



### **DATABASE**

When considering a request for our membership database (players, coaches, administrators), the following guidelines are followed:

1. The request **MUST** be made in writing and a copy of the mailing piece **MUST** accompany the request. When a request comes directly to the State Association, the requester **MUST** complete a List Request Form.
2. The request **MUST** present a soccer-related opportunity to our players, coaches or administrators, or to the parents of our players. These may include offers such as product catalogues, player camps, and fundraising opportunities.
3. If a list request is approved and the organization is not a member of the State Association, the list will be released **ONLY** to a bonded mailing house.
4. All requests are considered **ONE TIME USE ONLY** unless otherwise negotiated. In all cases the leased database must be destroyed after use.
5. Members may request the coach's database to advertise tournaments.
6. The database will be used by the State Association for internal use such as State sponsored tournaments, programs, camps, clinics and special offers.
7. The database will be released to the United States Soccer Federation, US Youth Soccer and the United States Adult Soccer Association as per their membership rules and policies.
8. The database may also be released to a sponsor as per the sponsorship contract. While sponsors seldom ask for lists, the State still requires that they follow list request procedures.

### **ROSTERS**

The information on rosters is sensitive information about youth soccer players. All clubs, coaches, teams and team coordinators/parents are asked to establish a chain of custody with rosters so they do not end up in the wrong hands.

The following restrictions apply to rosters:

1. Rosters submitted to state sanctioned tournaments may be used **ONLY** for tournament related business – checking players and state approvals. They should be destroyed after the event.
2. The use of rosters by member or non member organizations (with the exception of #4 below) for recruiting and tryout purposes is strictly prohibited.
3. Team rosters should be distributed **ONLY** to coaches and/or team coordinators. Coaches and coordinators must use discretion in releasing any selected information.



4. The State Association will release rosters to club/league registrars; team coaches and coordinators; and college coaches who are recruiting for their respective college programs.

## **EMAIL ADDRESSES**

The State Association collects and uses email addresses to provide easy and quick communications with and among the following groups: parents, players, presidents, registrars, coaches, directors of coaching and referees, risk management coordinators and other club administrators. These email groups are asked and have the ability to opt out of e-news issues.

During the registration process, members are asked to provide email addresses. The State Association does not use these addresses unless they are part of the aforementioned groups. US Youth Soccer will use these email addresses for internal purposes only.

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