

**PA WEST SOCCER ASSOCIATION
Youth Division
Organizational Procedures and Regulations**

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Part I	Introduction	
Part II	Game Procedures	
	Section 1	Scheduling of Games 2
	Section 2	Game Completion and Forfeits 2
	Section 3	Team Responsibilities 3
	Section 4	Officiating 3
	Section 5	Protests 4
	Section 6	Concussion Protocol 4
Part III	Affiliate Interplay	
	Section 1	Travel to Tournaments or Friendly Games 5
	Section 2	Guest Players 5
	Section 3	Approval of Travel/ Tournaments and Fees 5
	Section 4	Out of State Teams 6
Part IV	Registration	
	Section 1	Declaration 6
	Section 2	Rostering 6
	Section 3	Travel Rosters 7
	Section 4	In-House Rosters 7
	Section 5	Registration Fees 7
	Section 6	Player Passes 7
	Section 7	Adds, Deletes, Transfers 8
	Section 8	Player/Teams requesting to play out of State, or from out of State 8
	Section 9	Application to Sponsor Team 9
Part V	Administrative	
	Section 1	Purpose 9
	Section 2	Meetings 9
	Section 3	Youth Board President 10
	Section 4	District/ Division Director 10
	Section 5	Deputy District/ Division Director 11
	Section 6	State Cup Chair 11
	Section 7	Open Tournament Chair 11
	Section 8	Hearings and Appeals Chair 11
	Section 9	Youth Board Secretary 11
	Section 10	Recreation Director 11
	Section 11	State Registrar 12
	Section 12	District/ Division Secretary 12
	Section 13	District/ Division Disciplinary Chair 12
	Section 14	Age Group Commissioner 12
	Section 15	American Cup Chair 13
	Section 16	Top Soccer Chair 13
	Section 17	Soccer Across America Chair 13
	Section 18	Rules Committee Chair 13
	Section 19	Membership Committee Chair 13
	Section 20	Futsal Committee 14
	Section 21	Mediation Committee 14
	Section 22	Division 1,2 and 3 Administration 14
	Section 23	Academy Level Guidelines 15
	Section 24	Accreditation Committee Chair 15
	Section 25	Financial Assistance 15
	Section 26	League Committee 15
	Section 27	Futsal Sanctioning 15

Part I

Introduction

1. These Procedures and Regulations carry the same obligation of compliance as outlined in the Youth Playing rules Article 1.2 Clubs have the right to retain house rules for their In- House programs providing such rules are consistent and in accord with PA West Soccer and US Youth Soccer Rules and Regulations. All Districts and Divisions have the right to augment these Procedures and Regulations with the approval of the PA West Soccer Youth Board. Violations are subject to a hearing.
2. A claim of ignorance of these Procedures and Regulations shall not be satisfactory grounds for the waiving of such Procedures and Regulations.
3. Only the Youth Board has the authority to grant exceptions to these Procedures and Regulations. All requests for exceptions shall be in accordance with Article 1.6 of the Youth Playing Rules.
4. These Procedures and Regulations will remain in effect until revised by the Youth Board as needed or required.

Part II

Section I (Scheduling of Games)

1. Traditionally, this means games are scheduled by a playing Division/District/League Director/Age Group Commissioner (hereinafter referred to as the "Scheduling Commissioner") who will create/coordinate a preliminary schedule to provide the opponent each team will play, the date set for it, and whether the game is home or away.
2. Such preliminary schedule is to be created and circulated to all Field Assignors or Travel Coordinators before the playing session. Immediately upon receipt of the preliminary schedule each club is then to provide the game time for each home game. The Scheduling Commissioner shall then circulate the final schedule to all teams, now listing the times of the games and locations, no later than 2 Weeks before the start of the Session.
3. In case of a dispute regarding scheduling or schedules, the District/ Division Director shall have the right to make the determination to resolve any dispute and to convene a District/Division hearing if felt necessary to resolve the dispute. If time is of the essence, a decision/ruling that allows the game to be played can be followed up by subsequent action to re-address any injustice that did occur.
4. Games can not be cancelled except for official field closures due to inclement weather.

Section 2 (Game Completion and Forfeits)

1. If the game is terminated prior to the half time, the game shall be replayed in full.
2. If the game is terminated after completion of the first half, the match is considered complete.
3. If the termination is due exclusively to serious misconduct attributable solely to the coach and/or players of one of the teams, the non-offending team may petition the District/ Division Director to have the game declared as a victory in the standings for the non-offending team.
4. If a team withdraws from the match prior to its completion, the result shall be declared as a forfeit in favor of the opposing team.
5. A team found to have played a player ineligible under PA West Soccer or US Youth Soccer rules, shall have the match declared as a forfeit in the favor of the non-offending team.
6. A team which appears for a scheduled match with an insufficient number of players to play the match under applicable rules or without the proper credentials (roster and player passes) for the game to commence, shall have the result declared as a forfeit in favor of the non-offending team.
7. Should a match be terminated once begun due to the inability of a team to continue to field the required minimum number of players, the result shall normally be governed by Rules 1 and 2, however, upon petition by the non –offending team, the circumstances will be reviewed and the District/ Division Director may award a victory by forfeit in favor of the non-offending team when it appears that the offending team did not make reasonable efforts to field a representative number of players.
8. A forfeit shall be considered a non-played game as to the offending team.
9. Should a team break any of the above Procedures and Regulations, a hearing can be requested by contacting the Discipline Chairperson.
10. Teams forfeiting a regular scheduled game will be referred to the District/ Division Discipline Chair for review and recommendation for action. Actions taken toward a team can be a fine of up to \$100.00 per game to a suspension from the league for multiple offences. Actions taken toward a Club for multiple team offences are fines up to \$500 per game and or a one (1) year Club suspension.
- 11 It shall be the coach's responsibility to notify the District/Division Director when a game is played prior to the normal game day thus affecting the return of the ejected player's player pass. (Example: game previously rained out played on Tuesday evening. Coach notifies the District/ Division Director that the make-up game was played and the ejected player did not play. District/Division Directors will confirm and notify the State Office by Wednesday to return the player pass to the Coach). Only District/Division Directors or predetermined designee where an emergency arises has the authority to release player passes from the State Office.

Section 3 (Team Responsibilities)

1. Home team is to provide a properly marked playing field of regulation size.
2. The fans from both teams are to be on the opposite side from the players and coaches. No one is permitted in the first two yards of the out-of-bounds area which is designated for the assistant referee.
3. Home team is to provide at least three (3) game balls of proper size, properly inflated.
4. Home team is to provide regulation size goals, nets and corner flags as required by USYSA Rules.
5. All games are played using a three-man referee team. The Center Referee must be a currently certified USSF referee. Failure to provide a certified referee for a game is a violation and will be handled by the Disciplinary Committee at the District/Division level. Visiting Coach should file the report within 48 hours to the State Office and Divisional/District.
6. Make-up: If teams are unable to decide upon a make up date, the Age Group Commissioner or District /Division Director will set the date and place if necessary.
7. Sunday travel games shall start no earlier than Noon; unless if both Club Presidents agree the District/Division Director may grant the approval.
8. The home team is to contact visiting team no later than the Tuesday evening before the game with time, place, directions, etc. for the upcoming game. Visiting team should contact the home coach if not contacted by the home coach by Wednesday prior to the scheduled game. Should a color conflict arise, at the start of the game, the home team will change.
9. Games should be started within 30 minutes of the scheduled starting time. The home team shall notify the Scheduling Commissioner that a game has not been played within the allotted time period minutes of the scheduled starting time.
10. The visiting team should arrive at least thirty (30) minutes prior to the scheduled start of the game to allow time for check in and instructions from the referees.
11. Notify the visiting team by phone at least two (2) hours plus travel time prior to the starting time for a cancelled game.
12. Both coaches report the game result to the AGC.
13. GDR's with handwritten Club Pass Players need to be forwarded to the Groups AGC within 24 hours of the game.

Section 4 (Officiating)

1. The referee shall be ready to officiate at least 15 minutes prior to the game
2. Referees will check that each player on the GDR has a valid PAW player pass and:
 - a) the coach has a valid pass and is affiliated with the team's Club
 - b) players jersey numbers (non conflicting) and names are listed, and match the GDR
 - c) players being checked match the pictures on the pass
 - d) handwritten guest players are legal (all of the above applies)
 - e) no pass no play no exception
3. The referee will keep the player passes, and one set of game day rosters. He will give each team the game day roster for its opponent. At the conclusion of the match the referee shall record the scores on the game day rosters he's holding, get a signature from each coach confirming the score, and give one completed game day roster (including cautions, ejections, or injuries) to the coach of the winning team or the home team in the event of a tie, and keep one for his/her records.
4. Players shall not be allowed to play:
 - 4.1 Wearing a cast or splint unless the cast or splint is padded in such a manner to conceal it entirely.
 - 4.2 The referee will instruct the player with the padded cast that if the cast is used as a weapon, the player will be given a red card and subject to suspension.
 - 4.3 With anything dangerous to self or others such as jewelry, etc.
 - 4.4. No one may enter the field of play without the referee's permission.
 - 4.5 The referee shall remove any player with visible blood on the player or his/her uniform or person. The player may not return to the game until all signs of blood are removed.
 - 4.6 The referee has the final decision regarding postponement or cancellation at game time or he/she may abandon a game during play if he feels that weather or field conditions merit abandonment.
 - 4.7 If a game is called due to inclement weather, darkness, or other unsafe conditions, the game may be replayed in its entirety. Games shall be deemed completed after the completion of the first half.
5. The referee must file reports within 48 hours to the State Office for all injuries, red and yellow cards of player, or caution or ejection of coach, any abuse or referee assaults, and game protests. Failure to file report is grounds for disciplinary action, and must include the following:
 - 5.1 The player name
 - 5.2 Identification number (or phone number) - not a jersey number
 - 5.3 Team name
 - 5.4 Club name
 - 5.5 Date, time, and location of game
 - 5.6 Teams involved

- 5.7 Age Group and Division/District
- 5.8 Boy or Girl
- 5.9 Referee names

Section 5 (Protests)

1. By the conclusion of the match, when game day rosters and rosters are being returned to the coaches, the coach of the protesting team must tell the referee he/she wishes to protest. The referee must report that a protest has been made.
2. The protesting coach must contact the State Office within 24 hours, stating the reason for the protest using the PA West coaches report form.
3. A formal letter of protest must be sent to the State Office accompanied by a \$50.00 club or certified check made payable to PA West. The letter must be postmarked within 48 hours of the game's completion.
4. The playing Division/District Director may allow the protest or forward the protest to the District /Division Discipline Board to be resolved. Copies of all protests are to be forwarded to the Division /District Director.
5. Appeals may be made in accord with procedure outlined in the PA West Soccer Constitution and By-Laws and Article 9 of the Youth Playing Rules. All appeals must be made by an affiliated club of PA West Soccer in good standing. The appeal must be in writing on club letterhead by certified mail to the Youth Board Hearing and Appeals Chair. The protest must be accompanied by a club or certified check made payable to PA West Soccer Association for \$100.00

Section 6 (Concussion Protocol)

- 1.1 All Players age 10 and younger shall not head the ball directly from the air in any match or competition, nor shall these players practice heading the ball in any organized team setting.
- 1.2 If a player age 10 or younger deliberately heads the ball in a match, the referee shall award an indirect free kick to the opposing team at the spot of the infraction. If the heading occurs within the penalty area, the referee shall move the ball outside the penalty area and award an indirect free kick to the opposing team.
- 1.3 Players age 11 and age 12 shall be permitted to head the ball in any match or competition. These players may practice heading the ball in an organized team practice or skill session, but coaches shall monitor this practice so that no single player heads the ball more than 25 times per week, regardless of setting.
- 1.4 Players age 13 and older shall be permitted to head the ball in any match or competition and these players may practice heading the ball in an organized team practice or skill session
2. A player who sustains a significant blow to the head or body, who complains about or is exhibiting symptoms consistent with having suffered a concussion or is otherwise suspected of having sustained a concussion, shall not return to play.
3. Health Care Professionals (HCP) shall be present at all tournaments with 64 or more teams at U11 and older age groups. Health Care Professionals are considered licensed professionals such as an Athletic Trainer Certified (ATC) or Physician (MD/DO), with skills in emergency care, sports medicine injuries and experience related to concussion evaluation and management.
4. At tournaments where a Health Care Professional (HCP) is present, any player who sustains a significant blow to the head or body, who complains about or is exhibiting symptoms consistent with having suffered a concussion or is otherwise suspected of having sustained a concussion, must be evaluated on the sideline by a on-site HCP. Any player suspected of suffering a concussion will not be allowed to return to play until he/she is cleared by the Health Care Professional. The concussion form, and if applicable the player pass, needs to be send to the State Office.

Part III

Section 1 (Travel to Tournaments or Friendly Games)

1. Travel outside of PA West to officially sponsored US Youth Soccer tournaments requires only a simple notification process thru E-Mail 14 days prior to the event (90 Days for outside the US) to the State Office unless the tournament to be attended requires official travel papers from PA West Soccer. After submission of notification, an e-mail will be returned as notification of receipt of request.
2. When tournaments or visiting States require travel permits or participation is with other USSF associations, the Youth Board has delegated authority to the State Office, State Registrar, or Youth Division President to approve all travel permits for travel outside PA West. Formation of a tournament travel team must be approved by the State Registrar or the Youth Board President as per the approved playing rules.
3. No Under-11 Tournament Teams will be permitted until July 1st in the year they would be eligible to play in a true U12 age group as of that September 1.
4. No Under-10 Tournament Teams will be permitted.
5. The only tournaments U10 travel teams or players may attend are tournaments using US Youth Soccer small-sided initiatives.
6. The coach is responsible for securing a travel permit if required prior to leaving the boundaries of PA West Soccer. Permits may be hand delivered and processed at the state office during normal business hours. US Club events held within PA West Soccer boundaries require a travel permit.
7. Travel outside PA West Soccer without proper permits or without prior notification of the State Office, in general and when guest players are used is grounds for suspension or probation.
8. Any team forfeiting a league scheduled game in order to participate in a tournament will be fined \$100.00. Such team will also be denied entry into all PA West sanctioned tournaments for the remainder of that playing season. All make-up league games must be played by the end of the playing season as defined by the PA West Calendar.
9. Travel to participate in tournaments, leagues, friendlies, or exhibition games of other USSF members require permission from the State Office after tournament, league, or friendly game rules have been received. In most cases travel to these venues will not be covered by PA West Soccer medical or liability insurance. Teams so traveling must notify each player/parent of non-insurance coverage. Formation of a tournament travel team must be approved by the State Registrar or Youth Board President. Tournament rosters will only be approved if all players on such rosters are rostered on other US Youth Soccer teams.
10. Teams wishing to travel to tournaments during the month of August only, may use either the current year's stickered roster or the roster for the new year that will begin September 1st provided all players are of an eligible age to travel out of state at the time of the tournament.

Section 2 (Guest Players)

Teams taking players to a tournament who will play as "Guest Players" (not rostered on the team) must complete a Player/Team Status Form for each participating guest player and submit with roster and travel permit request. A fee of \$15.00 will be charged each time a submission of change/addition is made other than with the original request. The Player/Team Status Form must be signed by an official of the player's current rostered team (if dual rostered, the higher division team). This rule does not apply to the PA West Open Tournament. Travel outside PA West Soccer without proper permits or without prior notification of the State Office when guest players are used is grounds for suspension or probation.

Section 3 (Approval of Travel/ Tournaments and Fees)

Except as provided in these rules regarding U-8, U-9, U-10 travel, there shall be no restrictions or limitations on travel providing the team submitting an application complies with all provisions of the *US Youth Soccer Travel and Tournament Policy Manual* including the use of the appropriate forms (*refer to US Youth Soccer TTPM Section 201*).

According to USSF Policy 601-7 league play takes precedence over other travel. To be granted permission to travel during the normal PA West Soccer league sessions, a team may only travel on non-scheduled game weekends or have rescheduled any weekend games scheduled. It is the responsibility of the player and coach of the team traveling to notify in a timely manner other affected teams. It is recommended that all teams also carry copies of each player's birth certificate or other proof of age because some tournaments require or may request such proof (*refer to US Youth Soccer TTPM Section 203 [c]*). Any team forfeiting a league scheduled game in order to participate in a tournament will be fined \$100.00. Such team will also be denied entry into all PA West sanctioned tournaments for the remainder of that playing season. All make-up league games must be played by the end of the playing season as defined by the PA West Calendar.

1. A team that travels without having approval to travel as provided under Part II of the *US Youth Soccer Travel and Tournament Policy Manual* and PA West Soccer rules is subject to penalties by PA West Soccer and US Youth Soccer, including any or all of the following: monetary penalties, denial of permission to travel in the future, revocation of any approval given to travel that has not yet occurred, and suspension or termination of membership of the parties responsible. Violation of this rule could also result in disciplinary action against the coach or may make a team ineligible for any state sanctioned tournaments such as the Open or State Cup.
2. A second offense will require a disciplinary hearing for the coach with a minimum of one (1) year suspension. The club will also be subject to probation, suspension, or fine;
3. Only club checks accepted. Other forms of payment cause the permission to be rejected. (The club check is proof that the team has club permission to travel);

4. Fees for travel permits/email notification shall be:
 1. FREE - received in state office 21 days or more before the date of the tournament.
 2. \$10.00 - received in state office less than 21 days but more than 14 days from the date of tournament.
 3. \$25.00 – received in the state office less then 14 days but more than 7 days from the date of tournament.
 4. \$50.00 – received in the state office less than 7 days from the date of the tournament.
 5. There will be a \$15.00 charge for each submission of change or addition (such as adding additional guest player/s. Note: the charge is per Submission Date).
 6. Travel paper fees will be charged the above rates based on the submission date of the completed paperwork package (exceptions are high school players/teams traveling in November and college players/teams traveling in May).
 7. Rosters not submitted at least 14 days prior to the date of the tournament will incur an additional fee of \$15.00.
5. Teams wishing to travel to countries outside the 50 states of the United States and the District of Columbia, must submit two (2) applications to travel and a \$50.00 check to USSF. These must be submitted at least 90 days in advance. PA West Soccer will forward to USSF for processing.
6. Tournament Hosting Fee: All tournaments not sponsored by PA West Soccer must pay an amount equal to the highest entry fee charged per tournament. All outdoor tournaments (from 3 v 3 up to and including 11 v 11) sponsored by PA West Soccer member clubs require state sanctioning.

Section 4 (Out of State Teams)

Teams from other National Affiliates may play in PA West Soccer scheduled leagues providing the following rules are met:

1. Teams must have proof of registration with their parent organization
2. Teams agree to play within the rules and regulations of PA West Soccer
3. Teams must have a designated home field
4. Teams must use three (3) USSF referees per home game
5. All players and coaches will be issued PA West Soccer player passes; the passes are required at every game
6. All teams will be rostered on PA West Soccer travel roster forms
7. All rosters will be sent to the PA West Soccer State Registrar with the proper paperwork: Birth Certificate; player picture attached to pass; copy of registration with affiliate club; proper fee on a club check
8. The fee schedule for affiliate teams playing in PA West Soccer will be established by the Board of Directors with the advice of the Youth Board.

Part IV

Section 1 (Declaration)

1. Each Club is responsible for declaring (pre-register) all playing teams for Divisions 4 - 6 and Academy level pools for the coming season with its District/ Division prior to August 1 for Fall play or March 1 for Spring play. Failure to do so may result in denial to play, or assignment to play in a different District/ Division. This is required for participation in any league, tournament, or other PA West Soccer sponsored activity during that session. There will be no refunds for teams subsequently withdrawing from play.
2. Each Club is responsible for declaring (pre-registering) all playing teams for the coming season for Division 1 - 3 prior to July 15 for Fall or February 15 for Spring play.
3. Team declaration (pre-registering) for U19 teams shall be the same as the State Cup entry deadline.
4. Clubs must submit team registration fee at time of submission of Pre-Registration for each team it will be fielding in the coming session;.
5. All Club players/ coaches data must be uploaded to Affinity by March 15 and August 15 for the respective Spring or Fall Session.

Section 2 (Rostering)

1. Teams U13 and older are permitted to roster a maximum of 22 players . Only 18 players may dress for a game.
2. U10 Travel Teams may only roster a maximum of 12 players
3. U11-U12 travel teams may only roster a maximum of 16 players
4. In-House and Academy players are not considered teams and shall be rostered as player pools
5. A player may only play on more than one team in the Sunday League provided that all such play is with one soccer club.
6. A player playing on more than one team must indicate his/her primary team, and notify the coach of each team he/she

is playing on more than one team. If no primary team is indicated, the higher ranked team (by Division and or Standings) shall be the primary team of that player.

7. In order to be rostered, all Classic Division players must submit a properly completed PA West Soccer Registration Form to their club registrar which will then be submitted to the Classic Division Registrar along with the team's official roster and player passes.
8. Training players do need to indicate the team they are training with, which then becomes their primary team.
9. Training players are registered, but not rostered. In order to guest on other teams, all rules and regulations apply and are based on the primary team of said player.
10. 1 In order to be rostered; coaches, assistant coaches, and administrators must satisfy the minimum coaching requirements.
- 10.2 The minimum coaching requirements are established by the Youth Board and are published on the PA West website.
- 10.3 The PA West Director of Coaching has the authority to adjust and modify any of the requirements to assist individual coaches, assistant coaches, or administrators to achieve compliance for a period not exceeding 2 years.

Section 3 (Travel Rosters)

1. PA West Soccer only rosters teams who will play in its sanctioned leagues (except U-19 teams who may only roster to play in the National Championship series starting at the State level). Teams/clubs fraudulently rostering teams and then not playing in leagues registered for will be subject to a discipline hearing which could result in denial to play in any PA West Soccer activity for a period of at least one (1) year.
2. ALL Rosters must be printed using the State Player Registration System.
3. Official Rosters can only be printed once approved. Classic league: Teams must submit their rosters from the previous state cup with their registration.
4. All Classic Division players must submit a properly completed PA West Soccer registration form before they can be considered registered to a club/team. Player passes are not part of the registration documentation; they are part of the rostering process that follows the registration process and are required for play.
5. Clubs must submit a list of all in-house players to be registered in their respective age groups. U6, U8, U10, etc.
6. TOP Soccer children will not play by age but by their individual ability.
7. All coaches, managers and volunteers must complete a clearance through the Online Risk Management System, or supply a copy of their Act 33/34 Anyone not submitting one of these forms will not be permitted to roster
8. At the end of the Fall session, Division 4, 5 and 6 teams may reorganize their rosters. Total revisions are permitted.

Section 4 (In-House Rosters)

1. All in-house registration must be submitted to the state office through the State Player Registration System
2. Check for \$12.50 per player not previously paid for on travel team.
- 3 Rosters will be approved once payment arrives in state office. If club includes in-house registration fees with travel registration check, it should be noted when sending check to the state office so the appropriate reconciliation can be completed between registration and payment.

Section 5 (Registration Fees)

1. In-House and Divisions 4, 5 and 6
In-House \$12.50
Travel and Academy Level One Players (1 fee per player) \$17.50
Travel team \$25.00
2. Clubs registering only for the travel program (except those Clubs having joined only for travel prior to January 01, 2012)
Travel Players (1 fee per player) \$22.50
Travel team \$50.00
3. Divisions 1, 2, and 3
Academy \$17.50 per player
U12 Teams (8 v 8) \$398.00 per team
Team Fee (per team – club sponsoring only 1 team) \$654.00 per team *
Team Fee (per team – club sponsoring 2-4 teams) \$554.00 per team *
Team Fee (per team – club sponsoring 5+ teams) \$479.00 per team *
*Includes up to 18 players (additional players will be \$23.00 per player)

Section 6 (Player Passes)

1. Player passes are required for all Divisions, except in-house and Classic Academy, and valid for one Season (Year).
2. Acceptable forms of ID for player registration:
 - Original birth certificate.
 - Copy of birth certificate.
 - Uniformed services id and privilege card (DD Form 1173)

Board of health records
Passport
ICE certificate issued by immigration
Current Driver's license

3. All passes must reflect the true age group of the player.

NOTE: *Baptismal or religious certificates or affidavits are not acceptable.*

Section 7 (Adds, Deletes, Transfers)

3. Transfers

All Division 1, 2, and 3 teams must fill out the Player/Team Status Form when releasing or transferring a player. Only five (5) transfers are permitted throughout the seasonal year. The old player pass must be submitted with all releases. No transfers are permitted without verification of released player. A transfer is any player dropping from a team and being placed on another team either within the same or other club. A player who is released from a Classic Division team during a playing season may not play for another Classic team during the same playing season. All Classic Division player and coaches passes must be laminated after being approved by registrar. Such passes are only good for one seasonal year.

4. For Divisions 1 and 2 Player/Team Status Form must accompany these rosters. At the time a team names its National Championship roster it may not have more than five (5) previously rostered players. Transfer from Classic teams is restricted (See PA West Soccer Youth Playing Rules).

5. Classic Division Transfer Process

1. Transfer request window December 1st to January 31st every year.
2. Write letter of request of transfer. Sent letter to State Office and copy to Classic Division Director. At this point, the player should not be talking with other Classic Division Clubs or teams.
3. Complete Voluntary/Involuntary release form along with the transfer request form. Both forms require team official and club official signature, and the pass to be sent into the State Office/ State Registrar. The release form removes player from current roster but does not permit them to talk to other Clubs/ teams in the Classic Division.
4. Once the transfer letter is reviewed and approved, a letter will be sent to the parents approving or denying the transfer. If the request is granted, the current Club has up to 4 weeks to remove the player. The player at this point can also begin to look for a new Club/ team to play for in the Spring.

Section 8 (Player/Teams requesting to play out of State, or from out of State)

1. Player Requesting Play in Another State

1. Must receive a copy of the Permission to Play Form signed by other State Registrar and team official
2. Complete PA West Soccer Permission to Play Form and have signed by designated PA West Soccer State Official*
3. Complete the Individual Player Registration form
4. Complete PA West Soccer player pass and have stickered by designated PA West State Official *
5. Indicate on form which team will be primary team for State Cup Competition
6. Submit all forms/fees to PA West Soccer for approval

2. Player Requesting Play in PA West Soccer from Another State

1. Must begin permission process in home State Association
2. Submit other state player pass and have stickered by that state's State Registrar
3. Indicate on form which team will be primary team for State Cup Competition
4. Submit all forms/fees to receiving state/district/division registrar

3. Team Requesting Play in Another State

1. Obtain permission from Youth Board first
2. Must receive a copy of the Permission to Play Form signed by other State Registrar and team official
3. Complete PA West Soccer Permission to Play Form and have signed by designated PA West Soccer State Official *
4. Complete PA West Soccer player pass and have stickered by designated PA West State Official *
5. Indicate on form which team will be primary team for State Cup Competition at the discretion of the Chair with
6. Submit all forms/fees to receiving state

4. Team Requesting Play in PA West Soccer State Association from Another State Association

1. Obtain permission from playing Division first
2. Must begin permission to play in home state association
3. Submit other state player pass and have stickered by that state's State Registrar
4. Indicate on form which team will be primary team for State Cup Competition
5. Submit all forms/fees to receiving state/district/division registrar

***NOTE:** *Designated PA West Soccer State Officials are the State Registrar and Youth Board President.*

Section 9 Application to Sponsor non-affiliated teams

- 1 The PA West Soccer Youth Board authorizes the Classic Committee to approve applications to sponsor a team (Youth Playing rules 7.2.8) if the following criteria is met:
 - 1 sponsoring Club identifies the team and Club to be sponsored
 - 2 sponsoring Club assures that sponsored team followed PA West Rules Procedures and Regulations one Year prior to the application
 - 3 sponsoring Club assumes full responsibility for the sponsored team
 - 4 Applications need to be in writing and signed by both Club Presidents
- 2 Approved applications are valid only for the upcoming or remaining season the sponsoring Club applies for, and cannot exceed one seasonal playing year. Applications need to be submitted for each playing season.

Part V

Section 1 (Purpose)

1. PA West Soccer is organized to provide non-profit, public, educational soccer, development and competition. The Youth Board shall facilitate this purpose and do all in its power to encourage good wholesome competition for the youth in the Western Pennsylvania area.
2. The purpose of the Youth Division shall be to organize, encourage, develop, educate, promote, and provide and opportunity to participate and to administer soccer among the youth players of all abilities.

Section 2 (Meetings)

1. The Youth Board shall meet the second Monday of every month. Meetings in December and the month of the State Council Meeting (AGM) are not required.
2. All voting members are required to attend the monthly meeting. When a voting member is unable to attend a scheduled meeting, he/she may send an alternate representative as a proxy with full voting rights providing the regular member has notified the Youth Board President in writing before the business meeting commences.
3. The Youth Board shall conduct its normal business at each meeting except that when a meeting is held with proxy representation comprising 33% or more of the voting members, decisions and actions of said meeting must be confirmed at the next regular Board meeting where proxy representation totals less then 33% of the voting members. Affiliated clubs and participating teams are guaranteed representation by the Constitution. Voting members who miss meetings and do not provide representation are denying their constituents due representation. Voting members missing two consecutive meetings and not providing proxy representation will be subject to a hearing before the Youth Board of directors to show cause why he/she shall not be removed from office.
4. The Agenda for Youth Board Meetings shall be as follows:
 - Call to Order
 - Roll Call (Written or Verbal)
 - Proxy credential check (if appropriate)
 - Approval of Minutes
 - Election of officers (yearly or based on vacancies)
 - Correspondence
 - District, Division, Committee Reports
 - Old Business
 - New Business
 - Good of the Game (if appropriate)
 - Adjournment
5. Agenda items must be received by the Chair 10 days prior to the meeting date. Written notification of meeting and agenda will be provided at least seven days prior to meeting. Agenda topics may be switched at the discretion of the chair with the concurrence of a majority of voting members present.
6. Non-Board members may address the Board under the following circumstances:
 1. at request of the chair providing such topic is included on the agenda and provided seven days prior to the meeting;
 2. thru written request filed with the Chair 10 days prior to the meeting; the concurrence of a majority of voting members present.
6. The Constitution requires all committees (not districts/divisions) to file monthly reports with the Secretary of the Youth Board and the PA West Soccer State Office and PA West Soccer Executive Board when activity warrants.
7. All Youth Board members shall be required to submit a monthly report at each regularly scheduled meeting. Such reports shall be submitted to the Chair and shall contain a list of activities and requests for action from the Board. Action items should be highlighted and listed at the bottom of the report.

Section 3 (Youth Board President)

1. Preside over all Youth Board meetings of PA West Soccer and shall set agenda and order of business.
2. Sit as an ex officio member of any and all committees.
3. Submit monthly report to Youth Board, and Board of Directors
4. Enforce all decisions of the Youth Board.
5. Enforce all rules and regulations.
6. Shall submit to the Youth Board of Directors nominations for these positions (State Cup, Open tournament, Hearing and Appeals, Recreation Director, State Registrar, and Secretary) at the first meeting of the seasonal year for its approval
7. Appoint chairmen of additional committees. subject to majority vote of the Youth Board
8. Create additional ad hoc committees as needed
9. Appoint Interim District/Division Director or act as Interim District/Division Director in the event of a vacancy. Such appointment shall not exceed a maximum of six months until a special District/Division election shall be held for the purpose of electing a new District/Division Director. An appointed Interim Director shall have full voting powers; an acting Interim Director may not have additional voting powers other than those granted to the Youth Division President (Youth Vice President).
10. Appoint or act as interim Club President in the event of a vacancy. Such appointment shall not exceed a maximum of six months until a special election shall be held for the purpose of electing a new Club President.
11. Act on behalf of the Youth Board when necessary until said action may be ratified by the Youth Board.
12. Direct necessary Youth Board correspondence.
13. Represent the Youth Division on the Executive Board with voting power
14. Authorized to sign player passes, rosters and travel permits
15. Authority to permit tournament travel teams.
16. Authority to grant indoor hosting permits and indoor travel permits.
17. Represent PA West Soccer Youth Division at the Regional and National Meetings. Shall be the sole voting representative at Regional and National US Youth Soccer meetings and have the authority to delegate such voting rights as may be needed.
18. Present to the Executive Board the Youth Division's business including budget, policy requests, and be responsible for the implementation of PA West Soccer policies and administrative By-Laws within the Youth Division

Section 4 (District / Division Director)

1. Authority to manage travel for the travel teams within said District/ Division
2. Responsibility for representing the clubs within its geographic District (District only)
3. Hold a minimum of two (2) meetings a year for district clubs (District), or teams (Division)
4. Conduct yearly election at the first meeting after January 1 for the positions of District/ Division Director, Deputy Director, Secretary, Disciplinary Committee Chair, and (District only) Referee Representative.
5. Notify clubs electronically of organizational meetings.
6. Responsible for holding Disciplinary within a timely period.
7. May formulate District/ Division Playing Rules providing such rules are in agreement with FIFA, USSF, US Youth Soccer, and PA West Soccer Rules. Such rules must be written and approved by the Youth Board. District/ Division rules must be on file with the Youth Board President, Secretary, and State Office before becoming effective. Rule changes can only become effective at the start of each playing year and must be passed by the Board prior to June 1
8. Promote PA West Soccer programs, competitions, and events
9. Appoint or cause elections to be held for Age Group Commissioners.
10. Conduct the affairs and business of the District/ Division
11. Direct or create the District's/ Division playing schedule
12. Shall receive all protest and appeals on playing matters and games within the respective District/ Division.
13. Responsible to its membership for distribution of all PA West Soccer Association Rules and Regulations (District only)
14. Establish additional ad hoc committees (District only)
15. In intra-divisional play, the Director has the discretionary power to waive certain Rules and Regulations for special circumstances and for Playing District/ Division competition provided that the Youth Board is advised in writing and assents to such waiver.
16. Attend all Youth Board of Directors Meetings and any special meetings that are scheduled and report on activities of the District/ Division.
17. Submit items for the agenda for consideration 10 days prior to the meeting.
18. Submit at the meeting any problems or needs to be addressed.
19. Approve all District/ Division expenses for payment.
20. Serve on committees, and/or appoint or elect members from the District/ Division to serve on committees.
21. Submit a monthly report with the Secretary and Youth Board President 10 days prior to Youth Board meetings, unless provided at the meeting.

Section 5 (Deputy District/ Division Director)

Reports directly to the District Director. Shall serve as District Director and proxy for the Youth Board in the absence of said Director.

Section 6 (State Cup Chair)

1. Reports directly to the Youth Board President
2. Responsible for the PA West Soccer State Cup Tournament
3. Submits a monthly report with the Secretary of the Youth Board and the State Office when activity occurred.
4. Submits a report including a financial report with the State Office which shall be published in the Annual
5. Responsible for the formulation of tournament rules and budget that shall be approved by the Youth Board by the end of the Year.
6. Authority to run State Cup Tournament and make sound decisions for betterment of all participants consistent with Youth Board, Regional and National Rules and regulations.
7. Source of information for Regional Cup and National Cup tournaments.
8. Primary liaison with Regional Cup Committee.

Section 7 (Open Tournament Chair)

1. Reports directly to the Youth Board President
2. Responsible for the PA West Soccer Open Tournament
3. Submits a monthly report with the Secretary of the Youth Board and the State Office when activity
4. Submits a report including a financial report with the State Office which shall be published in the Annual Report
5. Responsible for the formulation of tournament rules and budget which shall be approved by the Youth by the end of the Year.
6. Authority to run Open Tournament and make sound decisions for betterment of all participants consistent with Youth Board, Regional, and National Rules and regulations.
7. Publicize Tournament and encourage maximum participation from PA West Soccer registered in-state teams.

Section 8 (Hearing and Appeals Chair)

1. Reports directly to the Youth Board President
2. Receive and review weekly lists (in season) of rule violations by players or coaches (yellow or red cards). Insure District/Division action where necessary.
3. Submit a monthly report with the Secretary of the Youth Board and the State Office when activity warrants
4. Submit a final report with the State Office that shall be published in the Annual Report
5. Required to follow all of the procedures of the PA West Soccer By-Laws in hearing and handing down decisions on protests and appeals.
6. Shall present the decision to the Youth Board for approval. The Board may overturn a committee decision by a three-quarters vote of total voting members present
7. May not hear a protest or appeal until the proper paperwork including certified check or money order is received.
8. Submit decision for publication online.

Section 9 (Youth Board Secretary)

1. Reports directly to the Youth Board President.
2. Take or direct the taking of all Youth Board meeting minutes.
3. Direct the keeping of files and correspondence.
4. Answer correspondence as directed by the Youth Board President

Section 10 (Recreation Director)

1. Reports directly to the Youth Board President.
2. Shall be the source of information and programs available through US Youth Soccer and other regional/national bodies regarding In-House (Recreational) materials.
3. Shall be the primary contact for PA West Soccer clubs for above recreational materials.
4. Shall be the PA West Soccer member on the Regional Recreation Committee.
5. Shall promote and foster the establishment and expansion of In-House programs in all PA West Soccer clubs.
6. Shall oversee, organize, and promote the District Teams.

Section 11 (State Registrar)

1. Reports directly to the Youth Board President
2. Direct the keeping of a complete record of all teams and players for the purpose of player registration, team affiliation, voting, and fee assessment.
3. Direct the provision of such records for use by Treasurer and for insurance payments.
4. Authority to issue duplicate player/coaches passes in the event of loss or destruction.
5. Authority to grant team permission to travel to out of state tournaments. May delegate to State Office to sign required forms.
6. Authority to grant team permission to travel to tournaments when application has been received less than seven (7) days before tournament date.
7. Authority to grant permission for tournament teams to travel to out of state tournaments.
8. Authority to grant exceptions to registration procedures (such as necessary IDs) when such exception is not contrary to PA West Soccer policy but for the fostering of soccer within PA West Soccer.
9. Authority to approve registration of out-of-state or PA West Soccer players to play out of state providing all the required paperwork has been received from the other state association involved. May delegate to State Office.
10. Insure all Club Registrars are in compliance with PA West Soccer policies and Youth Board registration rules and adhere to them and submit necessary fees and paperwork in a timely manner.
11. Chair the Registration Committee and adopt new procedures as needed providing such rules are approved by the Youth Board.

Section 12 (District/Division Secretary)

1. Shall be elected from the members of the District/Division at the first meeting after January for a term of one year
2. Take or direct the taking of all District/Division meeting minutes.
3. Publish all meeting notices for the above meetings.
4. Direct the keeping of files and correspondence.
5. Answer correspondence as directed by the District/Division Director
6. Receive and maintain a copy of all submissions as directed by the duties of other District/Division officers.

Section 13 (District/ Division Disciplinary Chair)

1. Reports directly to the District/Division Director.
2. Receive and review weekly lists (in season) of rule violations by players or coaches (Yellow or red cards). Insure District/Division action where necessary.
3. Conduct hearings when directed by District/Division Director and responsible for assisting District/Division Director in maintaining discipline throughout District/Division.
4. Submit copy of decisions and meeting minutes to District/Division Director, State Hearing and Appeals Chairperson and State Office. (The State Office shall send the official findings of the committee to all parties in accordance with the US Youth Soccer rules and a copy of all appeals procedures will be done by certified mail)
5. Required to follow all of the procedures of the USSF in hearing and handing down decisions on protests
6. Shall present the decision to the District/Division Director for approval.
7. Shall establish the committee based on election or appointment at the first meeting after January 1.
8. May appoint a substitute Chairperson from the committee if unable to attend.
9. May not hear a protest or appeal until the proper paperwork including certified check or money order is received.
10. Must hold hearings within thirty days of the infraction. Failure to do so will result in action by the President of the Youth Board
11. Must insure all parties involved are given written notice of time, place, and a copy of the charges in accordance with the USSF, US Youth Soccer Appeal rules
12. Submit decision for publication to all newspapers published by PA West

Section 14 (Age Group Commissioners)

1. Elected or appointed the first meeting after January
2. Report to the District/Division Director.
3. Primary contact between Director and teams in an age group.
4. Oversees a league or all leagues within the age group

5. Creates schedule, contacts coaches, and receives game results weekly from his/her coaches. Monitors and insures all teams are submitting game time schedules as per Youth Division Playing Rules. Reports consistent violations to District/Division Director.
6. Resolves minor disputes between teams/coaches in the section (such as color of uniform and/or game times).
7. Publishes game results
8. Prime contact with the Open tournament committee for data needed on teams entering the Open.

Section 15 (American Cup Chair)

1. Reports directly to the Youth Board President
2. Responsible for all American Cup Festivals. Monthly reports shall be filed with the Secretary of the Youth Board and the State Office when activity warrants
3. Submits a final report and financial report with the State Office for publication in the Annual Report
4. Formulates rules and budget that shall be approved by the Youth Board
5. Advise and be available as a consultant for all organizations sponsoring an American Cup Festival.
6. Liaison with State Office regarding distribution of materials and set-up of festivals.

Section 16 (TOP Soccer Chair)

1. Reports directly to the Youth President
2. Responsible for all TOP Soccer programs. Monthly reports shall be filed with the Secretary of the Youth Board and the State Office when activity warrants
3. Submits a final report and financial report with the State Office for publication in the Annual
4. Formulates rules and budget that shall be approved by the Youth Board
5. Advise and be available as a consultant for all organizations sponsoring a TOP Soccer program.
6. Liaison with State Office regarding distribution of materials and set-up of festivals.
7. Work with TOP Soccer programs and advise ideas and topics for improvement and expansion.
8. Coordinate with National and Regional programs.
9. Publicize program.
10. Seek alternate funding sources.
11. Keep abreast of ADA Act and happenings in the disability world.

Section 17 (Soccer Across America Chair)

1. Reports directly to the Youth President
2. Responsible for all Soccer Start activity. Monthly reports shall be filed with the Secretary of the Youth Board and the State Office when activity warrants
3. Submits a final report and financial report with the State Office for publication in the Annual
4. Formulates rules and budget that shall be approved by the Youth Board
5. Advise and be available as a consultant for all organizations sponsoring a Soccer Start program.
6. Liaison with State Office regarding distribution of materials and set-up of programs.
7. Work with Soccer Start programs and advise ideas and topics for improvement and expansion.
8. Coordinate with National and Regional programs.
9. Publicize program.
10. Seek alternate funding sources.

Section 18 (Rules Committee Chair)

1. Reports directly to the Youth Board President
2. To become familiar with and thoroughly understand/know PA West Soccer, Regional and National US Youth Soccer playing and administrative rules as they apply to the Youth Division Playing Rules.
3. To review and present to the Youth Board changes in playing rules for each playing division.
4. To be the guardian of all Youth Division playing rules.
5. To accept playing rule changes for review from individuals or clubs providing they are submitted according to procedures as established in the PA West Soccer Constitution.

Section 19 (Membership Committee Chair)

1. Reports directly to the Youth Board President
2. Preside over new member applications
3. Recommend changes in applications, Constitution, and By-Laws to bring the applicant in line with PA West Soccer membership requirements.
4. Recommend changes in applications, structure, playing rules, and other programs that are needed to bring the applicant in line with PA West Soccer membership requirements.
5. Recommend applicants for acceptance and membership to the Youth Board

Section 20 (Futsal Committee)

1. The Futsal Committee is an advisory Board and reports directly to the Youth Board
2. Each Youth Board sanctioned Futsal League shall send one representative as member to the Futsal Committee
3. The Chairperson shall be appointed by the Youth Board, the Vice Chairperson and a Secretary shall be elected by the Committee. Committee members serve terms of one (1) year according to the seasonal soccer year
4. Committee shall advise and be available as a consultant for all organizations sponsoring a Futsal program.
5. Liaison with State Office regarding distribution of materials and set-up of programs.
6. Work with Futsal programs and advise ideas and topics for improvement and expansion.
7. Coordinate with National and Regional programs.
8. Responsible for the formulation of tournament and league rules which shall be approved by the Youth Board
9. Authority to run Futsal State Cup consistent with Youth Board, Regional, and National rules and regulations.

Section 21 (Mediation Committee Chair)

Non Hearing related disputes can be referred to the Committee for arbitration. The committee is then to conduct fact findings and to recommend further proceedings to the YB.

Section 22 (Division 1 and 2)

1. Administration

1. The Division Director as well as the Division Committee shall be responsible to the PA West Soccer Youth Board for proper operation of Division 1 and 2. The Division shall meet at least once before each playing session. A quorum at any special meeting or bi-annual meeting of the League shall consist of 50% (rounded up to next higher number) of the voting members in good standing.
2. The Division Committee shall have the following members:
 - Division Director
 - Deputy Director
 - Boys Commissioner
 - Girls Commissioner
 - Secretary
 - Hearings and Appeals Chair
3. The Division Committee shall be elected by the recognized voting Members, shall serve a one-year term, and may be re-elected for subsequent one-year terms. Officers need not necessarily be current Members.
4. Committee Members shall be elected by the membership at the meeting held prior to the spring playing session.
5. The voting members will be made up of one (1) representative from each of the PA West Soccer registered Classic clubs in good standing.

2. The Division Director is charged with the overall administration of the Division 1 and 2 leagues. The director shall appoint such committees, as necessary to carry out such function. The director shall be responsible for the day-to-day operations of these division's. The director shall oversee the financial operations of the division. The Director shall represent the Classic Clubs on the PA West Soccer Youth Board.

3. The Assistant Director shall have the authority to perform the duties of the Division Director in their absence. The Assistant Director will have the authority to attend, act and vote (to the extent permitted) at PA West Soccer meetings in the absence of the Division Director

4. The Secretary shall be responsible for having a record taken of the minutes of all Committee meetings and keep records of scores. He shall have available at all meetings copies of the minutes of previous meetings and shall act as historian. The Secretary may appoint, with membership approval, an assistant.

5. The Girls and Boys Commissioners shall be responsible to schedule and track the session games as directed by the membership's competition committee and collect the session game cards. Commissioners may appoint age group assistants to assist in their duties.

6. The Hearings and Appeals chair shall be responsible for chairing the Disciplinary Committee. The chair shall have the duties and responsibilities provided for in the PA West Soccer Youth Division Playing Rules.

7. Organizational Meetings

The Division Director is required to hold at least two (2) organization meetings per year, one for fall and one for spring. Teams playing in Division 1 and 2 must have their registration forms in the State Office by the deadline set by the Division Board. Only teams represented by recognized voting Members at the meeting may vote on the playing session structure. Non-voting member teams will not have a vote.

Section 23 Academy Level Guidelines

1. The U9 U10 and U11 program shall be known as PA West Academy.
2. All players shall be registered with PA West
3. The Academy shall be composed of players from a Classic Club.
4. No scores or standings shall be kept or published
5. Players may be combined and moved within the same Club
6. Only the pool roster shall be required for Academy games
7. Player passes can be issued upon request
8. Academy games shall be played using one certified referee
9. Academy shall play small sided
10. Academy players shall be encouraged to play for their local Community Club
11. The Academy is administered by the Classic Division

Section 24 Accreditation Committee Chair

1. Reports directly to the Youth Board President
2. Organizes the application process for the PA West Club Accreditation Program
3. Recommends Clubs to the Youth Board to be accredited
4. Verifies the status of Accredited Clubs on the Clubs anniversary dates
5. Maintains records of Clubs accreditation level and status
6. Coordinates the committee which shall consist of one representative per District
7. Presents recommendations of program improvements to the Youth Board

Section 25 Financial Assistance

Each team will receive a stipend to assist with the expense of participation in the National Championships or the National Presidents Cup. PA WEST will hold these stipends until the conclusion of the event. Deductions will be made from the stipend for on/off the field misconduct or for unsportsmanlike behavior by players, team officials, or fans.

The amount of the Stipend will be divided equally between the teams participating in a National Championship or National Presidents Cup. The amount of the combined stipends for these teams is \$10'000 with the maximum amount per team not to exceed \$7'000

Only teams playing exclusively for US Youth Soccer and in good standing with PA West are eligible for financial assistance. These stipends do not affect stipends given by Regional or National governing bodies.

Section 26 League Committee

1. Reports directly to the Youth President
2. The Committee shall consist of four (4) members, two (2) of which are appointed in even and two (2) in odd years.
3. Each term is for two (2) years, except as provided in 26 A
4. Each term starts January 1st and ends December 31st, except as provided in 26 A
5. No member shall serve two consecutive terms as member or Chairperson
6. The League Committee shall elect a Chairperson for a one-year term, except as provided in 26 B
7. The League Committee is responsible to review all Division 1, 2, and 3 entries.
8. The League Committee can accept or decline teams entry into Divisions 1, 2, and 3
9. The League Committee will place all accepted teams into Divisions 1, 2, and 3
10. The League Committee is the first level of appeal.
11. The Youth Board is the second and final level of appeal.

A The initial term for even year members shall start July 17th 2016 and end December 31st 2017 and the initial term for the odd year members shall start July 17th 2016 and end December 31st 2018

B The League Committee Chairperson for 2016/17 shall serve for 1.5 years

Section 27 Futsal Sanctioning

A Qualifying Entities

1. Affiliated PA West Member Clubs
 - involved in Futsal training, in-house league, or inter Club league
 - dedicated Club Board Member for Futsal Operations
2. Futsal Clubs

-committed exclusively to Futsal

3. Organizations running Futsal Leagues
4. Affiliated PA West Member inter Club Leagues
 - League play between PA West affiliated or sanctioned members

B League Sanctioning Requirements

1. FIFA and USFF rules apply
2. Levels of Competition are Premier, Travel, and Recreational
3. Age Groups from U8 to U19 Girls and Boys/Coed
4. There is no minimum number of teams or players required
5. There is no minimum coaching requirement
6. League shall have a certified referee assignor, a referee program and use only USFF certified referees.
7. League Rules and Contacts need to be current and on file with the State Office
8. The League name cannot be conflicting with, or similar to a sanctioned league
9. Any and all players and coaches need to be registered with PA West through the State Office
10. Leagues that are affiliated with any other association(s) than PA West/ US Youth/ USFF cannot be sanctioned.
11. Principals that operate or are affiliated with another league that is not sanctioned or associated with PA West/ US Youth/ USFF can not be sanctioned (dual sanctioning and dual league operation)
12. Tournaments held by sanctioned leagues are automatically sanctioned
13. Sanctioned leagues are subject to a one (1) year probational period. Sanctioning renews automatically every year. Deficiencies on sanctioning requirements will place the League on probation and given one (1) year to correct the deficiency.
14. All Risk Management procedures of PA West need to be followed
15. Leagues need to be in compliance with League Sanctioning Requirements before applying to be sanctioned. Sanctioning is at the final discretion of the Youth Board. Sanctioning is granted, restricted, or revoked by majority vote of the PA West Youth Board.

C Club Accreditation Requirements

1. One (1) Year of play before eligible to apply
2. Futsal specific training curriculum
3. Licensed coaches
4. Futsal exclusive or inclusive
5. Committed to participate in State Cup
6. 40 players in 5 different age groups
7. All players need to be registered with PA West Futsal
8. Accredited Clubs are subject to a one (1) year probational period. Accreditation renews automatically every year. Deficiencies on accreditation requirements will place the Club on probation and given one (1) year to correct the deficiency.
9. All Risk Management procedures of PA West need to be followed