



## 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 required for WYSA affiliation consideration.

- I. Any group applying to be a WYSA-sanctioned club within the MAYSA district shall be required to meet with the MAYSA Board or designated representatives. Areas of review and consideration shall include, but will not be limited to geography and/or demographic served (specifically to avoid duplication of services), Board composition and mission. This review also includes any group or club affiliated in a different State Association or WYSA district seeking to become a "satellite" club within the MAYSA district.

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.



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- 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**

The age exemption policy is intended to permit clubs to find teams for all players within league parameters, if there is no feasible option to play on a club team at the player's actual age group. Each exception must be reviewed and approved by MAYSA.

- a. Age exemptions starting 2016-17 will be primarily limited to the following cases:
  - I. U15 age players who are in 8<sup>th</sup> grade may be age exempted to play on a U14 team. (MAYSA may call the league which includes these teams 'U14/15')
  - II. U19 age players who are in 12<sup>th</sup> grade may be age exempted to play on a U18 team. (MAYSA may call the league which includes these teams 'U18/19')
  - III. Should any team with these exceptions wish to participate in a WYSA/US Youth Soccer sanctioned tournament other than those sponsored by MAYSA, the approval would be at the discretion of the event.
  - IV. MAYSA is NOT authorized to make age exemptions for any competitive players participating in the WYSA State League, WDA or Midwest Regional League, or for players participating in the US Youth Soccer Assn Championship series events, including WYSA State Championships and President Cup events.
  - V. If a club is limited by player numbers to small numbers of teams, an extreme 'hardship case' appeal may be directed to Chris Lay, [clay@maysa.org](mailto:clay@maysa.org).



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- b. 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.

### **2.2.3 Player Pass Cards**

All players on teams in the MAYSA Competitive League, and WYSA State League and Midwest Regional League teams from the MAYSA district will be issued US Youth Soccer 'Player Passes', stamped by WYSA and produced by MAYSA **once player birth dates have been verified.**

- 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 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.)
- b. 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.
- c. Player Passes are required for all participating players on a team registered as "Competitive"; the 'No Pass, No Play' rule is enforced by the referees for those players and teams.
- d. Player Passes are required at most WYSA sanctioned tournaments. Recreational teams should present birth date verification to the MAYSA office to obtain Player Passes for any tournament sanctioned as 'Competitive'. Note: Player passes are not required for the MAYSA Cup.
  - I. A fee of \$2 per player pas card will be assessed to the Club for any player registered as "Recreational".
- e. Player Passes may be used for 'Club Passing'. See [Section 6.4](#) **Players registered as "Recreational" need Player Passes in order to Club Pass onto teams registered as "Competitive"**, which may be obtained with birth date verification from MAYSA.



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### **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.
5. Clubs using ½ season registration in League One should consult MAYSA re: player movement between seasons.

#### **2.3.1 Transfer Window**

After a player is registered, that player may transfer to a different team within a window 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. If at any time during the registration year, a competitive player desires to transfer to another club's team, that player must submit a completed Player Request Transfer Form to the WYSA executive director, explaining the request for transfer. The form may be found on the WYSA web site ([www.wiyouthsoccer.com](http://www.wiyouthsoccer.com), under 'Administration' then 'Forms') The player must also submit a \$100 transfer request fee (cashier's check only).



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- ii. Transfer requests must be mailed to the State Office. Faxes or e-mails are not accepted.
- iii. Requests for transfers will be reviewed within 10 days of receipt of the request and request fee.
- iv. Upon receipt of the Player Transfer Request Form and transfer request fee, the executive director will send a letter to the club president of the team the player is requesting to be released from; to ascertain the (releasing) Club's allowance or objection to the transfer request. If there are no objections to the transfer, the player will be notified in writing by the State Association that the release has been granted and \$75 of the transfer fee will be refunded. If the Club objects, the transfer request must be reviewed by the Transfer Review Panel.
- v. If a review panel must be convened to decide on the release of the player, the State Association will make a conscientious effort to facilitate the review panel process in a timely manner.
- vi. Once reviewed, the player and respective club presidents will be notified in writing of the Transfer Review Panel's decision. If the request is approved, the \$75 will be refunded. (The state completes the transfer in League One.) If the request is denied or withdrawn, the State Association retains the entire fee.

This policy only applies to competitive players and restricts movements from one Club team to another Club's team. The restriction does not apply to a player changing teams within the same soccer club. Players wishing to change teams within the same club do not have to follow this transfer approval process.

**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 in League One.

**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



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the transfer, which is subject to the rules pertaining to ALL transfers, see [Section 2.3](#). MAYSA completes the transfer in League One.

#### **2.3.4 Transfer Appeal Process**

Players wishing to transfer outside of the Transfer Windows (See [Section 2.3.1](#)) are required to provide evidence of extenuating circumstances; examples include family re-location, player safety, etc.

Appeals Procedure:

- a. Completion of Transfer request as detailed above.
- b. In addition, a written request in which the Player or Parent identifies the extenuating circumstances that are cause for the transfer request must accompany the MAYSA or WYSA Transfer Request form.
- c. If the player is from a Recreational league team, the request will be considered by the MAYSA Executive Director and brought to Board attention if necessary. Parents and Clubs will be notified of the outcome.
- d. If the player is from a Competitive league team, the request will be forwarded to the WYSA for their consideration along with the state Transfer Request form.

### **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.





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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, go to the [MAYSA website](#).

### **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, go to the [MAYSA website](#).

## **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 MAYSA 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.). Age groups may be merged (e.g., U11/12, 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 divisions comprised generally of teams registered as Competitive. Divisions comprised mostly of



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teams registered as Recreational will take geography and travel distances into consideration.

- i. Under 9 and Under 10 divisions 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.

### **5.2 State League rules**

For State league application and participation rules, see WYSA website.

### **5.3 Midwest Regional League rules**

For Midwest Regional League application and participation rules, see MRL website.

## **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. MAYSA 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 Exemptions, see [Section 2.2.2](#).



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## 6.2 Modified Playing Rules and Game Formats

The Wisconsin Youth Soccer Association and MAYSA have adopted US Youth Soccer's modified recommendations for the playing rules for youth soccer competitions. Player rosters, field sizes, on-field numbers and all other game formats are established by those rules.

- 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)\*includes build out line 14 yards off each endline  
Ball: Size 4  
Goals: 6' X 18'  
Playing time: 2 halves of 25 minutes each  
Roster: Up to 12
- U11/12  
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



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- 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 Play

Club designated ‘Competitive’ teams may play in the following leagues: MAYSA league, WYSA State First or Second Division, WYSA State Premier, WDA, or Midwest Regional League.

#### 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:

**MAYSA 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 MAYSA rules restrict the manner in which players may be rostered to participating teams. These teams should be designated ‘Classic’ in League One registration.

**State Premier League, First/Second Division, WDA** – Inter-club leagues, managed by the State Association, in which no rule restricts the manner in which players may be rostered to participating teams, except for rules which define and prohibit unethical recruiting behavior; or limit the participation of players previously rostered to another team.

**Midwest Regional League (MRL)** – An interstate league, managed by Region II of the US Youth Soccer Association, in which no rule restricts the manner in which players may be rostered to participating teams, except for rules which define and prohibit unethical recruiting behavior; or limit the participation of players previously rostered to another team.

#### 6.3.2 Competitive Team Tryouts

See [WYSA](#) Tryout Policy for current details regarding tryouts.

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



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- 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 Tryout page on the MAYSA website.
- 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** See [WYSA](#) Club Pass Policies 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.

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

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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	7/12	7/12	8	8	9	9	9
Maximum Roster	6/12	8/12	8/12	12/18	12/18	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



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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. MAYSA recommends the use of t-shirts (white for example) Numbers on these alternate shirts is not required for recreational teams.
5. Soft molded cleats are recommended. Cleats should have no sharp edge.
6. **Jewelry (including pierced earrings) may NOT be worn.**
7. **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.
8. Home team provides:
  - a. 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)
  - b. Nets for goals if they are to be used (strongly encouraged)
  - c. 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.



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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 cancelled 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 may 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 re-played 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 **MAYSA** 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 aligned in MAYSA Tiers 1 or 2 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 cancelled game: \$50 fine
- Not notifying the referee(s) about a cancelled game: 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





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- 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 on Gotsoccer)
  - iii. New game location, date and time
4. Contact the MAYSA office to update the online Gotsoccer 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.



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- 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.

## **8.2 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.*



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*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](http://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**



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### **9.1 Coach Passes**

Coaches for all MAYSA league teams are required to have in their possession a WYSA issued Coach Pass card 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 form and submit it on-line to WYSA, along with a headshot photo and 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:

- Coaches working with U15 and older STATE LEAGUE teams are required to have, at minimum, a 'D' level coaching license.
- Coaches working with U11 and older Competitive teams are required to have, at minimum, an 'E' level coaching certificate.
- Coaches working with U10 and younger teams are required to have, at minimum, a 'Y1' level coaching certificate.

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.

### **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 (Regional, Rec A, and Tiers 3,4) Leagues: All MAYSA scheduled games will have the referees assigned by a Licensed Referee Assignor. Each Club should contract with a Licensed Referee Assignors for these kinds of games.
- MAYSA Tiers 1,2 and State Leagues: Teams in these divisions have their referees assigned by the MAYSA Licensed Referee Assignor, based on availability.



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### **10.2 Referee Game Fees**

- State (Premier and 1<sup>st</sup>/2<sup>nd</sup> Division) and MRL League games: Each team pays half.
- MAYSA League games: The home team pays the entire fee.
- Club In-House 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.