

# **Section 1**

## **Introduction to New Jersey Youth Soccer**

New Jersey Youth Soccer (NJYS) is the National State Association that represents youth soccer in the State of New Jersey. We have over 170,000 players and 30,000 coaches and administrators affiliated with the organization. NJYS is the youth division of the National Governing Body (NGB) for the sport of soccer in New Jersey under the Amateur Sports Act of 1978 and the United States Olympic Committee (USOC).

New Jersey Youth Soccer is a member of the United States Soccer Federation (USSF) and is affiliated with FIFA, the international governing body of soccer. NJYS is also a member of US Youth Soccer.

New Jersey Youth Soccer is a non profit organization whose mission is to develop, promote, govern and provide public educational soccer competition among the youth of the State of New Jersey. NJYS is recognized by the State of New Jersey as a public non-profit corporation and by the Federal government as a non-profit 501(c)(3) corporation.

We have programs for the recreational level player, the developmental level player, the intermediate level player, the advanced level player, and players with disabilities. Travel team programs within the various member leagues of New Jersey Youth Soccer provide opportunities for the developmental and intermediate players. NJYS also provides programs for the intermediate level players. The Olympic Development Program is a program for the advanced level player.

NJYS supports the TOPS program in member clubs for players with disabilities.

The fees for the various programs are listed on Page 21.

### **Travel Team Programs**

The basic programs for the developmental and intermediate players are the competitive leagues administered by the various traveling leagues that are part of NJYS. Most leagues have Fall and Spring programs that traveling teams compete in to determine overall flight winners. Each league has its own rules of administration and levels of play.

The NJYS National Championship is the entry-level competition for the US Youth Soccer National Championship. The Championship is open to all properly rostered NJYS traveling teams. The Rules of the Championship are available at the NJYS website. In addition, NJYS sponsors the NJYS State Cup, a statewide championship for the U14-U18 age groups.

Teams that are properly rostered with NJYS are eligible to participate in tournaments sponsored by member organizations of NJYS or other USSF affiliated organizations. Tournaments are usually limited to club teams that also participate in league play. NJYS does not allow teams to be carded just for tournament play. To participate in a tournament, the team usually must submit an application to the Tournament Organizing Committee. Most tournaments

are invitational and a team must be accepted to participate in the tournament. The requirements for traveling to a tournament are included in Section 3.

## Programs

NJYS provides a number of different Coaching Schools programs to educate the coaches of the teams registered with New Jersey Youth Soccer. We require all travel team coaches to hold a minimum of an "F" license. The "F" license meets the requirements of the New Jersey Civil Liability Immunity Law that requires a volunteer coach to attend a qualified course to obtain the protection that the law provides.

NJYS publishes an annual newsletter, ***Soccer New Jersey***. It will be mailed to all registered coaches, clubs, and players, once a year during November or December. *Soccer New Jersey* contains articles of current happenings in New Jersey soccer as well as articles of general interest to soccer coaches.

NJYS sponsors a Workshop and Vendor's Exhibition during the winter season. The workshop features seminars on various topics of interest to coaches, administrators, parents and referees. Many different vendors also attend the workshop to offer their various products such as uniforms, fund-raisers, equipment, software etc. The 2006 Vendors' Workshop and Exhibition will be held January 7, 2006 at the NJ Convention Center, Edison.

## Contacting NJ Youth Soccer

If you are interested in New Jersey Youth Soccer programs, please contact the NJYS Office. We can send the necessary information for joining NJYS if your club is not already a member club. You can reach us at:

New Jersey Youth Soccer  
609-490-0725  
609-490-0731 (Fax)  
569 Abbington Drive, Suite 5  
East Windsor, NJ 08520  
E-mail: [office@njyouthsoccer.com](mailto:office@njyouthsoccer.com)  
Website: [www.NJYouthSoccer.com](http://www.NJYouthSoccer.com)

New Jersey Youth Soccer operates a News Line that you can call to get up to date information on coaching school schedules and referee course schedules. During the National Championship seasons, pertinent information on Championship play is available as needed. The ODP program uses the News Line to provide current information on practices and playing schedules. You can call the News Line at:

**1-800-8-NJSYSA**  
**1-800-865-7972**

Follow the prompts to hear the information that you are interested in. The News Line is available 24 hours a day, seven days a week.

The New Jersey Youth Soccer website address is: [\*\*www.NJYouthSoccer.com\*\*](http://www.NJYouthSoccer.com)

## Insurance Coverage

NJYS has purchased a comprehensive insurance program for the benefit of all members. The program is multi faceted in that the insurance policies protect the general public, our participants, and team, club, league and state officials. The cost of these policies is included in the registration fees that our members pay. Therefore, the program is automatic in nature and scope.

### Liability Insurance

The standard commercial general liability insurance provides protection for claims made against the protected arising from incidents occurring during a **sanctioned event** that is under the direct supervision of a team official. It provides protection for liability for bodily injury and property damage; and, personal or advertising injury including false arrest, detention or malicious prosecution, libel, slander, and defamation or violation of right to privacy.

The limits for the liability coverage are \$1,000,000 per occurrence, \$5,000,000 aggregate per location. The policy has no deductible.

All registered players, volunteer coaches, youth recreation club referees, and administrators of member clubs and member leagues of NJYS are protected under this coverage. Non-volunteer coaches/trainers are not covered under the NJYS Liability Program unless they specifically purchase the coverage from the NJYS office.

Coverage is not provided for participation in a non-sanctioned event, travel outside of New Jersey without permission to travel,

referee instruction courses, and private camps.

No coverage is provided to parents, coaches, or volunteers while using any automobile to transport team members or volunteers to any sanctioned event. Coverage exclusions include Worker's Compensation claims, nuclear energy claims, use of trampoline, terrorism, acts of war or undeclared war (riot).

### Accidental/Medical Insurance

This coverage pays for usual and customary medical care expenses for injuries occurring while traveling to, from, or during a sanctioned event that is under the direct supervision of a team official.

The coverage is excess to the injured person's own medical insurance. If the injured person does not have medical insurance, this coverage becomes the primary insurance.

The limits of the coverage are \$100,000 maximum per injury. Maximum payments are for two years. There is a \$100 deductible per injury. There is a dental benefit of \$2,000 and \$10,000 accidental loss of limb and death benefit.

All registered players, registered volunteer coaches, volunteers, administrators, volunteer referees and youth recreation club referees are protected under this coverage.

Participation in a non-sanctioned event, travel outside of New Jersey without permission to travel, acts of war and private camps are excluded.

Assigned and paid referees (other than recreation club youth referees) and paid

administrators are excluded from this coverage.

## Definitions

- **Sanctioned Event:** a game, practice session, tournament, or tryout that is sponsored by a member club, league, or NJYS. Tournaments must have filed permission to host with the NJYS office.
- **Volunteer Coach:** coach, assistant coach, youth trainer, manager as long as he or she is listed on the team/club roster and is not being compensated for his/her services.
- **Non-Volunteer Coach:** a coach, assistant coach, trainer, manager who is compensated for his/her services.
- **Volunteer referee:** an individual, not registered as a referee with USSF and not assigned to referee the match, who volunteers to referee when an assigned referee does not appear. Usually a parent.
- **Usual and customary:** fees and services that do not exceed those generally charged for similar medical care in your local area.

- **Medical Care:** includes necessary stays in a hospital, medical or surgical treatment by a doctor, <sup>and</sup>/<sub>or</sub> services of a licensed or graduate nurse.

## Procedures to file an Accident/Medical Insurance Claim

A medical claim form is available online. Photocopies are accepted. You may also obtain a claim form from the NJYS Office.

Complete the entire form. The first line of the "Name of Insured" is the player and is the same as the patient.

For travel team players, make a copy of the team roster or photocopy of the member pass.

Send the completed form with the copy of roster or pass within 30 days of the injury to:

New Jersey Youth Soccer  
569 Abbington Drive, Suite F  
East Windsor, NJ 08520

Once the claim has been filed with NJYS, the bills may be submitted directly to:

Bollinger Insurance  
830 Morris Turnpike  
Short Hills, NJ 07078-5000

## Section 2

### Instructions for Registering Traveling Teams

We have set up these guidelines and instructions for registering your travel team to ease the paperwork burden on not only you but also the District Commissioners and other State Officials who must keep track of nearly 5,300 teams throughout our state soccer community. Recreation level teams will submit rosters directly to the NJYS Office.

Before you begin compiling your team's paperwork, please keep in mind what must be presented to your District Commissioner to validate your team passes and roster. Your team player pass packet included your roster and player member passes and volunteer coaches passes. The forms necessary to complete your team's paperwork can be downloaded from our website. The documents needed are:

- A completed Team & Player Registration Form (Roster)
- For each player:
  - A completed and signed Member Pass – Each player must sign his or her own pass
  - A completed and signed NJYS Player Membership Form. **It is required that a parent or legal guardian signs the form.** A player who is over 18 years of age may sign his/her own form.
- Proof of Age which may be:
  - Copy of birth certificate
  - Board of Health records
  - Passport

- Alien registration card
- Certificate of naturalization, or
- DOD Uniform Services ID Card (Baptismal records are not acceptable)
- A notarized Medical Release Form
- For each volunteer coach:
  - Completed and signed Coach's Pass - Coach must sign their own pass
  - Completed and signed NJYS Volunteer Coach Membership Form

If you have a non-volunteer coach that will be listed on the team roster, the non-volunteer coach must obtain the pass from the NJYS office before you submit your roster to the DC for completion. The member pass number should be entered on the roster and the pass presented to the District Commissioner along with the other paper work for the team.

Before you complete a member pass for the player, you must have a completed ***NJYS Player Membership Form*** that has been signed by the player and their parent or guardian. Each volunteer coach must complete an ***NJYS Volunteer Coach Membership Form***.

Double check that all information is correct and consistent through all forms. Remember, you **cannot** have an overage player on your team.

District Commissioners must have all of the above information to validate your teams player passes and roster. Do not ask him or her to do otherwise.

Use the Travel Team Age Table to determine the age of your players. Players born on or after August 1 are eligible to play in that age group for the entire seasonal year that will begin in September. Remember that the oldest player on the team determines your team's age group.

There are specific limits on certain rosters that you must observe:

- All U11 teams must have a majority of U11 players on the roster.
- U8 players may not play on a full-sided team.
- U7 and younger players may not participate in any travel team program. They may not hold a travel team player pass.

Please read the following instructions on completing the necessary paperwork. Direct any questions that you may have to your District Commissioner or the NJYS Office.

**Note: Players may only possess one primary pass.**

All information entered must agree with the player's proof of age. Please type or print **legibly** and **correctly**.

- The player must sign the pass where indicated. The signature must agree with the name on the front of the pass. If the name is listed as "James" on the pass, the player must sign his name as "James", not "Jim".
- Glue the player's photograph to the MEMBER PASS section where indicated (Attach photo here). Do not staple or tape the picture on the pass. Do not expect your District Commissioner to do this. Do not use a picture from a previous year player pass. Use a **current picture**. Photocopies, computer generated photos and Polaroids are not acceptable.
- Complete all information on the front of the pass as follows:

State	Pre-printed
Name	Enter player's name

Birth date	Enter birth date in MM/DD/YYYY format. It must agree with the date on the proof of age
Team	Enter <b>club and team</b>
Team Number	Pre-printed
Age Group	Enter team age (e.g. U12)
Season	Pre-printed
I.D. #	Pre-printed
Year	Pre-printed

please paper clip the player's birth certificate to the NJYS Membership Form. Arrange your player's information in the same order as listed on the Roster. This greatly helps your District Commissioner in validating your passes.



### Medical Release Forms

- ID numbers are set up as follows:

Example: NJ62729-01

NJ6	State and year identification
2729	Team number as printed on the roster
01	Position on the roster where the player is to be listed.

The white member pass portion is presented to your District Commissioner for validation. Give the blue membership card to your players.

**Note:** Extreme care should be taken when completing member passes. **Do not ask your District Commissioner to approve a pass with information that appears to be altered, crossed out, or is incorrect.** The players' pictures must be recent. Photocopies of pictures or computer-generated pictures are not acceptable. Do not use Polaroid pictures, as they will peel apart. Do not use a picture from a previous year player pass.

**Helpful Hint** – Keep a copy of the birth certificate or other proof of age for each of your players for future use.

**Helpful Hint** – When presenting your passes to your District Commissioner

It is mandatory that a Medical Release Form be completed for each player. If it is filled out and notarized at the beginning of the seasonal year, the permission for medical attention is valid for the entire year. The form must be notarized. The coach should retain these forms whenever he/she has charge of the players. Please make a copy of the blank form for each of your players. You can download the form from our website.

A player who is over 18 years of age may sign his/her own form. However, we still require that you have a medical release for these players as it identifies any medical insurance that the player may have.

The District Commissioner will verify that you have a completed Medical Release Form for each player on the roster when the member passes are validated.

## Team and Player Registration Form (Roster)

**Helpful Hint** - Have the player sign the member pass before you enter the name on the roster form. The pass number must agree with the roster position number. Example: Pass Number NJ61367-12 is to be entered on line position #12.

You must initially roster a minimum of 11 players when you ask a District Commissioner to validate a full sided team roster. For a small sided team roster, you must initially roster a minimum of 8 players.

It is necessary to use a black ball point pen to give enough impression to go through the four layers of this form, and black ink photocopies better. Typing is acceptable and welcomed.

- Fill in the appropriate boxes for League Name, Club Number, Club Name, and Team Name. (Your club number can be found on your Club Affiliation Form - it is a 4 digit number beginning with 9, call the NJYS Office if you don't have the number).
- Fill in age, e.g., U14, U13
- Check box for Boys or Girls team
- Fill in Coaches' information, name, address, and telephone. District Commissioners will not validate a team roster if the listed coaches do not have a Coaches License.
- List all player pass numbers on the form in numerical order. For full-sided team, list 18 numbers. For U17-U19 teams, list 22 numbers.

For small-sided teams, list 14 numbers

- Using the Member Pass, NJYS Membership Form, and proof of age, fill in the name, birth date, and address for each player. Names should be listed alphabetically.

After initial rostering of your team, any player additions, releases or transfers must be done with a **Player/Coach Status form**. Contact your District Commissioner or NJYS Office for these forms.

U11-U16 teams can have a maximum of 18 carded players on its active roster at one time with a total of 21 players during the seasonal year, September 1 to August 31.

U17-U19 teams can have a maximum of 22 carded players on its active roster at one time with a total of 25 players during the seasonal year, September 1 to August 31.

U10-U8 teams can have a maximum of 14 carded players on its active roster at one time with a total of 17 players during the seasonal year, September 1 to August 31.

Contact your District Commissioner on the specifics of adding or releasing players. Attach pink copies of all addition and release forms to your original pink roster. **Do not add names on pink rosters.**

Once a player has been rostered to a team, he/she is a member of the team regardless if they play a game or not.



## Member Passes for Volunteer Coaches

A coach must be at least 18 years old and hold a valid NJYS Coaching License, Grade "F" or higher, before an NJYS Member pass will be issued. The District Commissioner will verify that every coach on the roster has a license before the team's player passes will be validated. To complete a Member Pass, fill in all information on the front of the pass as follows:

State	Pre-printed
Name	Enter coach's name
Team	Enter <b>club and team</b>
Team Number	Pre-printed (XXXXXX)
Age Group	Enter team age (e.g. U12)
Season	Pre-printed
I.D. #	Pre-printed
Year	Pre-printed

**The volunteer coach must sign the pass.** Glue coach's recent photograph in appropriate location. Do not staple or tape photo to the pass. The picture must be recent, no photocopies or Polaroids.

**A volunteer coach should only have one member pass** regardless of the number of teams the coach may be coaching. If a coach is coaching two teams, one pass should be completed and that pass number entered on both rosters.

**Coaches are responsible for the conduct of their players and spectators.** Abuse of referees will not be tolerated. Misconduct by parents and/or spectators will be referred to the NJYS Discipline Committee for disciplinary action. The Discipline Committee may impose suspensions and/or fines on the parents, players, coaches and/or club.

Non-volunteer coaches will complete the necessary papers and obtain their coach's pass from the NJYS office.

## Youth Trainer Pass

A youth trainer is a volunteer trainer under the age of 18 working with a coach. A minor will not be issued a coach's pass and may not be left with the team without proper adult supervision (coach). An "F" license is required in order to be a youth trainer. The Youth Trainer pass is free and may be obtained from the NJYS Office. A "Player/Coach Status Form" marked "Youth Trainer" should accompany the pass to be validated by the District Commissioner.

## Small Sided Teams

U10 and younger teams must be small-sided. This applies to both league and tournament play. A small-sided team is defined as 8 -v- 8 or less. The following conditions apply to small-sided teams:

1. A team must purchase a small-sided team packet.
2. Small sided only applies to outdoor teams, U10 and under.
3. Small-sided teams will register using the same procedures as full side teams with the exception that only a maximum of 14 active players can be on the rosters. Leagues may restrict their roster size to 12.
4. Small-sided teams can only travel to small-sided tournaments; they may never travel as a full sided team.
5. A small-sided team can not grow to a full-sided team during the current seasonal year.

6. No secondary passes are permitted on small-sided teams.
7. U8 players may not play on a full-sided team.
8. U7 age players may not play travel team soccer.

## **Secondary Player (Multiple Rostering)**

A player may be rostered and play with another team (Secondary Team) in addition to the team he or she initially rostered with (Primary Team.) Multiple rostering is not dual carding. A player may play with more than one team at a time, but may have only one primary pass. He/she may be added as a secondary player to another team. There are conditions to multiple rostering.

1. Each team's league will govern the use of secondary players within its own competition.
2. Each league has the autonomy to permit or not permit the use of secondary players within that league. At the current time, the following leagues will allow a secondary player to participate in their league:
  - a. Central Jersey Youth Soccer
  - b. Jersey Coast Youth Soccer
  - c. Metro Youth Soccer
  - d. Morris County Youth Soccer
  - e. Northern Counties Youth Soccer
3. A player may roster with more than one team during the same seasonal year (September through August). At initial registration, the player must declare the team on which he or she will have primary status. The player will be considered a secondary player on any and all other teams with which the player rosters, provided that the proper paperwork is completed.
4. Any player rostered to more than one team must participate in the game played by their primary team in the event of a schedule conflict.
5. A player is a primary player on only one team but, with the primary team's coach concurrence, the player may be a secondary player with several different teams.
6. Secondary players must complete the appropriate paperwork on the Secondary Player/Team Status form. The form must be signed by the player's primary team coach and player's parents and the player's secondary team coach, secondary league official, and secondary team District Commissioner.
7. The secondary team's District Commissioner will record the secondary player on his or her secondary team roster. Prescribed roster limits on the number of players will be observed.
8. A secondary player pass is issued to the player for use only in the league in which he or she is designated as a secondary player.
9. Teams with a secondary player on their roster are not eligible for National Championship play or NJYS State Cup play.
10. A player may become secondary only if he or she is rostered to a team as a primary player. If the player transfers or is released from their primary team,

their secondary player pass becomes void. If the primary team is disbanded, the secondary player pass is void and must be returned to the NJYS office.

11. A player can only be added to an existing roster as a secondary player. This means, that the team must already exist before secondary players can be added.
12. **U10 and younger players are not authorized to have secondary player passes.**

Secondary player passes and Secondary Player/Team Status forms will only be issued by the NJYS office. Once you receive the form and pass, numerous signatures are required on the form; namely, parent's, primary team coach, secondary team coach, and secondary league official. Once you have all the signatures **except** the secondary District Commissioner, take or mail the completed secondary player pass (with photo and player's signature), Secondary Player Team Status form, and primary team player pass to the NJYS Office.

Then take the form and secondary player pass to the secondary District Commissioner. The District Commissioner will add the player onto the secondary team's roster and validate the Secondary Team/Player Status form and pass.

## **Adult Games**

A youth player may play an unlimited number of adult games without losing his or her youth eligibility. The youth player must be registered with NJYS and must notify his or her youth coach or other

authorized team official of the player's intention to play adult games. The youth player shall request, in writing, eligibility clearance from NJYS and permission from the appropriate New Jersey Soccer Association (NJSA). Clearance by NJYS can only be granted by the NJYS Office.

When the clearance and permission have been granted, NJSA has sole discretion in permitting a youth player to play adult games and will be responsible for establishing the procedures under which the youth player will be allowed to play. In the event of a conflict between an adult game and a youth game, the youth game shall take precedence.

A youth team with the written permission and mutual consent of both NJYS and NJSA may play in an adult-approved league and not lose its youth eligibility to compete in the U.S. Youth Soccer National Championships competitions. The youth team must register with NJYS and the players must be registered and rostered on youth passes. The youth team will be required to play under the rules of NJYS concerning registration, rostering rules, transfer rules, and any additional qualifications that are required to be eligible for the U.S. Youth Soccer National Championships competitions.

## **Hardship Exemptions**

There may be cases that are exceptions to the three-player transfer rule. Normally, teams are limited to adding a maximum of three (3) players who have previously rostered. NJYS provides for a hardship exemption to this rule.

The hardship exemption allows an existing team to disband and a new team to be

formed using more than three of the original players. **To be disbanded, a team must return all members passes and pink copy of its roster to the NJYS Office.**

An example of when the hardship exemption might be used is where a club has two U12 teams in the Fall season, each of which has 15 players on its roster. In the Spring, 8 players from the first team and 7 from the second team, decide to play baseball instead of soccer. The hardship exemption would allow both existing teams to disband and form one new team from the players who still want to play.

The following rules apply:

1. The new team is formed for league play. The team may compete in tournaments held within their own Area only. They may not play in tournaments outside of their Area nor in tournaments out of state. Teams with a hardship exemption cannot play in the National Championship or State Cup.
2. The hardship team needs permission of both the Area Travel Commissioner and their League.
3. A maximum of ten players from one disbanded team can join the new team.

The hardship exemption is exactly what it is, a hardship. Teams cannot use this provision to form select or all star teams.

When the District Commissioner completes the registration and rostering of the new team, the DC must note on the roster "**Hardship Team.**"

## **Section 3**

### **Procedures for Out of State Teams and Players**

The procedures presented here are for teams and players that are participating in leagues. Tournament play is covered in the NJYS Travel and Tournament Manual.

#### **Out of State Teams Playing in New Jersey**

Before an out of state team can play in a New Jersey Youth Soccer league, they must obtain written permission from both their home state and New Jersey Youth Soccer. Their home state must submit a Certificate of Insurance naming NJYS as an additional named insured. Proof of medical insurance must also be submitted. Only the NJYS Office is authorized to give permission to out of state teams to play in a specific New Jersey league. Once permission is obtained, the following procedures are used to register the players and roster the team:

- The team must register in their home state and the team must be a member in good standing of an affiliated club in their home state. The team roster containing at least 11 players from the home state must have been validated by the home state. The team must maintain a minimum of 11 players from the home state for the team to participate in New Jersey.
- To obtain an NJYS Out of State Packet from the NJYS Office, the team must submit:

1. their validated home state roster

2. permission to participate in a league outside their home state
3. the appropriate fee

- The NJYS Out of State Roster is completed including the member pass numbers that are on the home state passes.
- The out of state team then will submit the NJYS Out of State Roster to the NJYS Office for validation. Only the NJYS Office is authorized to validate a NJYS Out of State Roster.
- Changes to the Out of State Team roster will be initiated by the home state that will add the player to their home state roster. The home state must then issue permission for the player to play in New Jersey. NJYS will grant permission to play in New Jersey within these procedures and then validate a player status form to add the player to the NJYS Out of State Roster.

#### **Out of State Players**

The procedure for rostering an out of state player on a NJYS team is similar to that of out of state teams. NJYS will not give permission for an out of state individual U10 or younger to play in New Jersey. The player must obtain permission of both states to play in New Jersey. Only the NJYS Office is authorized to give permission to an out of state player to play in a specific New Jersey league. Once permission is obtained, the following

procedures are used to register the players and roster the team:

- The out of state player must register in their home state and obtain a player pass from their home state.
- The player is then rostered on the NJYS team roster by completing an Out of State Player Status Form. Before an out of state player can be rostered on a NJYS team, that team must have a properly validated roster that contains a minimum of 11 NJYS registered players. Only the NJYS Office is authorized to validate an Out of State Player Status Form.
- The NJYS team will attach their copy of the Out of State Player Status Form and the Permission to Participate Out of State to their roster.

### **New Jersey Teams Playing in an Out of State League**

NJYS offers many opportunities for teams to play league soccer in New Jersey. Any request to play in an out of state league must be accompanied with justification for the request.

If a NJYS team wants to play in a league in another state, they must first obtain permission of both states. Only the NJYS Office is authorized to give this permission. Note: NJYS will not give permission for a NJYS U10 team or younger to play out of

state. Once a team has received permission to play out of state, the following procedures are used to register the players and roster the team:

- The team will obtain a member pass packet from the NJYS Office. The member passes should be completed as outlined above for in-state teams.
- The NJYS Office must validate these player passes and the NJYS roster.
- The process for rostering the team out of state will depend on the procedures used by the other state.

### **New Jersey Players Playing in an Out of State League**

A New Jersey player who wishes to play in an out of state league must have the permission of both New Jersey Youth Soccer and the state the player wishes to play in. Note: NJYS will not give permission for a U10 or younger player to play outside of New Jersey. Only the NJYS Office is authorized to give permission to play outside of New Jersey.

The player must first register with NJYS by purchasing a member pass from the NJYS Office. Only the NJYS Office is authorized to validate these passes. Rostering of the player on the out of state team will be done using the procedures of that state.

## Section 4 Transferring Between Teams

Once a player has been registered and rostered to a team, he or she is bound to that team for the entire seasonal year unless the player is released or transferred. If a player wishes to play for another team, the player must be transferred. In order for a player to transfer, they must be released from the present team.

A coach may not release a player without the player requesting a release. A player may be released from a traveling team if:

1. The player has violated rules of USSF, USYSA, or NJYS.
2. The player moves to a new address, the distance of which in the opinion of the Executive Committee would make it impractical for the player to continue with the player's original team.
3. The player is injured in such a manner that the player will not be able to participate for the remainder of the seasonal year.
4. If a player requests, in writing, to be released, the player will be released by the DC who issued the pass.

To release a player, the Release section of a Player/Coach Status form must be completed and signed by an official of the present team and the player. This form and the old member pass must be presented to the District Commissioner who issued the pass and will release the player from the team's roster.

The player may now be rostered onto the new team by completing a Player/Coach

Status form. The new team official must complete the Transfer section and present it with a copy of the signed Release form and the new member pass to the new team's District Commissioner.

If any player obtains a release to play for a different team during the seasonal year, that player shall not be eligible to play in the next three (3) travel league games following the rostering of that player to a new team in a different club. The exceptions to this are:

1. A player who moves to a new team within the same club
2. A player who changes his or her official residence by a distance of 35 or more miles as computed by a NJYS approved mapping service. A player who claims an exception because of moving must provide satisfactory proof of both the old and the new address. This transfer must be processed by the NJYS office.
3. A U10 or younger player playing on a small sided team.

**All teams are limited to three (3) previously rostered players (transfers) during a seasonal year.** Any player who has been previously rostered to a traveling team in the current seasonal year is a transfer; even if the player is returning to the same team. However, the movement of a recreational level player to a travel team roster is not considered to be one of the three allowed transfers.

## **Poaching**

Poaching is an action by a team or club to induce or attempt to induce a rostered player of any other team to leave the player's present team and play for the team or club during the current seasonal

year. Poaching does not apply to inducing players to play for a team in the following seasonal year. All claims of poaching will be heard by the NJYS Discipline Committee. Penalties for poaching may include suspension up to one year and a fine up to \$500.



## Section 5

### Travel Permit Procedures

If your team is planning to play outside of New Jersey, you must obtain permission to travel from New Jersey Youth Soccer. This requirement is for the protection of your players and coaches and assures that you will be traveling to a competition that meets the standards of US Soccer.

#### Travel within the United States

To obtain permission for your team to travel to a tournament within the United States, you must complete an ***Application to Travel*** form and have it approved by the NJYS Office. You can obtain the form from our website, or the NJYS office.

When completing the form, please make sure that the tournament to which you are traveling will accept your level of team in their competition. Please review the approved ***Permission to Host Agreement*** that the tournament must send you for the following:

1. Make sure you don't have an overage player on the team for the tournament. While some New Jersey leagues have two year divisions, most tournaments do not. If you are a Division IV, U12 team, you cannot play in an U11 tournament even though you may play U11's in your league play.
2. Review of the level of teams being invited. If you are a lower level league team, you may have problems at a tournament that is inviting state select teams. Call the tournament director for advice.
3. Most tournaments are for club teams. That is, the teams that you played against in your regular league games. Some tournaments will allow a limited number of guest players to play with a club team (usually no more than three) at a tournament. That team now becomes a tournament team.
4. A guest player is defined as a registered player carded to another travel team. The guest player must obtain the permission of their coach to play as a guest with another team. If their team is playing in any tournament at the same time as a player wishes to guest play, the player is required to play with their own team and may not guest play with another team. The coach may deny the request to guest play.
5. However, before you consider taking guest players, make sure the approved Permission to Host Agreement allows guest players. If the Permission to Host Agreement does not specify that, you can have guest players, NJYS can not approve your permission to travel with guest players. Regardless of the tournament specifications, NJYS will not allow more than five guest players on a tournament team. Guest player roster forms may be obtained from the office.

6. Select teams must be either an official league select team of one of our traveling leagues or a NJYS select team. We will not give permission to travel for any other kind of select team. Teams that are a group of players just getting together to play a tournament are not recognized by NJYS since all NJYS teams must participate in league competition. Please do not ask us for permission to travel for such a team.
7. You must have an approved Application to Travel before you travel outside of New Jersey. If you travel without permission, your players are not covered by our insurance. NJYS will take disciplinary action against any team and coach that does travel without an approved permission to travel.
8. **Small sided teams may only participate in non results oriented tournaments.** Non results oriented tournaments are tournaments that do not provide trophies for winners or post competition scores. Participation awards may be given.
9. **Small-sided teams can only travel to tournaments that offer small-sided games.** A small-sided team cannot grow to a full-sided team to play in tournaments. They must play small-sided games.
10. Do not exceed the number of guest players permitted by the tournament or the NJYS 5-guest player limit.

The following documents should be submitted to the NJYS Office:

- Completed **Application for Travel** form.
- One copy of your team roster.
- One copy of any **Player/Coach Status** forms that may have modified your roster
- One copy of the approved **Permission to Host Form** from the host organization. A statement from a travel agency is **not** acceptable.
- Completed **Code of Conduct** signed by the coach.
- One copy of the **Guest Player Roster** for all guest players going to the tournament
- One stamped envelope addressed to the coach
- One stamped envelope addressed to the tournament
- A check for \$25.00 made payable to **NJYS**, if you are submitting the permission form less than thirty (30) days before your departure date.

There is no fee for approving permission to travel if your request is received 30 days before the start of the tournament. If your request is received within 30 days of the start of the tournament, the processing fee is \$25.00. This late fee is waived for any tournament held between August 1 and October 15.

## Travel Outside of the United States

If you are traveling outside of the United States, you must obtain permission from both New Jersey Youth Soccer **and** the United States Soccer Federation. Please review all the concerns of traveling listed above along with all the additional problems of traveling out of the country.

To obtain permission from NJYS to travel outside of the United States, complete the Application to Travel and submit the form to NJYS. See above for instructions to complete the form.

To obtain permission from US Soccer to travel outside of the United States, complete the US Soccer ***Application for Foreign Travel form***. The following documents should be submitted to US Soccer:

- Completed US Soccer Federation ***Application for Foreign Travel form***. This is a four-part form available from the NJYS Office.
- A copy of the official brochure, pamphlet, invitation or other applicable material of the Tournament or Games host. In many cases, a formal Permission to Host form may not exist from the foreign country. You must then obtain a document from the National Federation of the country to which you are traveling stating that they have agreed to the competition. A statement from a travel agency is **not** acceptable.

- A copy of your team roster and any Player/Coach Status forms that may have modified your roster.
- Checks for the following:
  - a. \$25.00 per team made payable to US Soccer Federation
  - b. any applicable US Soccer Federation late fees
- The Ted Stevens Olympic and Amateur Sports Act signed compliance form.

These items must be sent to the USSF for approval at least 90 days before the departure date.

## Responsibilities of Travel

When you travel outside of New Jersey, you not only represent yourself and your club, but New Jersey Youth Soccer as well. We expect that teams will comply with all the rules of the competition and will behave properly. NJYS receives tournament reports from all tournaments that New Jersey teams travel. If we receive a report that one of your team members was a discipline problem at a tournament, NJYS will review the incident and will impose penalties as if the incident had happened within New Jersey. A copy of the tournament report will be sent to your Travel League President. Further, teams that are constant offenders at tournaments may be denied permission to travel to future tournaments.

Coaches who travel with teams should be aware of their responsibilities when traveling with a team to a tournament. Some of the concerns that have arisen from previous experiences:

1. Coaches must assure that there is an adult available with the players at all times. Situations have arisen where all the coaches with a team went to dinner and left the players alone in a dorm. A player was injured and significant time was lost in treating the player because a responsible adult was not available.
2. Coaches make sure that there is no alcohol and or drugs in any of the dorm or hotel rooms of any of the players.
3. Teams with older players may rent vehicles while away on a trip. Coaches must be aware that most rental agreements with car companies prohibit people under the age of 25 from driving rented vehicles.
4. Hotels expect players to behave and not cause damage to the hotel. Many tournaments, including the Regional Cup and Regional ODP tournament, are adopting a Code of Conduct for the players. Coaches should impress on players the need to behave when away on trips.

NJYS Fees  
2005 – 2006 Seasonal Year

**Registration Fees:**

Travel Team Player Pass Packet Fee	\$125.00
Small-Sided Pass Packet	\$90.00
22 Player Travel Team Player Packet Fee	\$155.00
Recreation Player Registration Fee	\$5.50
Indoor Player Registration Fee	\$10.00
Secondary Player Pass	\$5.00
Registration to play out of state	\$10.00
Out of State Pass Packets:	\$100.00

**Additional Passes:**

Coach's pass	\$10.00
Traveling Team Player Pass	\$10.00
Non Volunteer Processing Fee (without NJYS insurance)	\$30.00
Non Volunteer Processing Fee (with NJYS insurance)	\$200.00
Non Volunteer Replacement Fee	\$25.00

**Travel and Tournament Fees:**

Travel Permit before 30 days of tournament	No charge
Late Travel Permit (waived between August 1 and October 15)	\$25.00
Outdoor Permission to Host	\$150.00
Indoor Permission to Host	\$100.00
Late fee for Tournament Report	\$250.00

**Coaching School Fees:**

F License – school	\$30.00
– Waiver	\$15.00
E License – school	\$75.00
– Waiver	\$30.00
D License – school	\$150.00
License Search by NJYS Office	\$25.00

**Program Fees:**

State Cup	\$110.00 per team
Americas Festival	\$20.00 per team

**Lending Library:**

Handling Fee	\$4.00 per order
Late Fee on books	\$2.50 per week
Late Fee on tapes	\$3.00 per week