

SOUTH TEXAS
YOUTH SOCCER ASSOCIATION
REGISTRATION MANUAL



2009 - 2010 SEASONAL YEAR

INTRODUCTION

The purpose of this book is to provide assistance to association and club registrars within South Texas Youth Soccer Association. Our goal is to walk you through the registration process by answering questions of where, why and how to complete the task at hand. Hopefully, these tips, along with quick access to the rules and procedures will make your job easier. Also included in this book are copies of forms used in conjunction with the various aspects of registration along with instructions on how and when to use these forms.

First, let's look at the "big picture" – where do we fit into the soccer family ...

South Texas Youth Soccer Association (STYSA) includes the geographic area of Texas from El Paso on the west directly across the state to Lufkin on the east and from just north of Temple south to Brownsville. There are 29 Member Associations active within South Texas (see a listing of the active Member Associations on the Quick Reference Chart). Member Associations vary widely in size, ranging from less than 150 players to 12,000 players for a total state player registration of approximately 90,000 players and 12,000 adult volunteers.

The state of Texas is actually considered two states for the purpose of soccer – **South Texas Youth Soccer Association** and **North Texas State Soccer Association**. Each state association operates independently with regard to rules and procedures, but both are members of **United States Youth Soccer (USYS)**, the largest affiliated league for youth players under the direction of **United States Soccer Federation (USSF)**. There are 55 state associations within **US Youth Soccer** divided between 4 regions. South Texas Youth Soccer Association is one of 12 states within Region III.

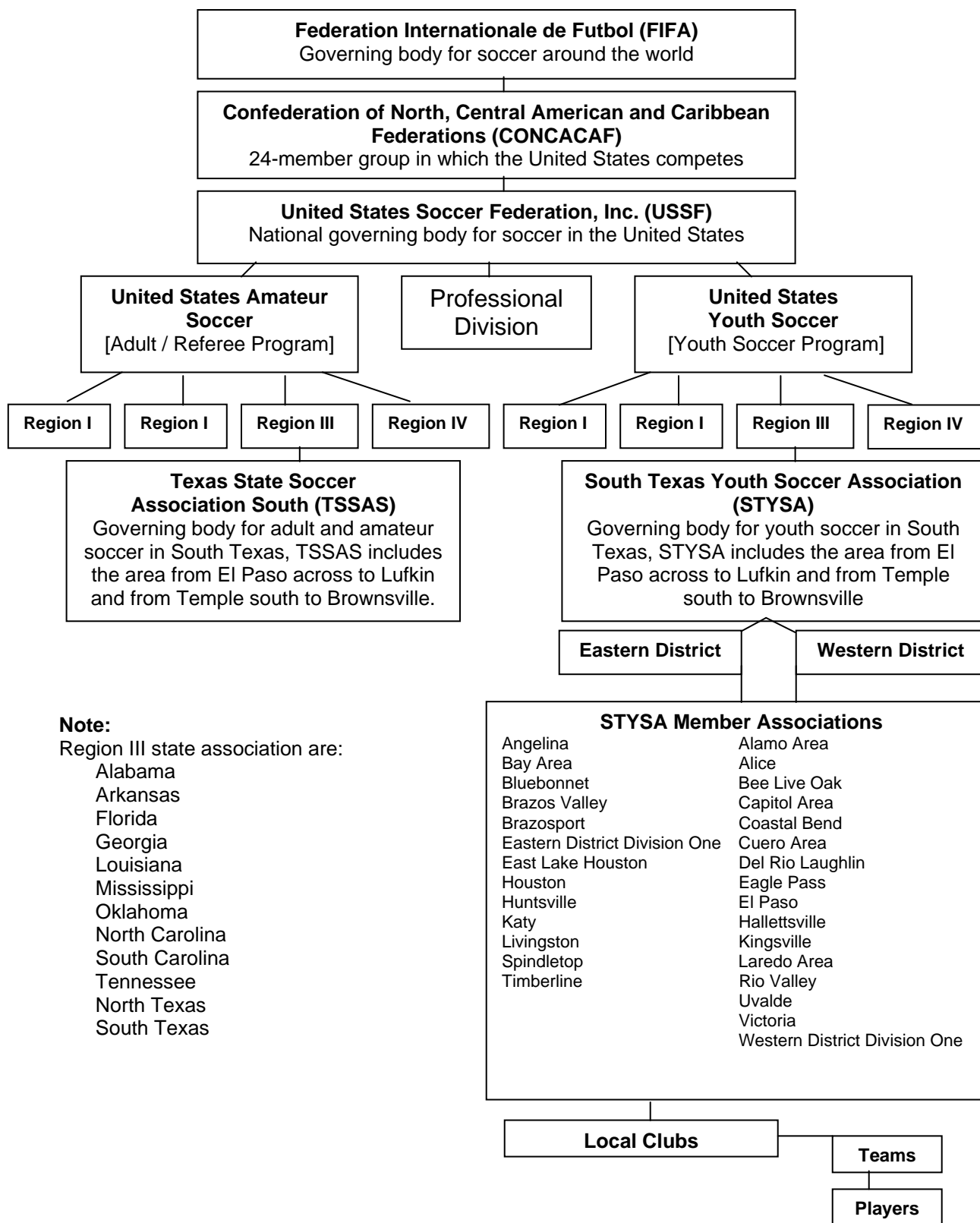
Please remember that all deadlines stated in this handbook are "state" deadlines. Each association will have to set their own deadlines in order to comply with the state requirements and it is very important that club registrars be aware of and comply with the Association deadlines and procedures.

If you are a club registrar and have questions about these procedures, your first point of contact should be your Association Registrar. Association Registrars should contact the State Registrar or State Office for assistance. Contact information for the State Office and State Registrar is included below. The State Office staff is available from 8 a.m. to 5 p.m. Monday through Friday to assist you with any questions you might have, If unable to answer your question, they will be able to either put you in contact with the State Registrar or get an answer for you.

Shirley McGraw
STYSA Registrar
Home (409) 763-5653
Email: patshirley@aol.com
Email: registrar@stxsoccer.org

STYSA State Office
15209 Hwy 290 East
Manor, Texas 78653
(512) 272-4553 Office
(512) 272-5167 Fax
E-mail: lindam@stxsoccer.org

THE SOCCER FAMILY



Note:

Region III state association are:

- Alabama
- Arkansas
- Florida
- Georgia
- Louisiana
- Mississippi
- Oklahoma
- North Carolina
- South Carolina
- Tennessee
- North Texas
- South Texas

2009 - 2010 REGISTRAR'S HANDBOOK

TABLE OF CONTENTS

| | |
|-------------------------------------------------------------|-------|
| Introduction | 2 |
| The Soccer Family | 3 |
| Table of Contents | 4-5 |
| 2009 - 2010 Registrar's Quick Reference Chart | 6 |
| STYSA Member Associations | 7 |
| Play Level Descriptions / Team Sizes & Playing Format | 8-9 |
| Playing Specifications | 10 |
| 2009 - 2010 STYSA Perpetual Calendar..... | 11-14 |

Registration Policies and Procedures

| | |
|-----------------------------------------------------------------|-------|
| Registration Facts | 15 |
| Registration Options | 16 |
| Registration Deadlines | 17-18 |
| Methods of Conducting Registration | 19-20 |
| The Who, When, Where and How of Registration | 21-22 |
| Registering Adults | 23 |
| Maintaining Registration Records | 24 |
| Out-of-State Players Permission Requirements | 25 |
| International Clearance Requirements | 26 |
| Guest Player Requirements | 27 |
| Youth / Amateur Permission Requirements | 28 |
| Age Divisions Available | 29 |
| Verification of Birthdate | 30 |
| Individual ID Numbers | 31 |
| Play Level Designations / Team Codes | 32 |
| Rostering Players to Teams / Team Rosters | 33 |
| Player and Adult Passes / ID Card | 34-35 |
| Adds / Releases / Transfers | 36 |
| Multiple Rostering / Tournament Teams | 37 |
| Reconciliation Reports | 38 |
| Soccer Across America (Soccer Start) / TopSoccer Programs | 39 |

Competition Deadlines and Requirements

| | |
|----------------------------------------------|----|
| Fall Championship District Tournaments | 41 |
| Fall Championship State Tournaments | 42 |
| US Youth Soccer National Championships | 43 |
| STYSA President's Cup | 44 |
| STYSA Director's Cup | 45 |
| STYSA South Texas Cup | 46 |
| Application for Travel | 48 |
| Application for Foreign Travel | 49 |
| Penalty Point Report | 50 |
| Goal Post Inspection Report | 51 |

FORMS AVAILABLE

The following forms can be found on the STYSA website at www.stxsoccer.org under Publications / Forms.

- Individual Membership Form
- Interstate Region III Permission Form
- International Clearance Waiver Form
- Application for International Clearance
- Youth /Amateur Permission
- Player Transfer / Release
- Player Pass / ID Card
- STYSA Registration Reconciliation Report
- STYSA Penalty Point Report
- Application for Travel
- STYSA Travel Roster
- Application for Foreign
- Application to Host a Tournament or Games
- Tournament or Games Hosting Agreement
- Application to Host Foreign Teams
- Post Tournament Report
- Soccer Start Application for Participation
- Soccer Start History Report
- Goal Post Inspection Report

2009-2010 STYSA REGISTRAR QUICK REFERENCE CHART

Following are two versions of the age group chart to assist in identifying the appropriate age for which a player is eligible based on their date of birth. The date range is based on the age as of midnight on July 31 of the previous year.

| AGE | TEAM | | MINIMUM | MAXIMUM | MINIMUM | MAXIMUM |
|----------|------|--------------------------------------|---------|---------|----------|----------|
| GROUP | CODE | DATE OF BIRTH | ROSTER | ROSTER | ON FIELD | ON FIELD |
| Under-19 | 19 | August 1, 1990 through July 31, 1991 | 7 | 22 | 7 | 11 |
| Under-18 | 18 | August 1, 1991 through July 31, 1992 | 7 | 22 | 7 | 11 |
| Under-17 | 17 | August 1, 1992 through July 31, 1993 | 7 | 22 | 7 | 11 |
| Under-16 | 16 | August 1, 1993 through July 31, 1994 | 7 | 22 | 7 | 11 |
| Under-15 | 15 | August 1, 1994 through July 31, 1995 | 7 | 18 | 7 | 11 |
| Under-14 | 14 | August 1, 1995 through July 31, 1996 | 7 | 18 | 7 | 11 |
| Under-13 | 13 | August 1, 1996 through July 31, 1997 | 7 | 18 | 7 | 11 |

| | | | | | | |
|----------|----|--------------------------------------|-------|---------|---|-------|
| Under-12 | 12 | August 1, 1997 through July 31, 1998 | 6 | 14 | 6 | 8 |
| Under-11 | 11 | August 1, 1998 through July 31, 1999 | 6 | 14 | 6 | 8 |
| Under-10 | 10 | August 1, 1999 through July 31, 2000 | 4 / 6 | 10 / 12 | 4 | 6 / 8 |
| Under-9 | 09 | August 1, 2000 through July 31, 2001 | 4 / 6 | 10 / 12 | 4 | 6 / 8 |
| Under-8 | 08 | August 1, 2001 through July 31, 2002 | 4 / 8 | 8 / 12 | 4 | 4 / 7 |
| Under-7 | 07 | August 1, 2002 through July 31, 2003 | 4 / 8 | 8 / 12 | 4 | 4 / 7 |
| Under-6 | 06 | August 1, 2003 through July 31, 2004 | 3 / 6 | 6 / 10 | 3 | 3 |
| Under-5 | 05 | August 1, 2004 through July 31, 2005 | 3 / 6 | 6 / 10 | 3 | 3 |

| Age | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul |
|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| U19 | 90 | 90 | 90 | 90 | 90 | 91 | 91 | 91 | 91 | 91 | 91 | 91 |
| U18 | 91 | 91 | 91 | 91 | 91 | 92 | 92 | 92 | 92 | 92 | 92 | 92 |
| U17 | 92 | 92 | 92 | 92 | 92 | 93 | 93 | 93 | 93 | 93 | 93 | 93 |
| U16 | 93 | 93 | 93 | 93 | 93 | 94 | 94 | 94 | 94 | 94 | 94 | 94 |
| U15 | 94 | 94 | 94 | 94 | 94 | 95 | 95 | 95 | 95 | 95 | 95 | 95 |
| U14 | 95 | 95 | 95 | 95 | 95 | 96 | 96 | 96 | 96 | 96 | 96 | 96 |
| U13 | 96 | 96 | 96 | 96 | 96 | 97 | 97 | 97 | 97 | 97 | 97 | 97 |
| U12 | 97 | 97 | 97 | 97 | 97 | 98 | 98 | 98 | 98 | 98 | 98 | 98 |
| U11 | 98 | 98 | 98 | 98 | 98 | 99 | 99 | 99 | 99 | 99 | 99 | 99 |
| U10 | 99 | 99 | 99 | 99 | 99 | 00 | 00 | 00 | 00 | 00 | 00 | 00 |
| U09 | 00 | 00 | 00 | 00 | 00 | 01 | 01 | 01 | 01 | 01 | 01 | 01 |
| U08 | 01 | 01 | 01 | 01 | 01 | 02 | 02 | 02 | 02 | 02 | 02 | 02 |
| U07 | 02 | 02 | 02 | 02 | 02 | 03 | 03 | 03 | 03 | 03 | 03 | 03 |
| U06 | 03 | 03 | 03 | 03 | 03 | 04 | 04 | 04 | 04 | 04 | 04 | 04 |
| U05 | 04 | 04 | 04 | 04 | 04 | 05 | 05 | 05 | 05 | 05 | 05 | 05 |

STYSA MEMBER ASSOCIATIONS

| Initial | Code | Association Name | Registrar | Email Address |
|---------|------|-------------------------------------------|--------------------------------------|-------------------------------------------------------|
| AAYSA | 16 | Alamo Area Youth Soccer Association | Pam Green | aaysaregistrar@sbcglobal.net |
| ANYSA | 19 | Angelina Youth Soccer Association | Jillian Ray | jllray@consolidated.net |
| AYSA | 28 | Alice Youth Soccer Association | Steve Lopez | Slopez41@stx.rr.com |
| BAYSA | 02 | Bay Area Youth Soccer Association | Nathan Gaither | naagaither@comcast.net |
| BBYSA | 29 | Bluebonnet Youth Soccer Association | Ken Morris | ken@fcbrenham.org |
| BLYSA | 38 | Bee-Live Oak Youth Soccer Association | Doris Sutherland | Doris9s@swbell.net |
| BVYSA | 09 | Brazos Valley Youth Soccer Association | Pamela O'Connor | Evitt21@msn.com |
| BYSA | 05 | Brazosport Youth Soccer Association | Susie Lowell | ksslowell@cmaaccess.com |
| CAYSA | 04 | Capital Area Youth Soccer Association | Dominique Buckler Cynthia Allison | debuckler@suddenlink.net selregcaysa@austin.rr.com |
| CBYSA | 13 | Coastal Bend Youth Soccer Association | Cherilyn Sperling | cherilynsperling@hotmail.com |
| CYSA | 39 | Cuero Area Youth Soccer Association | Rodney Bassett | Rodbass747@hotmail.com |
| DRYSA | 27 | Del Rio-Laughlin Youth Soccer Assn | Lynn Crawford | Ccrawford5@stx.rr.com |
| EAYSA | 40 | Eagle Pass Youth Soccer Association | Patty Platte | Patty1065@yahoo.com |
| EDDOA | 31 | Eastern District Division One Association | Arthur Yonge Pete Smith | eddoa@eddoa.org smit7@kingwoodcable.net |
| ELYSA | 24 | East Lake Houston Youth Soccer Assn | Michelle Bear | Michelle.bear@mcjunkerredman.com |
| EPYSA | 12 | El Paso Youth Soccer Association | Judith Becker | judithbck@aol.com |
| HAYSO | 43 | Hallettsville Youth Soccer Organization | Cindy Grasshoff | grasshoff0@sbcglobal.net |
| HVYSA | 37 | Huntsville Youth Soccer Association | Jim MacDonald | Masoccer99@gmail.com |
| HYSA | 01 | Houston Youth Soccer Association | Gloria Moorman | Gloriam99@sbcglobal.net |
| KVYSO | 15 | Kingsville Youth Soccer Organization | Jo Ann Delgado | cajad@sbcglobal.net |
| KYSA | 14 | Katy Youth Soccer Association | Ken Bravenec | Ken.bravenec@comcast.net |
| LAYSA | 44 | Laredo Area Youth Soccer Association | Felipe Mendoza | fmendoza@laredoheatsc.com |
| LYSA | 49 | Livingston Youth Soccer Association | Stephen Kennedy | lysatx@gmail.com |
| RVYSA | 20 | Rio Valley Youth Soccer Association | Norma Solis | norma@maghilaw.com |
| SYSA | 11 | Spindletop Youth Soccer Association | Arlette Collins | Acollins4471@aol.com |
| TYSA | 06 | Timberline Youth Soccer Association | Terri Cahill | administrator@timberlinesoccer.com |
| UYSA | 25 | Uvalde Youth Soccer Association | Bryan Hernandez | bryanhernandez@msn.com |
| VYSO | 22 | Victoria Youth Soccer Organization | Michelle King | Chellebelle76@suddenlink.net |
| WDDOA | 42 | Western District Division One Assoc | Retta Davis | retta@wddoa.org |

PLAY LEVEL DESCRIPTIONS

Division I – Competitive – Player Ages 10 through 18 – Teams Under-11 through Under-19

- Highest level of play
- Players are selected through a tryout process that can involve players from one or more clubs / associations.
- Teams qualify based on performance in the previous season or through a District qualification process.
- Available in Under-11 and older age groups
- Teams generally play a District-wide schedule requiring more extensive travel and commitment.
- Premier League and State Classic League play involves Division I teams requires more extensive travel with State Classic League playing a state-wide schedule and Premier League play involving travel to other states.
- A maximum of 3 Under-10 or younger players may be placed on an Under-11 or older team that is playing 8v8.
- There is no play time requirement.

Qualifying – Competitive – Player Ages 10 through 12 – Teams Under-11 through Under-13

Note: This is an interim play level used by Eastern District only for U11 through U13 teams. U11 and U12 teams currently register through the Member Association with which the club participates but teams are scheduled by EDDOA. U13 teams of this level register and play through EDDOA. This is considered a developmental league in which teams participate in order to qualify for Division 1 or Super 2 when they reach the U14 age group.

- Players may be selected through a tryout process that can involve players from one or more clubs / associations.
- Teams in the U11 and U12 age groups choose to register for this level of play based on the procedures in place within their association for identifying a team's level of play.
- Teams in the U13 age group register directly with EDDOA.
- All games for U11, U12 and U13 teams registered for this competition level are scheduled through EDDOA.
- A maximum of 3 Under-10 or younger players may be placed on an Under-11 or older team that is playing 8v8. A maximum of 4 U10 or younger players may be rostered to a U13 team playing 11v11 format.
- There is no advancement to post season play in Fall or spring for teams playing at this level.
- There is a play time requirement. Coaches must make every effort to play each player at least 50 percent of each game.

Super II – Competitive – Player Ages 10 through 18 – Teams Under-11 through Under-19

- Second highest level of play
- Players are selected through a tryout process that can involve players from one or more clubs / associations.
- Teams qualify based on performance in the previous season or through the District qualification process.
- Available in Under-11 and older age groups
- Teams play a District-wide schedule requiring more extensive travel and commitment.
- A maximum of 3 Under-10 or younger players may be placed on an Under-11 or older team.
- There is a play time requirement. Coaches must make every effort to play each player at least 50 percent of each game.

Division II – Competitive – Player Ages 10 through 18 – Teams Under-11 through Under-19

- Introductory level of competitive play
- Players are selected through a tryout process that can involve players from one or more clubs.
- Available in Under-11 and older age groups
- Teams generally play in a local Division II league
- A maximum of 4 Under-10 or younger players may be placed on an Under-11 or older team.
- There is a play time requirement. Coaches must make every effort to play each player at least 50 percent of each game.

Division III – Recreational – Player Ages 10 through 18 – Teams Under-11 through Under-19

- Players generally choose to play for the social and physical fitness aspects while developing their soccer skills.
- No selection process is used; skill evaluations may be held in order to form teams in a fair and balanced manner.
- All players are assigned to a team as long as space is available.
- Available in Under-11 and older age groups
- Teams generally play in a local Division III league
- A maximum of 4 Under-10 or younger players may be placed on an Under-11 or older team.
- There is a play time requirement. Coaches must make every effort to play each player at least 50 percent of each game.

Division IV – Recreational – Player Ages 4 through 9 – Teams Under-5 through Under-10

- Young players learn the basic techniques and skills of soccer in a simple environment that emphasizes fun and builds self-esteem.
- Games utilize a small-sided format that promotes more player involvement and touches on the ball.
- No selection process is used; skill evaluation may be held in order to form teams in a fair and balanced manner.
- All players are assigned to a team as long as space is available.
- Available in Under-10 and younger age groups.
- There is a play time requirement. Coaches must make every effort to play each player at least 50 percent of each game.

Division IV – Recreational Academy – Player Ages 7 through 9 – Teams Under-9 and Under-10

- A Recreational Academy is a club organized program that uses defined curriculum and qualified staff to teach individual skills to Division IV Under-9 and Under-10 teams in an age appropriate environment.
- This program is available to players age 7, 8 and 9.
- Games utilize a small-sided format that promotes more player involvement and touches on the ball.
- If teams are formed, they will play in a Recreational Plus League.
- Recreational Academy teams may not play in a Division IV Recreational League; however, recreational teams may choose to play in a Recreational Plus League in tournament/league play.
- All players are assigned to a team as long as space is available.
- Available for Under-9 and Under-10 teams only
- There is a play time requirement. Coaches must make every effort to play each player at least 50 percent of each game.

PLAYING SPECIFICATIONS

| Age Group | Minimum Roster | Maximum Roster | Minimum on Field | Maximum on Field | On Field Format | Level of Play | Effective Date |
|-----------------------|----------------|----------------|------------------|------------------|--------------------|---------------|----------------|
| U16-U19* | 7 | 22 | 7 | 11 | 11-aside | 1,2,S2,3 | 9/1/2009 |
| U13-U15 | 7 | 18 | 7 | 11 | 11-aside | 1,2,S2,3 | 9/1/2009 |
| U11/U12*** 8v8 | 7 | 14 | 5 | 8 | Small sided 8v8 | 1, 2, S2, 3 | 9/1/2008 |
| U9/10 6v6 | 6 | 10 | 4 | 6 | Small sided 6v6 | 4, Rec Plus | 9/1/2007 |
| U9/U10 8-aside | 7 | 12 | 6 | 8 | 8-aside | 4, Rec Plus | 9/1/2007 |
| U7/U8 Single Field | 4 | 8 | 2 | 4 | Small sided 4v4 | 4 | 9/1/2005 |
| U7/U8 Dual Field | 4 | 12 | 2 | 4 | Small sided 4v4 | 4 | 9/1/2005 |
| U7/U8 | 7 | 12 | 5 | 7 | 7-aside | 4 | 9/1/2005 |
| U5/U6 Single Field | 3 | 6 | 3 | 3 | Small sided 3v3 | 4 | 9/1/2003 |
| U5/U6 Dual Field | 3 | 10 | 3 | 3 | Small sided 3v3 | 4 | 9/1/2003 |

* U16 through U19 – Maximum roster limit is 22 players; however, only 18 players may be listed on the game card and on the sideline in uniform

** U11 and U12 – STYSA plays 8v8 in these age groups. A rule change approved in July 2009 allows teams that played 11v11 as U11 in the 2008-2009 season to play 11v11 in the 2009-2010 season while understanding that their will be no post-season or Cup play for the 11v11 U12 teams. Teams in these two age groups may participate in 11v11 play in invitational tournaments.

STYSA PERPETUAL CALENDAR

2009-2010

This calendar may be changed by majority vote of the STYSA Executive Committee.

Note: Deadlines indicated on this calendar are state deadlines. Remember: STYSA Member Associations and clubs will have earlier deadlines in order to comply with the state deadline. Be sure to check with the appropriate person within your Member Association for local deadlines. In-house deadlines, those requiring submission of paperwork or fees to the State Office, that fall on a Saturday or Sunday will be extended to the following Monday. Electronic or "on-line" deadlines requiring the submission of information through an online system will be enforced as published in the program instruction and will not be extended if they fall on a weekend day.

| AUGUST 2009 | |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | STYSA Registration Period begins - Players may be officially rostered to teams for the Fall 2009 season play as of this date. The movement of players between primary teams after this date must be processed as transfers. |
| SEPTEMBER 2009 | |
| 1 | US Youth Soccer / STYSA Seasonal Year begins |
| OCTOBER 2009 | |
| 1 | Initial Registration Deadline - Fall Season Registration is due at the State Office, postmarked* no later than October 1. With the implementation of the Affinity online registration program, there is no longer a need for Member Associations to submit registration information on players or coaches as it's visible to the State Office at the time of entry. Association Registrars need to print a Player Summary Report, calculate the fees due to the State, and forward the report to the State Office along with a check for the appropriate fees based on the number of players. *Postmark is defined as the date placed by the US Postal Service or other delivery company and not the date from a private, postal machine. |
| 10 | Fall Championship Team Counts - All Member Associations interested in sending Division II and Division III teams to Fall Championship District Games must provide the number of teams in each age group eligible for consideration. |
| 15 | Allocations - District Vice Presidents will prepare allocations for Fall Championship competitions and distribute to Member Association Presidents. |
| NOVEMBER 2009 | |
| 1 | Final Registration Deadline - Fall Season Registration is due at the State Office, postmarked* no later than November 1. With the implementation of the Affinity online registration program, there is no longer a need for Member Associations to submit registration information on players or coaches as it's visible to the State Office at the time of entry. Association Registrars need to print a Player Summary Report, calculate the fees due to the State, deduct any fees paid at the October 1 Initial Registration deadline and forward to the State Office the report and the balance of fees due. *Postmark is defined as the date placed by the US Postal Service or other delivery company and not the date from a private, postal machine. |

| | |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Confirmation of Participation – Each Member Association must confirm in writing to the State Office the number of teams per age group and competition level the association will send to Fall Championships. For competitions based on allocations, the Association must confirm whether they will fill all allocated slots or, if not, which slots they are unable to fill. |
| 6 | Fall Championship Team Fees – State Office will invoice Member Associations for teams advancing to Fall Championship District Tournaments. Member Associations will be invoiced based on allocations for Division II and III. Districts will be invoiced for Super II and Division I. Fees will be: \$220 – Division III; \$320 – Division II / Super II |
| 18 | Fall Championship Team Fee Payment Deadline - Payment is due from all Member Associations / Districts who were invoiced for teams advancing to Fall Championship District and/or State Tournaments. Unless notification has been provided to the State Office or appropriate District Vice President that a team is not available to fill an allocated slot, payment of the invoice is due in full by this date. |
| 30 | Monday before District Tournament Play - Team information is due in the State Office for all teams advancing to Fall Championship District Tournaments in Division II and Division III. In the event there are two or more Super II groups requiring District Games, information is also due for those teams. Information to be provided included: team name, team number, coach's name, coach's email address, team seeding and penalty points. |
| DECEMBER 2009 | |
| 1 | Soccer Start Registration Deadline for players and coaches is due in the State Office. With the implementation of the Affinity online registration program, there is no need for the Association Registrar to submit player or coach registration information as it is visible to the state upon entry into the online registration program. Association Registrars must submit the registration fees for all players identified as Soccer Start along with confirmation of which players have been identified as Soccer Start eligible. |
| 5 - 6 | 1st Weekend in December - Fall Championship District Tournaments - Division II U11 through U18/19, Division III U11 through U14, and Super II (if needed) U14 through U18/19 boys and girls teams. U18 and U19 teams will play in a combined bracket. |
| 7 | Monday before State Tournament Play - Team information is due in the State Office for all teams advancing to Fall Championship State Tournaments in Division II and Super II. Information to be provided included: team name, team number, coach's name, coach's email address, team seeding and penalty points. |
| 12 - 13 | 2nd weekend in December – Rainout date for District Tournaments, if needed |
| 12 - 13 | 2nd Weekend in December - State Tournaments for Super II U14 through U18/19 and Division II U11 through U18/19 |
| 19 - 20 | 3rd weekend in December – Rainout date for State Tournaments, if needed |
| JANUARY 2010 | |
| 1 | Beginning of UIL (High School) Soccer Season |
| 31 | Soccer Start Program History Report must be filed with the State Office. |

| FEBRUARY 2010 | |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Spring Cup entry deadline for U11 through U19 boys/girls teams interested in participating in US Youth Soccer National Championship Series, STYSA President's Cup or STYSA Director's Cup competitions for the Spring 2010 season. Specific instructions for entering along with the entry fee will be posted on the STYSA website in the coming weeks. |
| 12 | Spring Cup Final Roster Deadline – All rosters of U11 through U14 boys and girls Western District teams entered in the President's Cup or Director's Cup competitions are frozen as of this date. All releases, transfers and registration of new players to these teams must be processed through the Affinity system on or before this date and signed transfer/release forms mailed to the State Office immediately thereafter. |
| 15 | Spring Cup Final Roster Deadline – All rosters of U11 through U14 boys and girls Western District teams entered in the US Youth Soccer National Championship competition are frozen as of this date. All releases, transfers and registration of new players to these teams must be processed through the Affinity system on or before this date and signed transfer / release forms mailed to the State Office immediately thereafter |
| 12 -14 | STYSA Winter Governing Board Meeting – Kerrville <ul style="list-style-type: none"> ▪ Bids are due for the 2011 Winter Governing Board Meeting ▪ Election of Officers (See Constitution) |
| 25 - 28 | US Youth Soccer Workshop & Coaches Convention – Ft. Worth, Texas |
| MARCH 2010 | |
| 12 | Spring Cup Final Roster Deadline – All rosters of U11 through U18 boys and girls Eastern District teams entered in the President's Cup or Director's Cup competitions are frozen as of this date. All releases, transfers and registration of new players to these teams must be processed through the Affinity system on or before this date and signed transfer / release forms mailed to the State Office immediately thereafter. |
| 28 | Spring Cup Final Roster Deadline – All rosters of U15 through U18 boys and girls Western District teams entered in the US Youth Soccer National Championship, President's Cup and Director's Cup competitions are frozen as of this date. All releases, transfers and registration of new players to these teams must be processed through the Affinity system on or before this date and signed transfer / release forms mailed to the State Office immediately thereafter |
| 28 | Spring Cup Final Roster Deadline – All rosters of U11 through U18 boys and girls Eastern District teams entered in the US Youth Soccer National Championship competition are frozen as of this date. All releases, transfers and registration of new players to these teams must be processed through the Affinity system on or before this date and signed transfer / release forms mailed to the State Office immediately thereafter |
| APRIL 2010 | |
| 6 | South Texas Cup – Member Associations having teams interested in participating in South Texas Cup must provide to the State Office the number of teams per age group in order that allocation of teams can be prepared by the District Vice Presidents. |
| 15 | Spring Registration Deadline – Information on all new players and coaches registered for the spring season and appropriate fees are due in the State Office postmarked* no later than this date. *Postmark is defined as the date placed by the US Postal Service or other delivery company and not the date from a private, postal machine |

| APRIL 2010 | |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 26 | South Texas Cup Team Information and Fees Due – Each Member Association sending teams to the South Texas Cup District Games must provide to the State Office a copy of the approved roster and the team entry fee for each advancing team. Entry fee information will be posted on the STYSA website along with more detailed information in the weeks to come. |
| MAY 2010 | |
| 1 | Soccer Start Spring Registration Deadline – All registration information and fees for new players registered for the spring season in approved Soccer Start Program are due in the State Office by this deadline. |
| 1 - 2 | South Texas Cup District Tournaments – Sites within each District to be determined |
| 8 - 9 | South Texas Cup State Tournaments – Western District hosts |
| 15 - 16 | STYSA Director's Cup State Tournament – Eastern District hosts |
| 22 - 23 | STYSA President's Cup State Tournament – Western District hosts |
| 29 - 31 | US Youth Soccer National Championship Series State Cup – Eastern District hosts |
| JUNE 2010 | |
| 10 - 13 | Region III President's Cup – Broken Arrow, Oklahoma – First place teams from the STYSA President's Cup State Tournament in Under-13 through Under-17 advance |
| 18 - 24 | US Youth Soccer National Championship Series Southern Regional Tournament – Baton Rouge, Louisiana – First place teams in Under-14 through Under-19 age groups will advance from the STYSA USYSNC State Cup |
| JULY 2010 | |
| 1 | Officer Lists - Member Associations must provide a list of Association Officers to the STYSA Secretary and State Office. |
| TBD | STYSA Summer Governing Board Meeting <ul style="list-style-type: none"> ▪ Bids are due for 2010 Fall Championship Tournament locations ▪ Bids are due for 2011 Summer Governing Board Meeting ▪ Bids are due for 2011 USYSNC State Cup ▪ Bids are due for 2011 STYSA President's Cup, Director's Cup and South Texas Cup State Tournaments. |
| 31 | Final / Summer Player Registration Deadline - All player registrations and fees for the 2009-2010 Seasonal Year that have not yet been submitted to the State Office must be sent to the State Office by this date. |

REGISTRATION FACTS

The Affinity Online Registration System will be the official repository for all player, coach and team information.

General Issues

- Although a Member Association or Club opts not to use the Affinity online system for registration, they will be responsible for inputting their player and adult registration into the system.
- All requests for travel outside the boundaries of South Texas must be processed through the Affinity program.
- In the event that a player or coach is not listed on the roster produced from the Affinity program, the individual will be considered to not be registered and is not eligible to participate with the team.
- Parents and registrars are encouraged to use the family registration feature. If entering information manually, enter all players in a family on the same record. When children are registered on separate applications, the parent must have multiple logins to access each child's information and, when updating information such as phone or email, it must be updated on each application. By having all children on the family account, one update takes care of everyone's file.

Adults

- All adult background checks must be processed through the Affinity system.
- All coach licensing updates will be completed by the State Office staff upon verification that the adult has completed / or passed a course.
- Records of coaching licenses obtained from other entities such as NSCAA or from Regional or Nationally hosted events are not available to the State Office. When obtaining a license from one of these organizations, the coach will need to send a copy of the license to the State Office in order to have their record updated.
- Do not create a new application for a coach at the start of the season. Use their existing application from the previous or current season. Each time a new application is created, a new background check is run and the club pays for it. Multiple applications result in multiple background checks which equates to multiple dollars being paid by the club or association for a single coach.

Players

- Every player who registers is required to include, at a minimum, their name, address, city, state, zip code, phone number and date of birth. Email addresses are beneficial as it provides a line of communication between the player / parent and the coach, club or association for passing along information.
- All transfers or releases must be processed within the Affinity system. Paper documentation of transfers / releases is still required to be submitted to the State Office for players rostered to primary teams. These are teams playing in a league for possible advancement to Fall Championships and teams participating in USYSNC, President's Cup and Director's Cup.
- Whether or not a player is allowed to play up to an older age group is a decision that lies with the local organization. The only exception to this is the U10 and younger players on a U11 or older team – the state rules allow a maximum of 3 U10 or younger players on a U11 or older team playing 8v8 and a maximum of 4 players on a U11 or older team playing 11v11.
- No player may be allowed to play down unless they have submitted a Medical Play Down Request that is signed by a licensed physician and is approved by the Executive Committee.
- Players who reside outside the boundaries of South Texas or who have just arrived in the U.S. from another country must obtain the proper approval prior to being allowed to register or roster. (International Requests)

Rosters / Cards

- All Adult Participation Passes (Kidsafe) must be printed through the Affinity program.
- Clubs and/or Associations choosing to use another software program for registration may print cards for their local fall or spring season through their program; however, any team requesting permission to travel or advancing to a District or State Tournament must have an ID Card generated from the Affinity system so that the ID number of the card is in agreement with the ID Number appearing on the state-generated roster.
- Printing and distributing rosters prior to the start of the season can save major problems later. Each year teams arrive at Fall Championships in December with a roster that is missing a player who has been playing all season with the team, or with their name misspelled or an incorrect date of birth. These types of situations

result in players not being allowed to participate or teams being disqualified. Teams should avoid these problems by checking their rosters at the beginning of the season.

REGISTRATION OPTIONS

With the move to an online registration program, there is no longer a need for registrars to “submit” a diskette or CD containing registration information on players or adults. When information is entered into the program by a club, it’s immediately visible to the association and the state. There are a variety of ways that information can be entered into the program.

Data Entry – Clubs and associations have the option of using online registration which will allow parents to register their child via internet or the registrar can manually enter player and/or adult information.

Migration – Data can be migrated or pulled forward from one season to another. Basically this is a copy feature that brings the basic information – name, address, phone, birth date, and parent information – forward to the new season.

In the spring the state migrates competitive players from the fall in order to keep the players rostered to their primary teams and the teams activated in order to retain roster consistency required for the teams that enter one of the Spring Cup competitions – US Youth Soccer National Championships, President’s Cup or Director’s Cup.

Clubs and associations have the option of migrating their recreational data. Migration by the registrar allows the team with or without players and coaches to be migrated forward with the teams deactivated. This allows registrars to move players from team to team as they reform teams.

Creating Applications – Although not recommended for entering a large volume of registration, registration can be entered by looking up a player or adult in the previous season and creating a new application in the current season.

Uploads – While Affinity is the state registration program, associations and clubs are not, at this time, required to use the program for registration. They are, however, required to enter their information into the system prior to the designated deadline. Any club or association not using Affinity has the option of submitting an “upload” file to Affinity. The file must be in the designated format and include all required information. Although the state contract with Affinity allows ten days for the upload to be completed, they are generally accomplished within a couple of days. When only a few players are to be entered, it is more time-efficient to use the Creating Application option as processing an upload file with a small quantity of players requires more time.

If information in the upload file differs from the players’ information in Affinity, it is possible that a new or duplicate application will be created. For example, Christopher Smith with an address of 1212 Maple Street may not match the application in the system if uploaded as Chris Smith Jr with an address of 1212 Maple. This is one of the risks of uploads.

Upload files may include the team code for the team the player is to be assigned to which will result in teams being formed at the time of upload. It is the responsibility of the registrar to then assign adults to the team, verify the roster and activate the team.

As the result of problems experienced in Fall 2009 with late uploads, the state will be implementing a date restriction on uploads for the Fall 2010 season. It is important that uploads be completed prior to any fall registration deadlines in order that registrar’s have time to verify rosters, assign adults and activate teams prior to the fall roster freeze deadline.

For spring, recreational players can be uploaded. Competitive players will not be uploaded as all teams were migrated prior to Cup registration beginning. Uploads could result in players being dual rostered and, to prevent eligibility issues for teams participating in Cup competitions, players should be added by manual or online registration.

REGISTRATION DEADLINES

Although there has been discussion for the past year about STYSA invoicing the Member Associations for their registration fees, doing so creates more problems than it solves. With 29 different associations in South Texas, there are 29 different ways of doing things. Some close registration early while others continue to register players until the last possible moment. Therefore, it has been determined that the best way to handle the payment of registration fees is the establishment of a deadline by which the Member Association must forward the fees to the State Office. Currently, STYSA rules include the following registration deadlines.

These deadlines apply to the Association level. Club deadlines will be determined by each Member Association in order to allow them to comply with the state deadline.

| Season | Deadline | Information Due |
|--------------|------------|-------------------------------------------------------------------------------------------------------------------------------|
| Initial Fall | October 1 | Reconciliation Report and Registration fees for all players Signature of individuals designated to sign rosters / ID Cards |
| Fall | October 10 | Number of teams eligible for consideration for advancement to Fall Championship District playoffs |
| Final Fall | November 1 | Reconciliation Report and Registration fees for all players registered since Initial Registration fees were paid |
| Fall | December 1 | Reconciliation Report, Registration fees and player information for players registered through approved Soccer Start programs |
| Spring | April 15 | Reconciliation Report and Registration fees for newly registered players for the Spring season |
| Spring | May 1 | Reconciliation Report and Registration fees for newly registered players in approved Soccer Start programs |
| Spring | July 31 | Reconciliation Report and Registration fees for all new spring players registered since Spring fees were paid |

If a deadline falls on a weekend or holiday, the deadline is extended until the next work day.

Process for printing a player count report from the Affinity program:

- Select “Reports” on the left navigation bar
- Select “Financial Reports”
- Select the League (Association)
- If doing a report for the entire association, leave the club selection set at “All Clubs.” If running reports by club, select the appropriate club
- Select the Report Type – this will vary based on when the timing of the report.
 - Fall – “Accepted Player Count (All) By Age & Play Type – League Summary (association count)
 - Spring – “Accepted Player Count (Only New) By Age & Play Type – League Summary (association count)

Things to Remember:

- The final fall report will include a total player count for the fall season. It will be necessary for the registrar to deduct the initial fall count in order to calculate fees due for the remaining fall players.
- “New” players are counted in the spring based on ID number. The system compares ID numbers in the spring to the fall. If the number existed in the fall, the player is counted as a returning player. If not, the player is counted as a “new” player. Therefore, it is important that player applications be pulled forward to identify those players as returning players.
- If the report includes a designation of “NA” you’ll want to try to identify these players in order to get a proper count. If the NA is a column header, the player’s application does not include a play level. If the NA is a line header, the player’s application does not have an age designation. In many cases, the problem is a player eligible for U11 or older having been registered as D4. You can identify the players by running a Player

Detail Report, export the file to Excel and sort for Accepted Only players. You can then sort on Play Type or Play Age to find the NA designation.

- Many associations and Clubs register players in November and December as tournament players or to play in local in-house leagues. All Association Registrars should do a final Fall player count after the completion of Fall play or when preparing their Spring registration count to identify these players. Fees for these players can be sent at the end of the Fall season or included with Spring registration fees.
- A final report should be prepared in late July or shortly after August 1 of all players registered between the Spring registration deadline and the end of the registration period on July 31. A copy of the final report should accompany the fees so that the association is properly credited for the players and fees.

Accepted Players

Once a player is marked Accepted in Affinity, the association is responsible for paying the registration fee to the state. If the player was given a refund or withdrew prior to participating in any activity, it is important that the registrar communicate this information to the state so that the player can be unaccepted and the application cancelled. The State Office will work with the registrars during the registration season to correct these types of situations. However, the state has the right to refuse to unaccept players at the end of the season.

It's a simple process for a club or association to identify accepted players who have not been rostered to a team.

- Go to Player Lookup
- Select "Pending Applications"
- Select "Accepted"
-

From this list you can verify which players did not participate and should be removed from your database. Any player on the list who was released from a team will not be unaccepted as they are considered to have participated.

Roster Freeze Dates

Rosters are frozen by the state as of November 1 for all teams participating in leagues in competition for advancement to Fall Championship District or State Tournaments. Local associations and clubs may freeze their rosters by an earlier date in order to complete the registration process and submit information to the state. Between the date rosters freeze and the completion of Fall Championships, no players may register for or transfer onto any of these teams.

For teams not participating in a primary league, the local association establishes the final registration date for the season. If a player registers after November 1 for participation on an in-house team, tournament team or as a guest player, the player may be registered online and the fee for the player will be due on the next roster deadline.

METHODS OF CONDUCTING REGISTRATION

Ways to Publicize Registration

The method by which registration is accomplished is at the discretion of the local association / club and you should do whatever works best for your area. Some of the methods used by clubs are noted below:

- ❖ Set up specified dates and locations for onsite registration and advertise in the local newspaper
- ❖ Send flyers to currently registered players in the area
- ❖ Distribute flyers through local schools
- ❖ Advertise at local sporting goods and soccer specialty stores
- ❖ Display banners or signs in neighborhoods announcing soccer registration
- ❖ Promote use of registration through an online program

Recreational vs Competitive Soccer Registration

Most of the above ways of distributing information and signing up players are used for recreational programs. Competitive clubs and teams hold tryouts for specified age and competition levels that are promoted through advertising in a local newspaper, flyers on display at a local sporting goods facility as well as mailing of information to locally registered players. Players should be registered at the time they take part in the tryouts but most leagues wait until after selections have been made before collecting the full registration fee.

Birth Certificates

Whatever method you choose, include a reminder to parents to bring a certified copy of the child's birth certificate. It is not mandatory that you keep a copy of the birth certificate. **It is mandatory that the registrar or a designated official verify the date of birth by looking at the birth certificate or other acceptable document.** Once the date of birth has been verified for a player, it is acceptable to use the date from a computer printout or computer record in following years; however it is preferable to keep a copy on file or scanned into the online system for future reference. Even if the player registers through an on-line registration program, there must be a procedure in place for the parent to provide the registrar an opportunity to view the birth certificate for verification of the birth date. Additional information on acceptable documents for verifying date of birth can be found under "Verification of Birth Date."

In the current online program used by STYSA, all players must be marked Age Legal and must be accepted prior to being officially rostered to a team. A player should only be marked Age Legal after the date of birth has been verified by viewing the birth certificate or other acceptable document.

Marking a player "Accepted" in Affinity means that the registrar is acknowledging that the player has completed all registration requirements:

- Parent has completed any required documents or entered the required information into the online program
- Player's age has been verified by viewing the birth certificate or other acceptable document
- Any required registration fee has been paid (this includes only the registration fee and not any training fees that the parent may have agreed to pay)

Registration Policies and Deadlines

Each organization is encouraged to establish policies to deal with special situations such as requests to play-up, registered after the stated deadline, withdraw after having registered, refund requests, etc.

Late Registrations - It is common to continue receiving requests for registration throughout the year. Each organization has the authority to establish the date through which they will accept registrations for each season. State rules allow players to register at any time during the year (August 1 through July 31); however, they must register through a Member Association.

Special Situations – Your league should have an established procedure for dealing with special situations. For example, if a parent refuses to sign either the Permission to Play or Medical Release portion of the form, you have the right to refuse to accept the registration. Religion beliefs will sometimes prevent a parent from signing the Medical Release portion of the form. An Association Officer has the right to write "REFUSED" across that section of the form and sign or initial the statement.

Medical Releases - With increased use of online registration, paper forms are becoming obsolete. For some, this is a concern since there is no longer a written record of the parent's permission for medical treatment in the event of an injury. You may choose to require parents to complete a Medical Release; however, you should keep in mind that medical facilities do not have to accept a Medical Release. The state has no requirement that a Medical Release be completed.

Late Fees and Refunds – For a variety of reasons, parents withdraw their children after having completed the registration process, including a request that their registration fee be refunded. Many clubs do not offer any refund after uniforms and ID cards have been issued whereas others give a partial refund withholding a minimum administrative fee. Still others refund the entire fee. If the player participates in even one practice or a game, the player must be registered with the state and the basic state registration fee paid for that player. Should the player subsequently file an insurance claim alleging injury in the one practice in which they participated, the player must have been properly registered in order for the claim to be processed. In this case, the state registration fee should be withheld from any refund issued.

Some association or club registrars also charge a fee for reprints of lost or destroyed cards. Decisions of administrative fees or refunds are at the discretion of the club but should be in place and publicized to prevent problems.

Play-Ups – The state allows the local organization to deal with the majority of play-up issues. Each club should have written rules in place for handling play-up requests. Some choose to review each request based on its merits while others establish strict limitations based on the date of birth of the player and a parent's willingness to sign a play-up request. There are two state restrictions on play-ups:

- 1) A maximum of 3 U10 or younger players may be rostered to a U11 or older team if the team is playing an 8v8 format. A maximum of 4 U10 or younger players may be rostered to a U11 or older team if the team is playing an 11v11 format.
- 2) STYSA Rule 3.5 which defines the Recreational Academy Program restricts the program to Under-9 and Under-10 teams consisting of players who are age eligible for Under-8, Under-9 and Under-10.

Closing Registration Dates

When establishing closing registration dates, the association / club should keep these requirements in mind.

- Fall season - Rosters are "named" or "frozen" as of November 1. Players must be rostered so that they participate in at least two regularly-scheduled, regular season games.
- Spring – specific dates will be established by which final rosters must be submitted. To be eligible, players must register and be rostered by the appropriate date.

THE WHO, WHEN, WHERE AND HOW OF REGISTRATION

All registrars and data entry operators must sign a Confidentiality Agreement at the beginning of each seasonal year. The form can be found on the STYSA website at www.stxsoccer.org under Publications / Forms and in the forms section of this book.

PLAYERS

- All players must be registered for the Seasonal Year in which they are playing.
- Registration Period – Local associations and clubs can register and roster players as members of STYSA beginning August 1 and ending July 31 of the following calendar year.
- Seasonal Year – The playing year begins on September 1 and ends August 31 of the following calendar year.
- Player Bound to Team – A player rostered to a primary team is bound to the team to which he/she is first rostered on or after August 1 through July 31st of the following calendar year unless the player requests in writing a release or transfer. A primary team is any team that is in competition for participation in Fall Championships, US Youth Soccer National Championships, President's Cup, Director's Cup or South Texas Cup. A registered player does not have to be rostered to a primary team (i.e. Under-6, etc.)
- Date of Rostering – The date of a player's rostering shall be no earlier than August 1 of the current registration period and is determined by assignment to a team or a player's first participation in any competition (excluding tryouts and scrimmages leading to team formation).
- A player must register in the state in which they reside with their parent/guardian or the state in which they attend school. Within the state, a player may register with the club or association of their choice.
- A player is considered registered when the Club / Association Registrar has in their possession: (1) a copy of the registration form normally used by the local club / association or the player is registered through an online program; (2) the date of birth has been verified; and (3) the appropriate registration fee has been collected.
- A player may register at any time. Although there are four established registration deadlines, individual registrations can be submitted at any time as long as it doesn't affect the eligibility of the team. Official registration periods are:
 - Initial Fall – October 1
 - Final Fall – November 1
 - Spring Cup – as specified for each competition
 - Spring – April 15
 - Summer – July 31
- A player must be properly registered and rostered prior to the appropriate deadline for the competition in which the team is participating.
 - Fall Season – rosters for all teams eligible for possible advancement to District playoffs are frozen as of
November 1. All players must participate in at least two regularly scheduled, regular season games in order to be eligible.
 - Spring Cup - players must be registered and rostered to the team prior to the final roster deadline for the specific competition as indicated on the STYSA Perpetual Calendar.
- Although local leagues or associations may hold separate registrations for fall and spring seasons, players are registered with the state only once per seasonal year. Once information is submitted to the state, the player is considered registered for the entire registration period and seasonal year. While separate fees may be charged to the parent for each season, the club and association will pay the state fee only once.

- A player residing outside the boundaries of South Texas must obtain permission from their state of residence and the state in which they wish to register prior to being allowed to register. (See Out-of-State Permission)
- A player residing outside the United States must obtain the appropriate International Clearance and approval by the state in which they wish to register prior to being allowed to register. (See International Clearance)
- A player from another state wishing to guest play with a South Texas team OR a South Texas player wishing to guest play with a team from another state must obtain the appropriate permission from the state with which they are registered and the state with which they wish to play prior to participation (See Interstate Permission)
- Players over the age of 18 are **NOT** required to have a form signed by the parent nor is a Medical Release required. Exception: USYSNC / President's Cup – For teams advancing to Regional/National Competitions, the Medical Release must be signed by the parent as the parent is still considered the responsible party.
- With the use of online registration, there is no longer a requirement that a hard copy registration form be used, but the local member association or club may choose to require one. If you decide to use a hard copy form, you may use either the USYS Member Registration Form posted on the STYSA website at www.stxsoccer.org under Publications / Forms or you may develop your own form. At a minimum, all forms must require the following information: name, address, phone number, date of birth, gender, permission to play statement / signature, Medical Release statement / signature.

REGISTERING ADULTS

All teams are required to have a Head Coach. Designation of other adults to serve as assistant coach, manager, or trainer is at the discretion of the local club or association.

Background Check

All adult volunteers and employees (over the age of 17) must successfully complete a background check. Information must be submitted online by the individual (STYSA Rule 3.13) in the program designated by the state association. It is essential that every adult over the age of 17 years of age who is a coach, assistant coach, manager, trainer, team mom, officer, board member, or any other position submit the required information.

If an adult does not have internet access, they may authorize the registrar to enter the information into the online registration program. If the local league accepts paper registration forms from adults, the club assumes responsibility for securing the information and destroying the document after entering that information into the online system.

Coaching License

All adults identified as coach, assistant coach or trainer on teams must obtain a coaching license within one year of the date they begin to coach. Coaches should have at least a minimum of a "G" license (issued prior to 10/1/1999) or an Age Appropriate Module (issued after 10/1/1999). It is the responsibility of the local league to verify that each coach fulfills the minimum license requirement.

The Affinity online registration system used by the state will not allow a registrar to activate a team if the Head Coach does not have a license. Once activated, the system will not allow an Adult Participation Pass (Kidsafe ID Card) to be printed for any coach, assistant coach or trainer who has been registered in the system for more than one year and does not have a license recorded in their record. Further, the system will not allow the individual or the club/association registrar update the licensing information. All updates must be made by the state upon verification of the license level.

Managers are no longer required to have a coaching license, are not eligible to "coach" the team and may not be permitted on the team sideline for some competitions. Managers will, however, be issued an Adult Participation Pass (Kidsafe ID).

Adult Participation Pass (Kidsafe Card)

The adult ID Card and the Kidsafe Pass have been incorporated into one card known as the Adult Participation Pass (APP) or Kidsafe Card. Each seasonal year the color of the adult pass will be changed. Team assignment will not be included on the card; therefore only one card is needed for each individual no matter how many teams they coach or manage. This card confirms that the adult is properly registered for this seasonal year, has cleared the required background check and either has a coaching license or is a first year coach. Cards should be signed, a recent photo affixed, and the card laminated. Adults should have this card visible at all times when at the soccer fields, especially while on the team sideline. At state sponsored events, no adult will be allowed on the sideline without a Bench Pass. Bench Passes will be issued to only those adults who hold an Adult Participation Pass of the appropriate color for the current seasonal year.

It is extremely important that registrars assure that the coach's existing application be moved forward from season to season in the online registration program to retain the individual's background history and license information.

All adult registration must be processed through and cards printed through the state designated program.

MAINTAINING REGISTRATION RECORDS

Player Registration Forms

A sample registration form for players is posted on the STYSA website. This form can be printed in whatever quantity needed or the local league can design a form that meets the needs of their organization. The form in use must include, at a minimum, the following required information – name, address, telephone number, date of birth, gender, signature of parent or guardian granting permission to play, signature of parent or guardian giving permission to seek medical assistance.

Medical Release Forms

The state does NOT have a requirement that a Medical Release form be completed. In the past, the state registration form has served a valuable purpose by providing player information to the local league and providing the coach with a signed Medical Release. With increased use of online registration, forms are becoming obsolete. For some, this is a concern as there is no longer a written record of the parent's permission for medical treatment. Each club must determine whether a Medical Release is to be required and the process for securing the form from the parent.

Although having a signed Medical Release form in their possession provides a sense of security to the coach and the parent, keep in mind that a hospital or medical facility is not obligated to accept the document, whether or not it is notarized. In the event of a life-threatening injury, treatment must be provided. In other situations, treatment can be denied even with a notarized statement. Notarized registration forms are not required for league play or playoffs, and are no longer required by US Youth Soccer for invitational tournaments. Each tournament makes the determination as to their requirements and it is the responsibility of the coach and parents to comply with such requirements.

Data Reporting and Maintenance

Online registration provides the state immediate access to the player / adult data for each Member Association and Club. There will no longer be a need for registrars to submit a diskette or CD containing registration information. All other registration requirements remain in place – a Reconciliation Report and the required registration fees must be submitted to the State Office by the designated deadline for each registration period.

Reconciliation reports can be produced from the Affinity Program by going to Reports on the left navigation bar. Select Financial Reports, the League (association) or Club for which the report is being requested and the appropriate report.

Player counts are based on "Accepted" players. Once a player is accepted, the player's application is locked and the player added to that organization's final count. The application can only be cancelled at the state level. In the early stages of registration and team formation, every effort will be made to assist with requests that a player's application be "unaccepted" as we know that parents change their mind about their child playing or decide to play with another club. Once competitive teams are officially rostered, accepted players cannot be removed from the team for failure to pay their registration fee or a change of mind about playing. These changes must be done through a release and the club / association is responsible for the individual's registration fee.

OUT-OF-STATE PERMISSION REQUIREMENTS

Out-of-state is defined as outside the boundaries of South Texas Youth Soccer Association. Since “South Texas Youth Soccer Association” covers only the southern part of the state, the northern portion of the state is considered “out-of-state.” In order to play in a “state” other than the one in which you reside, permission must be granted by both state associations involved. Whether the individual is wishing to participate in regular league play or simply guest play in a tournament, the appropriate permission must be obtained prior to participation.

Interstate Permission

The Interstate Permission form addresses four different categories:

- Interstate Permission – permission to play in a state other than the state of residence. In some instances, a player may actually live closer to a league with a different state association than the one in which they reside (Example: El Paso to New Mexico; Lufkin to North Texas; Beaumont area to Louisiana). In such situations, the player (or their parent) must obtain permission from both the state in which they reside and the state in which they wish to play before the player is eligible to participate with the other state.
- ODP Interstate Permission – permission to play in one state and participate in ODP with another state. This involves only the El Paso area players at this time. To reduce travel and expenses, players from El Paso participate in the ODP Program in New Mexico. A player who resides in El Paso may participate in league play with El Paso and South Texas but be given permission to participate in the New Mexico ODP program.
- Relocation – if a player moves out of the area and wishes to register and roster to a team in the new state of residence, this form can be used to release the player from their original state association.
- Guest Player – Often players from one state wish to guest play with a team from another state association. Whether the tournament is within the players’ state of residence, the state through which the team is registered, or even a state different than either the player or team’s home state, permission is required.

In all of these situations, the parent of the player must complete an Interstate Permission form and submit it to the State Office of the state in which the player is registered. This form requires basic information about the player (name, address, date of birth, ID Number) and must be signed by the player’s parent or guardian. While the form calls for the signature of the coach, **this is not a requirement of South Texas** (but may be required by any other state association). The completed form should be submitted to the appropriate State Office for approval. It will then be sent on to the other state for approval. Once signed by both state associations involved, the player is eligible to participate with the other state association. A copy will be provided to the coach or parent upon request if a fax or email address is provided at the time of submittal.

As indicated, these same scenarios are true for players from other state associations. If a player lives in Waco (which is in North Texas) and wishes to play in Temple (which is in South Texas), they would need to complete an Interstate Permission form, submit it to North Texas for approval who would then submit it to South Texas for approval. After permission is granted by both states, the player would be allowed to play in South Texas.

Because approval is required from two different State Associations, it is important that parents allow sufficient time for the form to be processed by both states.

The Interstate Permission form is available on the STYSA website at www.stxsoccer.org under Forms. A copy of the form can also be found in the Forms section of this handbook.

INTERNATIONAL CLEARANCE REQUIREMENTS

A player who comes to the United States on or after the player is 12 years of age must request and receive an International Clearance from the US Soccer Federation. The State Association is allowed to issue permission for players who are age 12 through 16 if the player and their parent or guardian signs a statement that the player has not signed a professional contract or received any money for playing soccer. This form, the International Clearance Waiver, must only be completed one time and after being approved by the state is forwarded to the US Soccer Federation.

Players who are under the age of 12 – Any player younger than age 12 who resides outside the boundaries of South Texas must request in writing permission to register with the state association. There is no specific form required. The parent of the player or a league representative should forward to the State Office a request that includes the name of the player as well as their address and date of birth along with a statement requesting that the players be allowed to register and participate. These requests will be forwarded to the State Registrar for review and approval.

Players who are age 12 through 16 - USSF has received a waiver from FIFA allowing the state association to grant permission to players age 12 through 16 to play with affiliated teams as long as the player has not signed a professional contract and / or been paid for playing. These players must fill out and sign an **International Clearance Waiver Form**. The form must be approved by the appropriate person within South Texas (State Registrar) and a copy of the form along with a \$10 fee (payable to US Soccer) must be forwarded to US Soccer by the State Office. The player is eligible to register and play once the waiver has been approved and signed by the State Registrar. In the event the player indicates on the form that they signed a contract or received payment for playing, the waiver is no longer an option. The player must complete an International Clearance form and have it submitted by the State Office to US Soccer for approval. The player is not eligible to register or participate until approval has been received.

Players who are 17 or older - An **International Clearance** form must be completed and submitted to the State Office. The State Office will forward the International Clearance form to US Soccer. The fact that a player has obtained permission from UIL to play high school soccer has no bearing on this requirement and does not eliminate the need for the paperwork. Players may not register or participate with a local league until the appropriate clearances have been granted. This requirement applies to players who reside in Mexico or players who are here on a temporary basis (such as foreign exchange students) to attend school or reside temporarily. There is no fee for an International Clearance.

Once submitted to US Soccer, a request for approval is forwarded to the appropriate country. When an international clearance is requested from a country and no response is received within 30 days, a provisional clearance will be issued on the 31st day. If approval is received in the first 30 days, US Soccer will notify the State Office that the player is cleared to register and participate.

MEXICO PLAYERS

South Texas has a unique situation in that our state is bordered by a “foreign country” – Mexico. The procedures indicated above apply to players who reside in Mexico but wish to play on a South Texas team.

Samples of the International Clearance Waiver and International Clearance forms can be found in the Forms Section.

GUEST PLAYER REQUIREMENTS

There are several possibilities with regard to guest players

- a South Texas player guest plays on another South Texas team in a South Texas event
- a South Texas player guest plays on another South Texas team in an out-of-state event
- a South Texas player guest plays on a team from another state in a South Texas event
- a South Texas player guest plays on a team from another state in an out-of-state event
- an out-of-state player guest plays on a South Texas team in a South Texas event
- an out-of-state player guest plays on a South Texas team in an out-of-state event

Following are tips on how to accomplish the task of putting a guest player on the roster.

- 1) **A player is currently registered through your club/association and wishes to guest play with another team from your club/association:** Whether the event is within South Texas or out-of-state, being a guest player is a matter of the player getting their ID Card from their current coach and the player being added to the team's roster. If your club or association requires a Guest Player Form, the player should comply with the requirement; however, there is no state requirement that a South Texas player have a Guest Player Form in order to guest play with another South Texas team. Putting the player on the roster can be accomplished by writing in the name, ID Number and date of birth of the player on the roster and designating "Guest".

Reminder: The player ID Card belongs to the player and is proof of registration. While the coach or manager may retain the cards for safekeeping, there is no valid reason for the coach to withhold the card if the player or parent requests it so that they may guest play with another team. Some clubs or associations do have rules that the player has an obligation to the team on which they are rostered and, when the team has a league game, the player cannot guest play with another team. In this type of situation, the coach or manager would be within their rights to withhold the card.

- 2) **A player is registered with another STYSA Member Association or club but wishes to guest play with a team from your club / association:** Whether the event is within South Texas or out-of-state, the player has to be added to the roster of the team with which they will be a guest player. It is the responsibility of the player to get their ID Card from their current coach as proof of registration. The name, ID Number and date of birth can be handwritten on the roster of the team with which they are guest playing.
- 3) **A player is not registered but wishes to be a guest player with a team from your club / association:** Register the player, assign him/her an ID Number, assign the player to a tournament team, print the ID card for the individual and write the name, ID Number and date of birth of the player on the roster of the team with which they are guest playing. In the Affinity registration program, a tournament team can be set up for various age groups. Please be sure to designate "Tournament" or "Guest" in the team name. Registrars cannot activate teams that do not meet the minimum player and coach requirements; therefore, the registrar will need to contact the State Office to have the team activated prior to printing the ID Card. Once activated, additional players can be added as needed.
- 4) **A player is registered in one state and wishes to play with a team from another state:** If a South Texas player wishes to guest play with a team from another state association in either a South Texas event or an out-of-state event, the player's parent must complete an Interstate Permission form. The form should be submitted to the State Office of the state association in which the player resides for approval. Once signed, the form will be forwarded to the other state association's State Office for final approval. The Interstate Permission form must be signed by both state associations prior to the player being eligible to participate.

YOUTH AND AMATEUR LEAGUE PARTICIPATION

USSF Rule 4035 states that a youth player will be permitted to play an unlimited number of amateur games without losing his or her youth eligibility. However, a youth player must obtain permission in writing from South Texas Youth Soccer Association (youth organization) and Texas State Soccer Association South (amateur / adult organization) in order to retain their amateur standing as a youth.

For permission to play with both leagues, the player must register as a youth first. The following procedure must then be followed prior to the player participating in the amateur league.

Individual Youth Player

- Obtain the Youth Permission Form from either STYSA or TSSAS.
- Upon completion of the form, the coach or manager should submit the form to the amateur league registrar. The Registrar will sign the request and forward it to STYSA for clearance.
- STYSA will sign the form indicating the youth player is cleared to play with an amateur team and return the form to the amateur league.
- TSSAS will sign the form indicating acceptance of the player to participate with the amateur team and forward a copy of the form to the State Registrar of both organizations. STYSA will return a copy to the coach for his records.

Youth Team

If an entire youth team is applying to play with TSSAS, the Individual Youth Player form must be completed by each player, but the Youth Permission Form Roster must also accompany the individuals forms.

- Youth team coach / manager must obtain the individual forms and roster form from either STYSA or TSSAS.
- Upon completion of an Individual Youth Form for each player and the roster form for the entire team, the coach / manager should submit the form to the Amateur League Registrar who will sign it and forward it to STYSA for clearance.
- STYSA will sign the form and roster indicating the players and the team is cleared to play with the amateur league and forward it to TSSAS.
- TSSAS will sign the form indicating their acceptance of the players and team, provide copies of the form to the State Registrar of both organizations. STYSA will return a copy to the coach / manager.

Copies of the Individual Youth Form and Youth Team Permission Form can be found in the Forms section of this handbook.

AGE DIVISIONS AVAILABLE

STYSA recognizes the following age divisions:

| | | | | | | | |
|----------|----------|----------|----------|----------|---------|---------|---------|
| Under-19 | Under-17 | Under-15 | Under-13 | Under-11 | Under-9 | Under-7 | Under-5 |
| Under-18 | Under-16 | Under-14 | Under-12 | Under-10 | Under-8 | Under-6 | Under-4 |

When there are too few players for a single year age group, two-year age groups are common. For example, an Under-14 team may have players who are eligible for both Under-13 and Under-14. The Under-13 players are not considered to be “playing-up” since their birth dates qualify them for Under-14.

Play Down: No player will be allowed to play on a team in a younger age division unless they meet the Medical Play Down exception. Having a player on a roster who is beyond the age limit for that age group will result in an ineligible team. Games in which such a player participates are considered a forfeit. Disciplinary action may be taken against the player and coach, manager, club and/or association for playing an ineligible player.

Exception: In Division 3 and Division 4 play, a medical exception may be granted.

If a medical condition exists (substantiated in writing by a licensed physician) that will prohibit or severely hinder a player from playing in his/her own age group, the player may seek special approval from the local club and Member Association to allow the player to participate in a younger age group. All requests must be submitted to and approved by the STYSA Executive Committee prior to the player’s first game.

The coach should be made aware of the situation and be agreeable to allowing the player to “play down” on his team. With an ineligible player on the roster, the team is not eligible to participate in any post season or tournament play.

Play Up: Allowing a player to participate on an older team is a decision that lies with your local organization with the exception of Under-10 and younger players being placed on Under-11 and older teams. Each league or association should have in place written guidelines (or rules) for handling other requests to “*play-up.*”

Limitations: Effective September 1, 1999, a limitation was placed on the number of Under-10 players allowed to “play-up” on an Under-11 or older team and was modified when play formats were changed for the Under-11 and Under-12 age groups in 2008.

- A maximum of three (3) Under-10 or younger players may be placed on any Under-11 or older 8v8 team.
- A maximum of four (4) Under-10 or younger players may be placed on any Under-11 or older 11v11 team.

This applies to all levels of play. Local rules may be more restrictive than the state rules; however, local rules may not be more permissive.

Recreational Academy: Member Associations and their affiliated clubs may apply to offer a Recreational Academy Program for Under-9 and Under-10 age groups. Applications for this program are due to the State Office no later than May 31st of each year. STYSA Rule 3.5 allows players who are age eligible for Under-8, Under-9 and Under-10.

How Young: Questions arise each year about the minimum age a player must be to participate. The local league is encouraged to have written procedures in place to handle requests for younger players to be allowed to play. While there is no restriction against allowing a 3-year old to play, the insurance company would have the right to refuse to process a claim should the player be deemed too young to have taken part in such an activity.

When do Under-10 players become eligible for Under-11?

Each year there are questions of whether Under-10 teams are allowed to play up to Under-11 in the Spring. The answer is **NO**. US Youth Soccer mandates Under-10 teams play small-sided for the entire seasonal year. Realizing that this age group will be moving up to Under-11 the following fall, US Youth Soccer allows each state association to establish a date when Under-10 teams may begin preparing for Under-11 age group. STYSA has adopted the following policy:

Players eligible to participate on newly-formed Under-11 teams may begin practicing and participating in tryouts tournaments, scrimmages and friendly games on May 1 or the day after the end of the association’s spring season, which ever is later.

VERIFICATION OF BIRTHDATE

When conducting registration, you **must** request that parents provide a document verifying the date of birth of the child. It's not necessary to maintain a copy of the document on file; however, many clubs do keep file copies for future reference or scan and store them on their record in the Affinity program. It is important that someone verify the date of birth and if the copy provided is not readable or seems to have been tampered with, the registrar or club officer may request to view the original document.

The birth dates of returning players do not need to be re-verified. Once verified and entered into your player database, there is no need to see the birth certificate (or other acceptable document) again unless there is a question regarding the accuracy of the date.

The following documents are acceptable for verifying the date of birth:

- Birth certificate (certified or verified copy)
- Uniformed Services Identification and Privilege Card (Form DD 1173)
- Birth Registration issued by the appropriate government agency
- Board of Health Records
- Passport
- Alien Registration Card issued by the United States Government
- Certificate issued by Immigration and Naturalization Service
- Current Driver's License
- Unexpired federal, state or local government identification card
- Certification of an American Citizen born abroad issued by appropriate government agency

Hospital, baptismal or religious certificates are not acceptable proof of date of birth.

Once a birth date has been entered into the Affinity program and marked "Age Legal", it is locked and cannot be changed by the parent or registrar. In the event that a birth date is found to have been incorrectly entered, a copy of the birth certificate or acceptable document for verification should be sent to the State Office by fax or e-mail with a request for correction.

INDIVIDUAL ID NUMBERS

Players

Each individual registered with STYSA will be assigned a unique ID number generated by the Affinity program. This number carries no meaning or reference as it did in the past. This number will remain with the individual from year to year. This prevents duplication of numbers.

According to state rules, players who register for the Fall season are considered registered for the entire seasonal year. A player who chooses not to re-register with the local league for the Spring season may not be eligible to participate on a league team; however, players rostered to competitive teams participating in Spring Cup competitions remain eligible for the team or to participate as a guest player in a tournament during the spring. As a result, the ID number of a player *cannot* be reassigned to another player for the Spring.

A player who transfers from one association to another will retain their same ID Number. A player who moves in from out-of-state will be registered as a new player and assigned a new unique number.

Adults

Adults are also assigned a unique ID Number when they register through the Affinity online system. This ID number should follow them from season to season and year to year to assure that their background check and coach licensing information is retained.

The adult ID Card and the Kidsafe Pass have been incorporated into one card known as the Adult Participation Pass. Team assignment is not being included on the card; therefore, an individual needs only one card no matter how many teams they participate with as a coach, assistant coach, trainer or manager.

The Adult Participation Pass confirms that the adult is properly registered for the current seasonal year, has cleared the required background check and, if participating as a coach, assistant coach or trainer, that the individual has the required coaching license or is within their first year of coaching.

The Affinity online system is configured to do the following verification on **coaching licenses**:

- If an adult does not have an application on file, the coaching license field will be updated with “New Coach,” the license date will be updated to show the date the application was submitted, and the expiration date will be updated to one year from the date of the application to allow the one year grace period.
- If an adult has an application on file, the system will verify whether the adult’s application was filed less than a one year prior and, if so, license level will be updated to “New Coach”, license date to the original application and expiration date to a date that is one year from the application date.
- If an adult has an application on file, has no license level entered in that field, and the one year grace period has expired, the license fields will not be updated.

The Affinity online system is configured to be updated in the following manner for background checks:

- Eligible – indicates the individual has cleared the background check
- Under Review – indicates the individual’s record must be reviewed by the Kidsafe Committee. It is very important that the registrar hold in confidence any records that hold this status. Once reviewed, the Kidsafe Committee will update the status to “Eligible” or “Ineligible”.
- Ineligible – any adult identified as ineligible cannot participate as a volunteer coach, assistant coach, manager, trainer, board member, officer, volunteer or in any other position. The adult may attend games as a parent but cannot hold any volunteer or paid position in the program.
- None – the individual’s application has not been submitted for a background check

It is imperative that adult applications be moved forward from year to year in order to retain the background status and coach licensing information. Adults can now have an application in multiple clubs to allow an individual to be assigned to teams in multiple clubs or associations.

PLAY LEVEL DESIGNATIONS / TEAM CODES

STYSA has in place a Team Formation Rule (STYSA Administrative Handbook Rule 3.3.2) which defines the various levels of play and the manner in which these teams should be formed. Your association and the clubs within the association should have a similar structure for forming teams that complies with these procedures.

A team code is assigned to each team when created in Affinity based on the components of the team – district, association, club, play level, gender and age. One can quickly identify the level, gender and age of a team as well as the association through which the team is registered by looking at the team code.

District Designation 2 digits 00 = Eastern District 02 = Western District

Association Designation 2 digits See the Registrar Quick Reference Chart on page 6

Club Designation 2 digits

Play Level 1 digit

1 Division I – highest level of competition

Q Qualifying –U11 through U13 teams playing in a developmental play group in Eastern District only

S Super II – second highest level of competition

2 Division II – introductory level of competitive play

3 Division III – recreational play level for U11 through U19 teams

4 Division IV – recreational play level for Under-10 and younger teams

R Recreational Academy – a club organized program for U8, U9 and U10 players which allows specialized training by paid professionals on teams for U9 and U10 only

P Recreational Plus – U9 and U10 Division IV teams participating in a Skills Training Program as defined in the Team Formation Rules

Gender Designation 1 digit 0 = Boys or Co-ed Team 1 = Girls Team

Age Designation 2 digits 05 = Under-5, 06 = Under-6, etc

ROSTER LIMITS

| Team Age | Maximum Roster | Minimum Roster |
|---------------|----------------|----------------|
| Under-5 & 6 | 10 | 3 |
| Under-7 & 8 | 12 | 4 |
| Under-9 & 10 | 12 | 6 |
| Under-11 & 12 | 14 | 6 |
| Under-13 - 15 | 18 | 7 |
| Under-16 - 19 | 22 | 7 |

ROSTERING PLAYERS TO TEAMS

Rostering is the assignment of players to a team. Players may be rostered to a team at any time during the registration period (August 1 through July 31). Once a player is rostered to a primary team, they are bound to that team for the **entire Registration Period** (August 1 through July 31) unless they request and receive a release.

A player becomes rostered to a team when they are:

- (1) officially assigned to a team by the club or association registrar, or
- (2) if not officially assigned to a team, the first team with which they participate in any competition (excluding tryouts and scrimmages)

A primary team is any team in competition for participation in Fall Championships, US Youth Soccer National Championships, President's Cup or Director's Cup.

- Any player who moves from one primary team to another after having been rostered is considered a transfer and must complete the appropriate paperwork prior to being added to the new team.
- A Primary Team may have no more than five (5) players transferred onto the team during a Seasonal Year (players requesting release from the team are not included in the transfer count – only players coming onto the roster are counted).
- For USYSNC, the rules state “At the time a team names its National Championship roster, a team may not have more than five (5) previously rostered players.”
- If the players are participating with primary teams (see definition above) **all** players are rostered for the entire Seasonal Year. Any player not returning for the spring season **must** request a release in writing prior to being replaced on the roster. Copies of all releases and transfers must accompany the final roster as required by the appropriate Spring Cup competition in which they are participating.

Many clubs / associations hold separate Fall and Spring registrations. The local league generally considers players who do not re-register for the Spring season to no longer be rostered to a team. This is an acceptable practice for teams playing in a local spring season and for younger teams who are not eligible for participation in the state-sponsored Spring Cup competitions but does not apply to teams playing in state-sponsored Spring Cup competitions.

TEAM ROSTERS

A **roster** is a form used for listing the players assigned to that team. This can be a printout from your computer program, a typed list or a hand written list. If printed or typed, the roster may be done horizontally or vertically. First and foremost, the roster **must** include key information about the players and the team - player's name, ID number, and date of birth (address and telephone number are optional); team name, team code and age group in which the team is participating; and the coach's name, address, and telephone number.

All coaches should be provided with a copy of their roster at the beginning of the Seasonal Year - preferably prior to their first game. At this time, the coach should verify that all of the players on the team are shown and, if not, get with the registrar to make the necessary adjustments. This will prevent eligibility problems later in the season.

Registrars may be asked several times during the season for a signed copy of their roster. Teams will need a roster signed by the association registrar for:

- Participation in **Fall Championship District or State Tournaments** in December
- Participation in **U S Youth Soccer National Championships, President's Cup, Director's Cup or South Texas Cup** in the Spring
- Travel to invitational tournaments, particularly out-of-state or country requests.

PLAYER AND ADULT PASSES / ID CARD

Any team playing outside their home organization (inter-association league play, invitational tournaments, Fall playoffs, USYSNC, President's Cup, Director's Cup, South Texas Cup or Kohl's Cup) must have a player ID Card. ALL adults must have an Adult Participation Pass (Kidsafe). These cards should be typed or computer printed.

Member Pass

Although many clubs issue and give both sides of the player pass (member pass – left side and membership card – right side) to the players, the Member Pass is the ID Card. Cards should be separated and the Member Pass signed, photo affixed and the card laminated.

Only one Player Pass / ID Card is required per Seasonal Year. A player may participate as a Guest Player or be a member of one or more tournament teams by using their regular ID Card for the team to which they are rostered for league play. If the association or club has a Spring season and wishes to reprint cards, that is the choice of the organization. However, **only one card per seasonal year per player is required.**

The ID card belongs to the player.

Often the State Office receives phone calls from parents or other coaches indicating that they are unable to get the player card from a coach so that the player can guest play with another team. Although the coach generally keeps the cards to assure they will all arrive at the game each week, the card actually belongs to the player and should not be withheld. The card is proof of registration by the individual player.

Lamination

The card must be laminated of a material through which the information on the card is clearly visible. Some associations have an embossing stamp that is applied to the card after laminating to prevent tampering. This is acceptable but not mandatory.

Legal Name

It is important that the name, date of birth and ID Number on the Player Pass / ID Card is the same as what appears on the team roster. Nicknames should not be used. The player should sign the card exactly as their name is printed on the card. If there is a middle initial on the card and roster, the player should sign with the middle initial. Should a team qualify to advance in Cup competition, cards not matching the roster and not including a matching signature will not be accepted.

Registrar Signature

Due to the size of many of our Member Associations, it is not always feasible for the registrar to sign every card. Therefore, an Association Registrar may designate other individuals to sign cards (usually this is the local club registrar or assistant registrar). Before signing cards, it is important, if you are a club registrar to verify that your Association Registrar has designated this responsibility to you. The Association Registrar must submit to the State Office with Initial Fall Registration a copy of the signature of those persons designated to sign cards.

Adult Passes

All adults must be issued an Adult Participation Pass (Kidsafe) of the appropriate color for the current seasonal year. This pass can only be printed for adults who are in compliance with the registration requirements related to background checks and licensing. Cards are reprinted prior to the start of each seasonal year on a different color card for ease in confirming that the adult is currently registered. Cards should be visible at practices, scrimmages, games and any other events in which players participate.

Team assignment is not included on the card so that an individual does participating with multiple teams does not have to have multiple cards. Adults will only be issued Bench Passes for District and State sponsored competitions upon presenting their Adult Participation Pass as verification of eligibility.

ID Cards for Summer Tournaments

The seasonal year runs from September 1 through August 31. During August, registrars are busily processing registration and forming teams based on information being provided to them by coaches and/or commissioners. ID Cards for the new seasonal year are not valid until September 1 and are generally not printed by registrars until mid to late August.

Hundreds of teams go to pre-season August tournaments and Labor Day competitions each year. For August tournaments, teams should use their cards from that seasonal year. For example: August 2010 is a part of the 2009-2010 seasonal year but September 1, 2009 will be the start of the 2010-2011 seasonal year. For the August tournaments, teams will need to use their 2009-2010 cards.

Often the Labor Day weekend events span two seasonal years with one or two days falling in one year and the other one or two days falling in the new seasonal year. All teams should have their ID Cards for the new seasonal year prior to the Labor Day event. However, a team may participate in such a tournament using their prior year cards with the approval of the tournament coordinator. In this type of situation, the registrar should issue the team a letter stating that all players listed on the roster are also registered for the new seasonal year. If one or more of the players from the previous season do not intend to play in the new season year, they should be registered as guest players for the new year for insurance purposes.

It's important that the coach or manager of the team communicate with the tournament director of August and early September tournaments to confirm what cards are required or to make the coordinator aware that the team has not been issued new cards.

ADD / RELEASE / TRANSFER DEFINITIONS

All players and coaches are required to fill out a registration form either paper or online. If required information is missing from that form or is incomplete in the online system, the individual is not considered to be registered. For transfers and releases, registrars must have signed paperwork before processing the change in the database and before the player participates with the new team or a card is issued for the player.

Add or New Player

An **Add** is a new player (one not registered with any club, league or association during the current Seasonal Year). For players registering after Fall or Spring deadlines, a copy of the registration form including all required information may be forwarded to the State Office along with the appropriate fee if using paper registration forms.

Release

A player may request release from a team at any time during the Seasonal Year. A release is accomplished by completing the first two sections of the Release / Transfer form including the signature of the player, the parent and the registrars of the club and association. **Although the form requests a reason, this is no longer required. There is no requirement for the releasing coach to sign the form.** Release forms are required to remove players from the roster of a Primary Team participating in a Spring Cup competition before the players are removed from the roster or another player is added or transferred onto the team.

A coach or registrar cannot release a player because the coach no longer wants the player on the team, the player failed to come to practices or games, the player did not pay his/her trainer fees or the player is being moved down to the "B" team or up to the "A" team without the change being requested by the parent in writing. Payment of the registration fees is required in order for the player to be "accepted" and assigned to the roster. Training fees are a personal contract between the parent and the club or trainer.

Once a player is rostered to a team, a coach, manager or registrar cannot involuntarily release a player unless the situation meets one of the following situations and is properly documented:

1. the player has violated the rules of **USSF, USYSA or STYSA**
2. the player has moved a distance too far away to make participation practical
3. the player is injured too severely to play

TRANSFER

Transfer is the *movement of a player from one primary team to another* during a Seasonal Year. All paperwork must be complete and in the hands of the Association Registrar prior to the player participating with the team to which he / she is transferring. This paperwork and the state fee (\$10) should be forwarded to the State Office as soon as possible. No Primary Team may have more than five (5) transfers onto the team during the entire Seasonal Year. Players transferring off the team do not count toward this limit. The Transfer form must be signed by the player, parent, and both the Club and Association Registrar of the releasing and receiving organization. There is no requirement for the releasing coach to sign the form. **A player can't transfer onto a team until they have been released by their original team.**

Any player requesting transfer from one team to another must attach a summary of their Penalty Points to the Transfer Form when submitting it to the registrar for signature.

Deadlines or 2-Week Rule

Transfers must be completed in time for the team to be in compliance with the rules of the competition. Example: Rosters are frozen for Fall play on November 1 and players must participate in two regularly-scheduled regular season games. Rosters are frozen for Cup play by the date established on the STYSA Perpetual Calendar. All transfers must be processed in a timely manner in order to comply with the appropriate competition.

ID Cards of Transferred Players

When a player transfers to another team, the Registrar should collect the card from the original team and issue a card for the new team. The player retains the same ID number even though they may be changing associations.

MULTIPLE ROSTERING and TOURNAMENT TEAMS

Players, in compliance with their Member Association and/or Club rules, may be rostered to more than one youth team during a Seasonal Year. However, players **may be rostered to only one Primary Team** at any one time. There is no limitation to the number of league or tournament teams with which a player may participate, as long as their league / association permits multiple rostering.

- **Primary Team** - a team in competition for Fall Championships, U S Youth Soccer National Championships, President's Cup, Director's Cup or South Texas Cup.
- **League or Tournament Team** - a team competing in local league competition or formed for the purpose of participating in invitational tournaments. These teams are not eligible for post season or Cup play.

Each year there are problems as the result of a player being rostered to a Division II and a Division III team. This is a violation of the rules if both teams are participating in a league that may lead to the team's advancing to District playoffs or playing in a Spring Cup competition. **A player may only be rostered to one primary team at any time.**

While a player may be rostered to one primary team as well as tournament teams with permission, **no player may play with more than one (1) team on the same day or in the same competition** regardless of age brackets.

Tournament Team

A tournament team is one formed for the sole purpose of participating in an invitational tournament or in-house league. Basically, this is an all-star team. Tournament teams may be formed only if they are permitted by the Member Association through which the team registers and only in the U11 and older age groups during fall and spring.

Tournament Teams for U10 and younger:

STYSA Rule 3.4.3 restricts the formation of tournament teams in the Under-10 and younger age until after May 1 with two exceptions.

1. In small associations with less than a total registration of 1,000 players where competitive play (Division I, II and Super II) comprises less than 5% of the total player registration, tournament teams may be formed by combining players from two or more teams in order to participate in a tournament.
2. Teams formed for participation in small-sided tournaments (3v3, 5v5, etc) are exempt from the

REGISTRATION REPORTING AND BILLING

Registration reporting and billing has been simplified with the use of the reporting feature in the Affinity software. Member Associations are no longer required to submit a diskette, CD or copy of registration forms to provide their player and adult registration information to the State Office.

A report can be generated through Affinity by club or for the entire association. While this report does not calculate the fees due, it does provide a count by age and play level. In addition, a separate file can be downloaded to an excel spreadsheet that will allow the registrar to identify the players that fall within each group that is counted.

Player Count Report

There are several versions of the Accepted Player Count Report under Reports / Count Reports that will provide player counts.

Fall Season: The Accepted Player Count (All) by Age and Play Type should be used.

- To get a report of players by individual club, select from the drop down categories the Association, the specific club for which the report is to be generated and the Accepted Player Count (All) By Age and Play Type - Club Summary.
- To get a report of players by club for all clubs within the Association, select from the drop down categories the Association, All Clubs and the Accepted Player Count (All) by Age and Play Type - Club Summary.
- To get a report of all players registered with the Association, select from the drop down categories the Association, All Clubs and the Accepted Player Count (All) by Age and Play Type - League Summary.

When the final report is run for the November 1 deadline, you will have to manually deduct the number of players for whom fees were paid in October to determine the amount owed.

Spring Season: The Accepted Player Count (Only New) by Age and Play Type should be used in Spring and in the same manner defined above, especially for reporting player counts and fees to the state association. Remember: fees are paid in the spring for only those players who were not registered with the state during the fall season. This is why it is so important that a player's application from the fall be used in the spring.

If the association charges a fee for all players in the spring season, a total spring player count can be obtained by using the Accepted Player Count (All) by Age and Play Type for the Club or League to count both new and returning players.

From time to time, you will have a designation on the report of "NA". These are players who are not properly registered. In some cases, the player may be registered as Division 4 but their age (birth date) makes them eligible for U11. Since the system knows that a U11 player cannot be Division 4, it identifies the player as NA on the report. In order to determine the fee due for the player, it's important to resolve these types of situations.

Player Detail Report: To resolve any issues regarding player counts, you can download the Player Detail Report. This is an excel report that includes all of the players registered in your club or association area. You'll need to specify the association and club for which the report is needed. Export is by using the export icon on the navigation bar at the top of the page. Once you have it in an excel spreadsheet, sort the file on the Accepted column and remove any records with a designation of "N" (Not Accepted). These players are not included in the player count and are extra records that remain in your area (these records should be cancelled regularly in order to keep a clean database).

You can then sort the file by Play Type or Age to identify players that are counted in each of the categories on the Accepted Player Count and identify the players who have NA in the Age or Play Type.

The Reconciliation Report should then be completed and sent to the State along with the check for fees.

SOCCER ACROSS AMERICA (SOCCER START)

Soccer Across America (formerly known as Soccer Start) is a sports participation program designed to introduce the sport to children living in areas not yet serviced by existing clubs and leagues, focused on lower-income and “at risk” children in rural, suburban and urban areas needing an activity outside of school. “At risk” is defined as

- low income households
- exposure to crime and drugs
- language and cultural barriers
- single parent homes
- children with learning disabilities
- children without organized after school supervision (latchkey)
- children who score low in state testing and need additional motivation to excel in school

Soccer Across America is a nation-wide program geared toward the development of the sport, but more importantly, the education and development of children. The program is available to players age 6 through 18 participating through recreational leagues (no competitive level players or teams are eligible).

Associations or clubs wishing to establish a Soccer Across America Program must file an Application for Participation must do so prior to September 1 for the fall season. Once approved, the program is eligible for reduced registration fees, administrative guidance, and, if available, equipment to help in the development of their program. Programs are eligible to reapply for assistance in their second and third year of operation if needed with reduced assistance based on the needs of the program. The goal is to give the program a helping hand for the first two to three years as they build a solid foundation to support their future.

Participants of approved Soccer Across America programs may be mainstreamed (placed on league teams) or teams may be formed within the league only. If an existing Member Association or Club accepts into their organization a new area or program such as a Parks & Rec Department or an after school program that will introduce the sport to children not currently participating, they may support that organization’s application for Soccer Across America status by including documentation on the program when filing.

Registration dates for Soccer Across America Programs (those not involving players on league teams eligible for participation in state sponsored events such as Fall Championships) have been set at a later time in order to accommodate the later start many of these programs experience. Registration information is due in the State Office on or before December 1 for fall and May 1 for spring.

Each Soccer Across America program is responsible for filing a History Report at the conclusion of the season in order that the development of the program can be documented and possible improvements for future programs can be identified.

TOP SOCCER

TOPSOCCER opens up the game of soccer to boys and girls who have a mental or physical disability. Starting as a small, grassroots program through US Youth Soccer, TOPSOCCER programs have sprung up across the nation and now, with the support of Uniroyal Tire, it’s possible to offer an individual with a mental or physical disability the opportunity to do more than sit on the sideline. It brings a sense of accomplishment and sheer joy to participants as well as to the parents and volunteers.

Reduced registration fees are offered by the state association to established TOPSOCCER Programs and participating associations are assigned a separate area for registration in order that rules related to age and team formation requirements can be bypassed.

There is no application required for a TOPSoccer Program. Associations and clubs wishing to set up such a program are encouraged to contact the State Office for assistance. A special registration area has been

developed in the online system that allows these programs to bypass restrictions on player age and team assignment.

STYSA

SPONSORED

COMPETITION

DESCRIPTIONS

FALL CHAMPIONSHIP DISTRICT TOURNAMENTS

Fall Championship District Tournaments are held the **first weekend in December** at various sites within each District for Under-11 through Under-19 Division II and Division III teams. District Tournaments may be held for the Super II play level if deemed necessary by the District. A recent rule change also allows each District to determine if they wish to host an Under-9 and/or Under-10 competition within their District.

The number of teams advancing from each association is determined in early October through the allocation of teams to each participating association. Each association is responsible for providing the number of teams per age group and competition level eligible for consideration to the State Office and/or District Vice President no later than October 10th. Each association is then awarded a percentage of the teams through the allocation process.

Once allocations are prepared, a copy is provided to each Association President. Each Association is required to verify in writing to the State Office that they will be able to send the number of teams per age group and competition level they were allocated on or before November 1.

Shortly after November 1st the State Office will invoice each Member Association for the number of teams they are sending to the Fall Championship District and/or State Tournament, including a date by which payment must be received. All Associations are responsible for the full invoice. If teams withdraw between November 1st and the date of the event, the association may request a reimbursement after the conclusion of the games. If notification of the withdrawal was made early enough that a replacement team could be found and the other association invoiced for the fee, they will be issued a refund. If no replacement team was found or it was a last minute withdrawal, no refund will be issued. Each request will be reviewed and considered on it's merits.

Fees for the Fall 2009 Fall Championships are:

- \$ 220 for each Division III Recreational Team
- \$ 320 for each Super II or Division II Team

On or before the Monday prior to the first weekend in December, each Association **must** provide to the State Office the following information about teams advancing from their association:

1. **STYSA Team Code and Team Name** of each advancing team
2. **Name, address and telephone number** of the coach
3. **Seeding of the team** - Example: first, second, third place, etc.
4. **Penalty Point Report** – a report of all cards issued to players or coaches on the team that has been signed by the League Officer responsible for maintaining penalty points

Teams must carry with them to the tournament:

1. **Roster** – including all eligible players and signed by the Association Registrar
2. **Player Pass ID Cards** – laminated and with a recent photo for all players and coaches
3. **Penalty Point Report** – signed by the appropriate league official

First and second place teams from Super II and Division II District Tournaments will advance to the State Tournament the following weekend. District Tournament Coordinators will forward to the State Office a report of any Penalty Points accumulated by the teams advancing. Teams must have their signed roster, player ID Cards and Adult Participation Passes upon arriving at the State Tournament.

FALL CHAMPIONSHIP STATE TOURNAMENTS

Fall Championship State Tournaments are held the **second weekend in December** for Super II and Division II boys and girls teams Under-11 through Under-19. Boys are hosted by one District with all girls teams hosted by the other District on an alternating basis.

- **Super II** - District Tournaments will be held if there are sufficient teams to warrant a tournament. This decision is made by each District Vice-President. If no District Tournaments are held, the first and second place teams will advance based on their season record. If District Tournaments are held, the first and second place tournament finishers will advance. El Paso is eligible to send one team per age group but must notify the state by the November 1 confirmation date that they will be participating.
- **Division II** - First and second place finishers from the District Tournament will advance to the State Tournament along with an El Paso representative, if participating.

On or before the Monday prior to the second weekend in December, information **must** be provided to the State Office about teams advancing to State Tournament play. In competition levels where District Tournaments were held, this information will be provided by the District Tournament Coordinator. If no District Tournament was held, the information should be provided by the Member Association.

1. **STYSA Team Code and Team Name** of each advancing team
2. **Name, address and telephone number** of the coach
3. **Seeding of the team** - Example: first, second, third place, etc.
4. **Penalty Point Report** – a report of all cards issued to players or coaches on the team that has been signed by the League Officer responsible for maintaining penalty points

Teams must carry with them to the tournament:

1. **Roster** – including all eligible players and signed by the Association Registrar
2. **Player Pass ID Cards** – laminated and with a recent photo for all players and coaches
3. **Penalty Point Report** – updated penalty point reports from District playoffs will be forwarded to the Site Coordinator.

Super II and Division II District Coordinators will forward to the State Office at the conclusion of the District Tournament a report of any Penalty Points accumulated by players and coaches on teams advancing to the State Tournament.

There is no additional charge for Super II and Division II teams advancing from District to State Tournaments.

U S YOUTH SOCCER NATIONAL CHAMPIONSHIPS

Information will be distributed in late December to the coaches and managers of all eligible teams as to the process for entering this competition. USYSNC is strongly recommended for Division I teams only but is an open competition, meaning that any team interested is eligible to enter. Registration information will be posted on the STYSA website along with specific instructions and deadlines.

Each District establishes the process by which teams are qualified for participation. Teams wishing to participate in this competition must meet all entry requirements and established deadlines. If the District seeds teams into the competition based on the team's performance in the Fall season, this information will be provided to the teams by the appropriate District coordinators. Qualifying rounds are held within each District, the format for which is determined by the District Vice-President. Teams must meet the following requirements:

1. Play in at least a 4-team league during the current Seasonal Year - The **STYSA** Fall season qualifies as the 4-team league. Those teams formed specifically for the National Championship competition must compete in a 4-team league (playing a minimum of one game against each of the other three (3) teams) prior to the start of the qualifying season, with the exception of the U19 age group. **There is no four-team league requirement for Under-19.**
2. Each team entered must demonstrate a consistency of rosters, having a minimum of nine (9) players on the roster of U15 and younger teams and 11 players on U16 and older teams.
3. The team must meet all deadlines for entry and final rosters as published on the STYSA website.

Registration is currently accepted through the state's official registration database, Affinity, and requires that the team select the competition they are entering and indicate the method of payment – echeck, credit card, or a check to be mailed to the State Office. The entry fee must be received prior to the entry deadline.

All instructions regarding the entry process, final roster deadline, documents required and where all information is to be sent will be posted on the website. It is up to each Association Registrar whether they prefer to be responsible for submitting all paperwork by the designated deadline or if the team will be responsible for submitting.

Rules and procedures for all Spring Cup competitions are defined in the Spring Cup Manual posted on the STYSA website.

GENERAL INFORMATION:

The State Cup is held at one site for all age groups on a date established by the Executive Committee. The site alternates between Districts and includes either 4 or 5 teams, the first and second place teams from each District – Eastern and Western – and 1 team from El Paso if entered by the designated deadline.

First place teams in Under-14 through Under-19 age groups will advance from the State Cup to the US Youth Soccer Region III Southern Regionals held each year in June to identify the Regional Champions that will then play in the National Championship Tournament in July.

STYSA PRESIDENT'S CUP

The **President's Cup** was developed several years ago as an alternate Spring competition to the **U S Youth Soccer National Championship** competition. Using a format similar to the National Championships, this competition is recommended for lower Division I and upper level Super II teams.

Information will be distributed in late December to the coaches and managers of all eligible teams as to the process for entering this competition. Registration information will be posted on the STYSA website along with specific instructions and deadlines.

Each District establishes the process by which teams are qualified for participation. Teams wishing to participate in this competition must meet all entry requirements and established deadlines. Qualifying rounds are held within each District, the format for which is determined by the District Vice-President. Teams must meet the following requirements:

1. Play in at least a 4-team league during the current Seasonal Year - The **STYSA** Fall season qualifies as the 4-team league. **There is no four-team league requirement for Under-19.**
2. Each team entered must demonstrate a consistency of rosters, having a minimum of nine (9) players on the roster of U15 and younger teams and 11 players on U16 and older teams that were rostered to the team in the Fall and remain on the roster for the spring season.
3. The team must meet all deadlines for entry and final rosters as published on the STYSA website.

Registration is currently accepted through the state's official registration database, Affinity, and requires that the team select the competition they are entering and indicate the method of payment – echeck, credit card, or a check to be mailed to the State Office. The entry fee must be received prior to the entry deadline.

All instructions regarding the entry process, final roster deadline, documents required and where all information is to be sent will be posted on the website. It is up to each Association Registrar whether they prefer to be responsible for submitting all paperwork by the designated deadline or if the team will be responsible for submitting.

Rules and procedures for all Spring Cup competitions are defined in the Spring Cup Manual posted on the STYSA website.

GENERAL INFORMATION:

The President's Cup is held at one site for all age groups on a date established by the Executive Committee. The site alternates between Districts and includes either 4 or 5 teams, the first and second place teams from each District – Eastern and Western – and 1 team from El Paso if entered by the designated deadline.

First place teams in Under-13 through Under-17 age groups will advance from the State Cup to the Region III President's Cup held each year in early June with possible advancement to the National Tournament in August.

STYSA DIRECTOR'S CUP

The **Director's Cup** is a closed entry competition available to Super II and Division II teams from the previous Fall season. Using a format similar to the National Championships and President's Cup, this competition is available to boys and girls teams Under-11 through Under-18/19. Under-18 and Under-19 teams will play in a combined bracket.

Information will be distributed in late December to the coaches and managers of all eligible teams as to the process for entering this competition. Registration information will be posted on the STYSA website along with specific instructions and deadlines.

Teams wishing to participate in this competition must meet all entry requirements and established deadlines. Qualifying rounds are held within each District, the format for which is determined by the District Vice-President. Teams must meet the following requirements:

1. The team must have played in the previous Fall season as a Super II or Division II team.
2. Each team entered must demonstrate a consistency of rosters, having a minimum of nine (9) players on the roster in the Fall and remaining on the roster for the spring season.
3. The team must meet all deadlines for entry and final rosters as published on the STYSA website.

Registration is currently accepted through the state's official registration database, Affinity, and requires that the team select the competition they are entering and indicate the method of payment – echeck, credit card, or a check to be mailed to the State Office. The entry fee must be received prior to the entry deadline.

All instructions regarding the entry process, final roster deadline, documents required and where all information is to be sent will be posted on the website. It is up to each Association Registrar whether they prefer to be responsible for submitting all paperwork by the designated deadline or if the team will be responsible for submitting.

Rules and procedures for all Spring Cup competitions are defined in the Spring Cup Manual posted on the STYSA website.

GENERAL INFORMATION:

The Director's Cup will held at one site for all age groups on a date established by the Executive Committee. The site alternates between Districts and includes either 4 or 5 teams, the first and second place teams from each District – Eastern and Western – and 1 team from El Paso if entered by the designated deadline.

There is no advancement beyond the State Tournament.

SOUTH TEXAS CUP

South Texas Cup is a restricted entry competition for Division II and Division III boys and girls teams Under-11 through Under-18/19. Under-18 and Under-19 age groups will be combined into a single bracket. There will be no separation of competition levels - this is considered a developmental competition designed to offer teams an opportunity to “test the waters” of competitive play and to offer a higher level of competition for the development of individual and team skills.

Each Member Association schedules their teams for regular league play in the spring and reports the number of participating teams to the State Office by the required deadline in April. Based on the participation within each Association, the District Vice President will prepare allocations similar to the procedures in place for the Fall Championships. Each association is allocated a percentage of their teams to their District Tournament. A District Tournament will be held the first weekend in May within each District with the first and second place teams in each age group advancing to the State Tournament the following weekend.

An entry fee is assessed to each team allocated to advance to the District Tournament. Member Associations are responsible for the fee for all teams based on the allocations to their association. The fee is reviewed each year and will be posted along with information about the competition.

Again, the responsibility of the Registrar is to register any new players and issue a final roster for participating teams. Teams are not restricted on the number of players transferring from another team. Newly formed teams in Division II and Division III are eligible for the competition providing they have no more than two previously registered Division I and two previously registered Super II players on their roster.

All teams are required to have ID Cards and a roster signed by their Association Registrar.

GENERAL INFORMATION:

The **South Texas Cup** District Tournament will be held in early May with the State Tournament scheduled for the following weekend. District Tournaments will be held within the appropriate District. State Tournaments will alternate between the Eastern and Western District and will be held at a single site.

**MISCELLANEOUS
INFORMATION
RELATED TO
REGISTRATION**

APPLICATION FOR TRAVEL

Please refer to information on the STYSA website at www.stxsoccer.org for the most current information on travel procedures, fees and use of the online e-travel system.

e-Travel

The twelve State Associations within Region III of US Youth Soccer have agreed to simplify the travel process for teams wishing to travel to tournaments or friendly games within the Region. As a result, the e-Travel Notification process was conceived and adopted by Region III. South Texas Youth Soccer Association has opted to adopt and apply the e-Travel Notification process to all travel within the United States (including Alaska and Hawaii).

Currently all e-Travel requests must be processed through the Affinity program. Each coach or manager of a team should have access to their team account with a login and password set up on their application. If for some reason, a coach or manager does not have a login, one can be set up for them by the Club or Association Registrar or the State Office staff.

Before submitting a travel request, be sure the event is sanctioned by US Youth Soccer. Travel to events not sanctioned by our parent organization (US Youth Soccer) do not require approval and players/coaches are not covered by STYSA insurance as it is not in effect for non-sanctioned events.

Once logged into their account, the following procedures should be followed:

- Go to the Teams section on the account page
- Find the team for which travel is requested and click on the word "Edit"
- On the roster page, click on the Travel Roster tab
- The first page requires information about the tournament. Fill in all information. Hosting entity will be the state in which the event is being held or the organization name. If traveling to one of the Region III states, enter Regional in the Travel Request type. Travel to other states will require the selection of USYS.
- Move to the next page which allows the creation of the Travel Roster. Players already rostered to the team will be included. Those not traveling with the team can be removed and additional players added if the team is taking guest players. Players being added who are already entered in the Affinity program can be pulled onto the roster as "Borrowed" players by entering the player's ID Number and role (Player). Guest players who are not registered in Affinity must be entered. It is the coach's responsibility to assure that the proper permission has been received for these players.
- Continue to move through the pages of the Travel Request. On the final page, the coach or manager will have the option of paying the \$25 processing fee by credit card or by mailing a check to the State Office. After indicating the choice, the system will guide the user through the process. If mailing a check to the State Office, print the Payment Coupon and send along with the check for identification purposes.
- When completed, the individual submitting the request will be able to "Print Acceptance Forms" by using the button at the top of the final page of the application. An email notification will be sent to the individual confirming the travel request has been submitted. This notification and the forms printed from the final page should be provided to the Tournament Coordinator at check-in by the coach or manager

It is the responsibility of the coach or manager of the team to comply with the rules and requirements of South Texas Youth Soccer Association, US Youth Soccer and US Soccer Federation as well as those of the State Association and Tournament to which they are traveling. Failure to comply may result in sanctions or fines or both to the team, players and/or team officials.

The e-Travel Notification process is not applicable to travel outside of the United States (including Canada and Mexico). All travel outside of the United States requires that the standard paper forms for international travel be submitted to the State Office at least 6 weeks prior to the departure date to allow sufficient time for processing and receiving final approval from US Soccer Federation. The US Soccer Federation does NOT notify the State Office when, or if, a request for international travel is approved or denied. It is the responsibility of the coach to follow-up to assure that they have the proper approvals in their possession prior to leaving the country.

Forms can be found on the STYSA website at www.stxsoccer.org / Publications / Forms.

APPLICATION FOR FOREIGN TRAVEL

Teams planning to travel outside the United States (including Mexico and Canada) must secure permission from both South Texas Youth Soccer Association and US Soccer Federation prior to leaving the country. Submitting the following documents to the State Office:

- Complete the multi-part Application for Foreign Travel form
- Attach a roster that lists all players and adults (coach, assistant coach, manager, trainer) who will be traveling with the team. This roster must include the name, ID number and birth date of each player and the name and ID Number for each adult.
- A copy of the official brochure, pamphlet or letter of invitation that identifies the event in which the team will be participating.
- A signed copy of the Ted Stevens Olympic and Amateur Sports Act compliance statement
- A check payable to USSF for the travel application fee - \$50
- A check payable to STYSA for the travel application fee - \$25

Mail the above documents to the State Office: 15209 Hwy 290 E, Manor, TX 78653

After verifying that all players and adults are properly registered and eligible to participate with the team, the request will be approved by the state association and forwarded on to USSF for processing. These applications can take 4-6 weeks to be processed by USSF so allow sufficient time prior to the date of planned travel.

USSF does not notify the State Office if or when a foreign travel request is approved or denied. If the designated coach or manager has not had a response a week to ten days prior to travel, please contact the State Office for a follow-up on the status of the application.

Required forms can be found on the STYSA website at www.stxsoccer.org / Publications / Forms.

PENALTY POINT REPORT

This is an area that will probably not be within your area of responsibility; however, you will no doubt receive questions about it, especially around playoff time when teams are requesting a signed roster. So that you are able to answer their questions, following is some general information on this topic.

All STYSA teams participating in a state-sponsored competition must have a Penalty Point Report. This includes Fall Championship District Tournaments, Fall Championship State Tournaments, US Youth Soccer National Championships, President's Cup, Director's Cup and South Texas Cup District and State Tournaments. A Penalty Point Report shows all points (yellow and red cards) accumulated by players and coaches during league play.

All associations must have a person within their organization designated to maintain penalty points for their teams. This person should keep records updated based on the information included on the game card. Encourage your coaches to look at the game card before they sign it at the conclusion of the game. It's better to catch an error at the time it happens rather than trying to correct it at the end of the season.

A copy of the Penalty Point Report is included in the Forms Section. The report must include the following information:

- date the card was issued
- type of card issued (yellow or red)
- whom the card was given to (name)
- total points for each individual
- if a red card ejection was issued, the date the individual sat out the required game
- if a third yellow card was issued, the date the individual sat out the required game

The report should be filled out and signed by the appropriate league official, a copy given to the team coach or manager and a copy sent to the State Office.

Penalty Points:

- Yellow Card = 3 points
- Red Card = 9 points

Point Accumulation = Suspensions

- 9 points = 1 game suspension
- 18 points = 2 game suspension
- 24 points = 3 game suspension
- 30 points = 4 game suspension

Maximum Penalty Points Per Game = 9 points (1 Red Card or 2 Yellow Cards)

3 Yellow Cards = 9 Points = 1 game suspension

Goal Post Inspection Report

A Goal Post Inspection Report must be submitted by each Member Association or Club with their request for an Insurance Certificate. New Insurance Certificates are generally required by all facility owners prior to the start of play for a new season (usually September 1). It is the responsibility of the appropriate Association or Club official to obtain a signed Goal Post Inspection form and submit it along with the Request for Insurance Certificate form prior to the date needed so that a certificate can be issued by the insurance company. No Insurance Certificates will be issued until a Goal Post Inspection Report is received.

The purpose of this report is to verify that all goal posts on facilities being used for practices, scrimmages and games have been checked and determined to be safe. In past years there have been injuries to participants as a result of sharp or jagged hooks used to hold nets in place and/or unsecured goal posts. Children in South Texas have died as the result of unsecured goals. While it's important to check the stability of a goal post that has been mounted in the ground, it's just as important to assure that unused goals are not just leaning against a tree or building where they could fall over onto a child.

All organizations are strongly encouraged to have in place a process for checking goals and dealing with any areas of concern. Don't wait to inspect the goals until it's time to submit the request for an insurance certificate. Implement a process for being sure they are properly secured year round.

Forms referred to in this book can be found on the STYSA website.

www.stxsoccer.org/Publications/Forms