



# **POLICY AND PROCEDURES MANUAL**

**Seasonal Year      9-1 through 8-31**

<b><u>FEES:</u></b>	<b>League affiliation</b>	<b>\$100.00</b>
	<b>Player fee</b>	<b>\$ 24.00</b>
	<b>Appeal</b>	<b>\$ 50.00</b>

## **REGISTRATION**

In order to register and affiliate with GSSA, each league submit the affiliation form **(FORM AF)**. The league is required to submit the constitution, playing rules, schedule, the affiliation fee, league application form, and team registrations. The affiliation forms, including constitution, playing rules, schedule, and affiliation fee should be submitted at least 2 months before play begins. All Player registrations and fees must be in the office 1 week prior to play. Playing schedule may be turned in 2 weeks before playing. Board of Directors must approve the league.

Required at the state office:

2 months prior to schedule play:

- Affiliation form
- Affiliation fee
- Constitution
- Playing rules

2 weeks prior to schedule play:

- Team registration forms
- Playing schedule

During playing season:

Player registration must be administered on line per GSSA web site within one week of receipt from the player.

If the above procedures are not followed, GSSA may not give affiliation status. If any of the above procedures are not followed at any time during the season, the league may be put in non-compliant status. Appeal right procedures are provided later in this document.

Registration for individuals is for a seasonal year, which is September 1 through August 31. The player fee covers the registration for state fees, USASA fees, and medical accident insurance. The player fee and the league fee also include liability coverage for the league and the team manager.

Each league may charge the players charges for fields, referees, and administration which maybe different for each league.

Players are required to follow the league rules and also understand that playing on an unregistered team voids their insurance while they are playing with that team. They must also follow rules established by GSSA, the Adult Council and USASA for competition outside their league. When they register they must pay the proper fees to the league in a manner established by the league. They must present a photo ID, an identification number (this ID is needed for the insurance to work), current address, date of birth, and proper name as presented on ID, country of birth (this is a FIFA requirement).

Team managers must submit their player registration forms in a timely manner and the players must sign the player registration card or check the box online for liability release. Managers must not allow unregistered players to play on their team at any time; doing so would put them in default, and all games would be forfeited.

## **1. INSURANCE REQUIREMENTS**

The player medical insurance is a secondary reimbursement policy only. It will act as a primary if there is no other insurance in effect. (See attached insurance form). To apply for the insurance the accident has to have occurred in a sanctioned match or during practice. There is a 60 day limit. The forms are available at the GSSA office. The insurance is designed to be a fill-in insurance, so insurance cards and other paperwork normally seen for general medical coverage are not given, because the claim is usually approved after the fact. If the insurance is being used as primary insurance, there is a deductible applied.

When a claim needs to be submitted, the team manager or the player can call the state office and ask for the insurance contact Once they receive the form, the form must be properly filled out for the player just as that player is registered. (We have had instances in the past where the name and ID number did not match the player's registration name and number).

The form asks when and where the injury took place. If a game report is available that describes the injury, it should be submitted with the claim along with the signature of the team manager and league official. The form should then be mailed to GSSA (Player should keep a copy for their records).

## **2. NATIONAL CUP**

As an advantage of being affiliated, teams can compete in the USASA National Cup competition. It is a very prestigious competition: the oldest national competition in the country. Teams play for the State Championship, Regional Champions, and the National Final competition. There are 5 categories for men and women. Categories for National Cup include the following: OPEN (for Pro players but amateurs can play) Amateurs (NO PRO PLAYERS) Over 30, Under 23. The competition is in the spring, and the National Finals are in the summer. Entry is in January. Current USASA National Cup rules will be adhered to by all teams, players, administrators.

Players playing in this competition must receive an international clearance through USSF and FIFA to play. Also professional players must have reinstatement to amateur status to play in the Amateur Cup. Non-born US Citizens and Foreign Players must have an international clearance if they come to this country after 12 years of age. The request should be submitted with the player registration. US Soccer then contacts the Soccer Association of that country to make sure that there are no outstanding professional contracts or disciplinary problems only. The Foreign Soccer association has 14 days to respond.

Any player who has played or signed for a professional team would be required to have a reinstatement to Amateur status to play in some of the leagues and to play in the USASA National Cup. The team manager submits a reinstatement form to the state office, and the office will contact US Soccer for approval.

## **2. SPECIAL PROCEDURES**

Certain approval for various activities are required to insure that teams participate in sanctioned events, that tournament's are operated properly, and that the insurance for players stays in effect. Hosting a tournament, traveling to tournaments outside Georgia, or hosting international teams, games, or tournaments are among those items needing GSSA approval.

There are certain circumstances when teams or players from another state may want to play in a GSSA league. If there is such a request, then the league must submit in writing a request for those players and teams and their domicile address. GSSA will then request in writing to the other State Association for permission.

## **4. REGISTRAR PROCEDURES**

1. Each Season year, the registrar must submit team and player registration information on GSSA website per instructions outlined:
  - a. Registering teams and players at the beginning of each seasonal year.
  - b. Adding teams or players after sending in initial registrations
  - c. Dropping players after sending in initial registrations
  - d. Transferring players between teams or leagues

2. Player registration through GSSA is a requirement for a league to maintain affiliation.
3. Every player and team in the league must register. This is a USSF requirement.
4. Every player must be registered at the time the player enters the league and before the players actually plays any game.
5. The player registration fee is only paid once each seasonal year.
6. A player who wants to dual register must present a copy of the current registration card or a letter from the primary league. There is no charge for dual registration; however, the burden of dual registration is on the player.
7. The US Soccer "Seasonal Year" is from September 1<sup>st</sup> through August 31<sup>st</sup>.
8. Liability insurance is included through the registration fees. However, league officers and team managers (captains) must be listed in the registration process. A certificate of insurance can be obtained from USASA with addresses of facility and above names submitted.
9. Accident insurance (as a secondary policy) is available through the player registration.
10. Each league must submit each year a copy of their constitution or playing rules with their affiliation forms. Also the league must submit the playing schedule before play begins.

## **5. REGISTRAR RESPONSIBILITIES**

The registration procedures must meet GSSA requirements and the league's own bylaws. Every player and team, managers, coaches and officers must be registered. The registrar must verify all player registration information. Verification is the league's responsibility.

Registration of players is originated at the league level; therefore GSSA accepts player information etc as submitted. Each Player ID number, Player transfers, and dual registration must be verified. The registrar is responsible for submitting the fees and information to GSSA within ten days of receiving from the team. Also the registrar must review and implement registration documents received from GSSA.

## **6. REGISTERING TEAMS AND PLAYERS**

1. Complete one "Team and Player Registration on line" for each team being registered for that seasonal year. All requested information must be completed. Important: Complete names, mailing addresses, social security number for each player, manager, and coach. (This information is needed to verify for insurance coverage).
2. The registration for new team registration, new player registration, or any player activity changes is online. The managers must ensure that the liability form is signed or the online liability box is checked by each player before play begins.
3. The maximum number of players on a roster is determined by each league's bylaws.
4. Player ID # will be generated. This number must also be kept to verify insurance as well.
5. When a Professional Player registers on an Amateur team, the Professional box must be checked and professional player fee must also be submitted. If you have professional players in your league, please check with the GSSA office to obtain the latest forms and procedures for Professional player registration.
6. Fees should be submitted when registration forms are submitted.

7. Managers must ensure that all registrations requirements for teams playing in National Cup must be adhered to.

## **7. CHANGES DURING THE SEASONAL YEAR**

Changes to team registration or player registration must be submitted online. Changes include adding a new player, dropping players, any corrections that need to be done. Players are allowed to register and to play on more than one team in a seasonal year. However, each league has specific rules and regulations on the number of teams a player can play on in the same league.

## **8. YOUTH-AMATEUR TRIAL FORM**

A youth player will be permitted to play an unlimited number of amateur games without losing youth eligibility as long as the proper forms are completed and submitted to the state office. It is the responsibility of the player to obtain the necessary clearances and approval shown on the attached form. It is the responsibility of the adult team and league to assure that all the necessary clearances and approvals have been obtained prior to the player participating in any adult match.

Once approved the player may play on both the youth and adult teams. Youth games take preference. The youth player must register with the adult team and meet all requirements. The player remains registered with the youth team maintaining youth eligibility. Both youth and adult affiliated leagues must honor suspension or other disciplinary action.

## **9. APPEALS**

### **ETHICS AND GRIEVANCE COMMITTEE**

The committee will handle any grievances of any actions within the association, ethics situations of any members of this association, and resolve disputes forwarded to this association as outlined in the GSSA guidelines.

### **DISCIPLINE AND PROTEST COMMITTEE**

The Committee shall hear game related cases of player discipline, game results, etc. forwarded to this association, and the Committee shall hear cases of alleged referee assault and abuse. The Committee shall handled cases as outlined per the GSSA guidelines.