfer approval will be sent to the President (or designee) of the releasing club. Clubs have 7 days to respond to WYSA regarding the transfer request. Failure to respond will result in automatic approval of the transfer. WYSA will notify the requesting party when the club responds, or after 7 days have passed. All communications regarding player transfers will be sent via email to the address on file with WYSA and/or provided in the request form. If the player transfer is approved (or withdrawn), 50% of the request fee is refunded to the requesting party at the conclusion of the process.

iv. Should the club deny a transfer request, the requestor has the right to appeal. A notice of appeal must be submitted in writing to the WYSA State Office within 72 hours of the denial notification. If an appeal is requested WYSA retains the entire \$100 transfer fee.

v. Where an appeal is filed, a transfer hearing panel will be convened to decide on the release of the player. WYSA will make a conscientious effort to facilitate the review panel process in a timely manner. The panel will consist of three neutral parties from the soccer community and provide both the club and the requestor an opportunity to represent their position. Hearings are conducted by conference call. The parties involved will be notified of the panel’s decision within 24 hours of the hearing.

vi. This policy only applies to competitive players and restricts movement from a team in one club to a team in another club. It is not applicable to a player changing teams within the same club (intraclub transfer).

**b. Competitive Player Transfer within the Club:**

The movement to a different team within the same Club is tracked as a ‘Transfer’, however, no form is required. The Club’s registrar should inform MAYSA in writing of the



transfer, which is subject to the rules pertaining to ALL transfers, see [Section 2.3](#). WYSA completes the transfer within the necessary software.

### **2.3.3 Recreational Player Transfers**

#### **a. Recreational Player Transfer to a different Club:**

- i. If a transfer involves a player moving from a recreational team to a team (competitive or recreational) in a different Club, the transfer request must be made with the MAYSA Player Transfer Request Form.
- ii. The Player Transfer Request Form may be found on the MAYSA website. ([www.maysa.org](http://www.maysa.org) under 'Forms') Once the form has been filled out in its entirety and signed by all parties indicated (including those of the Accepting and Releasing Clubs and teams), it should be submitted to the MAYSA office by mail, email, or fax.
- iii. MAYSA completes the transfer in League One, subject to the rules pertaining to ALL transfers, see [Section 2.3](#).

#### **b. Recreational Player Transfer within the Club:**

The movement to a different team within the same Club is tracked as a 'Transfer', however, no form is required. The Club's registrar should inform MAYSA in writing of the transfer, which is subject to the rules pertaining to ALL transfers, see [Section 2.3](#). MAYSA completes the transfer in League One.

## **3. PROGRAMS**

Consideration for the below MAYSA programs requires good faith compliance with the following MAYSA and WYSA policies:

1. Have no outstanding invoices.
2. Have paid all invoices within the 30 day terms provided by MAYSA
3. Ensure that all coaches in the club have a WYSA issued coach pass and appropriate coaching license.
4. Have a documented method for communicating to club members the MAYSA Code of Ethics & Conduct, and MAYSA's Zero Tolerance Policy regarding referee abuse and dissent. A pattern of non-compliance regarding these policies in particular, whether by spectators, coaches, or players, will jeopardize standing respective to available MAYSA programs.
5. Support, communicate, and be in compliance with all MAYSA and WYSA policies as added or amended

### **3.1 Field Development Program**

MAYSA's annual budget includes funds designated for assisting clubs with field development. Financing in the form of up to \$1000 will be offered to MAYSA affiliated clubs in good standing, to be applied toward the purchase of new goals. Grants will be administered under the following provisions:

1. Requests will be evaluated based on need. Safety concerns, replacing wood posts, and the alternatives available in the area will be key considerations.





2. The recipient must be a MAYSA-affiliated club in good standing. A club which leaves the district or association after having received a grant, will be required to provide a refund to MAYSA.
3. Each club will be limited to one grant per fiscal year.
4. The goals must be for fields where MAYSA league games are played and meet MAYSA's criteria with respect to size.
5. The club must have a designated field coordinator for the field receiving goals.
6. The club must contribute the balance of the cost of the goals.
7. Keeper Goals' will be the supplier. MAYSA will contribute the funds directly to 'Keeper Goals' on behalf of the club, with the club supplying the difference.

For a Field Grant Application form, [click here](#).

### **3.2 Financial Assistance Program**

To ensure that every child has the opportunity to participate in our activities regardless of socio-economic status, MAYSA:

1. Waives a portion of MAYSA team registration dues for teams with players who qualify for the free/reduced lunch program. The waiver would be applied when clubs register their teams with MAYSA (in July for year-round and fall-only registration and February for spring-only registration).
2. The exact assistance amount will be determined with each annual budget. For complete text of the MAYSA Financial Assistance Program, [click here](#).

## **4. MEETINGS**

### **4.1 Annual General Meeting (AGM)**

A regular annual meeting of the Board of Directors is held each winter between the end of the Fall season and the beginning of the Spring season for the election of officers and the transaction of such other business as may properly come before the meeting. For MAYSA by-laws specifying rules for election, see [MAYSA By-Laws](#).

### **4.2 MAYSA Board of Directors**

The frequency and timing of meetings shall be determined by the board, dependent upon the type and urgency of necessary business.

## **5. LEAGUES**

MAYSA organizes the inter-club leagues for the clubs in its district. Teams are placed into the leagues through the 'Alignment' process.

### **5.1 League Alignment Policy**

1. Age and gender – Boys (co-ed) and Girls leagues will generally be formed according to age group (e.g., Under 11, U12, etc.). On occasion, age groups may be merged (e.g., U14/15). If competitively appropriate, a team comprised mostly of U11 players could play in a league comprised of U11 and/or U12 teams and players. The overall objective being equality in competition.



2. Geography – Geography is not taken into consideration in the formation of leagues comprised generally of teams registered as Competitive. Leagues comprised mostly of teams registered as Recreational will take geography and travel distances into consideration.
  - i. Under 9 and Under 10 leagues are generally formed within geographical units.
3. Level of play – Ideally, all matches within league play will be competitive.
4. Criteria for Promotion/Relegation—Prior to the scheduling process and the start of the fall and spring seasons, team win-loss records and goal differential are reviewed and compared so that teams may be placed in appropriate divisions for competition.
5. Size of divisions within league – The size of the divisions will vary based on the above criteria and may range from five (5) teams to ten (10) teams. Nevertheless, all teams participating in MAYSA leagues will be assured eight (8) games in the fall and spring seasons, respectively.
6. In-House leagues – Clubs may form In-House leagues at the age groups of Under 10 and younger.
7. Coach/Club leadership feedback – During the alignment period, clubs and coaches will be given the opportunity to provide information or feedback about their team’s placement. MAYSA recognizes feedback and typically makes changes accordingly but cannot guarantee that there will be changes to league alignments.
8. League Standings – MAYSA leagues are generally established for development and enjoyment and therefore does not officially declare league champions nor acknowledge standings. However, league points/standings and tie-breakers are as follows:
  1. Points per win = 3
  2. Points per tie = 1
  3. Tie breakers (in order)
    - i. Head-to-head
    - ii. Most wins
    - iii. Fewest goals allowed
    - iv. Most goals for

### **5.3 WYSA State League (or other) rules**

For State league application and participation rules, see WYSA website and policies. Rules for additional leagues may also be found at US Youth Soccer or Region II.

## **6. PLAYING RULES & REGULATIONS**

### **6.1 Team Formation**

All teams are formed at the club level according to club missions and by-laws; however, the following are WYSA, adapted by MAYSA, guidelines for Recreational Teams:

- a. The use of tryouts, invitations, recruiting or any like process to roster players selectively to any team on the basis of talent or ability is prohibited for teams registered as Recreational.
- b. Tryouts may be, but are not required, for teams registered as Competitive.
- c. The club or district administering the league accepts as participants in the league any and all eligible youths (subject to reasonable terms of registration).
- d. Each player shall play at least half of the game, provided they meet the Club’s established requirements.



- e. All teams under the age of 10 (U10, U9, U8, U7, U6, U5) are considered recreational teams.
- f. No travel permits will be issued for U8 and younger teams for out of state travel.
- g. Awards for U10 and younger recreational teams in a tournament will be participation awards.
- h. WYSA has adopted an “Age Exemption Policy” whereby districts may adopt policy permitting overage players to be rostered under certain conditions. To read more about the Age Exception (for Rec players only), see [Section 2.2.2](#)

## **6.2 Modified Playing Rules** (for recreational small-sided soccer, U12 and younger)

The Wisconsin Youth Soccer Association and MAYSA have adopted US Youth Soccer’s modified recommendations for the playing rules for U10, U8 and U6 teams. Player rosters are established by those rules. Field sizes and on-field player numbers are also established by those rules. For these age levels, no individual player or individual team awards are to be given.

- **U5/6**

Numbers: 4 V 4 no goal keepers

Field: L (25-35y) X W (15-25y)

Ball: Size 3

Goals: 4’ X 6’ (hockey goals or flag goals)

Roster: Up to 6 recommended for single roster or 12 for side-by-side format.

Playing time: 4 quarters of 8 minutes each.

- **U7/8**

Numbers: 4 V 4 no goal keepers

Field: L (25-35y) X W (15-25y)

Ball: Size 3

Goals: 4’ X 6’ (recommended) up to 6’ X 12’

Up to 6 recommended for single roster or 12 for side-by-side format.

Playing time: 4 quarters of 8 minutes each.

- **U9/10**

Numbers: 7 V 7 including a goalkeeper

Field: L (55-65y) X W (35-45y)

Ball: Size 4

Goals: 6’ X 18’

Playing time: 2 halves of 25 minutes each

Roster: Up to 12

- **U11/12** – note, no heading is allowed for Under 11. Infraction results in indirect kick restart. If infraction occurs within penalty area restart is moved to closest point outside penalty area.

Numbers: 9 V 9 including a goalkeeper

Field: L (70-80y) X W (45-55y)

Goals: 7’ x 21’ are recommended, but 6’x18’ are acceptable

Ball: Size 4

Playing time: 2 halves of 30 minutes each

Roster: Up to 16

- **U13/14**



Numbers: 11 V 11 including a goalkeeper

Field: L (100-120y) X W(60-80y). 100-105y long x 60-65y wide recommended.

Goals: 8' x 24'

Ball: Size 5

Playing time: 2 halves of 35 minutes each

Roster: 22 maximum; no more than 18 can "suit up" per game

- U15/16

Numbers: 11 V 11 including a goalkeeper

Field: L (100-120y) X W(60-80y). 105-110 long x 65-70 wide recommended.

Goals: 8' x 24'

Ball: Size 5

Playing time: 2 halves of 40 minutes each

Roster: 22 maximum; no more than 18 can "suit up" per game

- U17-19

Numbers: 11 V 11 including a goalkeeper

Field: L (100-120y) X W(60-80y). 110-115 long x 70-80 wide recommended.

Goals: 8' x 24'

Ball: Size 5

Playing time: 2 halves of 45 minutes each

Roster: 22 maximum; no more than 18 can "suit up" per game

### 6.3 Competitive League Play

Competitive League may refer to leagues that include teams that registered as "Competitive" at the District/MAYSA level (typically Tier 1 & 2). In addition, any WYSA State League or higher league at the Regional or National levels.

#### 6.3.1 Competitive Team Rules

All Teams are formed at the club level according to club missions and by-laws; however, the following are WYSA definitions and guidelines, adapted by MAYSA, for Competitive Teams:

**Competitive League** – An inter-club league in which the use of tryouts, invitations, recruiting or any like process to roster players selectively to any team on the basis of talent or ability is permitted and one or more league rules restrict the manner in which players may be rostered to participating teams.

#### 6.3.2 Competitive Team Tryouts

See WYSA Tryout Policy for current details regarding tryouts. Note that all Competitive teams must use tryouts for team formation.

Any club intending to form competitive teams must make available information that includes team formation policies. The information must be viewable prior to tryouts. Web links or PDF with this information from each club holding tryouts will be posted to the MAYSA website.

Information should include:

- a. League in which the team is expected to participate



- b. Projected costs of joining the team
- c. Who the coach is expected to be
- d. What travel and events can be expected
- e. Training locations
- f. Commitment expected of the player

On an annual basis, MAYSA communicates the WYSA Tryout Policy, also posted to the MAYSA website for viewing. The Tryout and Club Promotion Timetable to which clubs must adhere includes:

- a. The Period of Open Promotion- Dates when clubs may contact a player currently rostered to another club within a specific period of time in order to promote their tryouts
- b. Tryout Dates- date windows are specified each year, see [MAYSA Tryout page](#).
- c. Timeline for Notification to Players
- d. Response from Players rules.
- e. Clubs may offer current players spots on a specific club team at the beginning of the Open Promotion period. See WYSA Tryout Policy for more information.

#### **6.4 Club Pass Policy** [WYSA Club Pass Policy](#) approved 4/8/13

A club pass is defined as use of a registered player from one team's roster for competition with a different team in the same club. The club pass is designated as an intra-club player arrangement and is not intended to be used as an interclub arrangement between two different clubs.

Effective August 1, 2013 players are eligible to be club passed to any team in their club provided they are age appropriate. There is no limit to the number of club pass players per competition however the maximum number of players shall not exceed the allowable number of players as designated by State policy.

Teams that make use of club passes must designate on the official game report (or game day roster) the names and player registration numbers. Additionally, teams using club passes will need a copy of the official WYSA "club/district authorized official roster" for each team the club pass players are coming from.

The club president or director of coaching will oversee the implementation and be responsible for compliance to WYSA policies relating to club passes. A player's first obligation shall be to the team they were rostered to for the seasonal year. No male players will be allowed to participate in a female league unless designated as a co-ed league which permits male and female players on the same team and within the same league.

Clubs and teams are strongly encouraged to utilize the club pass policy according to the intentions for which it was created: 1) to ensure there are a sufficient number of players at each game; and 2) player development. For example:



- If a U13 has only 12 available players for a match, utilizing up to 3 age-appropriate players (i.e., U13 birth year) from a U14 team.
- If a U13 MAYSA League team only has 12 available players for a match, utilizing up to 3 players on a U13 WYSA (State) league team (or higher) is acceptable. However, playing club pass players play “up” an age group or competitive level is more consistent with player development.
- We strongly discourage utilizing club pass players from an older or higher-level team to win a match and improve league standings.
- Consider playing club pass players in new positions to help their player development.
- If club pass players were instrumental in determining the outcome of a game (e.g., a lob-sided win), they have probably been used inconsistent with the intention of the rule and Spirit of the Game. Any club pass player that receives an ejection is required to sit out the next sanctioned game whether it be with the team he received the ejection with or his primary team.

All tournaments sanctioned by WYSA have been encouraged to recognize player club passes. In the event that a tournament allows the use of club passes, those players shall not count as guest players for the event. Guest players are generally from another other club and are countable against the maximum number of guest players allowed in a tournament.

### **6.5 No Recruitment Policy**

Under no circumstances may contact be initiated with any player age 14 years old and younger without a parent or guardian present. This includes email, text message or phone.

No personal contact with players or family members for the purpose of recruiting players may occur before the annual ‘Tryout and Club Promotion Timetable’ dates indicate. Coaches may be suspended from coaching and/or the team may be prevented from playing in sanctioned activities if violations of the recruiting restriction are confirmed. Recruiting and tryouts end 30 days before the start of the season or once a player has signed with a club/team for the registration year.

The following activities are also prohibited:

1. Contact with player or parent is not permitted under any circumstances at trainings or games until coach has dismissed team.
2. Discussions cannot contain discussions regarding reducing fee structure by any amount of club being promoted unless consistent with club policy. (ie. a club *may* explain to candidate that scholarships are available, but they must qualify and apply per club policy. A club *cannot*, for example, guarantee a player half off the uniform cost/free uniform/half off registration fee, etc. if the player joins the club.)
3. Discussions cannot contain promotion for the player to consider a specific team.
4. Under no circumstances can a club guarantee a roster spot until a legitimate offer is made during the tryout process.



## 6.6 League Roster Size

All players must be listed on the team roster and must have completed an individual player registration form (paper-form or online.)

U-Age	U6	U7	U8	U9	U10	U11	U12	U13	U14	U15 through U19
<b>Players on the field</b>	4	4	4	7	7	9	9	11	11	11
Minimum Roster	4/7	5/7	5/7	7	7	8	8	9	9	9
Maximum Roster	6/12	8/12	8/12	14	14	16	16	22*	22*	22*
Leagues	<ul style="list-style-type: none"> <li>MAYSA Recreational or In-House Leagues/ In-House (Side by Side) League</li> </ul>					<ul style="list-style-type: none"> <li>MAYSA League</li> <li>WYSA State League</li> <li>Midwest Regional League</li> </ul> <p>* Game day roster (allowed to 'suit up') must be 18</p>				

Recreational U15+ Leagues (when available) '7 v 7' roster limits are 8 min/15 max.

## 6.7 Guest Player Roster Form

The Guest Player Roster form is for use by all teams using players from other club teams (not within the same club) for tournaments, other than the WI State Championships. The form allows a team to lists guest players, subject to the rules of the tournament event. Guest Player Roster forms are available on the WYSA web site and must be submitted online. \*\*Regarding tournament play, see the tournament application for Guest Player(s) rules.

## 6.8 Equipment and Uniforms, Restrictions

- 1) All players **MUST WEAR SHINGUARDS**.
- 2) ALL players are required to wear matching, numbered, jerseys. Teams registered as Competitive are required to wear matching socks and shorts.
- 3) Sponsor logos may be placed on jerseys but may not obstruct view of player number and may not promote alcoholic beverages nor tobacco products.
- 4) The home team must provide alternative jerseys with numbers if a color conflict arises. Soft molded cleats are recommended. Cleats should have no sharp edge.
- 5) **Jewelry (including pierced earrings) may NOT be worn.** With regard to hair decorations (e.g., beads) the general guidance is to allow them. But the hair must lay flat and/or be secured such that the decorations are not swaying or moving when playing.
- 6) **Splints and or any kind of casts are NOT allowed** unless approved by the MAYSA Referee Assignor. If approval is given a hard copy form will be provided for the player/team to present to officials at the match. Players/teams should not assume that wrapping a cast or applying padding will



necessarily result in approval to play. The safety of all players on the field must be taken into consideration.

- 7) Home team provides:
- Six field markers : Four corner flags and one cone (or flag) marker for each side of the field at midfield (one yard off the sideline)
  - Nets for goals if they are to be used (strongly encouraged)
  - A properly inflated ball, in good condition: U6 through U8: Size 3, U9 through U12: Size 4, U13 and older: Size 5

## **7. GAME DAY GUIDELINES**

### **7.1 Weather Conditions and Game Cancellations**

*MAYSA does not cancel games due to weather conditions.* Field conditions, however, may merit game cancellations. Cancellations due to field conditions are made by coaches and club field coordinators by early morning prior to the games, or by referees at game time; See [Section 7.3](#) 'Game Cancellations'.

The referee may cancel a game at game time or anytime thereafter due to lightning or other severe weather. See next Section, 'MAYSA's Severe Weather Policy'.

### **7.2 MAYSA Severe Weather Policy**

Referees must suspend a game if they hear thunder or see lightning. All participants are to move away from the fields and into a storm shelter or vehicle.

Referees are to keep participants away from the field and not to restart the game until at least 30 minutes following the last detectable thunder or lightning.

At the field, the decision to stop, suspend or terminate a game lies exclusively with the referee regarding any other severe weather conditions.

### **7.3 Game Cancellations**

For MAYSA league games, clubs/teams should make every reasonable effort to determine whether a game should be canceled due to field conditions and communicate to the visiting team so unnecessary travel can be avoided. For more information on cancellation procedure, see [Section 7.4](#)

- MAYSA makes the determination to cancel games due to field conditions for Reddan Soccer Park only.
- The Madison City Parks Department makes the determinations for Madison city parks.
- Field Coordinators for Clubs make determinations for their leased fields. They may work with the Parks departments as well.
- Home coaches may also make the decision to cancel a game due to field conditions.





For Club In-house league games (leagues formed within the club) contact the Club for policies regarding game cancellations and reschedules.

Once the game has started, the decision to stop play rests solely with the referee. If the game is called prior to half time, the game is to be replayed in its entirety. If the game is called at halftime or any point thereafter, the game is considered a complete game and the final score stands. Referee(s) shall be paid in full for games which were started but had to be terminated at any point due to weather.

#### 7.4 Game Cancellation Procedure

1. *Make a determination on the day of the match* as early as is reasonably possible, if cancellation is appropriate 'due to field conditions'. (A trip to the field for direct observation is recommended.)

2. For **Recreational** games, the HOME coach is responsible for:

- a. Notifying their opponent's manager or coach
- b. Notifying their club's Licensed Referee Assignor to alert referees as soon as possible. Matches between teams registered as Competitive are typically assigned by **Linda Huttenhoff** (lhuttenhoff@maysa.org or 276-9030 ext. 303).

MAYSA reserves the right to issue penalties for failure to observe these notification procedures.

The following are potential consequences for the team's club:

- Not notifying the opposing team about a canceled game: \$50 fine
- Not notifying the referee(s) about a canceled game at least 2 hours prior to scheduled start time of the match : Fine equal to the total fees due to the referee(s).

#### 7.5 Game Reschedule Procedures

No game should be rescheduled except when:

- State Championship game conflicts arise that were not predictable (play-in games), or
- A referee has stopped a game before the end of the first half.

All other circumstances do not warrant any changes to the schedule after the final schedule release.

Any date selected for a rescheduled game must be at least seven days in the future from the date on which the MAYSA Referee Coordinator is notified in writing about the rescheduled game.

1. Determine reschedule date based on agreement between coaches, and consultation with field coordinator to secure field availability.
2. Once the date, time, and location are confirmed, contact your club's Licensed Referee Assignor to schedule referees for the rescheduled match.
3. Information required:
  - i) Both teams' identification, including name, gender, age group, and division of play
  - ii) Original game location, date and time (or game number)
  - iii) New game location, date and time
4. Contact the MAYSA office to update the online schedule.



## 8. CONDUCT

### 8.1 MAYSA Code of Ethics and Conduct

#### 8.1.1 Players & Teams

- a. Shall be respectful to opponents, game officials, spectators and the field of play itself before, during and after every training or match.
- b. Shall never use profane language, taunt opponents or attempt to injure an opponent in any manner.
- c. Shall embrace the Spirit of the Game and the joy of competition over winning and losing.
- d. Shall understand that the post-game handshake is an important symbol of sportsmanship and appreciation for the opponent and that it is mandatory.
- e. See also [Section 8.2: MAYSA No Tolerance for Referee Abuse](#)

#### 8.1.2 Coaches

- a. Must have a full understanding of the FIFA Laws of the Game and any adaptations.
- b. Shall be familiar with MAYSA policies, including: Club Passing, use of Guest Players and MAYSA's No- Recruitment Policy.
- c. Shall emphasize the importance of participation, value of competition and player development over winning and losing.
- d. Shall participate in the post-game handshake.
- e. Shall refrain from negative coaching from the sidelines and refrain from yelling at players, opponents and game officials from the sidelines.
- f. Shall be responsible for the actions of their players and spectators before, during and after a match. Coaches are expected to consistently ensure a safe and supportive environment for players on both teams and referees.
- g. Shall be aware that only the team's coach is permitted to provide feedback regarding the referee. Further, referee comments, questions or concerns may be directed to the Madison Area Soccer Referee Unit (MASRU) per the form available on the MASRU website, [www.masru.org](http://www.masru.org).
- h. See also [Section 8.2: MAYSA No Tolerance for Referee Abuse](#)

#### 8.1.3 Parents & Spectators

- a. Are encouraged to cheer for sportsmanship and good plays, no matter who makes them.
- b. Will abstain from the use of tobacco products and alcohol in the areas immediately surrounding the field of play.
- c. Will respect the team's designated coach and minimize confusion among players by abstaining from coaching from the sideline.
- d. Will interact in a cooperative and positive manner with the parents & spectators from the opposing team.
- e. See also [Section 8.2: MAYSA No Tolerance for Referee Abuse](#)



#### **8.1.4 Club Administrators, Directors and Other Staff**

- a. Will work cooperatively with MAYSA leadership and staff with respect to the registration of players, placement of teams, scheduling and other administrative duties.
- b. Will actively help MAYSA communicate its goals & policies and meet deadlines.
- c. Will promote the growth of soccer throughout MAYSA, irrespective of club affiliation.

#### **8.1.5 Violations**

Any players, coaches, parents or administrators who violate the MAYSA Code of Ethics & Conduct or its intent may be subject to any or all of the following: a formal/written warning, suspensions ranging from a single game to a lifetime ban or other sanctions at the discretion of MAYSA Competitive Committee.

MAYSA reserves the right to apply the 'Common Sense Rule' to any actions by players, coaches, parents & spectators and club administrators which may not be specifically addressed by the Code of Ethics & Conduct.

The MAYSA Board of Directors and Staff will also be expected to hold themselves accountable to the MAYSA Code of Ethics & Conduct.

#### **8.1.6 Discipline Process**

1. Incident report received by referee.
  - a. MAYSA performs immediate follow-up to confirm and/or acquire additional information.
  - b. This includes outreach to coaches and other referees at the match.
2. Decision communicated by MAYSA as soon as possible. Ideally and typically within 1-2 days of incident.
3. Suspension of 1-2 games (at least) should be expected.
  - a. Will be communicated to team coach, manager and club president and/or director of coaching.
  - b. May be reduced if there is an expedited and appropriate apology and action plan to eliminate this behavior in the future.
4. Appeal – must be in-writing and submitted by the club president or director of coaching. Not the manager or coach.
  - a. Requires \$150 fee payable by the club and will not be refunded regardless of the outcome.
  - b. Appeal will be a 3-person panel of other club leaders (i.e., presidents and/or director of coaching).



## 8.2 MAYSA No Tolerance Policy

*MAYSA has created the No Tolerance Policy in an effort to decrease the abuse of referees. The purpose of this policy is to make clear that verbal abuse or negative criticism of referees is as unacceptable as verbal abuse or negative criticism of players. This policy adopts basic standard sanctions for improper conduct.*

*This policy is not intended to imply that referees are always “right” and the spectator or coach is always “wrong”. Just as players make mistakes during play and coaches may err in strategy or methodology, referees will make mistakes in officiating, particularly in the younger divisions where they are learning how to referee. Due to a persistent shortage of referees, a referee may be officiating at a higher level game than they are comfortable with. They must receive positive support from coaches and spectators to continue to grow as an official.*

*A Coach or spectator may only communicate in a positive way with a youth referee. The coach is responsible for ensuring all spectators associated with his/her team follow these guidelines relating to communication with a referee; especially a youth referee. A coach/spectator may not express any disagreement or dissatisfaction with the officiating to the youth referee. A coach/spectator may not, before, during, or after a game, discuss with a youth referee their critique of the referee’s performance, other than to thank and compliment the referee.*

If a coach, player or fan is harassing a referee, the referee has the right to take the following measures to cease harassment:

1. Go to the offending team's coach and ask them to control themselves or their personnel.
2. If the problem persists after the above measure is taken, the referee may go back to the coach and ask the offending party to remove themselves from the game.
3. If the problem persists after the above measures are taken, the referee may stop the game and the offending team forfeits. The MAYSA Board of Directors may then further sanction the offending team or individuals.

*Please note, coaches, players and /or parents/spectators are highly discouraged from approaching or confronting referees at halftime or after the match for any reason other than retrieving player pass cards or saying ‘thank you’ and/or shaking hands. Any concerns or feedback regarding referees must be submitted via the MAYSA-provided portal at [maysa.org](https://maysa.org): ‘Coach Referee Feedback Form’ in the ‘For Coaches and Managers’ section of the website.*

In cases of egregious referee abuse (e.g., physical confrontation), information will immediately be forwarded to WYSA for investigation and discipline decisions.



## **9. COACHING GUIDELINES**

### **9.1 Coach Passes**

Coaches for all MAYSA league teams are required to have in their possession a WYSA issued Coach Pass card (or digital copy) at all games to be on the team's side of the field. To obtain a WYSA Coach Pass card, a coach must complete the coach registration/risk management requirements set out by WYSA, provide/upload a headshot photo and submit the appropriate registration fee. This element is a part of WYSA's RISK MANAGEMENT PROGRAM and is a requirement of membership with the US Youth Soccer Association.

### **9.2 Coaching Education**

MAYSA adheres to the WYSA's Coaching Education Guidelines which state that the following requirements apply to both head and assistant coaches:

MAYSA will work with WYSA to set up a sufficient number of Coach Clinics in the MAYSA district to provide opportunities for coaches to attain the proper levels of licensure to coach their teams.

A team must be coached by an individual who is appropriately licensed for the age group and competition level being coached. If the coach is not appropriately licensed, that individual is not eligible to coach the team during sanctioned matches. All coaches, head and assistant, must be properly licensed. The following are the minimum license requirements per age and competition level:

- Recreational coaches are required to have, at minimum, completed 1 In-Person Grassroots Module OR a Y1 or Y2 coaching certificate.
- Coaches working with Youth Academy teams are required to have completed a combination of 2 In-Person Grassroots modules, recommended 4v4, 7v7 OR hold a US Soccer 'E' License. • Coaches of 11U through 18U Classic teams are required to have completed 2 In-Person Grassroots Modules, one must be 9v9 or 11v11 OR hold a US Soccer 'E' License.
- Coaches working with 12U – 14U Competitive and State League teams are required to have completed 2 In-Person Grassroots Modules, one must be 9v9 or 11v11 OR hold a US Soccer 'E' License.
- Coaches of 15U and older State League teams are required to have the US Soccer 'D' License.
- Coaches working with teams in leagues higher/beyond State Leagues are subject to the license requirements established by those leagues. WYSA will verify team and coach eligibility based on the Regional requirement.



Age Group	Level	Minimum License Required	Compliant Status
3U=10U	Recreational	A) Y1 or Y2 Certificate OR B) 1 In-Person Grassroots Module	Compliant 4
8U-10U	Youth Academy	Academy A) 2 In-Person Grassroots Modules – Recommended 4v4, 7v7 OR B) USSF ‘E’ License	Compliant 3
11U-18U	Classic	A) 2 In-Person Grassroots Modules – one must be 9v9 or 11v11 OR B) USSF ‘E’	Compliant 2
12U-14U	State League	A) 2 In-Person Grassroots Modules – one must be 9v9 or 11v11 OR B) USSF ‘E’	Compliant 2
15U and older	State League, WDA	USSF ‘D’ License or higher	Compliant 1
13U – 19U	Midwest Regional League	Requirements established by the MRL	

A coach possessing an International License and/or NSCAA diploma does not receive a USSF License or equivalency from WYSA. WYSA will consider, but not guarantee, acceptance of an International License or NSCAA Diploma to meet WYSA’s coaching compliance requirements. For consideration, coaches must submit to the State Office for approval a Coaching Credential Form. Available upon request.

### 9.3 Coaches’ Responsibilities and Behavior Guidelines

The coach, the primary influence on the players, determines if the objectives of WYSA and MAYSA for youth soccer players are met. For coach behavior guidelines, see ‘MAYSA Code of Ethics and Conduct’ for coaches [Section 8.1.2](#) and [Section 8.2: MAYSA No Tolerance for Referee Abuse](#)

## 10. REFEREE GUIDELINES

### 10.1 Referee Assigning

WYSA states that ‘Only referee assignors with an appropriate level of licensing may schedule referees for WYSA sanctioned competitions, including leagues and tournaments.’ Specifically:

- U9 – U14 MAYSA Recreational Leagues (i.e., Tiers 3 & 4): All MAYSA scheduled games will have the referees assigned by a Licensed Referee Assignor. Each Club should contract with a Licensed Referee Assignors for their recreational games.
- High School Small Sided, Classic (i.e., Tiers 1 & 2) and State Leagues: Teams in these divisions have their referees assigned by the MAYSA Licensed Referee Assignor, based on availability.



## **10.2 Referee Game Fees**

- MAYSA Leagues – Home team pays referees: cash is preferable and check is acceptable. Not electronically.
- Club In-House Recreational league games: Contact the Club that organizes the in-house league for payment rules.
- In all leagues, fees should be paid to all officials before the game starts.

## **10.3 Referee Abuse Guidelines**

See [Section 8.2](#) for the 'MAYSA No Tolerance Policy' toward referee abuse.

# **11. MARKETING POLICIES**

## **11.1 Mailing List Use**

The MAYSA mailing list, or portions thereof, may be rented for a fee of 14 cents per address by any organization approved by the MAYSA Board's Administrative Committee. Additional criteria must also be met:

- 1) The mailing piece promotes a program, product or service which reasonably can be expected to be of interest to MAYSA members by virtue of its relevance to youth soccer.
- 2) A bonded mailing house is used.
- 3) The material may not exceed, in dimensions, 5 1/2" x 8" (one page, can be double-sided).
- 4) MAYSA reserves the right to review and approve all material. Among, but not limited to, criteria which would prohibit mailing list rental include:
  - a. Vulgar or offensive content
  - b. Special pricing offers of any kind
  - c. Political content
  - d. Superlatives are highly discouraged
  - e. Reference to specific competitors
  - f. Extraordinary and unsubstantiated claims
  - g. Mail pieces that direct recipients, via an internet link, to above-mentioned prohibited criteria are not acceptable.

## **11.2 E-mail List Use**

The MAYSA e-mail lists may only be utilized for correspondence amongst coaches and managers for the purposes of game scheduling, rescheduling or field condition updates. Under no circumstances may the e-mails be utilized for any other purpose by any person or organization other than MAYSA. Improper use will result in legal action or punitive measures by MAYSA.