



2011-2012 Senior Player

INDOOR

REGISTRATION PACKAGE

Please read ALL information inside...

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NOTE: All of the documents contain a summary of regulations that apply to senior player registration and is for information only. The MSA and CSA Rules and Regulations must be referred to for final authority.





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1. INDOOR REGISTRATION PROCEDURE

- A. Registration packages must be dropped off **at least 10 days** prior to your first indoor league game at the MSA office during regular office hours Monday – Friday, 8:30 am – 5:00 pm. For information on office hours other than what is indicated above please consult the MSA website: <http://manitobasoccer.ca/>
- B. To facilitate processing and to avoid lineups, please have the following “Registration Package” ready when you arrive:
- A cheque (payable to the Manitoba Soccer Association), cash or debit for the appropriate amount for players and club officials. (Please use the Payment Summary Form to record your payment).
 - Indoor Senior Club Registration Forms or for new WWSL members, MSA Membership Affiliation Application – Completed
 - Payment Summary Form - Completed

NOTE: The Club Coach or Manager **must** have submitted the Club Roster for approval through the online registration process prior to submitting the above forms and/or payment.

- C. **IMPORTANT: Player registrations will not be processed unless the Indoor Senior Club Registration Form (MMSL/Coverall), the MSA Membership Affiliation Application (WWSL), the Payment Summary Form have been received and the Club roster has been submitted for approval through the online process.**
- D. Please be advised the registrations must be left for processing and any new photo cards will be ready for pickup by your Club within three working days of your first league game.
- E. If you choose to register players in the MSA office prior to the commencement of your League’s playing season and require same day service (while you wait) a surcharge of \$7.00 per player and/or \$28.00 per Club will be charged.
- F. The cost of registration is: players \$ 45.75 for first club and \$10.00 per additional club, coaches \$15.00, officials \$15.00. For outdoor registered team officials who paid \$15 and who may be registering as a player for the indoor season the fee is \$30.75





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- G. After the season starts, and rosters have been submitted for approval, processing may take up to 24 hours, so please leave enough time before your game.

2. PLAYER REGISTRATION

- A. In an effort to accommodate players and provide them with more opportunities to play Indoors, the Association will permit registered players to play for more than one club as long as the clubs are in separate leagues. The player and club are subject to the rules of the league in which they are playing. Only **co-ed and master age players** may play on more than one club in the same league - that is the co-ed club, a masters club and their "other" club.
- B. A co-ed club is defined as one where "the goalkeeper may be of either gender; there shall be an equal or greater number of female outfield players on the field than men on each club for the duration of the game."

2.1 Online Registration

- A. Each player wishing to register with your Club (up to a maximum allowed by the league in which they play) must register online through the ITSportsNet system. Refer to the MSA website, www.manitobasoccer.ca for further details.
The fee to register the player is paid after the player has completed the online registration process and the Club Coach or Manager has approved all members and has submitted the ITSN roster to the MSA office via the online registration process for final approval.
- B. Players must complete all fields as outlined during the online registration process. The Club **Coach or Manager** must complete the online registration process and verify all individuals as registered and then submit to the MSA through the online process for approval.
- C. Clubs may register up to a maximum allowed by the league at any one time.
- D. Once completed, the online roster with all the appropriate information is submitted to the registrar (MSA office, or designated registrar) for approval through the online process at





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least one day prior to the game in which the player(s) is/are planning to play and at least one week prior to the start of league play.

2.2 Photo ID Cards

- A. Each player must have a photo ID card. All player photos must be uploaded by the player at the time of online registration. This is a mandatory requirement and no registrations will be accepted without a photo. A current suitable picture (head and shoulders) must be uploaded or it will not be processed. Please note that a ten year old High School Graduation picture will not be considered current and suitable. In cases where the non-suitable photo is uploaded the ID card will not be processed. If a member registered for the 2011 outdoor season, they must use the ID card previously issued and are not required to upload another photo.
- B. Completed ITSN rosters must be submitted by the Club **Coach or Manager** to the MSA for processing through the online registration process. Do not expect to have the approved roster and photo ID authorized immediately. Since the process may take up to 48 hours, please plan accordingly. Prior to the season starting if you require your photo cards right away, and the Club Coach or Manager has submitted the online registration approval, they can be processed while you wait but a surcharge of \$7.00 per player or \$28.00 per Club will be charged.

NOTES:

- **Player registration and photo ID will not be processed until they are properly completed through the online registration process.**
- **The photo ID MUST be returned to the MSA office to complete the online transfer or release process.**
- **Clubs are responsible for ensuring all the information on the player registration is correct. If it is found that the player illegally registered, and is therefore ineligible, the Club and/or player may be subject to discipline as per the MSA Discipline Minimums. So check for suspensions, birthdates**



(youth player eligibility) and where the player last played: other province, other country, professional or amateur, etc.

3. AGE ELIGIBILITY FOR SENIOR REGISTRATION

- A. Players born in 1993 – turning 18 in 2011 - are eligible to register as Youth or Senior for 2011/2012 Indoor season.
- B. Any 17 year old youth player who turns 18 between January to April of the current indoor season may register as a senior player at the beginning of the indoor season during the September to December registration period. To further clarify this, the player must be 17 when they register, not 16 turning 17 between October - December time period and also they must be turning 18 during the indoor season 2012 (January 1st to April 14th), otherwise they have to wait until January 1st to register as a senior player.
- C. If a player registers to play senior and wishes to return to youth status they must obtain a written release from the senior Club and then be **reinstated** as a youth player. Applications for reinstatement are available from the MSA office or the website.
- D. Master/Classic age players must have reached their 35th birthday prior to January 1st.

4. PLAYER REGISTRATION IMPORTANT DATES

- A. Once the season commences a player must be registered through the online process on the day prior to the day of the game in which he/she wishes to play, unless authorized by the Association in unforeseen circumstances.
 - i. **Example:** To play on Thursday a player must be registered or transferred before office closure Wednesday.



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- B. Players released to the pool may be taken from the pool at any time based on league rules. Leagues may establish deadlines for transfers and new registrations.
- C. Individual players should not visit the MSA office to register, until the season has already started.

5. PLAYERS PLAYING FOR MORE THAN ONE INDOOR CLUB

- A. As you are aware some Indoor players wish to play for more than one club. The usual rule is for a player to sign and register with one club. That club is responsible for the player's conduct. As well the player is "bound to the team for which he/she has signed, unless transferred or released as provided in these rules, until the end of his/her league's playing season." (CSA rule 3 b) Amateur: 1) b)
- B. However, the CSA rules also state that "a provincial association may at its discretion enact regulations to allow a player to play for more than one amateur team. However a player may not register or play for more than one team in the same league or cup or age group competition." (CSA rule 3 b) Amateur: 1) e)
- C. In an effort to accommodate players and provide them with more opportunities to play Indoors, the Association will permit registered players to play for more than one club as long as the clubs are in separate leagues. The player and club are subject to the rules of the league in which they are playing. Only **co-ed and master age players** may play on more than one club in the same league - that is the co-ed club, a masters club and their "other" club.
- D. A co-ed club is defined as one where "the goalkeeper may be of either gender; there shall be an equal or greater number of female outfield players on the field than men on each club for the duration of the game."

Please note the following conditions:

- The club for which the player is playing i.e. on game sheet, on bench, on the playing surface, or when a disciplinary incident occurs is responsible for the players' conduct at that time. That club and/or player will be subject to any fines suspensions or other sanctions arising out of the incident.





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- Indoor leagues will be responsible for policing their own player eligibility in all circumstances including cross over situations (player playing in one league and also playing in another such as women playing Co-ed, players playing on Masters/Classics clubs etc.).
- League disciplinarians will keep players cards during suspensions so the player cannot play in any affiliated leagues during the term of their suspension. In effect a player suspended in one league will not be able to play in another league during the term of his/her suspension.

6. TRANSFER PROCEDURE

- A. Please note the Canadian Soccer Association rules regarding transfers: A player is allowed, "One transfer within the jurisdiction of the Association in Membership. If, however, there are no District Associations in any Province, players in that Province shall be entitled to three transfers within the jurisdiction of such Association in Membership, **but a player once transferred cannot be transferred back to the team or teams for which he was previously registered until a period of thirty days has elapsed**".

Example

Player is released from Club "A" to the pool and picked up by Club "B".

The above player would be permitted three (3) such movements from Club to Club. However if the player wanted to return to Club "A" he/she would have to wait 30 days from the date the player was released by Club "A".

If a player is released from Club "A" to the pool, is not picked up by another Club and then returns to Club "A", the player would not have to wait 30 days but the movement would be considered one of his/her three (3) transfers.

- B. Senior transfers shall be processed online by the MSA by the Club Coach or Manager submitting an email to mbsoccer@manitobasoccer.ca requesting the transfer and then submitting the \$20 transfer fee to the MSA office prior to the transaction being completed. Players from the pool returning to the same club that released them will not be charged a fee due to the fact they are not being transferred.





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STEP 1 The Releasing Club Coach or Manager shall:

- Complete the player deletion process online to remove the player from their ITSN roster.
- They then submit an email request and return the released player's photo ID to the MSA office.
- The MSA registrar will then complete the online registration process and approve the revised roster.

STEP 2 The Receiving Club Coach or Manager shall:

- Ensure the new player updates their online registration
- Then the Club Coach or Manager submits their email request to the MSA office to add the player.
- The receiving club shall then proceed to the MSA office, pay the transfer fee and obtain the players photo ID.
- Once the MSA completes and approves the online transfer, the Club Coach or Manager will then be able to log in and print a copy of their revised roster.

Note: Releases and transfers will not be processed unless the transfer request is received from the Club Coach or Manager by email to mbsoccer@manitobasoccer.ca and the photo ID from the releasing/transferring Club is returned to the office and/or the transfer fee is received.

7. DISCIPLINE

- A. When a player is given a red card (sent off, dismissed) his/her player photo card is kept by the referee and sent to the League Disciplinarian along with the referee's report on the incident.
- B. Check with the League in which your club is playing as to when disciplinary hearings are scheduled. Leagues are expected to follow the MSA Disciplinary Minimums.
- C. Once the player has appeared at a hearing and received his/her suspension their photo card will be returned to them when the suspension is completed. Because the photo card will not be returned to the player until any suspension is served IN THE LEAGUE IN



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WHICH THE MISCONDUCT OCCURED the player will not be able to play for any indoor club in any league until the suspension is over.

- D. If the incident involves an assault or threatening a referee the matter is dealt with by the Provincial Association. Clubs and players will be notified of the time and date of the hearing.
- E. The referee and /or the Association will inform your club that an assault report is being filed. The person alleged to have THREATENED OR ASSAULTED the referee is suspended from all soccer pending a hearing. CLUBS ARE RESPONSIBLE FOR THE CONDUCT OF THEIR PLAYERS, CLUB STAFF, AND SPECTATORS AND ARE OBLIGED TO PROTECT THE REFEREES FROM THREAT OR ASSAULT. FAILURE TO DO SO WILL RESULT IN SUSPENSIONS AND FINES.
- F. Clubs are responsible for informing their players of the consequences (possible suspensions of one to five years) of threatening or assaulting a game official.
- G. Please see the MSA Website for a list of the Disciplinary Minimums applicable to all Leagues.

8. REGISTERED INDOOR YOUTH PLAYERS PLAYING AS GUESTS FOR SENIOR CLUB

- A. Players born in 1993 or earlier (turning 18 in 2011) may register as a senior player on a senior club, **or** register as a youth player. (Refer to page 4, section 3A. and 3B. for age eligibility for senior registration).
- B. Registered youth players may play as a GUEST for a senior club on a “Youth to Senior” permit. (Please see procedure for Youth to Senior permit)
- C. A youth player playing “up” for a senior club without a permit is considered an ineligible player. The youth player must have a permit and his/her youth player I.D. card present at the game.
- D. *A youth player playing “up” for an indoor senior club must be registered for an indoor youth club.* Permits will only be issued to youth coaches so senior clubs must contact the youth coach in advance so the youth coach can obtain a permit in a timely fashion. Most youth



Districts require such permits be approved by their Club Head Coach / President / Administrator.

9. YOUTH TO SENIOR PERMITS

Youth players are permitted to play in league and tournament games for senior Clubs as per the league rules. Each time a youth player plays for a senior Club a permit (permission) must be obtained from his/her youth Club. **Refer to Youth to Senior Transfer Policy on MSA website:** http://manitobasoccer.ca/member_services/documents/YouthtoSeniorTransfersOctober132010.pdf

IMPORTANT: YOUTH PLAYERS MUST CURRENTLY BE 16 YEARS OF AGE OR OLDER TO GUEST ON A SENIOR CLUB

- STEP 1** Contact official of the player's youth Club requesting permission to approach youth player via e-mail. The youth coach, if agreeing to the request provides info re email for youth player and on where the permission form can be picked up (The youth Club will be provided permits)

- STEP 2** Senior Club contacts the youth player and if the player is willing to play arranges game details and the permission form pick up.

- STEP 3** Copy 1 of the permit is provided to the opposing senior Club at the game.

- STEP 4** Copy 2 of the permit is sent to the Youth/District Association with which the youth player is registered (in Winnipeg, the Winnipeg Youth Soccer Association). Copy 3 is sent to the senior league with the game sheet by the referee.

REMINDERS

- A. A player may not register as a senior player until the year in which he/she attains his/her 18th birthday. (Refer to page 4, Section 3A and 3B for exemptions.)



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- B. Therefore if a player turns 18 years of age in this current year the player has the option of playing either youth or senior.
- C. A player that registers as a youth and later decides to register as a senior must obtain a release from his/her youth Club.
- D. Registered youth players are not permitted to play in senior Provincial Championship games i.e. competitions leading to national championships.
- E. Youth players must currently be 16 years of age or older to **GUEST** on a senior club.

10. COACH/CLUB OFFICIAL REGISTRATION

- A. Each senior Club is required to register all Club officials who will be on the bench including coach, manager, club official, etc. The registered Club official is responsible for the conduct of the Club. Failure to register a club official could result in a Club being fined. **Club officials who wish to be on the player's bench must complete the online registration process and have the photo ID card.** Note: leagues may set limits for the number of Club officials permitted to be on the bench so check with your league.
- B. All coaches, managers, and Club officials registered with or named on a Club roster must have completed the online Respect in Sport course as required by Sport Manitoba. The Respect in Sport number must be provided when registering or the registration will not be approved by the Association. Players who are also listed as coach, manager or Club official must have a Respect in Sport number.
- C. In the case where a Club has a player(s) on the Club roster, who has not reached the age of majority by the date of the game, all registered Club officials will be required to have current CPIC screening. In the case where a Club wishes to use a GUEST player(s), who has not reached the age of majority by the date of the game, one registered Club official will be required to have a current CPIC screening.



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D. Additionally:

- All GUEST players who have not reached the age of majority by the date of the game must be clearly identified as a guest player on the game sheet.
- The Club official who is CPIC cleared must be present at the game and be clearly identified on the game sheet.
- If the CPIC cleared Club official cannot attend the game, the Club cannot use such stated guest player.
- Failure to follow these rules in regards to youth players participating in the adult leagues may result in discipline action as per the MSA Disciplinary Minimums.

11. ID CARD INSPECTION PROCEDURE

- A. Referees will inspect the photo ID, the online approved roster and the game sheet before each game. **Players and/or Club officials will not be permitted to play without both the approved roster and the photo ID.**
- B. Clubs should check with their League to determine how many Club officials are allowed on the bench.
- C. If a player has a card that appears to be suspect for reasons such as:
- a. Player's name on approved roster does not match photo ID.
 - b. The Club named on the roster does not match the Club named on the game sheet
 - c. The date on the roster is not current.
 - d. The photo ID does not match the player.
 - e. Any other discrepancy.
- D. The referee will inform the Club that he suspects the player card is not valid, and therefore if the player plays he/she may be ineligible. The referee will confiscate the player's card at the end of the game. It will be the Club's decision as to whether the player plays in the game.
- E. The referee will keep the suspect player card at the end of the game and submit it to the authorities having jurisdiction – League or Association – for investigation.





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- F. Clubs should be aware that if a player is proven not to have been properly registered with the Club then the Club would face possible sanctions as per the MSA Discipline Minimums.
- G. Referees will retain the ID of any player or Club official dismissed from the game and forward it along with the Discipline Report to the League Disciplinarian.
- H. **Clubs are advised to make sure they get their ID cards back from the referee after the game.**

12. TRAVEL TO TOURNAMENTS AND EXHIBITION GAMES

- A. Member Clubs traveling to tournaments or to play exhibition games **Out of Province** must apply for permission to travel. Applications are available from the MSA office or on the website www.manitobasoccer.ca.
- B. Tournaments must be sanctioned and/or Clubs hosting exhibition games must be members of leagues affiliated with Provincial, State or National Association.
- C. You also need permission of your league to travel and a league official must sign on the bottom left corner of the Travel Permit.
- D. All none playing staff must have CPIC records check that is current at the time of the travel.
- E. Please refer to the Application to Travel for detailed information and deadlines.
- F. Should a Club choose to participate in a non-sanctioned event the Club and players are not covered by the MSA liability and accident insurance. As well the players and referees would not have the protection of the disciplinary system.
- G. For tournaments/exhibition games in Manitoba you should ensure the event is sanctioned or the host Club is affiliated.



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13. INSURANCE INFORMATION

A brochure explaining the coverage and an accident claim form is available at the office or on the MSA website: www.manitobasoccer.ca

