



WYOMING LEAGUE RULES, POLICIES, AND PROCEDURES

The following rules, policies, and procedures are supplemental to, and do not supersede, *WYS Rules and Procedures*.

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This manual is intended for use by any Wyoming Youth Soccer (WYS) affiliated club that registers players, coaches, and teams for participation in the competitive **Wyoming League** and whose team(s) hope to qualify to participate in the US Youth Soccer National Championship Series (NCS). The NCS consists of state, regional, and national level competitions.

The **Wyoming State Cup** (state cup) is the state level competition. Championship division teams winning first place in their age bracket are required to participate in the subsequent Far West Regional tournament (FWR); 2nd and 3rd place teams will be required, depending on yearly circumstances, to participate as a wildcard team at FWR or in the Region IV Presidents' Cup.

If a team can not commit to playing at FWR, they can not enter the Championship division. See *WYS Rules and Procedures, State Cup Club Commitment and Bond*.

SECTION A - GENERAL PROVISIONS

The rules of US Youth Soccer and these rules shall govern (a) all members of WYS; and (b) all qualifying competitions sanctioned by WYS unless the rules of a specific competition, as approved in advance by the WYS Board of Directors, provide otherwise.

1. Each club shall:
 - a. designate a club registrar who shall be responsible for the proper registration of its players, coaches, assistant coaches, team volunteers, teams, and club officials;
 - b. provide proper accounting of fiscal transactions relating to player and team registration fees, referee payments, tournament entry fees, and other monies or fees collected for use by the club;
 - c. assure accurate reporting of Wyoming League play as outlined in this manual;
 - d. submit complete registration data on or before the deadline prescribed by WYS;
 - i. Registration deadline dates shall be established by WYS and communicated to the membership in a timely manner.
 - e. assure that its players, coaches, assistant coaches, managers, team representatives, and supporters adhere to these rules;
 - f. assure that the actions of all associated individuals, on and off the field, do not bring WYS into disrepute;
 - g. assure that, prior to participation in any Wyoming League game, every team and player has paid the appropriate registration and other fees, as determined by WYS;
 - h. not allow any team to participate in a scheduled match without a properly registered coach or team manager in attendance;
 - i. each season (fall and spring) complete and submit all item necessary for registering teams to participate in Wyoming League;
 - j. assure that the club's risk manager has every adult (coach, assistant coach, team manager, etc.), who will be working with the youth players, submit a *Coach/Referee/Volunteer Registration Form/Volunteer Disclosure Statement (VDS)* no less than every 2 (two) years.
2. Clubs may adopt rules and procedures that differ from these rules for purposes of in-house/recreational/developmental team play.

SECTION B - AGE LIMITS

1. All league and sanctioned competitions, unless otherwise approved in advance by WYS, shall divide play among their teams by age divisions as prescribed by WYS. (See the *Player Age Bracket Chart* at the WYS web site.)
2. Wyoming League team age groups for fall and spring are U9 – U14; for fall U15 – U18.
3. A player is eligible to play in a specific age group so long as his/her birth date falls within the dates outlined in the *Player Age Bracket Chart*.
4. Teams that register to play in the U14 age bracket may, with permission from the league administrator, register up to 3 (three) U15 players ONLY IF those players' birth dates rightfully place them in the 8th grade of the school they attend.
5. Players may "play up" to older age teams by no more than 2 (two) years beyond the player's proper birth date age group.

SECTION C - REGISTRATION OF TEAMS, PLAYERS, COACHES, PERSONNEL

1. Each affiliated club should, at a minimum, use/obtain the following documents as part of the registration process for all players, coaches, and volunteers (team member):
 - a. *US Youth Soccer Member Registration Form*. This form includes personal data, consent for medical treatment, and release of liability. Every coach and player must complete one. The form is to be retained by the club. Either the original or a copy should be in the possession of the team coach during any Wyoming League game or other WYS sanctioned/approved event.
 - b. *Coach/Referee/Volunteer Registration Form/Volunteer Disclosure Statement*
 - c. A copy of a player's birth certificate or other proof of age document. Photocopies only. Proof of age documents are to be retained by the club registrar. *Do not accept or ask for notarized copies.*
 - i. If and when requested by the WYS office, proof of age documents shall be made available for review. The designated club registrar is the only person authorized to maintain copies of these documents.
2. At the club registrar's discretion, the following documents may be accepted as valid proof of age: hospital birth certificate/record, baptismal, or other religious certificates of birth. These documents can be used to complete registration but, if proof of age is requested by the WYS office or other authority, acceptable proof of age must be obtained or the player may be disqualified. (See *WYS Rules and Procedures* regarding proof of age documents, Section 2: 2.5 and 2.6.)
3. League team and team member registration materials are emailed and posted on the WYS website no less than 2 (two) months before the first scheduled game.
4. For a team's registration to be complete all materials, fees, and bonds must be submitted by the stated deadline. The deadline date may change from season to season.
5. League seasons are fall and spring. A team's Wyoming League registration fee is paid *per season*.
6. Indicated preferred league placement by selecting either Developmental or Competitive on the team registration form.
7. Teams wishing to qualify for entry into the state cup/championship division must play one complete season – either fall or spring.

Subsection C1 – Preparing and Submitting Team Member Registration Data

1. A club's authorized registrar or agent will be the only person who can submit member registration data to the WYS office.
2. A player can only be registered on one WYS/US Youth Soccer affiliated team at any one time. Participation on special teams such as ODP shall not be a violation of this rule.
3. With permission, a player can be multi-rostered but must commit to participate with only one team for league play. Playing on more than one league team will disqualify that player from participating in the Wyoming State Cup, championship division.
4. A co-ed team shall be considered a boys team for placement in Wyoming League.
5. The following Player, Coach, Assistant Coach, and Team Manager data is **required** and can only be submitted in the approved format, via email.
 - a. Team Name
 - b. Level (Competitive or Recreational)
 - c. Age Group
 - d. First Name; Middle Initial is optional; Last Name
 - e. Person Type – Player, Coach, Assistant Coach, Team Manager
 - f. Gender
 - g. Birth Date
 - h. Social Security Number, for team personnel only
 - i. Driver's License Number, for team personnel only
 - j. Street, Unit, City, State, and Zip Code
 - k. Phone Number
 - l. Email. Is required for team personnel and highly recommended for players.
6. A club may develop its own member registration form as long as the above information is gathered.
7. Player registration fees, as determined by the board of directors for that season, must be sent by mail to the WYS office at the time player and team personnel registration data is submitted.
8. Upon review and approval the WYS state registrar will email to each club registrar the member pass card files and the official team roster files. PDF files will be used. Each club registrar must have access to current version of Adobe Reader.
 - a. The state registrar also approves players, personnel, and teams for clubs using the WYS approved on-line registration system.
9. The club registrar is to print the member cards on the USYS member card stock (available on request from the WYS office), adhere the member's picture, and sign each card in the area shown.
 - a. Players and coaches do not need to sign their member cards.
 - b. Members participating in FWR will be required to sign new cards.
10. The club registrar will print the team roster on white paper and sign where indicated.
11. Copies of the team roster are to be distributed to each team coach or representative.

SECTION D – ROSTERS AND MEMBER CARDS

1. Every team shall have a team roster and can present a game roster for each Wyoming League weekend.
 - a. **Team Roster:** the official listing of registered players eligible to play for a team.
 - b. **Game Roster:** a listing of registered players who will participate in a particular game/tournament.

2. WYS's established *game roster* sizes are as follows. Oversized game rosters will be cause for game forfeiture and possibly team suspension.
 - a. U9 and U10 maximum game roster size is 11
 - b. U11 and U12 maximum game roster size is 13
 - c. U13 – U18 maximum game roster size is 18
3. Maximum *team roster* size for all age groups is 18.
4. Teams can prepare and use a different game roster *for each league weekend* (only one roster can be used per weekend). Each player listed on the game roster must be on the team roster to be eligible to participate with the team.
5. All players on the game roster **MUST** be on the official team roster **before** a game roster can be used.
6. The state registrar does not approve game rosters.
7. To participate, every member listed on a team and game roster must have a member card, signed by the club or state registrar.

Subsection D1 – Roster Changes – Adding and Dropping Team Members

1. Clubs may make team roster changes as needed provided the correct and complete player/coach registration data is properly submitted and the total number of players does not exceed 18.
2. Roster change requests and data must be received by email in the WYS office no later than *noon the Wednesday preceding that weekend's scheduled play*.
3. To remove players and/or coaches an email requesting the removal must include the member's name and team name. A new roster will be approved and emailed to the club registrar. *Unless otherwise indicated removed members are no longer considered active.*
4. To add 5 (five) or fewer players and/or coaches submit via email the following:
 - a. Players: first and last name; complete address, date of birth, team name, age group, and phone number.
 - b. Team Personnel: first and last name; complete address, social security #, team name, age group, phone number, and email.
5. To add more than 5 (five) players and/or coaches, the data must be submitted in the format specified in subsection C1:5 of this manual.
6. New teams must be submitted in the format specified in subsection C1:5 of this manual.

SECTION E – LEAGUE AGE GROUPS, SCHEDULING CRITERIA, DIVISIONS

1. The following Age Groups, Boys and Girls, will be scheduled for league play (coed teams are considered boys teams):
 - a. U09/U10 - 25 minutes per half
 - b. U11/U12 - 30 minutes per half
 - c. U13/U14 - 35 minutes per half
2. U15/U16 and U17/U18 age groups play 6v6, only in the fall, per the following rules (subject to revision). See the WYS website for complete and current playing rules:
 - a. Two brackets are possible – JV (U15/U16) and V (U17/U18), both boys and girls.
 - b. Coed teams participate in the boys division.
 - c. Teams can consist of U15 – U18 players.
 - d. Maximum of 12 players per team.
 - e. **NO** rosters are issued, current player cards are **REQUIRED**.

- f. One certified, adult referee, or 2-3 certified refs if they are not adults.
 - g. Recommended Field Dimensions: min: 45' x 60' and a max: 55' x 70'
 - h. Recommended Net/goal size: min: 5' x 15' and a max: 7' x 21'
 - i. 30 minutes per half with 1-minute half time.
3. U15 thru U18 teams qualify for the Wyoming State Cup, championship division if a team is composed of a minimum of 9 (nine) players who participated as members of a Wyoming high school soccer team during the season immediately preceding the Wyoming State Cup.
 4. Scheduling criteria: except for HS 6v6, each team is scheduled to play a total of 6 (six) games over 3 (three) weekends each season (fall or spring) a team is registered.
 5. Two (2) games in 1 (one) day will be played on each scheduled weekend.
 6. A team must indicate, on the team registration form, if it has a preferred day to play; either Saturday or Sunday.
 7. Efforts are made to schedule games so that every team gets 1 (one) weekend at home. Teams should anticipate playing 2 (two) weekends away.
 8. To allow teams the opportunity to play out of their home locale (such as Cheyenne with Sheridan), efforts are made to schedule games at a location convenient to both teams.
 9. Efforts are made to schedule games between teams with the same placement level, either developmental or competitive.

SECTION F – GAME POSTPONEMENT, RESCHEDULING, MAKE-UP GAMES

NOTE: The Wyoming League is both unique and challenging. To be successful, each club's teams are expected to be considerate of their players, their opponents, the referees, and the league by adhering to the posted game schedule. Once made available, carefully review the *draft* schedule and request that changes be made *at that time*. Requests to change the *approved* schedule can be denied. Changes due to weather are expected and efforts are made to accommodate such requests.

1. If the *home field* is closed due to weather or other adverse conditions, the home coach must notify the referee assignor and the opposing coach. This should be done the evening before.
2. If a game in progress is terminated due to weather or other adverse conditions, the game will be considered completed if at least 10 (ten) minutes of the second half have elapsed. Matches of lesser duration will be rescheduled.
3. Requests for non-weather related game postponements must be made to the state office, by email, no fewer than 7 (seven) days before the scheduled game date. Such requests will be considered and a decision made in a reasonable time.
4. Scheduling make-up games is the responsibility of the *opposing/visitor coach*. If, after 3 (three) good-faith attempts to reschedule the match, the home coach does not respond the opposing coach shall be awarded the victory by forfeit.
5. Check field availability once a new date has been determined.
6. Contact the referee assignor, and all other concerned parties, at least 5 (five) days before the anticipated make-up game.
7. Make-up games must be played no more than two weekends after the last regularly scheduled league game, but before the start of the Wyoming State Cup.
8. Disputes regarding make-up games shall be submitted to the league administrator.

SECTION G – GAME AND SCORE SUBMISSION REPORTS

1. National rules state that any team playing in the competitive division of their state cup must have proof of having played a minimum of 3 (three) league games in a 4 (four) team league.
2. To provide proof of games played each team coach (or team contact) must complete and submit the online “Game and Score Submission Report” (game report) within 3 (three) days of games played. Available at www.wyomingsoccer.com and click on WyoLeague.
3. The report will verify the game score and serve as official documentation of the number of games played by a team choosing to play in the championship division of the Wyoming State Cup.

SECTION H – REFEREE REQUIREMENTS AND RESPONSIBILITIES

1. Except for U10 and HS 6v6, every attempt should be made to have 3 (three) certified referees officiating.
2. Prior to the start of the game, the center referee shall:
 - a. Provide each coach with the name of each official participating as referee and assistant referee;
 - b. Collect the team roster/game roster and the US Youth Soccer member cards for every player and coach.
 - c. Verify the identity of each player and coach listed on the team roster with the US Youth Soccer member cards.
 - d. Prohibit the participation of any player or coach who does not have a valid member card or who is not listed on the team/game roster.
 - e. Inspect, for safety and conformance, the equipment of each player.
3. At the completion of each game, the center referee shall:
 - a. Retain the card of any player who received a red card during the game. This will allow the referee of the next game to make sure the player fulfills his/her penalty.
 - b. Return the rosters and member cards to the appropriate team coach or team manager.
4. Should a protest be filed, referees will be available to explain or clarify incidents in question, and to report, either in writing or in person, at an official hearing.
5. Official documentation of a team having played a game is dependent upon the team coach or club designee submitting the game report as outlined above in SECTION G, 1 – 3.
6. If a game is not played due to the lack of a referee, the coach(s) must include in the game report the reason the game was not played.
7. Games not played due to lack of a referee shall also be reported, by phone, to the league administrator as soon as possible.
8. The referee’s judgment regarding to the fitness of the field of play shall be final.
 - a. Exception: club officials or other persons who hold park or field permits and/or have responsibility for field condition may close the field of play.
9. Disruptive behavior from the boundary lines by players, coaches, or spectators is prohibited and will be regarded as ungentlemanly conduct warranting a report of misconduct equivalent to a caution or, if continued, a send off.

10. The *home team* is responsible for paying the referees. Payment should be made prior to the start of each game, but not later than immediately following the conclusion of the game.
 - a. U11 – U14 teams will pay up to 2 (two) ARs and 1 (one) center
 - b. U10 and HS 6v6 will pay for 1 (one) center.
 - c. Rates change from year to year; current payment rates are posted on the WYS website.

SECTION I – MISCONDUCT PROCEDURES

All participants in WYS activities shall be subject to the misconduct rules contained herein, regardless of whether they have a member pass and regardless of whether a yellow or red card was displayed by the referee.

1. Red cards will be noted on the game report.
2. Misconduct reported to the proper WYS authority, by any individual, can be investigated.
3. A participant who has been notified of suspension shall be ineligible to participate in any WYS sanctioned game until the suspension has been satisfied.
 - a. Any individual who participates in a game while ineligible shall be subject to further disciplinary action.
 - b. Any team that permits an ineligible player, an overage player, or a non-registered player to participate in a game or practice shall forfeit all games in which that player participated and the team representative shall be subject to further disciplinary action.
4. The team head coach or team manager (team representative), as listed on the official team roster, shall be responsible for the actions of any individual who is associated with that team.
 - a. If an individual engages in prolonged harassment of officials, abusive disagreement, or interference with officials, the team representative may be asked to control the individual.
 - b. If the team representative does not reasonably attempt to control the individual's misconduct, the team representative can be reported for ungentlemanly misconduct (equivalent to a caution).
 - c. If the individual's misconduct persists and the team representative still makes no effort to control the individual, the team representative may be dismissed (sent off) for persisting in misconduct after being cautioned.
 - d. If the team representative has no control over the individual or the situation, the team representative shall not be penalized. Instead, the referee shall take other appropriate action.
5. The referee can suspend play, when necessary, due to spectator or participant interference unless the individual(s) creating the disturbance moves a minimum of 100 yards away from the playing area.
 - a. Said individual(s) shall remain silent for the duration of the game and take no further part in the game.
 - b. Failure of (an) individual(s) to comply with the referee's request within 2 (two) minutes may result in the referee terminating the game. Such incident may result in forfeiture of the game as well as further disciplinary action.

6. Any team who refuses to take the field without cause, refuses to travel to an assigned game site without cause, or quits a game prior to its completion shall be reported by the referee to the appropriate authority. The team representative and the team shall be subject to a disciplinary hearing.
7. Any participant who refuses to give his/her correct name to the referee while being cautioned, sent off, or otherwise disciplined shall be subject to additional disciplinary action.
8. Misconduct involving 1 (one) or more WYS participants, at any time or place, shall be reported, in writing, to WYS. WYS shall act on such reports at its sole discretion.
9. Allegations of referee misconduct, unethical conduct, or conflict of interest occurring as a result of WYS sanctioned games shall be directed to the league administrator or the WYS office, who shall communicate such allegations promptly to the State Referee Administrator (SRA) for investigation and report to the board of directors.

SECTION J – MEDICAL AND GENERAL LIABILITY INSURANCE COVERAGE

1. All *properly registered WYS/US Youth Soccer members (players, coaches, referees, directors and officers, officials, and volunteers) have medical and liability insurance coverage when participating in WYS/US Youth Soccer sanctioned activities, including practices, games, pre- and post-game activities while on a facility's premises for activities approved, sanctioned, organized, or supervised by WYS and/or its affiliated clubs.
2. All known, potentially significant injuries should be reported on the game report or to a WYS authority.
3. All injury claims against the medical insurance must be reported to WYS within 90 days of the occurrence of the injury on the proper insurance claim form. Forms are on the WYS website.

*properly registered will include an up to date VDS being on file in the state office.

SECTION K – MATTERS NOT PROVIDED FOR

The above rules and procedures are not meant to be all inclusive. Matters not provided for or extraordinary circumstances shall be brought to the attention of the WYS board of directors for determination and appropriate action.

SECTION L – CLUB/TEAM REGISTRATION AND ADMINISTRATION FORMS

1. The following forms, reports, and rules and policies are available either on the WYS web site or can be emailed. If you don't see the item you need please contact the WYS office.
 - a. League Team Registration Form
 - b. Field Information Form
 - c. Club/Association Board Update Form
 - d. Player and Coach Registration Data File
 - e. Player Age Bracket Chart
 - f. Player Membership Form (includes the release for medical treatment and waiver of liability)
 - g. Permission to Multi-Roster
 - h. Team Application to Travel
 - i. Out of State Guest Player Form
 - j. Player Transfer
 - k. Tournament Roster
 - l. Volunteer Disclosure Statement (available online to complete and submit)
 - m. WYS By-Laws
 - n. WYS Rules and Procedures
 - o. WYS Board Proxy Form
 - p. 2008 - 2009 Medical Insurance Claim Form
 - q. Volunteer of the Year Nomination Form
 - r. Coach of the Year Nomination Form
 - s. Young Referee of the Year Nomination Form