



# WISCONSIN YOUTH SOCCER ASSOCIATION

## Member Club Manual

### Overview

This manual is to serve as a reference tool for new and existing board members of Wisconsin Youth Soccer Association (WYSA) clubs. This document will be updated annual to continuously help you navigate your place in the Association.

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## About Us

Wisconsin Youth Soccer Association (WYSA) is a 501 (c) (3) nonprofit educational organization. WYSA is a state association member of United States Youth Soccer (USYS) and the United States Soccer Federation (the Federation).

WYSA follows a playing and fiscal year of August 1 through July 31. Playing seasons are fall (September through November) and spring (April through June) with varying options during the winter and summer months.

WYSA is the governing body in Wisconsin. There are approximately 130 member clubs across the state, which is divided into geographic districts. Districts offer additional programming and support to the clubs within their boundaries.

## US Youth Soccer

US Youth Soccer (USYS), the largest youth sports organization in the country, is the direct governing organization of WYSA. USYS registers nearly 3 million players annually. Through its programming, resources, and leadership, USYS is advancing the game for its 54-member state associations, 10,000 clubs and leagues, and nearly 1 million administrators, coaches, and volunteers. US Youth Soccer provides a path for every player, offering programs that provide a fun, safe, and healthy environment for players at every level of the game.

## U.S. Soccer

U.S. Soccer is the National Governing Body and member of the United States Olympic and Paralympic Committee. U.S. Soccer has 113 organization members across the country that organize and promote soccer in a variety of ways, from grassroots to professional leagues. Membership with U.S. Soccer is open to all soccer organizations and all soccer players, coaches, trainers, managers, administrators, and officials without discrimination on the basis of race, color, religion, national origin, citizenship, disability, age, sex, sexual orientation, gender identity, or veteran status.



## Mission, Vision, Values

### *Mission*

To serve, inspire, and lead the growth of soccer.

### *Vision*

To provide memorable experiences, create a soccer culture, and instill a lifelong love of the game.

### *Values*

Community: Promote inclusion, develop culture, grow the game

Innovation: Be progressive, embrace creativity, drive change

Collaboration: Build trust, cultivate relationships, work together

Passion: Be enthusiastic, inspire others, pursue excellence

Responsibility: Serve, stay fair and consistent, be accountable

Empower: Deliver knowledge, build confidence, create leaders

## WYSA Operations

### Annual General Meeting (AGM)

The AGM addresses business of the association, annual budget approval, and election of officers. Additionally, the events of the day offer educational and networking opportunities for attendees (club leadership, partners, vendors). WYSA extends an invitation to partners as well, making it possible for clubs to connect directly with our resources.

WYSA holds its AGM in the first quarter of the calendar year. This in-person meeting rotates in location between the greater Milwaukee, Madison, and Fox Valley regions. Every member club should have representation at the AGM. Each club must name their AGM delegate prior to the meeting.

Held in conjunction with the AGM is a director of coaching (DOC) meeting. Typically, the general meeting is in the morning, following the general meeting is lunch, then the DOC meeting. It is recommended that each club have representation at this meeting.

### WYSA Administrative Staff

WYSA has a small, fulltime staff including an Executive Director, Director of Coaching, Associate Director of Coaching, Competitions Manager, and various Programs Administrators. The WYSA office is located in West Allis and regular business hours are Monday through Thursday, 8:00am to 4:00pm and Friday by appointment only.

Contact Information		
Phone   (414) 328-9972	<a href="http://wiyouthsoccer.com/about/state-office">wiyouthsoccer.com/about/state-office</a>	Address
Toll Free   (888) 328-9972	<a href="mailto:communications@wiyouthsoccer.com">communications@wiyouthsoccer.com</a>	10427 W. Lincoln Ave. Suite 1100
Fax   (414) 328-8008		West Allis, WI 53227

### Board Structure

WYSA operates with a volunteer board of directors. Executive committee positions are voted in by member clubs at the AGM. The remainder of the board seats are filled with an independent director, SYRA, and district representatives. The current board of directors can be found on the WYSA Board of Directors & Bylaws [webpage](#).

- President & Secretary voted in odd years
- Vice President & Treasurer voted in even years

### District Representatives

Individual districts vote or appoint their representative to the WYSA Board of Directors. Contact your district president or representative to confirm your local process. Refer to [District Information](#) section (p. 6) for more details on districts.

### WYSA Calendar

While actual dates vary, WYSA adheres to a yearly calendar. This should be a point of reference for club administration; contact program administrator or check the website for exact dates as they are upcoming. The calendar can be found in the [Appendix](#).

## Bylaws

WYSA has a comprehensive set of bylaws that can be [found here](#). Club leadership is expected to be familiar with these bylaws and should refer to them first, especially regarding member responsibilities, fees & discipline, electronic meetings & communication, and grievances, disputes, & appeals.

## Policies

Member clubs must adhere to WYSA Policies. In addition to the WYSA Consolidated Policy Manual, there are several policies that club leadership and coaches should familiarize themselves with, they can be found on the WYSA Policies [webpage](#):

- Age Exemption Policy
- Club Pass Policy
- Coach License Policy
- Player Transfer Policy
- Poaching Policy
- Pool Roster Policy
- Risk Management Policy
- WYSA Refund Policy
- Yearly Tryout Policy
- Youth Academy Policy
- Zero Tolerance Policy
- Event & Tournament Only Teams Policy

## District Information

All member clubs are assigned to a WYSA district. Districts are geographic areas designated by the WYSA board of directors. A map can be found in the [Appendix](#). A district's function is to facilitate the registration of players, be a resource for clubs and coaches, and to establish league play within the district for member clubs. A district may be made up of many clubs or of only one club. Voting power within the district is determined by district bylaws.

East Central	Kenosha	Kickers	MAYSA
Metro	Midway	Northwest	Ozaukee
Racine	Southeast	Stateline	Waukesha

## District Board

Clubs within the district elect a district board. The district board's responsibility is the organization of youth soccer within the district. It should organize operations of the district for the purposes of registering players. The district board is composed of positions necessary for district programming. Typically, the positions are a president, vice president, secretary, treasurer, registrar, league director, referee administrator, and one appointed/elected representative (the district representative serves on the WYSA board of directors). General responsibilities of those roles are:

- President
  - Presides over all district operations and meetings. The district is encouraged to meet no less than twice per calendar year.
- Vice President
  - Acts in the absence of the president and assists the president in presiding over meetings and conducting business within the district structure.
- Secretary
  - Maintains accurate records of the district's operations. Maintains and distributes minutes of the district meetings to the club presidents within the district and submits copies of district minutes to WYSA.

- Treasurer
  - Maintains accurate accounting records of the district's financials; collect applicable fees from clubs and submit all required registration materials & fees to WYSA by the published deadlines.
- Registrar
  - Responsible for collecting and compiling the registration information from the member clubs within the district on players and forwarding data information to WYSA by the published deadlines.
- Referee Administrator
  - Works with the clubs/club referee coordinator to recruit and encourage local referees, assist in the management of club and/or district referee recruitment, and retention initiatives. Ensures that adaptations to the Laws of the Game are consistent throughout the district and its clubs, including referee fees.
- League Director
  - Oversees all operations of the league run by the district which includes game schedules, establishing and enforcing league rules & policies and upholding WYSA, US Youth Soccer, and USSF policies and procedures.
- District Representative (appointed or elected)
  - Represent the interests of the clubs within the district at the state level by attending monthly WYSA State Board of Directors meetings. The district representative serves as the communication link between WYSA and the member clubs.

## District Contacts

2022-2023 Season

District	District Representative	District Rep Email	District Website
East Central	Chris Billstrom	<a href="mailto:wysastateboardrep@eastcentral.soccer.com">wysastateboardrep@eastcentral.soccer.com</a>	<a href="http://www.eastcentralsoccer.com">www.eastcentralsoccer.com</a>
Kenosha	Ernie Englund	<a href="mailto:eenglund@wi.rr.com">eenglund@wi.rr.com</a>	n/a
Kickers	Chris McCormick	<a href="mailto:chrism@mksc.org">chrism@mksc.org</a>	<a href="http://www.mksc.org">www.mksc.org</a>
MAYSA	Parker Conover	<a href="mailto:pconover@gklaw.com">pconover@gklaw.com</a>	<a href="http://www.maysa.org">www.maysa.org</a>
Metro	John Janasik	<a href="mailto:john.janasik@gmail.com">john.janasik@gmail.com</a>	<a href="http://www.myrsi.org">www.myrsi.org</a>
Midway	Chris Yustus	<a href="mailto:yustus@charter.net">yustus@charter.net</a>	<a href="http://www.cwslweb.org">www.cwslweb.org</a>
Northwest	Vacant		<a href="http://www.district9.soccer">www.district9.soccer</a>
Ozaukee	Alex Schroeder	<a href="mailto:alexpschroeder@yahoo.com">alexpschroeder@yahoo.com</a>	n/a
Racine	Fred Yasatan	<a href="mailto:coachfred@afcunion.com">coachfred@afcunion.com</a>	n/a
Southwest	Francisco de la Rosa	<a href="mailto:filipino4@hotmail.com">filipino4@hotmail.com</a>	<a href="http://www.swdsoccer.com">www.swdsoccer.com</a>
Stateline	Mike Recklies	<a href="mailto:mrecklies@elkhornrush.com">mrecklies@elkhornrush.com</a>	<a href="http://www.statelinesoccer.org">www.statelinesoccer.org</a>
Waukesha	Shan Amini	<a href="mailto:shana@rocventures.org">shana@rocventures.org</a>	n/a



## Internal Club Management

### Club Board & Bylaws

A club shall be a 501(c)(3) nonprofit organization with a governing board of directors. The board is typically comprised of a president, vice president, secretary, treasurer, registrar, coach coordinator, and where possible, referee coordinator. Additionally, all clubs must have Articles of Incorporation & Bylaws established and on file with WYSA. Any amendments and updates to club bylaws should be sent to the State Office.

### Accountability

It is important to establish an identity for your organization. What is the mission and vision of the club – what are the values important for the members? What age groups do you plan to serve, what level do you intend to participate? Establishing these key features and making them known (posting to website, acting on them, etc.) will strengthen your relationship with your coaches, players, and community.

### Board

Outside of your executive board, many clubs have at-large board members. To keep continuity and remain unbiased, clubs should establish accountability measures for all board members. Joining the board should not be a popularity contest, it should be an open environment for individuals who would like to help the club succeed. Some topics to make standard for your board are:

- Checks and balances
  - Decision making
  - Tryout oversight
  - Monetary
    - [Crime Insurance Requirements](#)
    - Check signatures
    - Process for cash handling
    - Credit card usage
    - Reimbursement standards
- Advisory board for oversight
- Clear responsibilities of board
- Coach/employee/independent contractor hiring & firing guidelines

### Coaches

Whether you have parent-volunteers or paid coaches, anyone on your staff should understand their role as a coach. What is required of them as an individual and what the club will provide. Some examples to define the role are:

- [Risk Management & SafeSport completion](#)
- Responsibilities to club & team
- Professionalism expectations
  - Attire
  - Cell phone usage
  - Acceptable language
  - Inclusion/nondiscrimination
  - Sideline behavior & Zero Tolerance Policy

- Communication expectation
- Independent contractor or employee
  - Pay scale
- Equipment

## Parents

It is imperative to set guidelines and boundaries for parental involvement. Be clear about the level of involvement parents should have – this may change from your youngest ages to the oldest. Some suggested topics are:

- What is appropriate involvement
- Sideline behavior & Zero Tolerance Policy
- Who do they contact and for which issue
- Player commitment level
- Financial responsibilities
  - Scholarship requirements

## Players

Establish expectation for players. They may vary from age to competition level. They should be communicated to potential players prior to their commitment to the team/club. Some suggested areas are:

- Commitment level
- On and off field expectations
- Outside opportunities
  - Soccer
  - Sports
  - Academic

## Referees

Most of the individuals refereeing your games will be from your area, many are members of your club. It is important that clubs work with local referees and assignors to recruit and retain the referee pool. To that end, a Referee Coordinator is a beneficial position to have within your club structure.

The role of referees is to manage and implement the *Laws of the Game*, their adaptations, and modifications during a match. It is the responsibility of each participating team/club to be familiar with the set of rules for the given competition(s). Laws of the game, small-sided game information, and referee pay scale can be found on the WYSA Referees [webpage](#).

## Budget

Every club, regardless of size, should have a budget that is prepared annually. It provides both a road map of assets and appropriate use of resources. Clubs having questions regarding their budget can contact the WYSA Executive Director and/or Treasurer.

## Why

Clubs should have a proposed budget prepared over a year in advance of the targeted seasonal year. A budget should be created to project revenues & expenses, lessen fraud attempts, plan long-term, and show responsibility to your members. Having a budget in place will reduce

monetary management efforts throughout the year which in turn assists in decision processes and reduces time in board meetings. Additionally, it allows for reserve and development funds.

#### How

Financial programs such as QuickBooks can be extremely helpful to navigate and track your club budget. Getting help from professionals is also recommended to ensure accuracy. Utilizing members who are a CPA, Accountant, or Bookkeeper may be a good option for your club. Otherwise, you can find a local firm to complete taxes and create financial statements.

#### What to include

What to include in your clubs' budget will vary; however, you should take your time and include every possible expense. It will be to your benefit to create multiple budgets that comprise your master budget: Administration, Coaching, Facility, Miscellaneous, etc. Below are ideas for a starting point for your club budget:

Revenues	Line Items
Administration	Late Fees Registration Fees Volunteer Fees
Tournaments	Registration Fee Parking Vendors
Extras	Concessions Spirit Wear Fundraising Camps Grants & Scholarships

Expenses	Line Items
Administration	Registrar Professional Fees Postage
Coaching	Salary Equipment (cones, etc.) Travel (mileage, hotel)
Community	Grants Outreach Scholarships
Lawn Care	Grass Cutting Field lining & paint Fertilizing
Hidden Expenses	Credit Card Fees Equipment (first aid kits) Trash pick-up Casualty Insurance
Participation	League Fees Tournaments Registrations Player Registration Fees

#### Employees & Independent Contractors

These are general guidelines; actual decisions should be made with the assistance of a legal professional.

- Use written agreements – while not a guarantee, it is generally both expected and required.
- An independent contractor should fill out and sign IRS Form W9.
- Require invoices from an independent contractor.
- Independent contractors should provide their own equipment and office space.
- Keep good records. Establish a file containing the independent contractor's contract, all invoices, copies of 1099 forms, and any other information demonstrating that the worker is operating an independent business.

- The work performed by your actual employees should be different than work performed by independent contractors.
- Independent Contractors are never trained other than as to limited company procedures; only employees are trained.
- Keep independent contractor and employee files separate.

## Financial Management

- Limit authorized signatures on checks.
- The person that approves expenditures (treasurer) should not be allowed to sign checks.
- Require receipts for out-of-pocket expenses.
- Minimize individual expenses, utilize purchase orders.
- Consider adopting a club financial policy.
- Bank statements are reconciled monthly by someone who does not have authority to deposit or withdrawn funds.
- Check writing and depositing responsibilities are divided and not done by the same individual.

## Registration

### Demosphere

WYSA utilizes the Demosphere platform for player registration. Individual member clubs should contact a Demosphere representative to establish an account. Clubs choosing an alternative registration platform must manually enter players and coaches into Demosphere to form teams.

Starting fall 2021 official rosters will include player photos. WYSA competitions do not require player passes. Players passes can be issued if a competition requires it. Official rosters and player passes are exclusively printed from Demosphere.

### Team Approval & Workflow

To create official rosters and/or player passes, teams must be approved in Demosphere.

- Recreational teams may be approved by the club. If there are player exceptions, a recreational team will have to be approved by your district registrar. Allowable exceptions include overage recreational players, recreational and competitive teams who do not meet roster minimum or maximum numbers, and recreational players who play up more than two age groups.
- Competitive teams are approved by your district. Most competitive teams can be approved at the district level; however, some teams may need State Office approval.
- Any team approval questions should be directed to your district registrar.

### Competitive Player



### Recreational Player



## Player Requirements

- A player may only have one registration per seasonal year.
  - Players may request a transfer to another club midyear.
  - Review the Player Transfer Policy for more information.
- Every player must have a completed Player Registration, Release of Liability, and Communicable Disease Release of Liability & Assumption of Risk
- Every player needs to provide birthdate verification upon their first registration.
- Teams with out of state players require WYSA approval.
- Individual registration **and** placement on team provides Liability Insurance for Sanctioned Activities
- Playing Season:
  - 6U-15U | Boys & Girls | Fall & Spring
  - 16U-19U | Boys | Fall
  - 16U-19U | Girls | Spring

Age Group Chart				
	Playing Year			
Birth Year	2021 - 2022	2022 - 2023	2023 - 2024	2024 - 2025
2019				6U
2018			6U	7U
2017		6U	7U	8U
2016	6U	7U	8U	9U
2015	7U	8U	9U	10U
2014	8U	9U	10U	11U
2013	9U	10U	11U	12U
2012	10U	11U	12U	13U
2011	11U	12U	13U	14U
2010	12U	13U	14U	15U
2009	13U	14U	15U	16U
2008	14U	15U	16U	17U
2007	15U	16U	17U	18U
2006	16U	17U	18U	19U
2005	17U	18U	19U	
2004	18U	19U		
2003	19U			

## Player Fees

WYSA affiliate clubs must register their players with the Association through the designated online platform. Players must be assigned to a team with the following team type:

Recreational	Competitive
Pre-K	(teams 11U & older)
In House	Pool Comp
TOPSoccer	Classic
Recreational Side by Side	State League
Recreational	US Youth Soccer National League
Pool Rec	
Youth Academy	

In Demosphere, club data is transferred to the State System with a sync. Clubs must enable the sync for applicable programs/teams to reach the State System where teams are approved, and rosters are issued. Clubs will be invoiced for players at the rate of:

2022-2023

- Pre-K (3U-6U) | \$1.50
- Grassroots | \$7.50
- Competitive | \$20.75

## Club Invoicing

Demosphere will produce and email invoices quarterly (available to club officials with “invoice permissions”). Invoices can only be viewed in Demosphere at the state level. It is the responsibility of the club to check for invoices. Clubs can see the player registration breakdown by clicking on

each line item. The line items are broken down by team type. Step by step images of process can be found in the [Appendix](#).

First invoice:

- Club Affiliation (\$100)
  - One-time, annual payment (all member clubs)
- Players registered and rostered for current seasonal year
- November 1
- Payment due in 30 days

Subsequent invoices:

- Players registered and rostered after the previous invoicing period
- February 1 | May 1 | July 31
- Payment due in 30 days

All other fees including fines are sent separately. Clubs who fail to pay club affiliation, player registration, and/or other fees may be placed in Not Good Standing\* with WYSA.

\*Clubs failing to submit the club fee will be declared in “Not Good Standing” status upon notification by the State Association for failure to submit the affiliation fee. Not good standing status may include but is not limited to revocation and suspension of membership benefits, expulsion from the Association, revocation of tournament permits, travel permits or other membership benefits. NOTE: This fee is waived for the first year for new clubs.

Please note: clubs in the Madison Area District (MAYSA) are billed for player registration by MAYSA. Clubs should pay club affiliation directly to WYSA.

## Player Safety

### Athlete and Participant Safety Program

Following the establishment of Public Law 115-126 Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017 (the “SafeSport Act”), as well as U.S. Soccer Federation Policy 212-3, WYSA has implemented the Athlete and Participant Safety Program.

The program includes six key components:



The WYSA Athlete and Participant Safety Program uses the term “Covered Personnel” to refer to those adults (aged 18 and older) to whom the policies apply. Covered Personnel are required to follow all policies included in WYSA’s Athlete and Participant Safety Program. Covered Personnel include adult individuals (aged 18 and over) who are authorized directly by WYSA or indirectly by a member organization that is directly affiliated with WYSA to have:

- a. Routine and/or regular contact with an amateur athlete who is a minor;
- b. Authority over an amateur athlete who is a minor;
- c. Authority over those adults who have routine and/or regular contact with an amateur athlete who is a minor.

This includes:

- 1. WYSA employees and individuals WYSA formally authorizes, approves, or appoints to (a) serve in a position over or (b) have regular contact with athletes.
- 2. Coaches, assistant coaches, or personal care assistants who are funded, have a contractual obligation with, or are credentialed by WYSA or otherwise have regular contact with WYSA athletes. All other individuals listed in the WYSA Athlete and Participant Safety Policy as "Covered Personnel".
- 3. All athletes and alternates, training partners and guides 18 years of age or older who are selected to participate in WYSA Events. Individuals referenced in this subsection shall have 45 days after reaching the age of majority (18 years of age), to come into compliance with this background check policy. A "WYSA Event" is any WYSA sanctioned activity.
- 4. Individuals who have regular contact with athletes at WYSA Training Sites. A "WYSA Site" is any facility/location that is formally affiliated with WYSA and used by WYSA or its athletes for competitions an/or training, recovery, coaching purposes.
- 5. Other individuals who have regular contact with athletes, or who have one-on-one access, as determined by WYSA, in its discretion.

"Routine and/or regular contact" with an amateur athlete who is a minor is defined as recurring, repeated, or periodic contact between an adult and a minor.

"Authority over those adults who have routine and/or regular contact with an amateur athlete who is a minor" is defined as supervisory or decision-making authority over an adult who has recurring, repeated, or periodic contact with minors.

Every Covered Personnel must complete a Risk Management Disclosure (authorizing a background check), every two years through WYSA's online risk management system. In addition to the background screening, all Covered Personnel must complete an annual SafeSport Certification to meet the "SafeSport Trained" requirement. An approved background check, SafeSport Certification, and Concussion training is mandatory to obtain a WYSA issued Pass Card. (Additionally, team approval in the State Registration system is contingent upon coaches' compliance with the Background Screening, and Training & Education Policies.). Clubs are responsible for ensuring that individuals who received a state issued pass card prior to the effective date of this policy have successfully completed the Core SafeSport training.

#### Participant Training for Minors

In addition to covered personnel, WYSA is also obligated to offer training to minor participants. The U.S. Center for SafeSport has released five training modules focused on Youth Athlete Training on safesoccer.com. The modules are age-based: Preschool, School-Aged, Middle School, and High School Aged Adolescents, and are anywhere from 10-20 minutes in length. A parent/guardian must first create an account in order to give consent for their child to access the training as well as select the appropriate module for their child's age. It is not necessary for us (WYSA or Clubs) to track participation of minor athletes in the training; however we do need to document the offering.

### Mandatory Reporting

Per the SafeSport Act, the definition of mandatory reporter now includes any “adult who is authorized, by a national governing body, a member of a national governing body, or an amateur sports organization that participates in interstate or international amateur athletic competition, to interact with a minor or amateur athlete at an amateur sports organization facility or at any event sanctioned by a national governing body, a member of a national governing body, or such an amateur sports organization.”

In accordance with federal legislation, it is WYSA’s Mandatory Reporting Policy that all Covered Personnel shall be considered mandatory reporters for cases of suspected child abuse. Individuals who may not be considered “Covered Personnel” under WYSA’s Athlete and Participant Safety Program may nonetheless have an obligation to report suspected child abuse under applicable federal or state law. Therefore, WYSA urges all individuals to act to report suspected child abuse.

In the event the reporting obligation is triggered, a report must be made, within 24 hours, to appropriate law enforcement authorities, as governed by applicable federal and state law. Should the mandatory reporter require assistance making a report to the appropriate law enforcement authority, he or she should consult with the WYSA State Office.

A report to law enforcement may be made anonymously. There is no fee or cost associated with making a report.

In addition to the obligation to report cases of suspected child abuse to law enforcement pursuant to the SafeSport Act, Covered Personnel must also make a report to the WYSA State Office.

Without limiting the foregoing, it is also WYSA’s Mandatory Reporting Policy that Covered Personnel must report any suspected violation of the WYSA Athlete and Participant Safety Program to the WYSA Executive Director. Furthermore, WYSA prohibits retaliation against individuals making good faith reports of any suspected violation of the WYSA Athlete and Participant Safety Program. The SafeSport Act also includes qualified immunity for good faith reports.

Importantly, civil or criminal statutes of limitations do not affect or negate the obligation of a Covered Personnel to report possible sexual misconduct. Misconduct should be reported, regardless of when it occurred. Members can utilize this [Abuse Reporting](#) form.

### Risk Management & SafeSport

The WYSA State issued pass card is verification of approved background check, current SafeSport certification, concussion training, and waiver completion. Under the WYSA Risk Management Policy, any coach, assistant coach, team trainer, team manager, referee, club or district board member, WYSA administrator, WYSA board of directors member, independent contractor, or any other individual seeking affiliation with WYSA or WYSA affiliated clubs who has direct or indirect contact or influence on a youth player is required by WYSA to complete a risk management disclosure, every two years, through WYSA’s online risk management system. Each club has a responsibility to ensure compliance across their organization.

- The cost of the background check is \$15, and each check is valid for 2 years. At time of application, candidates must pay or enter coupon code (to be acquired from club).



- All Risk Management applicants must complete SafeSport and concussion training at the time of application.
  - SafeSport refresher must be completed yearly.
- U.S. Soccer license level is not printed on pass cards. Members should retain a copy of license for verification when needed.
- Approved and printed pass cards will be mailed to member club for distribution.

## Concussions

- [Wisconsin Act 172](#)
  - Concussions and other head injuries sustained in youth athletic activities.
- It is recommended that players 10 years old and younger be prohibited from heading the ball in practice and games.
  - If a player is playing up in an older age group (ex: 10-year-old playing with an 11U team), please note that players who are 10 and younger should not be heading the ball regardless of the age group in which they play.
- It is recommended that players 11-13 years old be allowed heading in games, but that its use in practice should be limited.
- Review U.S. Soccer Head & Brain Conditions in [Recognize to Recover](#)

## Goal Safety

In the state of Wisconsin, all soccer goals with measurements 6.5-8 feet high and 18-24 feet wide must be anchored whether in use or not.

- Click to view to complete Wisconsin Law, [Chapter SPS 309 Anchoring and Securing of Movable Soccer Goals](#)
- Additional resource: <https://certifiedofficiating.com/forms/soccer-goal-safety-01.pdf>

## Recognize to Recover

Recognize to Recover (R2R) is a comprehensive player safety program compiled by U.S. Soccer. The program covers the following topics:

- [Mental Health](#)
- [Head & Brain Conditions](#)
- [Emergency Action Plans](#)
- [Injury Prevention](#)
- [Injury Recovery](#)
- [Cardiac Conditions](#)
- [Respiratory Conditions](#)
- [Environmental Conditions](#)
- [Nutrition & Hydration](#)
- [Medication Resources](#)
- [Soccer for Athletes with a Disability](#)



## Emergency Action Plan

Clubs should have an Emergency Action Plan (EAP) established for each location they host games or practices. The EAP should have a system to manage medical emergencies, threats to health or safety, missing person scenarios, or severe weather. An EAP can be found in the [Appendix](#).

## Insurance

Club contacts will receive a copy of their current Certificate of Insurance to be distributed as necessary to facilities or practice fields. If you require additional Certificates of Insurance, club presidents must submit requests using this link: <https://landing.playershealth.com/wysa-coi/>. Turnaround time is up to 5 business days. Note: Requests must be submitted by the club president or administrator.

WYSA insurance does not cover damage or property loss. It is recommended that clubs consider an insurance policy to cover damage or theft of equipment, buildings, or other tangible property.

Accident medical claims are to be submitted online by the injured person or parent/legal guardian. Current insurance coverages can be found on the WYSA Insurance [webpage](#), they include:



### General Liability

Wisconsin Youth Soccer Association, its affiliated associations, leagues, clubs and all officers, directors, coaches, employees, teams, team officials, and volunteers while acting on behalf of Wisconsin Youth Soccer Association at a covered activity.

### Accident Medical

Insured persons include all registered team members, those players participating in approved try-outs, coaches, managers, referees, officials, and volunteers of the teams, leagues or of the association.

### Non-Profit Liability (Directors & Officers Liability)

The D&O policy provides liability coverage for wrongful acts, errors, and omissions regarding the governance of the organization to include employment practices liability.

### Crime

Provides coverage for employee/volunteer dishonesty theft claims only. Each affiliated member must implement the following basic financial risk management controls to guarantee coverage:

- Bank statements are reconciled monthly by someone who does not have authority to deposit or withdraw funds.
- Check writing and depositing responsibilities are divided and not done by the same individual.

## Programs

### ODP

The Olympic Development Program (ODP) is a US Youth Soccer National Program. The Program is designed to identify and develop the highest-level players across Wisconsin. ODP is intended to supplement club participation and is generally scheduled to avoid conflicts with club activities. Players are eligible for either Developmental (Devos) or State Pool/Teams.

### Developmental

The Developmental (Devo) program is offered to the three birth years prior to Pools/Teams. There are no cuts, simply register to play in the Fall, Winter, Spring or all three. Devos are intended for kids who are passionate about soccer and want additional training opportunities outside of club practice.

### State Pool & Team

Players attend tryouts to be selected for Wisconsin State Pools. State pools are groups of players organized by birth year. Those selected will participate in the year-long player development process which consists of approximately 10 contacts (held around the state), including 8-10 trainings and/or 1-2 intra/interstate competitions. Players are evaluated during the development series to be selected for Wisconsin state teams. The state team participants represent Wisconsin ODP in a regional event with the opportunity to be identified for participation in Midwest Region programming.

### The Brett Wiesner Scholarship Fund

The Brett Wiesner Scholarship Fund honors Brett's life by sponsoring young men and women who participate in the Wisconsin Olympic Development Program. The funds assist players with tryouts, training, Midwest Region camps, and national and international travel commitments. The Brett Wiesner Scholarship is intended to help its recipients learn about a player who completed ODP with great achievement, earning experiences that took him around the country and world.

### ODP Alumni

Wisconsin ODP has established an alumni network to connect ODP alums to showcase where they have been, and where they are going in soccer and life.

### First Touch

First Touch is a program for boys and girls, ages 3-5. The focus is for kids to start having a soccer ball at their feet in a fun environment. Sessions will coincide with other WYSA soccer events, for athletes and families to be educated on additional soccer opportunities and start the dream! We hope First Touch is a fun start to exploring soccer experiences within WYSA.

### Leagues

WYSA offers various leagues across the state. Leagues are offered for both fall and spring seasons, except for high school age groups (offering opposite of high school season). Teams must apply every season with a league fee due at time of application. For WYSA administered leagues, the application process is available through Demosphere. Teams must apply and pay fee within the application window. See [Calendar](#) in the Appendix for approximate dates.

Also available to WYSA teams is the USYS Leagues. The program features the National League and a network of 13 conferences across the country. The conferences are geographically focused, under one leadership and management structure, and linked into the National League and National Championship Series. The competitions provide teams with the highest possible level of competition at the national and multi-state levels. Wisconsin has teams competing in both the [Midwest Conference](#) and [National League](#).

Additionally, some clubs run their own leagues also known as intracub or in-house leagues.

### District Leagues

Localized leagues are available through WYSA districts. Level of competition and requirements may vary for each league. The Northwest, Southeast, and Southwest Classic Leagues are location-based leagues that are administered through WYSA. Contact your [District Representative](#) for information on your district league.

### Northwest Classic League (NWCL)

NWCL is a competitive league run and operated by WYSA that features teams and clubs in Northwest Wisconsin. The NWCL is considered a “classic” league with teams earning promotion to the WYSA State League.

### Southeast Classic League (SECL)

SECL is a competitive league run and operated by WYSA that features teams and clubs in Southeast Wisconsin. The SECL is considered a “classic” league with teams earning promotion to the WYSA State League. The geographic area covered by the SECL: Sheboygan (North) Kenosha/Racine (South), Waukesha (West), Milwaukee (East).

### Southwest Classic League (SWCL)

SWCL is a recreational league run and operated by WYSA that features teams and clubs in Southwest Wisconsin. The SWCL is accompanied by seasonal Soccerfest events to promote soccer in the area.

### State League

The purpose of the Wisconsin State League (Boys and Girls, Premier and First Division) is to provide the highest level of competition for the 12U-19U youth teams in Wisconsin. Teams can qualify to participate in the WYSA State League through district or classic league participation (East Central, CWSL, SECL, MAYSA).

### Youth Academy

Youth Academies are player development methods for 8U and 10U players. The characteristics of Youth Academies are to focus on pool rostering of players and flexible gameday play. It also provides a higher level of training for those players desiring a more advanced development model. In addition, the Youth Academy receives assessment and oversight by the WYSA Directors of Coaching. Clubs must be accredited through WYSA to participate in the Youth Academy.

### Midwest Conference

The US Youth Soccer Midwest Conference is a Conference under the US Youth Soccer Leagues Program in the Multi-State Tier. The US Youth Soccer Midwest Conference consists of teams primarily from Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, South Dakota and Wisconsin. The top teams in the Midwest Conference top tier divisions will earn advancement to the US Youth Soccer Regional Championships (NCS) and automatically qualify for [National League P.R.O.](#) WYSA teams will qualify through the 12U division with older age groups qualify based on league and State Championship results (14U – 19U).

### National League

The US Youth Soccer National League P.R.O competition is for the nation's top teams in the 14U-19U boys and girls age groups NL P.R.O. provides an avenue for teams to play in meaningful matches against top competition from across the country for continued development. NL P.R.O. teams compete for the division titles within their gender age groups and 12 slots in each gender

age group of the annual US Youth Soccer National Championships Finals, the oldest and most prestigious youth soccer national championships. Teams that earn their place in NL P.R.O. have a proven track record of success at the National League Conference level and are among the nation's best. Many college scouts attend each NL P.R.O. event, creating another significant opportunity for the nation's collegiate and National Team coaches to see NL P.R.O. players in an environment of meaningful play, citing the competitive level of each game as every team has to earn their spot in the competition, regardless of club affiliation or location.

### National Championship Series

The Wisconsin State Championship is the first level of competition in the US Youth Soccer National Championship Series (NCS). Teams who win the State Championship earn the right to represent Wisconsin at the Midwest Regional Championships and potentially the NCS finals. In the State Championship, each team plays three group games. Group winners and, in some situations, wildcard teams advance to the Semi-finals and Finals. In the spring, Boys 13U-19U and Girls 13U-14U will compete with Girls 15U-19U competing in the fall. For the Wisconsin State Championships, the application process is available through Demosphere. Teams must apply and pay within the application window. See [Calendar](#) in the Appendix for approximate dates.

### Presidents Cup

The US Youth Soccer Presidents Cup offers an alternative opportunity for teams to compete in a state, regional, and national competition. The Presidents Cup is a progressive, competitive experience (just like the US Youth Soccer National Championship Series) for teams that might not otherwise get the opportunity to participate in a Regional or National tournament. The Wisconsin Presidents Cup champions advance to the Midwest Regional Presidents Cup from which they can qualify for the National Presidents Cup Tournament. High school girls compete in the fall season, all other age groups compete in the spring. For the Wisconsin Presidents Cup, the application process is available through Demosphere. Teams must apply and pay within the application window. See [Calendar](#) in the Appendix for approximate dates.

### Outreach

In addition to the opportunities listed below, WYSA staff is available to assist clubs from online support to helping a new board member, to attending a board meeting. The club president should reach out to the staff member directly they need support from. See [Appendix](#) for WYSA website map with links to pages.

### Awards

WYSA honors outstanding contributors to youth soccer in our state based on recommendations from our members. The membership is encouraged to submit nominations of those deserving of recognition for their efforts in coaching, volunteering, or administration. Awards are presented at the Award Luncheon occurring in conjunction with a Forward Madison FC match. State recipients are eligible to be named Midwest Region winners, Midwest Region winners are recognized at the US Youth Soccer Workshop where a national winner is honored.

The award categories are: Administrator, Coach (Boys Recreation, Girls Recreation, Boys Competitive, Girls Competitive), TOPSoccer Buddy, TOPSoccer Coach, Volunteer, Young Referee (Female, Male).

## Coaching

The WYSA Director and Associate Director of Coaching are available to clubs for coaching support. Whether in-person or virtual, they can assist with training session, teaching coaches, tactical play, or another topic requested by the club. This is at no cost to the club; the coaching director or president should contact WYSA directly to set up session.

## Mike Kabanica Scholarship

WYSA grants six \$1,000 scholarships (3 male, 3 female) to graduating seniors. To apply candidates must be a current year member of WYSA and a graduating high school senior in the given seasonal year. Ideal candidates show dedication to the sport of soccer, excellence in the classroom, and involvement in community service. This scholarship fund is named for Mike Kabanica, a long time WSA president.

## Promotional Grant

The Promotional (Promo) Grant is available to all WYSA member clubs. WYSA is offering member clubs a reimbursement grant of up to \$250 for the advertising and promoting of soccer through participation in their club. In general, it is preferred that this effort be aimed at grassroots and recreational soccer activities. However, WYSA recognizes that not all member clubs have grassroots or recreational programs and that grant opportunities should be available to all member clubs.

## Referee Mentorship & Retention Initiative

The objective of the Referee Mentorship & Retention Initiative (RMRI) is to increase the number of available referees across the State through retention of existing officials and registration of new referees. This initiative will be executed locally, at the club and district level, in cooperation with WYSA and the Wisconsin Program for Referee Development. The RMRI application can be submitted seasonally or annually by club or district for reimbursement. Applications will be reviewed, and reimbursements sent via check upon approval.

## Soccer Across America

The goal of Soccer Across America (SAA) is to strengthen existing programming and/or bring programming to communities who are underserved or not being served by WYSA. SAA does not operate on a 'one size fits all' but rather collaborates with perspective groups to find programming that fits their needs.

## TOPSoccer

The Outreach Program for Soccer (TOPSoccer) is community-based training and team program for youth athletes with disabilities. TOPSoccer is organized by volunteers and often is supported by a member club, but it is not a requirement to operate TOPSoccer. TOPS is designed to provide an opportunity of socialization, learning, and physical activity to any boy or girl, typically ages 5-19, who has a cognitive or physical impairment or disability.

## Wisconsin Women's Soccer Advisory Council

The Wisconsin Women's Soccer Advisory Council ([WWSAC](#)) is an advocacy group whose mission is to provide a lifelong positive experience by engaging, supporting, and advocating for females in the Wisconsin Soccer Community. The objectives of the Council are actioned through various initiatives, including the bi-annual Women in Soccer Symposium. Development of additional events, female engagement, and advocacy efforts are ongoing across the State. The work of the Council is an agent for change for *Females in The Game*.



## Tournaments

WYSA utilizes the [HTGSports Tournament Center](#) for tournament sanctioning, tournament travel, and guest players.

### Tournament Sanctioning

WYSA encourages all member clubs to sanction their tournament with the state office. Sanctioning your tournament comes with general liability and player medical insurance, access to U.S. Soccer certified referees, listing on HTGSports Tournament center (region-based tournament system providing access to events across the Midwest), and verification to the many clubs who only participate in sanctioned tournaments.

### Hosting a Tournament

Hosting applications are traditionally due around December 1 for the following calendar year. There is a fixed sanctioning fee due at the time of application. After the event is hosted, a post-tournament report must be completed and returned to WYSA. The post-tournament report should be accompanied with payment (number of teams x \$10). When preparing to apply for tournament sanctioning, teams should have the following information:

- Tournament name
- Tournament date(s) & location(s)
- Age groups & genders
- Anticipated number of teams
- Tournament application deadline
- Referee assignor information
- Type of tournament (competition level)

### Travel to a Tournament & Guest Players

Teams looking to travel to a sanctioned or unsanctioned tournament outside of Wisconsin must complete a *Permission to Travel* document prior to the tournament.

Individuals who will be guest playing at a tournament, with a team outside of their registered club, must complete a *Guest Player Request*. Individuals who will be participating with a team based outside of Wisconsin must complete a *Wisconsin Out of State Permission Form*. Contact WYSA office for form.

Note: coaches/administrators/clubs should exercise caution when looking for guest players to avoid violating recruiting guidelines or the WYSA Poaching Policy.

### Non-sanctioned WYSA & US Youth Soccer Tournaments

US Youth Soccer member passes and rosters may not be used when participating in the tournament or games not sanctioned by US Youth Soccer; WYSA passes may be used for USSF sanctioned international events. WYSA's insurance policy does not provide coverage for your team when participating in the tournament or games not sanctioned by US Youth Soccer. Please make sure that you inform the players on the team and their parents that the tournament or game(s) have not been approved by US Youth Soccer or WYSA; the rules of another organization will govern the competition; US Youth Soccer and the State Association do not have any control or supervision over the tournament or games or its participants; and certain benefits of WYSA and US Youth Soccer will not be available to you.

All members of US Youth Soccer and WYSA are free to participate in any non-USYS tournament. If your team is traveling to participate in a non-USYS tournament, you need to complete the *Notification to Travel* form and select 'Unrestricted'. The form can be accessed through the HTGSports Tournament Center.

## Pathways

### Leagues



### Presidents Cup



### National Championship Series



### Olympic Development Program



## Partnerships

### Wisconsin Soccer Hall of Fame

The Wisconsin Hall of Fame is an independent organization that supports and recognizes leading contributors to soccer in Wisconsin. It is recognized by the Wisconsin Youth Soccer Association, Wisconsin Program for Referee Development, Wisconsin Soccer Coaches Association, and Wisconsin Soccer Leagues.

The [Wisconsin Soccer Hall of Fame](#) honors individuals in five categories for their contribution to the sport: Players, Coaches, Referees, Administrators, and Overall. A Hall of Fame Induction Ceremony is held yearly.

### Wisconsin Soccer Leagues

The [Wisconsin Soccer Leagues](#) (WSL) is the adult branch of organized soccer in Wisconsin. The WSL is a member of United States Adult Soccer Association and U.S. Soccer Federation. There are several divisions in the WSL in the greater Milwaukee area and across Wisconsin.

### Wisconsin Referees

The Wisconsin Soccer Referee Development Program is the official organization tasked with training, registering, and assigning soccer referees to service the WYSA and other U.S. Soccer affiliates. They are a member of the U.S. Soccer Federation. The Wisconsin Referees ([WisRef](#)) organization operates independent of WYSA.

The State Youth Referee Administrator (SYRA) is an appointed position to the WYSA Board. The role of the SYRA is to advocate for Grassroots referees and be a liaison between WisRef and WYSA.



The WYSA Referee Program Support is part of WYSA staff. This role is a support position to be a resource for both internal and external customers. This position will also oversee the RMRI application process.

## Coaching Education

### Licensing & Requirements

- The minimum license requirement for all coaches is the WYSA Youth Module (Y1).
- A coach license is separate from a coach pass. Coaches will receive a certificate at the completion of a U.S. Soccer course. Coaches should keep this certificate available to provide verification of license level.
- An approved Risk Management and SafeSport Certificate are required for all coaches.
- Those taking a U.S. Soccer licensing course must have an account in the [Learning Center](#)

### Offerings

The below information are typical times and locations of course offerings; however, there is the possibility of a course that does not fit the description below. Those interested in taking a course should check the [Learning Center](#) webpage for the most up-to-date offering.

- WYSA Youth Module (Y1 / Y2)
  - Timing | March-April & July-August
  - Location | Any club who meets hosting requirements
- Grassroots (4v4, 7v7, 9v9, 11v11)
  - Timing | March-April & July-August
  - Location | Any club who meets hosting requirements
- D License
  - Timing | 4 courses across seasonal year
  - Location | Fox Valley, Madison, Milwaukee
- C License
  - Timing | Summer through Fall; 1 course per year
  - Location | determined by WYSA and U.S. Soccer
  - Course in Wisconsin is dependent on approval from U.S. Soccer

### Hosting a course

Clubs looking to host a course must meet a set of requirements (basic requirements listed below). Interested members should complete the Hosting Request Form to set-up a course. Questions should be directed to the Coaching Education Administrator.

- WYSA Youth Module (Y1 / Y2)
  - Request Lead Time | 5-6 weeks
  - Field Requirements | Indoor, 18 x 30 yards
  - Classroom Requirements | must accommodate whole group
  - Candidate Prerequisites | None
  - Minimum Participants | 15
- Grassroots
  - Request Lead Time | 5-6 weeks
  - Field Requirements | 4v4 18 x 30 yards\* | 7v7 & 9v9 25 x 45 yards\* | 11v11 full size field\*
    - \*per every 12 candidates

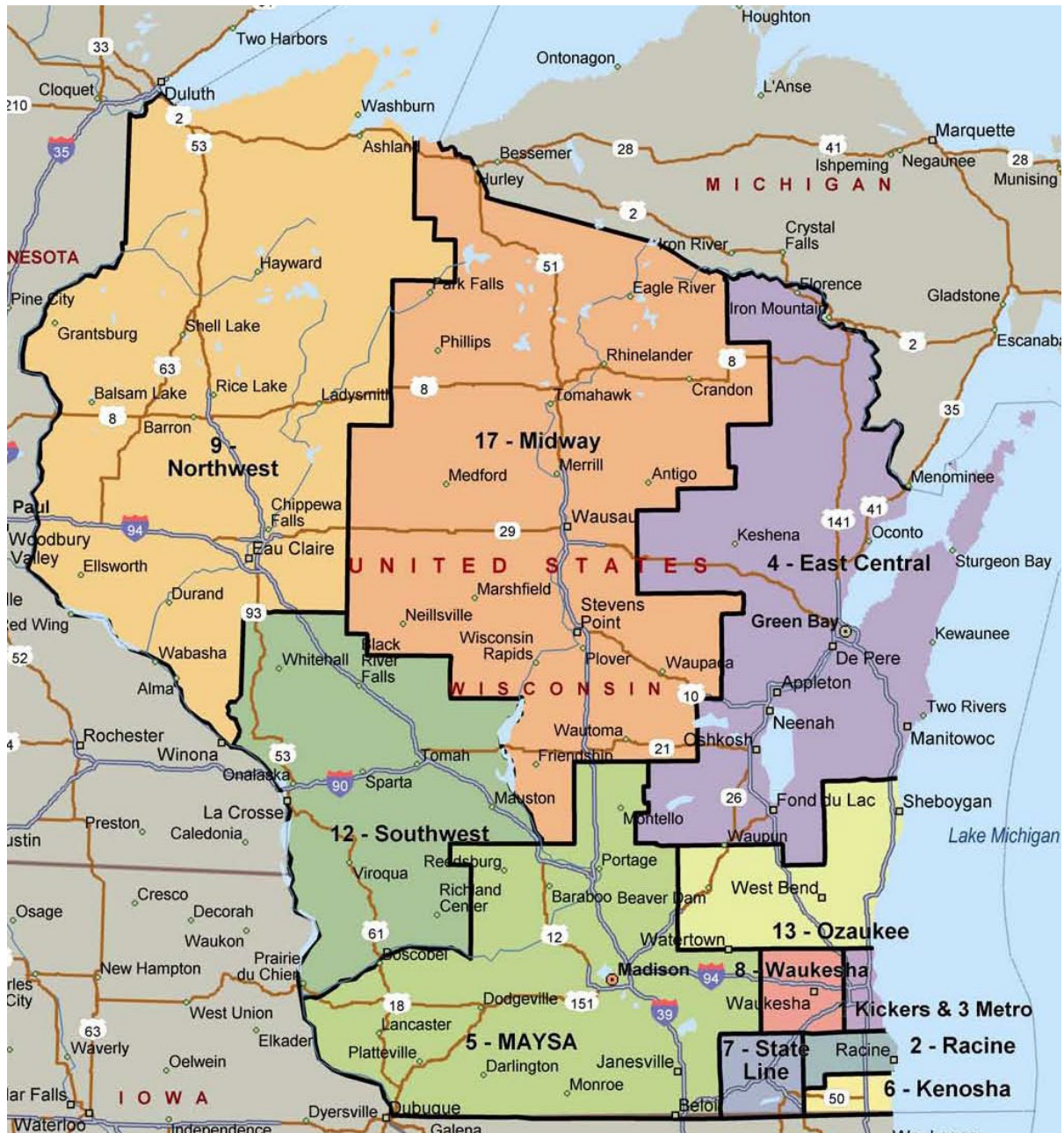
- Classroom Requirements | must accommodate whole group
  - Candidate Prerequisites | online introductory module
  - Player Requirements | host must provide age-appropriate players
  - Minimum Participants | 15
- D Course
  - Courses are set-up by WYSA
- C Course
  - Course is set-up by WYSA and U.S. Soccer

## Appendix

### Calendar

Yearly Calendar	
January	
ODP Winter Devos	Spring WYSA League Applications due
ODP Pool Training	Youth Academy League Applications due
February	
TOPSoccer Winterfest	Futsal Championships
ODP Winter Devos	Promotional Grant Opens
ODP Pool Training	
Player Registration Invoice	
March	
Annual General Meeting	Spring State Championships Application
Wisconsin Soccer Hall of Fame	Spring Presidents Cup Application
Mike Kabanica Scholarship Closes	ODP Devo Tournament
Y1 Coaching Courses (March – April)	ODP Pool Training
April	
ODP State Team Selections	Spring WYSA Leagues Season Start
ODP Spring Devo (April-June)	Spring Youth Academy Season Start
Fall Recreational Player Registration Open	Player Drop Deadline (Spring Season)
May	
Spring State Championships	Player Registration Invoice
Spring Presidents Cup	
June	
Midwest Regional Championships	Award Nominations open
Midwest Presidents Cup	ODP Sub-Regionals
Club Tryouts	Brett Wiesner Golf Outing
July	
National Championships	Y1 Coaching Courses (July – August)
National Presidents Cup	Player Registration Invoice
ODP Tryouts (late Sunday)	Fall WYSA League Applications due
ODP Midwest ID Camp	Youth Academy League Applications due
August	
Fall State Championships Application	ODP Tryouts (early Sunday)
Fall Presidents Cup Application	ODP Fall Devo Season (Aug-Oct)
September	
Fall WYSA Leagues Season Start	Award Nominations Close
Fall Youth Academy Season Start	Mike Kabanica Scholarship Opens
Fall Mega Date	Promotional Grant Closes
Insurance Renewal (yearly certificates sent)	Player Drop Deadline (Fall Season)
October	
Fall State Championship	Fall Presidents Cup
November	
ODP Pool Training	Player Registration Invoice
Tournament Sanctioning Application Open	Club Affiliation Invoice
December	
ODP Pool Training	Tournament Sanctioning Application Close

## District Boundaries



## District/Club Listing

2021-2022 WYSA Clubs & Districts	
Kickers (District 1)	
Milwaukee Kickers Soccer Club	
Racine (District 2)	
Ace Soccer Club	Racine Area Soccer Association
Metro (District 3)	
Bavarian United	Milwaukee Sport Club
Club Latino Soccer Club	Parkland Soccer Club
Croatian Eagles Soccer Club	Polonia Soccer Club
FC Wisconsin	Racine Spartans Soccer Club
Milwaukee Simba Soccer Club	United Serbian Soccer Club
East Central (District 4)	
Electric City Youth Soccer Association	Manitowoc FC
FC Green Bay	Neenah Soccer Club
FC Menasha	New Holstein Soccer Association
Fond du Lac Soccer Association	Niagara Northern Stars Soccer Club
Fox Cities United Soccer Club	Oshkosh United Soccer Club
Green Bay Lightning	Synergy Soccer Club
Heart of the Valley Soccer Association	Thunder Area Soccer Kids
Howard FC	United FC
Kiel Soccer Club	United Soccer of Allouez
Kimberly Area Soccer Association	Water Cities Soccer Club
MAYSA (District 5)	
Baraboo Soccer Club	Oregon Soccer Club
Beaver Dam United Soccer Club	Platteville Power Soccer Club
Capital East Soccer Club	Portage Youth Soccer Association
Columbus Area Youth Soccer Organization	Poynette Area Youth Soccer Organization
Dells Area Youth Soccer Association	Regent Soccer Club
Edgerton Youth Soccer Association	River Valley Soccer Association
Evansville Soccer Club	Rock Soccer Club
Fort Atkinson Youth Soccer Association	RUSH Wisconsin
Glacial Drumlin United	Santitos FC
Iowa County Youth Soccer Association	Sauk Prairie Strikers
Lodi Area Youth Soccer Club	Shorewood Hills Soccer Club
Madison 56ers Soccer Club	Soccer Club of Reedsburg
Magic Soccer Club	Sonic Sport Club
Mauston Area Youth Soccer	Stoughton Area Youth Soccer Association
McFarland Soccer Club	Sugar River Soccer Club
Middleton United Soccer Club	Sun Prairie Soccer Club
Milton Soccer Club	Verona Soccer Club
Monona Grove Soccer Club	Watertown Soccer Club
Monroe Area Rebel Soccer Club	Waunakee Area Soccer Club
Mount Horeb Youth Soccer Club	Wisconsin Heights Soccer Club
Norski Soccer Club	
Kenosha (District 6)	
Kenosha Area Soccer League (KASL)	RUSH Wisconsin Southeast
Red Star Soccer Club	

Stateline (District 7)	
Burlington United Soccer Club Delavan Youth Soccer Club East Troy SC 43 Geneva Lake RUSH	Lake Geneva Lakers Soccer Club RUSH Elkhorn Soccer Club Whitewater United
Waukesha (District 8)	
Alcir SC Elmbrook United Hartford United Soccer Club Pewaukee Sussex United	SC Wave Strike FC Wisconsin Village of Wales
Northwest (District 9)	
Baldwin Woodville Hawk Soccer Club Chequamegon Bay Soccer Association Chippewa Strikers Soccer Club Eau Claire United Hayward United Soccer Club Hudson Soccer Association Menomonie Area Soccer	New Richmond Area Youth Soccer Northland Badger Soccer Club Northwest Wisconsin Soccer Rice Lake Soccer Association River Falls Wildcats Soccer Somerset Soccer Club Superior Soccer Association
Southwest (District 12)	
Driftless United Futbol Richland Area Rotary Youth Soccer RUSH Wisconsin West	Sparta Soccer Club Tomah Youth Soccer Association Viking Youth Soccer Association
Ozaukee (District 13)	
Lakeshore United FC North District Flyway Soccer Association North Shore United	Plymouth Youth Soccer Port Washington Soccer Club
Midway (District 17)	
Headwaters Youth Soccer Association United Hodag Soccer Club Marathon County United Soccer Club Marshfield Youth Soccer Association Medford Soccer Club	Portage County Youth Soccer (Stevens Point) Voyageurs FC Waupaca Kickers Soccer Club Wisconsin Rapids Kickers Club



## Emergency Action Plan

- [Click here for WYSA EAP](#)
- [Click here for US Youth Soccer EAP](#)

## Emergency Contacts

<b>Site Information</b>	Full address (street, city, state, zip) (###) ###-#### Site Emergency Contact 1 (###) ###-#### Site Emergency Contact 2
<b>Police</b>	(###) ###-#### City Station (###) ###-#### Town/District Station
<b>Fire</b>	(###) ###-#### Station 1 (###) ###-#### Station 2
<b>Paramedics</b>	(###) ###-#### Ambulance Service (###) ###-#### Ambulance Service
<b>Hospital</b>	(###) ###-#### Hospital / Emergency Room Hospital Address (###) ###-#### Hospital / Emergency Room Hospital Address

## Directions from Site to Nearest Hospital

### ***Hospital 1***

Provide specific, step by step instructions including road names and distances.

### ***Hospital 2***

Provide specific, step by step instructions including road names and distances.

## Directions for Severe Weather

IDENTIFY SEVERE WEATHER  
PROCEED ACCORDINGLY

### HEAVY RAIN

1. SEEK SHELTER UNDERNEATH PAVILLON OR VEHICLE

### THUNDER & LIGHTNING

1. SEEK IMMEDIATE SHELTER UNDERNEATH PAVILLION OR IN VEHICLE
2. A 20 MINUTE WAIT PERIOD WILL BE IN EFFECT
3. IF WITHIN 20 MINUTES THERE ARE NO OTHER OCCURENCES OF THUNDER OR LIGHTNING PLAY WILL CONTINUE
4. IF THUNDER OR LIGHTNING OCCURS WITHIN THE 20 MINUTE WAIT PERIOD THE 20 MINUTE PERIOD WILL RESTART FROM THAT POINT
5. ALL PERSONS MUST REMAIN UNDER THE PAVILLION OR IN THEIR VEHICLES DURING THIS TIME
6. DO NOT RETURN TO THE FIELDS UNTIL TOLD TO DO SO BY CLUB OFFICIALS

### TORNADO

1. SEEK IMMEDIATE SHELTER IN THE BATHROOMS LOCATED [insert location]
2. REMAIN INSIDE WITH THE DOOR CLOSED AND LOCKED UNTIL THE ALL CLEAR IS SIGNED
3. DO NOT RETURN TO THE FIELDS OR VEHICLES OR ANY OTHER PLACE ON SITE UNTIL THE ALL CLEAR IS SIGNED



## Field Dimensions

Age	Field Size (Length)	Field Size (Width)	Maximum Goal Size (H x W)
8U & Younger	25-35 yds.	15-25 yds.	4' x 6'
9U-10U	55-65 yds.	35-45 yds.	6.5' x 18.5'
11U-12U	70-80 yds.	45-55 yds.	7' x 21'
13U-19U	100-130 yds.	50-100 yds.	8' x 24'

## Invoicing Guide

1. Log in to Demosphere
2. Select the 'Invoices' heading
3. Verify the program year is correct
  - a. If it is not, click blue button with arrows to change program year
4. Click the invoice ID in blue text under 'Invoice ID'
5. Review totals
  - a. To review totals by player name, click desired 'Item Description'

#	Invoice ID	Invoice Date	Status	# Rows	Invoice Amount	Amount Paid	Amount Due
1.	INV-005033	Nov 1, 2020	PAID	6	\$11257.00	\$11257.00	\$0.00
Seasonal Scope Totals					\$11257.00	\$11257.00	\$0.00



## Invoice Management

[Help](#)[Record Payment](#)[Export/Print Invoice](#)[Edit Invoice](#)[Return to Club](#)

# INVOICE

# INV-005033

Please mail checks to:

WYSA  
10427 W Lincoln Avenue  
Suite 1100  
West Allis, WI 53227

Bill to:

CLUB: [REDACTED]

CONTACT: [REDACTED]

MAILING ADDRESS: [REDACTED]

PHONE: [REDACTED]

FAX: [REDACTED]

Balance Due

**\$0.00**

INVOICE DATE: Nov 1, 2020

TERM:

DUE DATE: Dec 1, 2020

**Invoice #1 (of 1) for 2020-2021** - covering activity occurring between March 31, 2020 through October 31, 2020

Item Description	Quantity	Rate	Amount
US Youth Soccer National League	125	\$20.75	\$2,593.75
State League	174	\$20.75	\$3,610.50
Classic	116	\$20.75	\$2,407.00
Pool Comp	71	\$20.75	\$1,473.25
Youth Academy	143	\$7.50	\$1,072.50
Club Affiliation Fee	1 (originally 0) "Club Affiliation Fee - Manual"	\$100.00	\$100.00
<b>Total</b>			<b>\$11,257.00</b>
<b>Paid</b>			<b>\$11,257.00</b>
<b>Balance Due</b>			<b>\$0.00</b>

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