

Player/Coach/Manager Passes and Rosters for Select Teams

- Player passes are required for every select player and coach playing in Kentucky Youth Soccer. If a team manager would like to be on the sideline they must also carry a pass. Each member organization can request blank passes from the State office or they can be picked up at the Annual AGM and Awards Luncheon every August. Passes can be printed using the League One Registration Program.
- Each player/coach/manager pass requires a photo. The photo is glued to the back of the card right above the player and state official's signature. Cards must be signed by the player/coach/manager before you take them for the state stamp and signature.
- Each pass requires a KYSA stamp and signature of a state official (for a list of officials, under the Administrative tab, click Rules and then **Delegation of Authority**). When you take the passes for signature there are several documents that the person signing will have to check: multiple copies of the team roster signed by the club registrar, a copy of each player's birth certificate, and a medical release form (on the web site) for each player that must be notarized with a seal and signed by each parent/guardian. Please put players' paperwork in alphabetical order.
- If you run out of blank passes the state office can send you the blank sheets that can then be printed through LeagueOne.
- All the player/coach/manager passes must be laminated, but not until after they are stamped and signed.
- You will only get one pass per player or coach. If passes are lost a new card may be printed by the club registrar and will need to be taken back for a state stamp and signature.
- The passes are required for every select soccer match—regular play and tournament. The referee checks the passes at the start of the match and generally keeps them during the match and returns them at the end of the match. One of the coach's or team manager's post-game tasks is to ensure the passes are returned.
- Generally, it is a good idea for the coach to keep several copies of the team roster—this goes for recreational or select teams, but especially for select teams. Rosters are generally not checked during games—but the coach should have at least one extra copy handy. Additionally, the coach or team manager should maintain copies of each player's birth certificate and medical release and have these items at each game and practice. The medical release allows for medical treatment should a parent/guardian not be present. Most tournaments check for these forms during check-in for the tournament. Some tournaments require teams to complete a special medical release for the tournament.

As a general rule, each coach (recreational or select) should have an extra copy of the team's roster (without the players' personal information), a copy of each player's birth certificate, and a signed medical release for each player at all practices and games. These are required for select teams. KYSA's way of ensuring these are present (at least once) is to check for them when the player/coach passes are stamped and signed.