



Senior Player

MANITOBA



Registration Package

Please read ALL information inside...



MANITOBA SOCCER ASSOCIATION REGISTRATION INFORMATION



TABLE OF CONTENTS

In this package you will find information regarding Senior Player Registration:

1. <u>Club Registration</u>	1
2. <u>Registration Procedure for Clubs</u>	1
3. <u>Fee Schedules for Clubs</u>	2
4. <u>Player Registration</u>	2
5. <u>Playing for More Than One Team</u>	3
6. <u>Age Eligibility for Senior Registration</u>	4
7. <u>Player Registration Important Dates</u>	5
8. <u>Player Transfers and Release</u>	5
9. <u>Registered Youth Players as Guests</u>	7
10. <u>Youth to Senior Permits</u>	7
11. <u>Discipline</u>	9
12. <u>Inter-Provincial & International Transfers</u>	10
13. <u>Coaches & Club Officials Registration</u>	11
14. <u>Travel to Tournaments and Exhibition Games</u>	12
15. <u>Insurance Information</u>	12

NOTE: All the documents within contain a summary of regulations that apply to Senior Player Registration and are for information purposes only. The MSA and the CSA Rules and Regulations – and where applicable the MSA By-Laws – must be referred to for final authority.



MANITOBA SOCCER ASSOCIATION REGISTRATION INFORMATION



1. CLUB REGISTRATION

Registered Members wishing to retain their membership with the Manitoba Soccer Association must register with the MSA on an annual basis. Registered Members are considered entities participating under the jurisdiction of a Voting Member, as per the MSA Rules and Regulations Section III. Applications for registration are done through your league registration on the respective websites: [MMSL](#), [WWSL](#), and [WMSL](#).

2. REGISTRATION PROCEDURE FOR CLUBS

SENIOR CLUBS: Applies to all Senior Clubs but particularly **new** Clubs should follow these steps:

- STEP 1** Contact your League and apply for entry. If you were a member last year, be sure the league has your current mailing address. Each League has its own fee schedule and should be consulted directly.
- STEP 2** If accepted by the League, you must complete your Team Registration online with your respective league, which will also act as your MSA Team Registration. Contact your respective league for more information. **The cost to register a Club is \$150.00. Online Registration and Membership Package must be submitted prior to the start of the season.** Please refer to the next page and to the Membership Fees on the MSA website.
- STEP 3** Have your players and Club Officials complete the online registration process and provide mandatory online payment.

Online registration forms for Teams, Players, and Club Officials can be found on the Registration page of the [MSA website](#).



MANITOBA SOCCER ASSOCIATION REGISTRATION INFORMATION



3. FEE SCHEDULES FOR CLUBS

Please see the link below to MSA website for the up-to-date Fees Schedule:

<https://manitobasoccer.ca/content/member-fee-schedule>

4. PLAYER REGISTRATION

4.1 Online Registration

Each player wishing to register with your Club (up to the maximum allowed by the league in which they play) must register online through the RAMP registration system. Refer to the MSA website, <https://manitobasoccer.ca/>

The fee to register as a player MUST be paid online as part of the online registration process.

- A. Except as otherwise permitted in the Rules & Regulations, no player shall be allowed to register as a senior player until the year in which that player will attain their 18th birthday. Proof of age may be requested by the MSA or the league at any time.
- B. Senior players must register separately for the outdoor and indoor seasons. Senior players pay one annual registration fee. (That is, a senior player's registration fee for an outdoor season also covers the following indoor season. If, however, a senior player does not play an outdoor season, but registers (and pays the registration fee) for the subsequent indoor season, that player must again pay the annual registration fee for the subsequent outdoor season).
- C. Subject to approval of the MSA:
 - i. A youth player may register with a senior member organization where the youth player is involved in the Regional Excel Center (REX) or is traveling with a national youth program. This is conditional upon completion of the REX Youth-to-Senior Player Release Form and process, including parental consent.



MANITOBA SOCCER ASSOCIATION REGISTRATION INFORMATION



- ii. Upon release from the REX or national youth program, the player may continue to play as a senior player or choose to return to youth soccer (via the senior-to-youth reinstatement process).
- iii. A youth player may register as a senior player if the player resides in a region that does not have adequate opportunities for youth-aged competition with parental consent; and
- iv. At the end of the current season (outdoor or indoor) in which permission has been granted under Section IV.D (3c) for a youth player to register as a senior player, the youth player (providing they remain youth-aged) must return to youth status for the following season (outdoor or indoor).
- v. Any youth player who turns 18 during the current indoor season or is not eligible to register for youth in the next calendar year may register as a senior player at the beginning of that indoor season.

5. PLAYING FOR MORE THAN ONE TEAM

- A. No player shall be permitted to register for more than one team at any one time or play in more than one provincial championship, tournament competition, league, or age group competition under the jurisdiction of the MSA unless permitted by the Rules & Regulations.
- B. In outdoor competitions, senior players may register with a maximum of two teams as long as the teams are in different Leagues or are in distinct competitions within those leagues (such as Masters or Co-ed).
- C. In indoor competition, senior players may register with a maximum of three teams, as long as the teams are in different Leagues or are in distinct competitions within those leagues (such as Masters or Co-ed). Only Co-ed and Masters players may play on more than one team in the same League (providing there are Co-ed and/or Masters divisions in that league). For example, a player may register concurrently for a Co-ed team, a Masters team, and a senior team.
- D. USL players appearing on any game roster of a USL game may be registered in a member league once the USL season is completed or upon being released (subject to the rules and regulations of the respective league or competition in which the player wishes to register).
- E. In indoor and/or outdoor competitions, players may register with (if required) an MSA team and/or a school affiliated with the Manitoba High Schools Athletic Association (MHSAA) and/or a provincial team and/or a post-secondary institution recognized by the MSA. Youth- and senior-registered players may play on high school teams as long as they meet the MHSAA criteria, irrespective of other MSA rules.



MANITOBA SOCCER ASSOCIATION REGISTRATION INFORMATION



6. AGE ELIGIBILITY FOR SENIOR REGISTRATION

- A. 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. A written request must be sent to the MSA for approval.
- B. If a player registers to play Youth and wishes to play Senior, they must obtain a written release from the Youth Club prior to the Senior Club registration.

6.1 Outdoor

- A. Players turning 18 at any time during the year of the current outdoor season are considered an Under 18 Youth (U18) and can therefore be eligible to register and play Youth soccer **OR** register to play Senior **but not both**.
- B. Those turning 17 or younger are considered U17, U16, etc. so they may not register as a Senior player. Registered Youth players may Guest Play for a Senior Club using the respective Senior League guest permit process.
- C. Masters Men players must have reached their 35th birthday prior to January 1st whereas Masters Women players must have reached their 30th birthday prior to January 1st.

6.2 Indoor

- A. Players turning 18 during the first half of the current indoor season (between October 1 and December 31) are considered eligible to register and play Youth Indoor Soccer **or** register to play Senior Indoor Soccer but not both.
- B. U17s who turn 18 during the second half of the current indoor season (between January 1 and April 30) can register and play Senior Indoor Soccer at the start of the season (previous Sept-Oct timeline).
- C. U17s turning 18 after the current indoor season (between May 1 and December 31) are considered eligible to register and play Senior Indoor Soccer provided they are not already



MANITOBA SOCCER ASSOCIATION REGISTRATION INFORMATION



registered to play Youth indoor soccer. **These players must wait until January 1 to register for Senior Indoor Soccer.**

- D. Masters Men players must have reached their 35th birthday prior to January 1st whereas Masters Women players must have reached their 30th birthday prior to January 1st.

7. PLAYER REGISTRATION IMPORTANT DATES

Once the season commences a player should be registered through the online process **at least one day prior** to the day of the game in which he/she wishes to play.

Example: To play on Thursday a player should be registered or transferred before office closure on Wednesday.

8. PLAYER TRANSFERS AND RELEASES

- A. A player is bound to the team for which they have registered until the end of the current playing season of the league in which their team plays (unless the player is transferred or released, as provided in the Rules & Regulations). Outdoor and indoor seasons are considered separate and distinct seasons, with the exception of the youth One Season program.
- B. A player shall be entitled to transfer or release subject to the following:
- MSA and applicable member organization By-Laws as well as Rules & Regulations.
 - Rules governing national and provincial championships and/or other cup competitions.
 - A maximum of three transfers within the jurisdiction of the MSA during the current playing season. This includes transfers among teams within a member organization. Once transferred to another team, a player cannot be transferred back to the team for which that player was originally registered until a period of 30 calendar days has elapsed.



MANITOBA SOCCER ASSOCIATION REGISTRATION INFORMATION



- iv. A maximum of one out-of-province transfer within the jurisdiction of Canada Soccer, except if a player transfers back to the club or team with which that player was originally registered.
 - v. A player currently under suspension is not eligible for release or transfer until the suspension is served.
- C. A player may be released or transferred to another club or team through submission of a Release for Transfer form or by giving notice in writing to that player's current club or team. A club or team official must send the approved request to the MSA within five working days from receipt of notice.
- D. Any player registered with a team that has (with the consent of the member organization) ceased to operate or been declared defunct may be transferred to any other team without fee by making an application to the MSA. The MSA may, at its discretion, transfer a player of a team that has been declared defunct after the member organization competition transfer deadline.
- E. A senior player released by a team is eligible to be registered by another team. A released player may re-register with the original team at any time, if the player has not registered with another team since being released by the original team. The registration of a released player will be considered a transfer and subject to applicable transfer rules and fees.

Process Outline:

STEP 1: The Releasing Club Coach or Manager shall:

- The releasing club will release the player on the online system.

STEP 2: The Receiving Club Coach or Manager shall:

- Ensure the new player updates their online registration and pays the transfer fee through the online payment process.
- Then the Club Coach or Manager submits their roster to the league for re-approval requesting to add the player as a transfer.
- Once the transfer is complete, the Receiving Club Coach or Manager will be informed.



MANITOBA SOCCER ASSOCIATION REGISTRATION INFORMATION



9. REGISTERED YOUTH PLAYERS AS GUESTS FOR SENIOR

- A. Registered Youth players may play as a GUEST PLAYER for a Senior Club on a “Youth To Senior Guest” permit. (Refer to Section 10 for [Youth To Senior Guest Permits](#))
- B. A Youth player playing “up” for a Senior Club without a permit is considered an ineligible player. The Youth player must have a permit.
- C. **A Youth player playing “up” for a Senior Club must be registered to a Youth Club.** Permits will only be issued to the Youth Clubs, so Senior Clubs must contact the Youth Club in advance so the Youth Club can obtain the permit in a timely fashion. Youth Clubs & Districts require such permits to be approved by designated persons.

Note: Refer to Section 6 for [Age Eligibility for Senior Registration](#)

10. YOUTH TO SENIOR GUEST 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 must be obtained from his/her Youth Club. **Refer to the Youth to Senior Transfer Policy on MSA website.**

- 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 regarding 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** The Registered Youth Club Official completes Part A of the permit and certifies that they (the Youth Club) have obtained written permission from the Youth Player’s Parent/Guardian to allow him/her to participate in the game.



MANITOBA SOCCER ASSOCIATION REGISTRATION INFORMATION



- STEP 4** The Registered Senior Club Official that the Youth Player will play for completes Part B of the permit.
- STEP 5** Part C of the permit is completed by a registered Senior Club Official who has been CPIC-Registered in the past 3 years, and who will be in attendance at the game for its entirety.
- STEP 6** There is only one copy of the permit which is sent to the Senior League along with the Game Sheet. The Referee and Opposite Senior Club shall take a picture of the permit for their own records.

10.1 Outdoor

- A. The Youth Player must be in the year of their 16th birthday to Guest for a Senior Club.

10.2 Indoor

- A. Players must turn 16 between October and December of the current Indoor Season in order to Guest for a Senior Club throughout the Indoor Season.
- B. Otherwise, if the player turns 16 between January and December of the following year, they must wait until January 1st in order to Guest for a Senior Club for the remainder of the Indoor Season (Jan-Apr).

REMINDERS FOR YOUTH TO SENIOR PERMITS

- The Youth To Senior Guest Permit is updated, please visit the Policies page (Administration Policies) of the MSA Website for more information on the update.
- A player may not register as a Senior player until the year in which he/she attains his/her 18th birthday. Refer to Section 6 for [Age Eligibility for Senior Registration](#)
- A player that registers as a Youth and later decides to register as a Senior must obtain a release from his/her Youth Club.
- Registered Youth players are not permitted to play in Senior Provincial Championship games i.e. competitions leading to national championships.



MANITOBA SOCCER ASSOCIATION REGISTRATION INFORMATION



11. DISCIPLINE

- A. When a player is given a red card (sent off, dismissed) the player will be 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 Code and Manitoba Disciplinary Mandatory Minimums.
- C. If the incident involves physical or attempted assault of a referee and/or threatening behavior towards 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.
- D. 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 activity pending a hearing.
- E. **CLUBS ARE RESPONSIBLE FOR THE CONDUCT OF THEIR PLAYERS, CLUB STAFF, AND SPECTATORS. THEY 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 (suspensions of six to fifteen matches and a possible fine) of threatening or assaulting a game official.
- G. The MSA Disciplinary Code and Mandatory Minimums can be found in the MSA Rules and Regulations which can be found on the [MSA Website](#). These are no longer separate documents.



MANITOBA SOCCER ASSOCIATION REGISTRATION INFORMATION



12. INTER-PROVINCIAL & INTERNATIONAL TRANSFERS

Any player having played organized soccer and transferring to or within Canada must receive an International or Inter-Provincial transfer **prior** to playing.

Please be advised that if your Club is contemplating registering a player who last played in a jurisdiction other than the Manitoba Soccer Association, they will not be registered unless they have the following documents.

- A. If last or currently registered in another Province: A Provincial release confirming they are free and clear of any disciplinary action and/or obligations to their previous Provincial Association. No fee will be charged.
- B. If last registered in another Country: A FIFA INTERNATIONAL release from their country's National Soccer Association as required by FIFA approved by the Canadian Soccer Association. **A letter from their Club is not acceptable.** No fee will be charged.
- C. **A player who has been registered as a professional in Canada or another jurisdiction:** **Must have a release from the Canadian Soccer Association, or country in which the player last played and must be reinstated as an amateur player.**

In all the above circumstances the Manitoba Soccer Association will seek confirmation of a player's status from the appropriate governing body if requested by the player or Club **at the Club's expense.**

The IPT form is on the website, which is to be filled and sent. For an ITC, they get the form to fill out from MSA.



MANITOBA SOCCER ASSOCIATION REGISTRATION INFORMATION



13. 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 Coach is responsible for the conduct of the Club. Failure to register a Coach could result in a Club being fined. **Club Officials who wish to be on the player's bench must complete the online registration process through RAMP.** Note: Leagues may set limits for the number of Club Officials permitted to be on the bench, so check with your league. Medical personnel are not required to be registered.
- 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 at the time of registration. **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.
- 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 regard to youth players participating in the adult leagues may result in discipline action as per the MSA Disciplinary Minimums.



MANITOBA SOCCER ASSOCIATION REGISTRATION INFORMATION



14. 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 through RAMP. See the Team Travel Application procedures on the website <https://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 from your League to travel and a League Official must sign the Travel Permit.
- D. All non-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, Coaches, and team Officials would not have the protection of the disciplinary system.
- G. MSA registered referees are not allowed to officiate unsanctioned competitions/events.
- H. For tournaments/exhibition games in Manitoba you should ensure the event is sanctioned or if the host Club is a member.

15. INSURANCE INFORMATION

Information explaining coverage and an accident claim form is available in the Membership section of the [MSA Website](#).