



# Operating Policies

MOUNT VERNON YOUTH SOCCER ASSOCIATION

Version 3.0

**Adopted: April 16th 2026**

Originally Adopted: March 15, 2010

[www.mvysa.org](http://www.mvysa.org)

## Document Version History

This document replaces all previous versions of the MVYSA Operating Policies.

Date	Version	Summary of Changes
January 2026	3.0 - Major Revision	Complete restructure; online-only payments; coach reimbursement program; volunteer incentives; equipment policies; streamlined refunds; SKVYSA policy references for game rules and certifications
March 19, 2018	2.1	Removed cash discount; removed installment payment plan; allowed electronic scholarship applications
March 20, 2017	2.0	Section renumbering; language simplification; text cleanup
March 17, 2014	1.3	Code of Conduct moved to separate standalone document
March 19, 2012	1.2	Added waiting list section; \$5 admin fee for refunds; minimum age lowered to 3 (PeeWee); changed deadlines
March 21, 2011	1.1	First amendment; minimum age U-6; clarifications to special requests
March 15, 2010	1.0	Original adoption

## Summary of Changes in This Version

---

The following sections have been added or significantly updated:

### NEW Sections:

- Section 200 - Coach Policies (includes requirements moved from Bylaws + reimbursement program)
- Section 210 - Volunteer Incentive Programs (Field Scholarship, Volunteer Discount)
- Section 310 - Scholarship Program (expanded and clarified)
- Section 450 - Player Playing Time (moved from Bylaws Section 150.O.A)
- Section 500 - Equipment Policies (expanded damage reporting from Bylaws)
- Section 610 - Game Day Rules (references SKVYSA Handbook)

### UPDATED Sections:

- Section 100 - General Information (aligned with mission and values)
- Section 120 - Registration (updated dates, references SKVYSA age policies)
- Section 130 - Age Requirements (added rec/select exclusion, references SKVYSA)
- Section 140 - Team Formation (added player eligibility, references SKVYSA)
- Section 200 - Added coach requirements (moved from Bylaws), refined coach age requirements, updated coach refund policy.
- Section 300 - Fees and Payment (modernized for Sports Connect, removed check references)
- Section 320 - Late Fees (increased to \$25, clarified non-refundable status)
- Section 330 - Refunds (updated deadlines, clarified transaction fees and gear policies)
- Section 600 - Code of Conduct (added shared responsibility, zero tolerance, referee abuse policy)

## Section 100 - General Information About MVYSA

---

**[UPDATED]** This section has been updated to align with MVYSA's mission and values.

### 100.1 - Our Mission

The Mount Vernon Youth Soccer Association (MVYSA) is committed to providing an opportunity for kids to play soccer in a safe, fun, and positive environment. We are dedicated to promoting the game of soccer to the youth of our community.

### 100.2 - About MVYSA

MVYSA is operated by an all-volunteer Board of Directors and Coordinators. These dedicated community members give their time so that local children can experience the joy of soccer. We do not maintain office space or employ paid staff. Everything we do is powered by volunteers like you.

If you are interested in volunteering to help, please visit our website at [www.mvysa.org](http://www.mvysa.org) or speak with any current board member.

### 100.3 - Non-Profit Status

MVYSA is registered with the U.S. Internal Revenue Service as a 501(c)(3) non-profit organization. We are not part of any government agency and do not receive government funding. Our operating costs are covered through player registration fees, business sponsorships, private donations, and fundraising activities.

### 100.4 - Recreational Soccer Philosophy

MVYSA is a recreational soccer program. We do not accept or reject player registrations based on talent, skill, or ability. We do not conduct tryouts or player evaluations. All players who meet age requirements are welcome to participate. Players are assigned to teams by our Registrar in accordance with these policies and guidelines from our sanctioning authorities.

### 100.5 - Sanctioning Authorities

MVYSA operates under the governance structure of Skagit Valley Youth Soccer Association (SKVYSA), Washington Youth Soccer (WYS), US Youth Soccer, US Soccer Federation (USSF), and Fédération

Internationale de Football Association (FIFA). Where these Operating Policies do not address a specific situation, the policies of our sanctioning authorities apply.

## Section 110 - Agreement

---

### 110.1 - Acceptance of Policies

All parents/guardians, coaches, and players who register to participate with MVYSA agree to be bound by the terms set forth in these policies. Registration constitutes acceptance of these policies.

### 110.2 - Availability

These policies are available to all members and prospective members on the MVYSA website at [www.mvysa.org](http://www.mvysa.org). Printed copies are available upon request.

### 110.3 - Policy Changes

MVYSA reserves the right to modify these policies as necessary. Whenever possible, changes will be made during the off-season (typically December through April). Material changes during the active season will be communicated to all registered families.

## Section 120 - Registration

---

[UPDATED] Registration dates updated; age policies now reference SKVYSA.

### 120.1 - Registration Period

MVYSA determines the registration period annually. The regular registration period typically opens in early May and closes on June 14th. Specific dates are announced on our website and through our communication channels.

### 120.2 - Eligibility

MVYSA accepts registration from any child who meets the age requirements established by SKVYSA and is physically able to participate in soccer activities. The only exceptions are individuals who have been deemed ineligible due to disciplinary actions by MVYSA or recognized sanctioning authorities.

### 120.3 - Registration Requirements

All registrations must be completed online through our registration system. Registrations are not considered complete until all required information is submitted and payment is received in full.

### 120.4 - Birth Date Verification

All player birth dates must be verified by the Club Registrar. Parents/guardians are required to provide a copy of a valid birth certificate. In rare cases where a birth certificate is unavailable (such as foster care situations), official documentation from an appropriate government agency stating the child's date of birth will be accepted.

## Section 130 - Age Requirements

---

[UPDATED] Added deadlines for play up/down requests; clarified approval process.

### 130.1 - Age Determination

Player age groups are determined according to SKVYSA policies. Age is calculated based on the player's age as of August 31st of the registration year. For current age charts and division information, please refer to the SKVYSA Handbook or our website.

### 130.2 - Minimum and Maximum Age

Minimum and maximum ages for participation are determined by SKVYSA policy. Please refer to the current SKVYSA Handbook for specific age requirements by division.

### 130.3 - Playing Up (One Age Group)

Players are encouraged to play in their age-appropriate division. However, MVYSA may allow a player to play up by one age group upon request, subject to roster space availability. To request playing up by one age group, indicate this preference in the special request section during registration.

MVYSA reserves the right to move players to a higher age division for the following reasons:

- A. Late registration when the age-appropriate division is full
- B. The higher age division needs additional players to field complete teams

- C. The age-appropriate division has too many players for the planned number of teams but not enough to form an additional team

### 130.4 - Playing Up (Two Age Groups)

A request to play up by two age groups requires approval from SKVYSA. These requests must be submitted to MVYSA by June 15th to allow time for processing before the SKVYSA July board meeting. Requests submitted after June 15th will not be considered. Parents should be aware that these requests are frequently denied.

Playing up by more than two age groups is not permitted.

### 130.5 - Playing Down

Playing down is generally not permitted. Exceptions may be granted only for documented medical or cognitive needs. A request to play down requires:

- A. Written documentation from a medical professional explaining why playing with younger children is necessary
- B. Confirmation that the size difference does not present a safety concern for other players
- C. Submission to MVYSA by June 15th for review at the SKVYSA July board meeting

Play down requests submitted after June 15th will not be considered. SKVYSA approval is required, and any approval must be renewed annually.

### 130.6 - Recreational and Select Soccer

Players may not participate in both recreational soccer (MVYSA) and select soccer (Northwest United FC) during the fall season. For complete details on eligibility requirements and timing restrictions, refer to the current SKVYSA Handbook.

## Section 140 - Special Requests & Team Formation

---

[UPDATED] Team Formation (added player eligibility, references SKVYSA)

### 140.1 - Friend/Coach Requests

During registration, parents/guardians may request that their child be placed with a specific friend OR with a specific coach (not both). Each request may include only one name. If multiple names are submitted the first name will only be considered.

These are requests only, not guarantees. MVYSA makes reasonable efforts to honor requests when possible, but balanced team size and roster considerations take priority. MVYSA will not provide advance notification if a request cannot be honored, nor will explanations be given.

## 140.2 - Late Registration Requests

Special requests submitted with late registrations may or may not be reviewed at the Registrar's discretion. Late registrations are subject to roster availability.

## 140.3 - Team Formation

The Club Registrar assigns all properly registered and paid players to teams in accordance with MVYSA policies and sanctioning authority guidelines. Teams are formed by age group, with consideration given to:

- Balancing team sizes
- Honoring friend requests when possible
- Coach availability
- Geographic considerations when practical

## 140.4 - Roster Finalization

Team rosters are submitted to Washington Youth Soccer on July 20th. After this date, roster changes are extremely limited and subject to WYS policies.

## 140.5 - No Transfers After Roster Distribution

Players will not be moved or transferred between team rosters once rosters have been distributed to coaches. Exceptions are rare and require review by the MVYSA Registrar. Registrar decisions on roster matters are final.

## 140.6 - Registrar Decisions

Decisions made by the Club Registrar regarding team placement are final. There is no appeal process.

## 140.7 - Player Eligibility and Guest Players

Players must be properly rostered to participate in league matches. Rules regarding guest players, player borrowing between teams, and consequences for playing ineligible players are governed by SKVYSA policy. Refer to the current SKVYSA Handbook for complete eligibility requirements.

## Section 200 - Coaches Policies

---

**[UPDATED]** Added coach requirements (moved from Bylaws), refined coach age requirements, updated coach refund policy.

### 200.0 - Coach Certification Requirements

All coaches must complete required certifications before having any involvement with players. This includes background checks, SafeSport training, and other certifications mandated by Washington Youth Soccer and SKVYSA. For current certification requirements and instructions, refer to the SKVYSA Handbook.

### 200.1 - Coach Age Requirements

All coaches must be at least 16 years old. Coaches under 18 years old must have adult supervision present at all games, practices, and other MVYSA team functions. The supervising adult must be a rostered assistant coach who has completed all certification requirements. Failure to maintain appropriate supervision may result in review by the MVYSA Board and possible removal from coaching duties.

### 200.2 - Coach Responsibilities

Coaches are expected to develop and advance the skills of every player on their team. MVYSA is a recreational soccer program that prioritizes participation, skill development, and fun for all players.

### 200.3 - Coach Reimbursement Program

To recognize the time and effort our volunteers contribute, MVYSA offers a registration reimbursement if a family member volunteers to head coach a MVYSA team. For every team coached, one family member registered as an MVYSA player will receive a 50% reimbursement of their seasonal registration cost. If a coach coaches more than one team, but only has one family member registered as an MVYSA player, the family member will receive 100% reimbursement of their seasonal registration cost.

Reimbursement will be issued to the registered family member at the end of the season once all equipment has been returned.

### 200.4 - How the Reimbursement is Applied

The coach reimbursement is issued at the end of the season. The reimbursement is applied after the coach has returned all equipment (coach bag, balls, training equipment, etc.) at the end of the season.

### 200.5 - Timing

Reimbursements are issued after equipment return at the end of the season. Coaches must return equipment within the timeframe specified by the Equipment Coordinator to receive their reimbursement.

### 200.6 - Combining with Other Programs

The coach reimbursement cannot be combined with scholarship assistance or other volunteer incentives. Coaches should select whichever option provides the greatest benefit.

## Section 210 - Volunteer Incentive Programs

---

[NEW SECTION] Added January 2026

### 210.1 - Purpose

MVYSA relies entirely on volunteers to operate. These incentive programs recognize and encourage volunteer participation beyond coaching roles.

### 210.2 - Field Scholarship Program

**Eligibility:** Parents/guardians and or family members of registered players who commit to helping with field preparation and maintenance for the duration of the season.

**Benefit:** Receive up to 100% off registration fees. This amount exceeds the standard financial assistance scholarship to recognize the significant time commitment involved.

**Requirements:**

- Must commit before the start of the season

- Must be available for field work throughout the season as scheduled by the Fields Coordinator
- Duties include field painting, goal setup, net maintenance, and general field preparation
- Failure to fulfill the commitment may result in forfeiture of the discount
- Limited spots available each season

### 210.3 - Volunteer Discount Program

Eligibility: Parents/guardians of registered players who volunteer a specified number of times during the season.

Benefit: Receive 50% off registration fees.

#### Requirements:

- Must complete 5 volunteer shifts during the season
- Volunteer opportunities include: game day help, registration events, equipment distribution, picture day assistance, jamboree support, and other activities as assigned
- Limited spots available each season

Application: Indicate interest during registration. MVYSA will contact eligible families with available opportunities.

Discount Timing: The discount is applied after volunteer requirements are completed.

### 210.4 - Combining Incentives

Volunteer incentive programs cannot be combined with each other, with the coach discount, or with scholarship assistance. Families should select the option that provides the greatest benefit for their situation.

## Section 300 - Fees and Payment

---

[UPDATED] Modernized for online payment system; removed check references.

### 300.1 - Payment Required

Players will not be assigned to team rosters until registration is complete and payment is received in full. Payment is made through our online registration system (Sports Connect).

### 300.2 - Registration Fees

Registration fees are determined annually by the MVYSA Board of Directors and Coordinators as part of the budget approval process. Current fees are published on our website and in registration materials.

### 300.3 - What Fees Include

Registration fees include player registration with Washington Youth Soccer, uniforms (jersey, shorts, and socks as applicable by age group), a soccer ball, insurance coverage, and participation in all regular season games and activities.

### 300.4 - Board Member Fee Waiver

In recognition of the significant volunteer hours required to operate MVYSA, player registration fees are waived for children of current MVYSA Board of Directors and Coordinators. The board member must be current and have served more than 6 months on the board.

### 300.5 - Non-Transferable

Money paid to MVYSA is not transferable to other soccer clubs. Although MVYSA is a member of SKVYSA, each club is a separate organization with independent finances. Families who wish to transfer to a different club must register and pay fees with that club separately.

## Section 310 - Scholarship Program

---

**[UPDATED]** Clarified coupon format and expiration policy. Added scholarship approval authority.

### 310.1 - Purpose

MVYSA believes that financial circumstances should never prevent a child from playing soccer. Our scholarship program provides financial assistance to families who might not otherwise be able to afford registration fees.

### 310.2 - Scholarship Amount

Approved scholarship recipients receive a coupon code for 50% off their registration fees. The scholarship covers half the registration cost; families are responsible for the remaining balance.

### 310.3 - Application Process

Scholarship applications are available on our website. Applications must be submitted by the deadline announced each season (typically mid-June). All information provided is kept strictly confidential.

### 310.4 - Coupon Expiration

Important: Scholarship coupons are valid for the current registration season only. If the coupon is not used during the current season's registration period, it expires and cannot be used for future seasons. Families must reapply for scholarship assistance each year.

### 310.4 - Approval Authority

Scholarship applications shall be reviewed and decided upon by the Registrar, President, and Vice President. The Registrar shall review each application and provide a recommendation to the President and Vice President for approval or denial. Approval requires a majority (at least two of three) and may be conducted via email without requiring a board meeting. Decisions regarding scholarship applications are final. There is no appeal process.

### 310.6 - Notification and Payment

Families will be notified of their scholarship application status before the registration deadline. If approved, families must complete registration and pay the remaining balance within seven (7) days of approval notification. Failure to complete registration within this timeframe may result in forfeiture of the scholarship.

### 310.7 - Confidentiality

All scholarship applications and recipient information are kept strictly confidential. Only the President, Vice President and Registrar have access to this information.

## Section 320 - Late Fees

---

**[UPDATED]** Late fee amount updated to \$25.

### 320.1 - Late Registration Definition

Any registration not received and paid in full by the close of the regular registration period (June 14th) is considered a late registration.

### 320.2 - Late Fee Amount

Late registrations are subject to a \$25.00 late fee in addition to the standard registration fee.

### 320.3 - Non-Refundable

Late fees are non-refundable under all circumstances.

### 320.4 - Space Availability

Late registrations are accepted on a space-available basis only. MVYSA cannot guarantee placement on a team for late registrations.

## Section 330 - Refund Policy

---

[UPDATED] Updated deadlines; clarified transaction fees and gear policies.

### 330.1 - Refund Deadline

July 20th is the last date to request a refund of registration fees. Refund requests made after July 20th will not be accepted, regardless of when payment was received or whether the player has begun participation.

### 330.2 - How to Request a Refund

To request a refund, contact the Registrar at [registrar@mvysa.org](mailto:registrar@mvysa.org) before the deadline. Include the player's name and reason for the request.

### 330.3 - What is Refunded

Refunds include the registration fee amount only. The following are NOT refunded:

- Transaction fees: Payment processing fees charged by our registration system are not refundable
- Late fees: Late fees are non-refundable under all circumstances

- Value of gear provided: If any equipment (uniform, ball, etc.) has been distributed to the player, the value of that gear will be deducted from the refund

### **330.4 - Equipment Return Policy**

MVYSA does not accept returned player gear. Once equipment has been distributed to a player, it cannot be returned for any reason. The value of distributed equipment will be deducted from any refund. Coaching equipment remains the property of MVYSA and must be returned per the equipment agreement.

### **330.5 - Refund Processing**

Refunds are processed through the Sports Connect registration system. Processing time is determined by Sports Connect policies and your financial institution. MVYSA cannot guarantee specific refund delivery timeframes.

### **330.6 - Exceptional Circumstances**

MVYSA reserves the right to issue refunds outside of the standard policy for exceptional circumstances, such as:

- MVYSA is unable to place a player on a team due to lack of roster space
- A team must be disbanded due to lack of a coach
- Other circumstances at the sole discretion of the Registrar

In cases where MVYSA is unable to provide a playing opportunity through no fault of the family, full refunds (less any gear already distributed) will be issued. If a season is partially or fully canceled due to circumstances beyond MVYSA's control, the Board will determine appropriate refunds based on the portion of the season completed and costs already incurred.

### **330.7 - Board Decisions Final**

Decisions made by the MVYSA Board of Directors and Coordinators regarding refunds are final. There is no appeal process. MVYSA is not obligated to provide explanations for refund decisions.

## Section 400 - Waiting List

---

### 400.1 - When Waiting Lists Are Used

If a particular age division reaches capacity, the Registrar may establish a waiting list. Players on the waiting list are maintained in chronological order based on when they requested to be added.

### 400.2 - How to Join the Waiting List

Contact the Registrar at registrar@mvysa.org to request placement on a waiting list.

### 400.3 - When Spots Become Available

If roster space becomes available, spots are offered to waiting list players in order. Age-appropriate players are offered spots before those requesting to play up.

### 400.4 - Response Time

Players offered a spot from the waiting list have three (3) days to complete registration and pay all fees (including any applicable late fees). Failure to complete registration within this timeframe may result in removal from the waiting list and the spot being offered to the next player.

### 400.5 - Declining to Play Up

A player may decline an offer to play up without losing their place on the waiting list for their age-appropriate division.

## Section 450 - Player Playing Time

---

[NEW SECTION] Added January 2026 - Moved from Bylaws Section 150.0.A and updated.

### 450.1 - Minimum Playing Time

As a recreational soccer program, MVYSA is committed to ensuring all players have meaningful game experience. Coaches should give every player meaningful playing time in each game.

## 450.2 - Exceptions

Exceptions to the minimum playing time requirement may apply when a player:

- Is not physically fit to play (illness, injury, or other health concern)
- Is under discipline review by the MVYSA Board
- Arrives late to the game
- Unwillingness of the player to play
- Behaviour issues that are distracting the team
- Other circumstances at the coach's reasonable discretion

## 450.3 - Coach Responsibility

Coaches are responsible for managing substitutions to ensure all players receive their minimum playing time. At recreational soccer, playing time should be distributed as equitably as possible across all players. Winning should never take priority over player participation and development.

# Section 500 - Equipment Policies

---

[NEW SECTION] Added January 2026

## 500.1 - Player Equipment

Registered players receive uniforms and a soccer ball as part of their registration. These items become the property of the player and family. Parents / guardians are responsible for the cost of lost jerseys or jerseys that were ordered with incorrect size.

## 500.2 - Coach Equipment

MVYSA provides coaches with training equipment including balls, cones, and other practice supplies. This equipment remains the property of MVYSA and must be returned at the end of the season.

## 500.3 - Equipment Agreement

Coaches sign an equipment agreement before receiving their coach bag. This agreement outlines the equipment provided and the coach's responsibility to return it in good condition.

### 500.4 - Return Deadline

All coach equipment must be returned by the deadline specified by the Equipment Coordinator (typically within two weeks of the last game). The Equipment Coordinator will communicate specific dates and return locations.

### 500.5 - Failure to Return Equipment

Coaches who do not return equipment by the deadline may:

- Be charged the replacement cost as specified in the equipment agreement
- Forfeit their coach discount for the season
- Be ineligible to coach with MVYSA in future seasons

### 500.6 - Damaged or Faulty Equipment

Normal wear and tear is expected during the season. Coaches are not responsible for equipment damaged through normal use during practices and games.

Reporting Responsibility: It is the coach's responsibility to inform the Equipment Coordinator of any faulty or damaged gear as soon as it is discovered. This allows MVYSA to:

- Replace unsafe equipment promptly
- Plan for equipment replacement in future budgets
- Document equipment condition for inventory purposes

Equipment that is reported damaged through normal use will not count against the coach when equipment is returned at the end of the season.

## Section 600 - Code of Conduct

---

[UPDATED] January 2026

MVYSA maintains a Code of Conduct that applies to all participants, including players, parents/guardians, coaches, and spectators. All participants are required to read and agree to the Code of Conduct as a condition of participation. The Code of Conduct is available on the MVYSA website

and during the registration process. In addition, all participants are expected to comply with the Skagit Valley Youth Soccer Association and Washington Youth Soccer codes of conduct.

## 600.5 - Additional Information

For complete details on conduct expectations and disciplinary procedures, refer to the MVYSA Code of Conduct document and the SKVYSA Handbook.

## Section 610 - Game Day Rules

---

[NEW SECTION] Added January 2026

MVYSA follows all SKVYSA rules and modifications to the Laws of the Game for recreational play. This includes field rules, equipment requirements, sideline conduct, referee authority, and match procedures. For complete game day rules, including jewelry policies, cast requirements, spectator positioning, and age-specific rule modifications, refer to the current SKVYSA Handbook.

## Section 700 - Amendments and Interpretation

---

The following sections have been added or significantly updated:

### 700.1 - Policy Amendments

These Operating Policies may be modified by a motion and simple majority vote of the Board of Directors and Coordinators, in accordance with MVYSA Bylaws Article 7, Section 710.0.

### 700.2 - Conflict with Bylaws

In the event of any conflict between these Operating Policies and the MVYSA Bylaws, the Bylaws shall take precedence.

### 700.3 - Conflict with Sanctioning Authorities

In the event of any conflict between these Operating Policies and the rules of SKVYSA, WYS, or other sanctioning authorities, the sanctioning authority rules shall take precedence.

## 700.4 - Interpretation

Questions regarding the interpretation of these policies should be directed to the MVYSA Board of Directors and Coordinators. Board interpretations are final.

## End of Document

For questions about these policies, please contact:

[info@mvysa.org](mailto:info@mvysa.org)

[www.mvysa.org](http://www.mvysa.org)