ASA Registration Procedures Manual
2026-2027 Season

Access to print passes for the 2026-2027 season will be available on July 1st once the season setup requirements have been fulfilled.

- A REMINDER THAT UNTIL July 1st, PLAYERS ARE BOUND TO THEIR 2025-2026 CLUB/TEAM REGISTRATION. Player transfers or loan form submissions with required signatures are required for game play with another team.
- All club officials planning to conduct registration business must complete ASA registration training.

Club Registration Set Up Requirements

The following requirements must be completed to obtain pass printing access:

1) Enter club board of directors and club administrators in the User section of your club's GotSport account. Assign all required titles from the drop-down menu as specified below to ensure the title specific ASA communications. ALL club users must complete a background check, SafeSport certification and HeadsUp.
    a. President
    b. Treasurer
    c. Coaching/Technical Director
    d. Registrar
    e. Field/Scheduling Coordinator
    f. Tournament Director
    g. Academy Director
2) Complete Club Attestation: From the Dashboard of your GotSport account, click on Affiliations tab, then click on Available Forms for Arizona Soccer Association.
3) Send copy of current bylaws and minutes from most recent AGM per club attestation instructions clubbylaws@azyouthsoccer.org
4) Must have no outstanding ASA balance.

Player Registration

1) Player Name Entry & Proof of Birth:
    a. Registrars must verify legal name & date of birth using player birth certificate or ASA accepted government issued identification document (see ASA Registration Policies).
    b. **Player registration names must be the same as legal name on birth certificate.** Middle names and initials are not necessary. No parenthesis () and no nick names!
    c. If a player has a double last name on a birth certificate/passport, the double last name must be used. No hyphens unless used on birth certificate/passport.
    d. Player verification in GotSport is only to be done once the player's name and date of birth have been cross referenced with the birth certificate or passport.

i. ***IMPORTANT****: ASA will no longer verify birth certificates and medical releases prior to Presidents Cup and State Cup participation. It is the responsibility of the registrar to ensure that player information is accurate and required documents are on file before processing ASA player registrations and releasing passes.*
ii. *The consequences of inaccurate registrations could result in team forfeits and/or suspensions!!*

e. Birth certificate copies must NOT be kept in team binders NOR TAKEN TO TOURNAMENTS.
f. Birth certificate or ASA accepted government issued identification document must be available within 48 hours of the presentation of a written request from ASA (See ASA Registration Policies 802 Section 2).
g. Foreign birth certificates must have a translation completed and stored/uploaded with the birth certificate.
h. ALL CLUBS are required to obtain International Clearance approval for all foreign-born players regardless of citizenship!!!
i. International clearance requests are to be submitted by the club registrars.
ii. Make certain to copy Arizona Soccer Association (InternationalClearances@azyouthsoccer.org) in the request email to US Soccer.
iii. It is the responsibility of the clubs to ensure that all players born outside of the United States follow the US Soccer established Policies & Procedures. See ASA Registration Policies 801, Section 4.
iv. Note that non-compliance of this FIFA mandated international clearance requirement could result in very large fines.
v. US Soccer International Clearance Informational Link:
1. https://www.ussoccer.com/federation-services/international-clearance

2) Player Information Requirements:
- The following player information MUST be entered into the ASA registration system:
1. Name
2. Date of Birth
3. Gender
4. Address
5. City
6. State
7. Zip Code
8. Parent Email (This Email/UserID will be the “single sign-in” for family account)
*Leave “Email/UserID” blank for player.
Phone Number
9. Parent Name
10. Parent Phone
11. Country of Birth
12. Country of Citizenship
13. HAS PLAYER PLAYED OUTSIDE OF THE U.S.? YES/NO
- Do NOT use club information!
- Make certain that uploaded photos are recent and clear HEADSHOTS only.

3) **DO NOT** process player registration without required completed forms **ON FILE**:
1. ASA Code of Conduct for Parent and Player (electronic or hard copy acceptable)
a. Signed Code of Conduct must be available within 48 hours of the presentation of a written request from ASA.
2. ASA Head Injury/Concussion Policy (electronic or hard copy acceptable)
3. ASA Social Media Waiver (electronic or hard copy acceptable)
4. ASA Hate Speech Policy (electronic or hard copy acceptable)
5. Referee Abuse Prevention Policy for Player and Parent (electronic or hard copy acceptable)

6. Membership form (electronic or hard copy acceptable)
    a. January 1st policy information as written in ASA membership form must be included in electronic version or custom club form
    b. If hard copy ASA Membership form is used, medical consent is included in this form and separate ASA Medical Release form is not necessary.
7. ASA Medical Release Form
    a. Notary is NO LONGER required for out of state travel.
    b. Expires at the end of 2026-2027 season

4) All players that are 18 years old or will be turning 18 years old on or before June 30, 2027 are required to complete SafeSport training each season. These players must complete SafeSport certification on or after July 1, 2026 for the certification to be valid for the 2026-2027 season. Players cannot be approved on the 2026/2027 ASA Official Player Registration roster without SafeSport certification.
    Click on link for detailed instruction:
    Adult Athletes: How to complete SafeSport as an adult athlete
    Athletes 17 years turning 18 on or before 6/30/2027: How to complete SafeSport as a minor
    NOTE: Adult players must have their own unique email address which should be entered in the Email/UserID field in their GotSport profile AND their SafeSport account. Name entry must match EXACTLY also. This will allow the certification to link the fulfillment to their GotSport account.

Coach/Team Official/Administrator Registration

1) Entry of legal name is required as listed on driver's license. NO nicknames.
2) ALL information must be entered in their GotSport profile: date of birth, address, current personal email, and phone number. Do NOT use club information! Valid, unique email addresses are required for proper access to accounts and communication.
3) Uploaded photos must be clear headshots only.
4) **Make certain to assign all coaches & managers to USYS as their Affiliation in their GotSport account.**
5) ALL coaches, team officials, administrators and board members must complete an online background check each season.
6) ALL club board members, club staff, coaches, team managers/officials and volunteers are required to complete the SafeSport training course every season to receive an ASA pass. Safe Sport training is valid for one season and expires each season on 6/30. Beginning 7/1 of each season, they must complete the next SafeSport course in the curriculum to recertify.
    Click on link for detailed instructions: How to access SafeSport from GotSport account
    NOTE: Name and email address in their SafeSport account must match their name and Email/UserID in their GotSport account EXACTLY for the certification to link.
7) ALL club board members, club staff, coaches and team managers/officials and volunteers are required to complete the CDC Concussion Heads Up training course every season to receive an ASA pass.
8) Coach background check approval AND the completion of SAFE SPORT and the CDC Concussion Heads Up training are required for coach/team officials to be assigned to the 2026/2027 ASA Official Player Registration roster and player passes to be printed. So, make certain that coaches/team officials are aware that failure to complete these requirements in a timely manner will delay processing of the team's passes.
9) IN-HOUSE coaches must also have approved background check and completed Safe Sport and CDC Concussion Heads Up training BEFORE participation.

Team Rosters & Passes

1) Each team must have an assigned coach with an approved background check and Safe Sport & HeadsUp certification before passes can be issued.
2) Make sure the proper tier level is assigned to each team before registering the teams to the 2026/2027 ASA Official Player Registration. If the team tier level is incorrect, then you will not be able to add

players and you will need to reach out to us to fix. The GotSport system will not automatically adjust the tier level. It must be done manually.

Make certain to update the following:

- 2011/2012 team tier levels to Tier 1 (now U15)
- 2014/2015 team tier levels to Tier 2 (now U12)
- 2015/2016 team tier levels to Tier 3 (now U11)

3) Bylaws limit number of coaches per team to maximum of 4.
4) Teams cannot be formed nor passes processed without meeting roster minimums – 5 players for U8 and younger and 7 players for U9 and older.
5) Tier 4/In-House registrations cannot have player passes.
6) **Make certain to lock your rosters**!! If the rosters are not locked, the team officials will have the ability to make changes to the ASA Official Player Registration roster from their account. Go to Club Management -> Teams -> Click on the check box to the left of the teams (or top check box to select all) -> Click on the Toggle Roster Lock blue button -> Click on Roster Editing Locked in the popup screen to lock the rosters.
7) Contact ASA if passes are lost. ASA approval must be obtained BEFORE a pass can be reprinted.
8) When printing passes, make certain to select F13NP for the correct cardstock format.

Player Movement

1) Player release requests are processed by the ASA office only.
   a. Clubs are not to release players from the 2026/2027 ASA Official Player Registration roster.
   b. Registered players must remain assigned to an active ASA Official Player Registration roster and can only be removed by an online player release request or at end of season (June 30th).
   c. Players can be moved (intra-club move) to another age eligible ASA Official Player Registration roster within your club if the roster max has not been met.
   d. Please contact the ASA office if player/parent is unreachable.
2) Player release submissions MUST be initiated by the player/parent via their GotSport account.
   a. Links to these online forms are available on the ASA website:
      Team/Club Administration -> Forms/Downloads -> Registration Forms -> then select Player Release Form.
   b. Hardcopy forms are not accepted.
   c. **Player release requests submitted by someone other than the parent/guardian will not be accepted**.
   d. ASA no longer has a player transfer request form.
3) Registrars can electronically approve release submissions online via their GotSport registrar accounts.
   a. You can find the requests by going to Club Management -> Forms and Requests -> Click on the ID# -> Click the green Set to Approve button to approve. See GotSport link for visual instruction: Approving Player Release Requests.
4) Execution of releases are processed by ASA 6 days from date of submission on the first business day if club(s) have not approved.
5) INTRA-club moves can be processed by registrar.
6) Players can only be officially rostered to one ASA team at a time. NO SECONDARY players.
7) Clubs may not refuse or deny a release request. Please refer to the ASA Financial Bad Standing Policy if you feel the player has outstanding obligations to the releasing club.
8) There must be a valid reason for a club to request the release of a player:
   a. The player has violated rules of the USSF, USYSA or the ASA.
   b. The player is injured in such a manner that the player will not be able to participate for the remainder of the season.

Note: The club registrar must send documentation of a valid reason for the request to release the player to ASA. ASA will review and will approve if it is determined the reason is in compliance with this policy.

9) Please destroy or return the player pass to ASA once the player release has been completed. The pass is void once the release has been processed.
10) When a player is released, they are no longer registered, insured nor eligible for USYS game play.
11) State Cup and Presidents Cup TRANSFER freeze date is January 1st. After this date, players are ineligible to participate in these Cups with another club. This does not affect players that are registering for the first time, in-house players or the U19 age group.

Interclub Player Loan

An ASA Interclub Loan form must be completed for any player wishing to participate with a club other than the club of which the player is registered. Participation includes but is not limited to games, scrimmages, tryouts, practices, placement events and camps. The signatures of the parent/guardian, team official of the "Team Loaned From" and the team official of "Team Loaned To" are always required. In addition:

Outside Tryout/Evaluation Window the signature of the loaning club President or DOC is required for player participation with another club **in addition** to the signature of the parent/guardian and the team officials.

Inside Tryout/Evaluation Window the signature of the loaning club President or DOC is not required unless otherwise specified by loaning club. During this period, this form is only required for game participation when player pass is needed, and the signatures of the parents and team officials of both clubs are required.

- The tryout/Evaluation window for the 2026-2027 seasonal year for 11U and older will begin on May 4, 2026.
- The tryout/Evaluation window for the 2026-2027 seasonal year for 10U and younger will begin on April 27, 2026.

NOTE: Clubs can deny loaning players to other clubs.

The ASA Interclub Loan form can be found on our website under Team/Club Administration -> Forms/Downloads -> Registration Forms. Click her for direct link: ASA Interclub Loan Form

Team Travel for Out of State Tournaments – US Youth Sanctioned ONLY

1) All teams planning to attend an out of state US Youth sanctioned tournament must submit an online Travel request and obtain approval from the State office. This request can be completed through their Got Sport account. Go to Forms -> Available Forms -> Travel Request Form. *Travel Request approval is not required for out of state travel for USYS National League play.
2) Interclub Player Loan forms are required for player loans from another club.
3) *Medical release forms no longer need to be notarized for out of state travel.*
4) A $30 travel fee is required for teams U14 and younger. No fee for teams U15 and older.

NON-Sanctioned Tournaments - In or Out of State

1) To ensure your players are properly covered under ASA insurance, make certain that your teams participate in US Youth sanctioned tournaments. Listings of these tournaments can be found on US Youth state association website.
2) Non-US Youth sanctioned tournament travel requests that are sanctioned by another US Soccer member organization will be reviewed on a case-by-case basis. If approved, ASA passes will be valid for identification purposes ONLY. ASA insurance coverage will not be included. So, make certain to reach out to the tournament director to ensure the tournament has secured a policy that would cover your team. This applies to both in or out of state non-US Youth sanctioned tournaments.
3) All out of state tournament approval requests are subject to ASA review.

Out of State Players - Interstate Permission (Clearance)

Any player wishing to play on a team of a member of a US Youth Soccer State Association other than the US Youth Soccer State Association where the player is registered, must complete an Interstate Permission form and receive written clearance from the State Association where the player is registered AND the State Association of the team on which the player wishes to play. Click on direct link to form: Interstate Permission Form

Circumstances that require Interstate Permission:

1) A player requesting permission to play as a member of a team of a State Association (the "Accepting State Association") other than the State Association in which the player is registered or resides (the "Releasing State Association").
2) A player requesting permission to play on a team in another State Association as a guest player
3) A player is relocating: moving from one State Association to another State Association during the seasonal year.

Injuries and Insurance

Injury reports are recommended to be submitted to ASA within 30 days of the injury. An injury report is required prior to filing a claim. Once ASA has verified registration status and event sanctioning, the claim form link will be sent to player for submission. A reminder that this is secondary insurance for insured players or primary for uninsured players. However, there is a deductible in both cases. The 2026/2027 deductible is TBD. The 2025/2026 deductible was $2500.

a. Injury report forms can be found on our website under Team/Club Administration -> Forms/Downloads -> Registration forms.
b. Send completed injury report forms to medical@azyouthsoccer.org

Certificates of Insurance

The 2025/2026 COIs are valid through 8/1/2026. The 2025/2026 COIs will roll over to the 2026/2027 policy. ASA will send out the 26/27 COIs to the designated Field Coordinator before the 2025/2026 COIs expire. This is the reason that it is important to designate and add the Field Coordinator in the club's Got Sport before 06/30/26.

ASA POINTS OF CONTACTS

Advanced League	Chris Webb	Advancedleagues@azyouthsoccer.org
Open League	Daniel Cochran	Openleague@azyouthsoccer.org
Academy	Heather Irwin	academy@azyouthsoccer.org
Club Tournaments		asatournaments@azyouthsoccer.org
Presidents Cup		PresidentsCup@azyouthsoccer.org
State Cup		StateCup@azyouthsoccer.org
Coaching Education ODP	Chris Blundell	chrisblundell@azyouthsoccer.org
Player/Coach Registration, Risk Management, Travel Requests & Interstate Permission	Michelle Hudson	michellehudson@azyouthsoccer.org
Player/Coach Registration	Dolores Abernathy	doloresabernathy@azyouthsoccer.org
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