



# **WYOMING LEAGUE RULES, POLICIES, AND PROCEDURES**

The following rules, policies, and procedures are supplemental to, but do not supersede, *WYS Rules and Procedures*, and are subject to change at any time. New rules, policies and procedures go into effect as soon as they are enacted or at a time specified. Posted rules, policies and procedures may not always be current.

Contact the state office or an executive board member if you are unsure.

Updated July 1, 2011

# CONTENTS

**Definitions of Terms** .....See *WYS Rules and Procedures*

<b><u>SECTION</u></b> .....	<b><u>PAGE</u></b>
<b>A.</b> General Provisions.....	3
<b>B.</b> Age Limits .....	4
<b>C.</b> Registration of Teams, Players, Coaches, Managers .....	4
<b>D.</b> Rosters and Member Cards.....	6
<b>D1.</b> Roster Changes – Adding, Dropping.....	7
<b>E.</b> League Age Groups, Divisions, Scheduling Criteria.....	7
<b>F.</b> Game Postponement, Rescheduling, Make-up Games .....	8
<b>G.</b> Game and Score Submission Reports .....	9
<b>H.</b> Referee Requirements and Responsibilities.....	9
<b>I.</b> Misconduct Procedures .....	10
<b>J.</b> Medical and General Liability Insurance Coverage.....	11
<b>K.</b> Matters Not Provided For.....	11

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) can qualify to participate in the Wyoming Cup.

The **Wyoming Cup** is a state level competition for determining a WYS State Champion in each age and gender group.

## **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. and, will submit and/or verify 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.
  - c. 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;
  - d. assure accurate reporting of Wyoming League play as outlined in this manual;
  - 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 items 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, complete and submit the *Risk Management Report and Background Information Disclosure* no less than every 2 (two) years.
2. Teams wishing to qualify for entry into the Wyoming Cup must play one complete qualifying Wyoming League season with a WYS affiliated club.
3. Clubs may adopt rules and procedures that differ from these rules for purposes of in-house, recreational, developmental, or tournament play.

## **SECTION B - AGE LIMITS**

1. Wyoming League, unless otherwise communicated in advance by WYS, shall divide play among participating teams by the age divisions prescribed by US Youth Soccer. (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 U9 – U14 and U15 – U19.
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 request permission from the league administrator to register no more than 3 (three) U15 players IF
  - a. those players' birth dates rightfully place them in the 8th grade of the school they attend and there is no U15 – U19 6 v 6 team on which they can play;
  - b. if granted, a copy of the permission notification must be with the coach at all qualifying league events and presented upon request of a referee;
  - c. such permission is only valid for Wyoming League.
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.
6. Players who wish to play up 3 or more years must, after receiving permission from their home club board of directors, submit a notarized “Accident Waiver and Release of Liability” and written permission from the club's authorized registrar to receive WYS approval.

## **SECTION C - REGISTRATION OF TEAMS, PLAYERS, COACHES, MANAGERS**

1. Each affiliated club should, at a minimum, use the following as part of the registration process for all players, coaches, and volunteers (team member):
  - a. *US Youth Soccer Member Registration Form*. This form collects personal data, and includes the consent for medical treatment and a release of liability. Every coach and player should complete one. This data is the minimum necessary for entering players and coaches into WYS's electronic registration program.
  - b. Clubs can use the handwritten form OR the electronically generated consent for medical treatment. The team coach must have valid consents in his/her possession, for every player on the team, during any USYS and WYS sanctioned game, tournament or other event.
  - c. Every coach, assistant coach or other team volunteer must complete WYS's Registration and Risk Management procedure before they can be added to a team roster or issued a coach membership card.
2. A photocopy of a player's birth certificate or other official proof of age document must be reviewed and the player's age verified.
  - a. Clubs can choose to verify proof of age by one of the following:
    - i. the club registrar can verify age and return the document(s) to the player
    - ii. scan the document(s) into the WYS registration system and return it to the player
    - iii. retain the copy for the club's records. The club registrar is the only person authorized by WYS to maintain copies of these documents
  - b. If and when requested by the WYS office, official proof of age documents shall be made available for review.

- c. At the club registrar's discretion, the following non-official documents may be accepted as 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, official proof of age must be obtained or the player may be disqualified. (See *WYS Rules and Procedures* regarding proof of age documents, Section 2: 2.7 and 2.8.)
- 3. League team registration is to be completed by whatever method has been chosen by the state office. Deadlines and instructions are to be emailed and posted on the WYS website no less than 6 (six) weeks before the first scheduled game.
- 4. For a team's registration to be complete all materials and fees must be submitted by the stated deadlines. The deadlines 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. Complete and accurate home field information is critical to scheduling games. Each club is responsible for maintaining this information and using the system chosen by the state office. The WYS league administrator has the discretion to not schedule games for clubs that do not keep their home field information updated.
- 7. For league games to be scheduled on a club's fields, a club must provide proof of an adequate referee pool and be able to provide referees for a minimum of 2 U10 games to be played at one time.
- 8. Clubs registering teams to play in league must provide contact information for:
  - a. a referee assignor/coordinator
  - b. a field coordinator
- 9. Team registration can be submitted by either the club registrar or the team's coach or manager.
- 10. A team's registration must contain accurate contact information. If the club registrar is the team contact, the registrar will receive all correspondence for the team including the draft and final schedules.
  - a. It is the responsibility of whoever submits team registration to update all contact information if/when it changes.
  - b. Any special rostering requests must be made on the registration form and must be done even if arrangements have already be made with the state office.
  - c. An email approving a special request will be emailed to the team contact; the coach must carry that approval with him/her at all times.
  - d. Special rostering permission is **ONLY** valid for Wyoming League teams/game
- 11. Each player on the team must be properly registered with a WYS affiliated club before they can be placed on a team. See the *WYS Rules and Procedures on player registration*.
- 12. A player can be registered to multiple WYS/US Youth Soccer affiliated teams at one time. A player that chooses to do so will be considered Primary to the team that:
  - a. is the player's home club, if in multiple clubs. A player's home club is determined by the city/town in which the player attends school.
  - b. is the player's true age group team, if on multiple age group teams (2 years up does not apply.)
  - c. WYS 307, ODP or other special or interim teams are Secondary teams only
- 13. Multi-rostered players can participate with only one team during a league game day.
- 14. A co-ed team shall be considered a boys team.

15. The following Player, Coach, Assistant Coach, and Team Manager data is **required** when creating new profiles or submitting a data file:
  - e. Level (Competitive or Recreational)
  - f. First and last name
  - g. Gender
  - h. Birth date
  - i. Complete address - street, city, state, and zip code
  - j. Phone number and/or cell phone number
  - k. Email. If no email is provided members will not receive important communications or be able to retrieve lost login information.
  - l. Parent and emergency contact information
  - m. A picture (a headshot) of the participant and uploaded into their profile
16. A club may develop its own member registration form as long as the above information is gathered and entered into the participant's profile.
17. Team registration fees, as determined by the board of directors for each season, must be paid using a credit card or sent by mail to the WYS office at the time the team(s) registration is submitted.

#### **SECTION D – ROSTERS AND MEMBERSHIP CARDS**

1. Every team shall have an official team roster and can prepare/use a game roster for each Wyoming League game.
  - a. **Team Roster:** the official listing of the maximum number 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 14
  - b. U11 and U12 maximum game roster size is 14
  - c. U13 – U18 maximum game roster size is 18
  - d. U15 – U19 6 v 6 game roster size is 12
3. Maximum *team roster* size for age groups:
  - a. U9 – U12 is 18
  - b. U13 – U18 is 22
  - c. 6 v 6 U15 – U19 is 12
4. Teams can prepare and use a different game roster *for each league game*. To participate with the team every player listed on the game roster must be on the team roster.
5. All players on the game roster **MUST** be on the official team roster for a game roster to be valid.
6. To participate, every member listed on a team and game roster must have a WYS membership card, signed by the club or state registrar.
7. Each club's authorized registrar will review and approve each team and its coaches and players before generating membership cards and official team rosters.
8. After approval, the club registrar (or the designated agent) is to print the membership cards on the appropriate card stock, attach the member's picture, and sign each card in the area shown.

9. Players and coaches do not need to sign their member cards.
10. Members participating in FWR and Presidents' Cup will be required to sign new cards.
11. The club registrar will print the team roster on white paper and sign where indicated.
12. The official team roster and game or tournament rosters are to be distributed to each team coach or representative.

**Subsection D1 – Roster Changes – Adding and Dropping Team Members**

1. Clubs may make team roster changes as needed provided the player/coach registration process is properly followed and the total number of players does not exceed the maximum team roster sizes as detailed in Section D-3.
2. Requests to expand a team roster beyond the allowed number of players will be considered, however WYS's preference is to recommend making 2 teams and can therefore refuse to grant such a request.
3. The State Registrar has the discretion to consider, on a case by case basis, a club's reason for requesting a team roster expansion, and thereby grant a request in the best interest of the requesting club.
4. Roster changes must be completed, in the manner directed by the State Registrar, no later than *noon the Wednesday preceding that weekend's scheduled play*.
5. Unless otherwise requested members released/removed from a team are considered active and can be added to another team roster.

**SECTION E – LEAGUE AGE GROUPS AND DIVISIONS; SCHEDULING CRITERIA**

1. The following Age Groups, Boys and Girls, will be scheduled for league games (coed teams are considered boys teams) and play the following:
  - a. U09/U10 - 25 minutes per half
  - b. U11/U12 - 30 minutes per half
  - c. U13/U14 - 35 minutes per half
2. U15 - U19 age groups play 6v6, per the following rules (subject to revision). See the WYS website for complete and current playing rules:
  - a. Two brackets are possible – U15/U16 and U17/U19
  - b. Coed teams participate in the boys division.
  - c. Teams can consist of U15 – U19 players.
  - d. Maximum of 14 players per team.
  - e. Rosters and player membership 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. Scheduling criteria: except for 6v6, each team will be scheduled to play a no fewer than 5 games over 3 (three) weekends each season (fall or spring) a team is registered.
4. Two (2) games in 1 (one) day can be played on each scheduled weekend.
5. A team must indicate, on the team registration form, if it cannot play on Sunday.
6. To allow teams the opportunity to play out of their home locale (such as Cheyenne with Sheridan), efforts will be made to schedule games at a location convenient to both teams.
7. Efforts are made, but not guaranteed, to schedule games between teams with the same placement level, either developmental or competitive.

- a. U9 – U12 games will be scheduled to limit travel and to focus on more evenly matched games.
- b. U13 and up games will be scheduled with a focus on competition and to play as many different league teams as possible.

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

The Wyoming League is both unique and challenging. The WYS executive board asks that clubs and their teams give league play the same level of importance as tournaments, other sports and events. Travel and uneven competition levels are an unalterable part of league play in Wyoming. Please make sure parents, players and coaches are aware of the travel, expense and dedication required to fully participate.

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 the draft schedule is available, carefully review it and request any changes *at that time*. Requests to change the *approved* schedule, except for unexpected field closures, lack of necessary referees, or events beyond anyone's control will not be accepted. 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 team coach must notify the referee assignor and the opposing coach as soon as possible; ideally the evening before. Games will be rescheduled as MAKE-UP games, per #3 – 7, below.
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 as MAKE-UP games per #3 – 7, below.
3. Scheduling MAKE-UP games is the responsibility of the *home team coach*.
  - a. The home team shall contact the opposing team within 7 days of the date of the cancelled game and shall offer 3 reasonable make-up dates, times, and locations.
  - b. The opposing team shall have 48 hours from contact to either accept 1 of the 3 offers or provide 3 alternative dates, times, and locations.
  - c. If no agreement is reached within 24 hours both teams will be granted a forfeit.
  - d. The forfeit can be appealed, per the Protest and Appeals Procedures, Section 22 of the Wyoming Youth Soccer Rules and Procedures manual.
4. The home team must check field availability once a new date has been determined.
5. The home team must contact the referee assignor and all other concerned parties at least 5 (five) days before the scheduled make-up game.
6. Make-up games must be played within two weekends of the last regularly scheduled league game, but before the start of Wyoming Cup.
7. Disputes regarding make-up games shall be submitted to the league administrator.
8. If, after the final schedule is posted, a team decides to RESCHEDULE any of their games the team coach or team manager is to work directly with the opposing team(s) to reschedule. WYS asks that, in the spirit of good sportsmanship, teams being asked to reschedule make an attempt to do so; however that is NOT required.
9. Attempts to reschedule are to be made no fewer than 5 (five) days before the scheduled game date. A team unable to reschedule will forfeit those games to all opposing teams affected. Forfeits give opposing teams a win and therefore 3 points.

## **SECTION G – GAME AND SCORE SUBMISSION REPORTS**

1. To qualify for Wyoming Cup, any team playing in Wyoming League must have proof of having played a complete 6 (six) game season of Wyoming League.
2. To provide proof of games played each team coach (or team contact) must submit a game report in the manner directed by the League Administrator within 3 (three) days of games played. Go to [www.wyomingsoccer.com](http://www.wyomingsoccer.com) and click on Programs/Wyoming League for how to submit a game report.
3. The game report will verify the game score and serve as official documentation of the number of games played by a team wanting to qualify for the Wyoming Cup.

## **SECTION H – REFEREE REQUIREMENTS AND RESPONSIBILITIES**

1. Except for U15 – U19 6 v 6 games, 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/game roster and the US Youth Soccer membership 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 membership cards.
  - d. Prohibit the participation of any player or coach who does not have a valid membership 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 membership 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 membership cards to the appropriate team coach or team manager.
  - c. If a referee finds he/she has not returned the cards it is the responsibility of that referee to return the cards to either the team or the team's club.
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 or email, to the league administrator as soon as possible. An attempt should be made to make up those games; if that is not possible the teams affected will each be awarded 1 point and considered a tie.
8. The referee's judgment regarding the fitness of the field of play shall be final.
  - a. Exception: A team head coach or club's field coordinator, if no referee is available, can make a decision regarding field condition and may close the field of play if deemed necessary.

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 league schedule will indicate which team is responsible for paying the referees for a particular game. Payment should be made prior to the start of each game, but not later than immediately following the conclusion of the game.
  - a. U10 – U14 teams will pay up to 2 (two) ARs and 1 (one) center
  - b. U15 – U19 6v6 will pay for 1 (one) center.
  - c. Rates change from year to year; current 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 membership card 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, 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 that 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 WYS office. For the first instance the team's club will be fined \$150.00; for the second instance the team's club will be fined \$300.00. Any additional violations by the team or other teams from that same club will result in a disciplinary hearing by a WYS disciplinary committee.
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, and 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 in writing 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.

#### **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.