

A grey silhouette of a bison is centered in the upper half of the page. It is surrounded by several pink triangles of varying sizes, some pointing upwards and some downwards, creating a sunburst or crown-like effect.

**2022-23 Senior Player**

**MANITOBA**

A large, light pink outline of a hockey jersey is centered in the lower half of the page. The outline shows the collar, shoulder yokes, and the main body of the jersey.

**Registration Package**

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**Please read ALL information inside...**



# MANITOBA SOCCER ASSOCIATION REGISTRATION INFORMATION



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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 3. Applications for registration are done through your league registration on the respective websites: [MMSL](#) & [WWSL](#) – WMSL and Westman WSL teams can apply on the MSA website.

## 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. **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 the mandatory online payment.

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



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## 3. 2022-23 FEE SCHEDULES FOR CLUBS

i. Team Registration Fee	\$150.00
ii. Player Registration Fee	\$ 57.00
iii. Player Registration Fee – Additional Club	\$ 13.00
iv. Club Official Registration Fee	\$ 22.00
v. Player Pre-Registration Surcharge	\$ 10.00
vi. Club Pre-Registration Surcharge	\$ 30.00
vii. Player Transfer Fee (Club to Club)	\$ 30.00
viii. Registration/ID Card Replacement	\$ 25.00
ix. Inter-Provincial Player Transfer Fee	\$ 0.00
x. International Player Transfer Fee	\$ 0.00

## 4. PLAYER REGISTRATION

### 4.1 Online Registration

- A. 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 Goalline registration system. Refer to the MSA website, [www.manitobasoccer.ca](http://www.manitobasoccer.ca) for further details.

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

- B. Players must complete all fields as outlined during the online registration process. The Club **Coach or Manager** must complete the online registration process and verify all individuals as registered through the online process.
- C. Clubs may register up to a maximum allowed by the league at any one time.
- D. The roster approval process will be provided with the player registration instructions.



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## 4.2 Photo ID Cards

- A. Each player must have a photo ID card. **All player photos must be uploaded by the player at the time of online registration (unless already in the system).** Please refer to the MSA website for more information on how to upload a photo. This is a mandatory requirement and no cards can be printed without a photo. An up-to-date and suitable picture (head and shoulders) must be uploaded to the system. Please note that a ten year old High School Graduation picture will not be considered current and suitable. In cases where a non-suitable photo is uploaded the ID card will not be processed. Photos must be uploaded via the individual's registration account (link found on the MSA website).
- B. Any teams needing new player cards for players must make a request via email to [mbsoccer@manitobasoccer.ca](mailto:mbsoccer@manitobasoccer.ca). **Do not expect to have the photo IDs immediately processed.** Since the process may take up to 48 hours, please plan accordingly. If you require your photo ID cards right away, and the Club Coach or Manager has submitted a request, they can be processed while you wait but a surcharge of \$10.00 per player or \$30.00 per Club will be charged.

### NOTES:

- **Player Registration and Photo ID will not be processed until they are properly completed through the online registration process.**
- **Team Officials are asked to send a list to the MSA with any new players who require player cards so they can be processed together.**
- **The photo ID MUST be returned to the MSA office to complete the online Transfer or Player Release process.**
- **Clubs are responsible for ensuring all the information on the Player Registration is correct. If it is found that the player illegally registered, and is therefore ineligible, the Club and/or player may be subject to discipline as per the MSA Disciplinary Mandatory Minimums. Please check birthdays (Youth player eligibility) and where the player last played: other province, other country, professional or amateur, under suspension, etc.**



# MANITOBA SOCCER ASSOCIATION REGISTRATION INFORMATION



## 5. PLAYING FOR MORE THAN ONE TEAM

- A. As you are aware, some players wish to play for more than one Club. The usual rule is for a player to sign and register with one Club; that Club is responsible for the player's conduct. Furthermore, the player is "bound to the team for which he/she has signed, unless transferred or released as provided in these Rules, until the end of his or her League's playing season."
- CSA Rule 5.13 Registration of Amateur Players, a) Restriction of Players, vii.
- B. However, the CSA rules also state that "an amateur player may only be registered for one team at a time except as provided in the appropriate rules of Canada Soccer and/or the Provincial/Territorial Association. A player may not register or play for more than one team in the same League, Cup, or youth age-group competition."
- CSA Rule 5.13 Registration of Amateur Players, a) Restriction of Players, v.
- C. In an effort to accommodate players and provide them with more opportunities to play, the Association will permit registered players to play for more than one Club as long as the Clubs are in different Leagues or are in distinct competitions within those Leagues. The player and Club are subject to the rules of the league in which they are playing. Only **Co-ed and Masters age players** may play on more than one Club in the same league.
- i. 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).
  - ii. 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. A Co-ed club is defined as one where "the goalkeeper may be of either gender; there shall be an equal or greater number of female outfield players on the field than men on each club for the duration of the game."
- E. 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 that the player wishes to register).



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## Please note the following conditions:

- The Club for which the player is playing – i.e. on game sheet, on bench, on the playing surface, or when a disciplinary incident occurs – is responsible for the players' conduct at that time. That Club and/or player will be subject to any fines suspensions or other sanctions arising out of the incident.
- Leagues will be responsible for policing their own player eligibility in all circumstances including cross over situations (player playing in one league and also playing in another such as women playing Co-ed, players playing on Masters Clubs etc.).
- Players must serve their suspension in the League or division they received it in (in the case of Masters or Co-ed division in the same League).

## 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 a [Youth To Senior Guest Permit](#).
- C. Masters Men players must have reached their 35<sup>th</sup> birthday prior to January 1<sup>st</sup> whereas Masters Women players must have reached their 30<sup>th</sup> birthday prior to January 1<sup>st</sup>.

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## 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 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 35<sup>th</sup> birthday prior to January 1<sup>st</sup> whereas Masters Women players must have reached their 30<sup>th</sup> birthday prior to January 1<sup>st</sup>.

## 7. PLAYER REGISTRATION IMPORTANT DATES

- A. 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.

- B. Players released to the pool may be taken from the pool at any time based on League rules. Leagues may establish deadlines for transfers and new registrations. (Exception: Provincial Championships which is set by the MSA).





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## 8. TRANSFER PROCEDURE

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

**Example:** A player is released from "Club A" to the pool and picked up by "Club B". The player would be permitted three (3) such movements from Club to Club. However, if the player wanted to return to "Club A" he/she would have to wait 30 days from the date the player was released by "Club A".

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

- B. Senior transfers shall be processed online by the MSA once: the transferred player has completed the online registration process to register to the new Club; has paid the transfer fee; and the Club Coach or Manager has re-submitted their roster for approval indicating that this is a request for the transfer prior to the transaction being completed.
- C. **Players from the pool returning to the same Club that released them will not be charged a fee due to the fact they are not being transferred to another Club.**

### Process Outline:

#### STEP 1: The Releasing Club Coach or Manager shall:

- Submit to the MSA Office a [Senior Player Release Form](#) OR an email request to the MSA at [mbsoccer@manitobasoccer.ca](mailto:mbsoccer@manitobasoccer.ca), providing the deleted Club member's name, ID#, address, birth date and role (i.e. player) **and then return the released player's photo ID to the MSA office.**
- The MSA Office will then inform you of the registration process and next steps.



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## 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 for re-approval requesting to add the player as a transfer.
- The receiving Club shall then go to the MSA office to obtain the player's photo ID.
- Once the transfer is complete, the Receiving Club Coach or Manager will be able to print their revised and approved roster from Goalline.

**Note: Releases and transfers will not be processed unless the transfer request is received from the Club Coach or Club Manager via the roster re-approval process to the MSA Office or email ([mbsoccer@manitobasoccer.ca](mailto:mbsoccer@manitobasoccer.ca)) and the photo ID from the releasing/transferring Club is returned to the office and/or the transfer fee is received.**

## 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 **and** his/her Youth player I.D. card present at the game.
- 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 be approved by designated persons.

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



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## 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 at the game.
- 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 16<sup>th</sup> birthday to Guest for a Senior Club.

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## 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 1<sup>st</sup> 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 was updated in January of 2019, please visit the Policies page of the MSA Website for more information on the changes.
- 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.

## 11. DISCIPLINE

- A. When a player is given a red card (sent off, dismissed) his/her player ID card is kept by the referee and sent to the League Disciplinarian along with the referee's report on the incident.
- B. Check with the League in which your Club is playing as to when disciplinary hearings are scheduled. Leagues are expected to follow the MSA Disciplinary Code and Manitoba Disciplinary Mandatory Minimums.
- C. Once the player received his/her suspension, their ID card will be returned to them when the suspension is completed.



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- D. 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.
- E. The referee and/or the Association will inform your Club that an assault report is being filed. The person alleged to have THREATENED OR ASSAULTED the referee is suspended from all soccer activity pending a hearing.
- F. **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.**
- G. Clubs are responsible for informing their players of the consequences (possible suspensions of one to five years) of threatening or assaulting a game official.
- H. 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.

## 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 he/she will not be registered unless he/she has the following documents.**

- A. If last or currently registered in another Province: A Provincial release confirming he/she is free and clear of any disciplinary action and/or obligations to his previous Provincial Association. No fee will be charged.
- B. If last registered in another Country: A FIFA INTERNATIONAL release from his/her country's National Soccer Association as required by FIFA approved by the Canadian Soccer Association. **A letter from his/her Club is not acceptable.** No fee will be charged.



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- 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 of 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.**

## 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 and have the photo ID card.** Note: Leagues may set limits for the number of Club Officials permitted to be on the bench, so check with your league. 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 or the registration will not be approved by the Association. **Players who are also listed as Coach, Manager or Club Official must have a Respect in Sport number.**
- C. **In the case where a Club has a player(s) on the Club roster, who has not reached the age of majority by the date of the game, all registered Club Officials will be required to have current CPIC screening.** In the case where a Club wishes to use a GUEST player(s), who has not reached the age of majority by the date of the game, one registered Club Official will be required to have a current CPIC screening.
- 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.**



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- 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.

## 14. ID CARD INSPECTION PROCEDURE

- A. Referees will inspect the photo ID, the online approved game roster, and the game sheet before each game. **Players and/or Club Officials will not be permitted to play without both the game roster and the photo ID.**
- B. Clubs should check with their League to determine how many Club Officials are allowed on the bench.
- C. If a player has a card that appears to be suspect for reasons such as:
  - a. Player's name on game roster does not match photo ID.
  - b. The Club named on the roster does not match the Club named on the game sheet
  - c. The date on the roster is not current.
  - d. The photo ID does not match the player.
  - e. Any other discrepancy;

The referee will inform the Club that he suspects the player card is not valid, and therefore if the player plays he/she may be ineligible. The referee will confiscate the player's card at the end of the game. It will be the Club's decision as to whether the player plays in the game.

- D. The referee will keep the suspect player card at the end of the game and submit it to the authorities having jurisdiction – League or Association – for investigation.
- E. Clubs should be aware that if a player is proven not to have been properly registered with the Club then the Club may be subject to discipline in accordance with the MSA Discipline Mandatory Minimums.
- F. Referees will retain the ID of any player or Club Official ejected from the game and forward it along with the Discipline Report to the League Discipline Committee.





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- G. Clubs are advised to make sure they get the remainder of their ID cards back from the referee after the game.

### 15. TRAVEL TO TOURNAMENTS AND EXHIBITION GAMES

- A. Member Clubs traveling to tournaments or to play exhibition games **Out of Province** must apply for permission to travel. Applications are available from the MSA office or on the website [www.manitobasoccer.ca](http://www.manitobasoccer.ca) in the Policies section under Administration.
- 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.

### 16. INSURANCE INFORMATION

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