

Chapter Eight

Amateur Registration

Rev. February 4, 2002

- 8.1 USSF International Clearance Policy
- 8.1.1 FIFA Article 33 requires that any player coming to the US from another county, after the age of 14, is required to have International Clearance.
- 8.1.2 Any player, amateur or youth, who meets all 4 criteria listed below and wishes to play in a WWSA sanctioned event must fill out this form no matter how long they have been in the USA.
- 8.1.3 Once an International Clearance is granted it is in effect for as long as the player is in the USA.
- 8.1.4 Send the completed form by fax or US Mail to the WWSA office and it will be sent to the US Soccer office. Make sure the original is sent to the WWSA office even if you send it by fax.
- 8.1.5 Any player meeting all four criteria may NOT participate in any WWSA sanctioned event until the foreign federation and the US Soccer Association have issued the International Clearance.
- 8.1.5.1 FIFA Regulations, Chapter IX, Art 33
“An International Transfer Certificate is not required for a player under the age of 14 years”
- 8.1.6 The following is the criteria for the requirement for an International Clearance: If you answer yes to all four questions you are required to fill out an International Clearance form.
- 8.1.6.1 You are not a US citizen.
- 8.1.6.2 You entered the US after the age of 14 years.
- 8.1.6.3 The last club you played for, before entering the US was a member of another National Association.
- 8.1.6.4 You wish to participate with an amateur, youth or professional club that is a member of the US Soccer Association.
- 8.1.7 If the answers to all four questions are YES then you must fill out an International Clearance form. If any of the four answers are NO you are not required to fill out the form.
- 8.2 **Policy and procedure for Youth Participation**
- 8.2.1 It is the policy of the West Virginia Soccer Association that any player under the age of 16 may NOT play in The Amateur Division.
- 8.2.2 If a younger than 18 years of age he/she must fill out the Amateur Registration for Youth as well as the Amateur Player Registration form.
- 8.2.3 It is the policy of the West Virginia Soccer Association that any player under the age of 19 (as of August 1) must FIRST register with the Youth Association to retain his/her eligibility to play in youth games. Each player must receive permission from the VP of Youth and the VP of Amateurs before playing in the Amateur

Division games. If you do not plan to participate in youth games it is not necessary to register with the youth association.

8.2.4 The procedure for registering youth players who wish to keep their eligibility.

- a. Fill out the West Virginia Soccer Association-Player/Team/Status Form (call WWSA office or the Fax on

Demand. The forms may be “pulled down” from the WWSA Fax-on-Demand by requesting doc #2035). The top section of the Player/Team Status Form must be filled out. All copies (one original and three carbonless copies) are to be sent to the VP of Youth. Along with this form send three #10 envelopes with appropriate stamps affixed to each envelope along with a check for \$10.00 made out to WWSA. One of these envelopes will need two stamps. **This fee will pay for the player’s insurance fee, procession fee and registration fee. Therefore, the amateur league is not to charge the youth player the Medical Insurance fee nor will the amateur league charge the State Player Registration fee as shown on the Amateur Detail of Remitted Funds Form.** You will need to press firmly when filling out the Player/Team Status Form. You will be going through three copies. No other method of transmission will be permitted. Do not Xerox, Photostat, fax, or e-mail. If this form is “pulled down” from the fax on demand, all forms must be filled out and signed separately. I.e. all forms are original.

- b. Fill out and enclose two Youth Application to Play in Amateur Games Forms. The originals must be sent. No other method of transmission will be permitted. In addition, youth players must fill out an Amateur Player Registration Form.

- c. Fill out and enclosed a Player Pass—signed with picture ready to be laminated.

- d. After all permissions are granted the VP of Amateur will issue a validated Player Pass and send it to the league registrar. This Player Pass will be marked Youth Player.

8.2.5 THE YOUTH PLAYER IS NOT TO PARTICIPATE IN ANY SANCTIONED AMATEUR EVENT UNTIL THE PLAYER HAS RECEIVED HIS/HER PLAYER PASS.

8.2.6 Youth players who answer yes to the following three questions must fill out an International Clearance Form. Or if you are 16 years of age you may fill out a waiver.

1. I am not a USA citizen?
2. Was the last team you played for a member of a foreign federation?
3. Were you 14 years of age or older when you entered the USA?

8.3 POLICY AND PROCEDURE FOR ADULT PARTICIPATION

Please fill out the Amateur Registration Form. Make sure the form is signed and dated.

8.3.1 All players in West Virginia register as “A” (recreational) player

8.3.2 The front of the Player Pass must be filled out and signed. Their Social Security or West Virginia driver’s license number will be written in the provided

for the S.S. Number. If another number is used make a note on the Player Pass of its origin. The pass is to be signed. A current picture is to be attached.

8.3.3 The back of the player pass is also to be filled out. The last two items, ie. "Reg. Comm." and "Pass issued" are **NOT** to be filled out.

8.3.4 Please return the following items to the League Registrar:

1. Completed Amateur Registration Form
2. Completed US Amateur Player Pass with a picture attached.
3. Registration fee.
4. All Amateur Players in West Virginia must have a Player Pass signed and sealed by the League.

8.3.5 A valid Player Pass has all of the information with a picture and has been sealed.

8.3.6 For a player or team to play outside of the state of West Virginia the WVSA must give permission.

8.3.7 If a team wishes to participate in a tournament they must first receive permission. Please refer to the Amateur Tournament and Travel

Procedures.

8.3.8 If a League wishes to hold (non-Friendly) sanctioned tournament permission must be granted by the WVSA.

8.3.9 Non-friendly describes a tournament where out of state teams participate or trophies are given.

8.4 **POLICY AND PROCEDURE FOR TRAVEL**

8.4.1 it is the policy of West Virginia Soccer Association (WVSA) that any team wishing to travel inside or outside of West

Virginia to participate in a sanctioned tournament must first receive permission from WVSA.

8.4.1.1 This is not required for friendly tournaments that are held within West Virginia. If you wish to hold a tournament please refer to the WVSA Manual.

8.4.2 The following forms must be filled out in triplicate:

8.4.2.1 Amateur Application for Travel

8.4.2.2 Amateur Roster for Tournament and Travel

8.4.3 If you plan to have other players (guest players) who are not on your team you must also fill out the following form:

8.4.3.3 Amateur Tournament Guest Players Form.

8.4.4 The Amateur Application for Travel and the Amateur Tournament Guest Players form must be signed by your league's registrar. In

addition, the league registrar will check each Player Pass for the following:

8.4.4.1 Complete information is on the Player Pass.

8.4.4.2 A picture has been attached

8.4.4.3 The Player Pass has been signed by the registrar

8.4.4.4 The Player Pass is sealed.

8.4.4.5 The player is in good standing with the league.

8.4.4.6 The following additional pieces must be sent:

8.4.4.6.4. One complete copy of the original information you received and sent to the tournament director.

8.4.4.6.5 Team Information Form

8.4.4.6.6 If you are applying prior to 30 days before the tournament send a #10.00 application fee. If you are applying less than 30 days send a \$30.00 application fee.

8.4.5 Your registrar will send these forms, information and payment to the VP of Amateurs for final approval.

8.4.6 **Please enclose an addressed envelope with the proper postage to prevent delay.**

8.4.7 **Additional forms may be required by other states.**

8.5 **POLICY AND PROCEDURE FOR REGISTRATION**

8.5.1 **Amateur Player Registration Forms, Player Passes and Laminates will be supplied by WWSA. Contact the WWSA VP of Amateurs one month before you need them.**

8.5.2.1 Detail of Remitted Amateur Funds filled out with the required information.

8.5.2 Preliminary registration is due one month after your regularly scheduled season starts. Registration is to include the following

8.5.2.2 League Information Form.

8.5.2.3 A check for the amount listed on the Detail of Remitted Amateur Form. This check is to be made out to the West Virginia Soccer Association.

8.5.3 The WWSA VP of Amateurs receives the above material your league will be sanctioned and covered with liability and supplemental medical insurance.

8.5.4 Final registration is due one month after your regularly scheduled season ends. Registration is to include the following materials:

8.5.4.1 A copy of the first Detail of Remitted Amateur Funds sent.

8.5.4.2 League Information Form. This is required if the information requested on the form has changed.

8.5.4.3 A check for the additional registration. This check is to be made out to the West Virginia Soccer Association.

8.5.4.4 A new Detail of Remitted Amateur Funds filled out with the information on the additional registrations being submitted.

8.5.4.5 A printed copy of each team's roster attached to the Amateur Player Registration forms for that team.

8.5.4.6 A printed alphabetical copy of all players and coaches.

8.5.4.7 A floppy disk with the registration information copied on to the disk. The registration program being used at this time is the same as the one being used by the youth (League Organizer Program). **Print on the outside of the envelop—DO NOT SCAN.**

8.5.6 Rosters: Only 20 players are permitted. Any player added over 20 will require an additional \$5.00 registration fee.

8.5.7 Player Matrix: This will help you to determine if a player is eligible to be a youth player.

8.5.8 Release/Transfer: Any player wishing to play in another league other than the one he/she is registered for must fill out an Amateur Release Form.

8.5.9 Out of State: A player or team that wishes to play out of state must receive permission from the WVSA. This process requires time from both states. Start the process early just in case you run into a problem.

8.5.10 Player: A player who registers in the fall is registered with the WVSA and USASA for the Seasonal Year (September 1 thru August 31). The player still must meet the league's registration.

8.6 **POLICY AND PROCEDURE FOR PLAYER RELEASE/TRANSFER**

8.6.1 **Any player wishing to play in another league other than the one he/she is registered to in the WVSA must fill out an Amateur Release Form.**

8.6.2 When a player registers with a league he/she is registered with that league for the Seasonal Year (September 1 thru August 31). A new registration year begins on September 1 of each year. If a player registers in July to play he/she is not required to fill out a Player Release/Transfer Form in the fall (September). However, he/she is required to pay for Medical Insurance and WVSA Player Registration per player fees and any other league fees.

8.6.3 the league that accepts a transferred player may require additional registration fees. However, the accepting league is not to charge the player for Medical Insurance or WVSA Player Registration per player fees. This is all predicated on the fact the player has already paid these fees.

8.6.4 This form is not required but may be used when a player wishes to transfer to another team within the same league. The league may assess a fee to affect the transfer.

8.7 **POLICY AND PROCEDURE FOR REFEREES**

8.7.1 **Only games using the three-person system of officiating with USSF certified referees will be recognized. Referees who show up for games they have been scheduled for will be paid.**

8.7.2 The Laws of the Game clearly state in Law V, Paragraph 4 the following:

“(4) The referee shall report to the appropriate authority misconduct or any misdemeanor on the part of spectators, officials, players, named substitutes, or other persons, which take place either on the field of play or in its vicinity at any time prior to, during, or after the match in question so that appropriate action can be taken by the authority concerned.”

8.7.3 It is the current policy of the West Virginia Soccer Association and its Amateur Division that Cautions, ejections, injuries and game suspensions, terminations and any other matter that might go before a hearing committee are to be reported (postmarked) to the WVSA VP of Amateurs and to the State Referee Administrator within 48 hours

8.7.4 There are times when an injury may not seem serious during the game. It is not until after the game the injury requires medical attention. At this point the Referee Coordinator needs to contact the center referee to request the injury be

noted in the USSF Report and sent. Player's insurance claims will not be processed until the referee's report has been receive