

**SOUTH TEXAS
YOUTH SOCCER
USYS NATIONAL
CHAMPIONSHIP**

MANUAL

1. OVERVIEW

1.1 PURPOSE

This Manual is designed to document the methods, procedures and guidelines for the South Texas Youth Soccer Association (STYSA) United States Youth Soccer (USYS) National Championship State Cup Tournament.

1.2 AWARDS

A. STYSA provides the following awards for the state tournament:

Medals: Twenty-two (22) medals for teams finishing 1st, 2nd, 3rd
Patches: Sponsor contributed patches will be provided, as necessary

1.3 FINAL AUTHORITY

The final authority for all rule interpretations is with the STYSA USYSNC State Cup Committee and STYSA Executive Committee.

2. ROLES AND RESPONSIBILITIES

2.1 THE STYSA USYSNC STATE CUP COMMITTEE

A. **Composition:** The STYSA USYSNC State Cup Committee (SCC) shall consist of:

1. The STYSA Executive Vice-President shall serve as Tournament Director
2. The STYSA District Vice-Presidents
3. The SYRA or his/her designee will act in the capacity of referee liaison.

B. **Responsibilities:**

1. The SCC shall set policy and oversee the operation of the tournament.
2. The SCC shall appoint a subcommittee (two from each district, as appointed by STYSA District Vice-Presidents) plus a member of the Host Organizing Committee (HOC) under the SCC called the Working Group (WG)
3. The WG shall organize and administer the state cup finals subject to the rules of STYSA to include:
 - a. Establish a liaison with the host organizing committee
 - b. Construct and manage the STYSA USYSNC website
 - c. Construct and manage the STYSA USYSNC game schedule
 - d. Organize and complete team check-in
 - e. Establish and ensure proper infrastructure,(i.e. security, bathroom facilities, golf carts, field marshals)
 - f. Establish and manage relationship with visiting college coaches
 - g. Oversee the administration of the referee crew(s)

2.2 HOST ORGANIZING COMMITTEE

- A. **Composition:** The appointment and membership of the HOC falls within the jurisdiction of the Member Association. The committee's leadership and relationship with the SCC must be clearly specified from the outset.
- B. **Responsibilities:** The HOC makes available all local facilities, manpower, and other support as required by and agreed upon by SCC and the HOC. Variations in these responsibilities and authorities will be agreed to in advance and specified in writing.

2.3 TOURNAMENT CONDUCT, PROTEST, APPEALS

- A. **Composition:** The STYSA Appeals Committee shall constitute the Tournament conduct, protest, and appeals committee.
- B. **Responsibilities:** The STYSA Appeals Committee reviews all game ejections and applies suspensions in accordance with published guidelines. The STYSA Appeals Committee shall review on-field misconduct. The STYSA Appeals Committee hears any formal protest submitted. The decisions of the STYSA Appeals Committee are binding at the state level and cannot be further appealed.

2.4 STYSA REFEREE ADMINISTRATOR

The STYSA Youth Referee Administrator (SYRA) oversees game officials at the STYSA tournament. The STYSA SCC shall establish a referee liaison group to coordinate referee invitations, assignments, assessments and hospitality. The STYSA USYSNC SCC referee liaison shall coordinate all referee activities as noted below.

3. MEMBER ASSOCIATION/CLUB HOSTING REQUIREMENTS

3.1 VENUE SELECTION PROCESS

STYSA rules govern in which district the STYSA USYSNC state tournament occurs. In even years, Eastern District shall host USYSNC. In odd years, Western District shall host USYSNC. The STYSA State Tournament committee will accept bids from Member Associations and its clubs to hold the STYSA USYSNC state tournament. Such bids will be submitted directly to the STYSA USYSNC SCC chairperson. These bids must be submitted by the end of the STYSA Summer AGM – approximately 10 months prior to the tournament they are bidding on.

A. Bids

Bids received shall be distributed to the STYSA SCC members for review. Site visits will be conducted by selected members of the STYSA SCC prior to a final decision on submitted bids, if required. Member Associations or their clubs who have submitted bids may choose to make a formal presentation. The selection of the site will be made by September 1st of the year preceding the tournament.

3.2 FINANCES

The SCC will construct a budget for USYSNC State Cup based on the previously adopted STYSA budget for the event. The expenses for the State Cup will be paid directly through STYSA.

3.3 CONTRACTS

The HOC may negotiate independent contracts for hotels, food concessions, merchandise sales. The STYSA President must approve and sign all contracts related to sponsor participation. SCC and the HOC shall adhere to guidelines established by each of the national sponsors involved in the tournament. Additional contracts may be needed. Programs will contain ads according to the contracts U S Soccer has negotiated.

3.4 HOST ORGANIZING COMMITTEE

The host Member Association shall provide individuals to assist the SCC. At a minimum, the HOC should assign members to the following areas:

- Fields/Infrastructure
- Field Marshall/parking volunteers
- Concessions (Merchandise and food)
- Lodging
- Transportation-golf carts
- Communications-mobile radios
- Medical
- College Coaches liaison

3.5 HOSTING REQUIREMENTS

The SCC must meet the following minimum requirements:

A. Playing Sites

1. Fields:

- An adequate number of fields for the tournament format.
- Field sizes will be coordinated with the member of the STYSA WG in charge of the tournament schedule.
- All fields will be marked according to FIFA guidelines.
- All fields will be marked prior to the beginning of the tournament and at least one or more time during the tournament, if deemed necessary by the STYSA SCC.
- Nets, corner flags and markings are the responsibility of the HOC.

2. Tents/trailers:

- Separate 10' x 20' tents or trailers will be provided, as determined by the STYSA SCC.
 1. The headquarters tent/trailer should have a copier, printer, and paper for copier, if feasible. An adequate number of tables and chairs must be provided. A cooler with water must be present.
 2. The referee tent/trailer must have an information board and an adequate number of tables and chairs must be provided. A cooler with water must be present.

3. Appeals Committee/meeting tent must have an adequate number of tables and chairs must be provided. A cooler with water must be present.

It is preferred that the fields be located at a single site. If multiple sites are necessary, a reasonable distance between playing sites would be expected. All infrastructure noted here may not be necessary, depending on distance. However, one site must be designated as the primary site.

The playing venues should ideally be no more than 30 miles from team lodging. Airport access must be reasonable. The site(s) must have reasonable access and sufficient parking space for teams, administrators, referees and spectators.

B. Medical Treatment and First Aid

The SCC shall provide or make available paramedical facilities and personnel at each venue.

C. Hotels

A hotel will be chosen to be the STYSA USYSNC Headquarters hotel. All tournament personnel will be lodged at this facility. This hotel will be selected in conjunction with the STYSA SCC and HOC.

- The STYSA USYSNC Headquarters Hotel will need to meet the following minimum requirements:
 - a) At least 10 rooms for STYSA SCC staff, STYSA District VPs, STYSA President.
 - b) At least 20 double/double rooms should be identified for use by the Referees, at the referees expense.

- The following minimum requirements are necessary to house teams/parents:
 - a) A reasonable number of rooms (60 teams x 15 rooms per team)
 - b) 80% of rooms must be double/doubles (two queens or two double beds)

It is appropriate for the HOC to receive a rebate on room bookings if desired.

D. Meeting Rooms

The following meeting/hospitality room accommodations are required:

- Credentials Check-in.
Requires an adequately sized room with tables to accommodate team check-in. It should be available the day before start of the tournament. Access to a copier should be available during credentials check-in.

E. Communications

The following equipment should be available:

- A minimum of 16 mobile radios for the SCC, field marshals, and ancillary services will be required. Either adequate equipment to recharge the batteries each day or a sufficient number of batteries must be available onsite to ensure uninterrupted service throughout the tournament.

F. Golf Carts with Tops

The following minimum number of gasoline-powered golf carts needs to be available for transportation at the playing venue, with as many as possible having more than two seats and at least one with a carry body:

- 3 carts for SCC
- 2 carts for referee staff (all should have rear passenger seat)
- 1 cart for medical subject to logistics of accessing the site
- 1 cart for security
- 2 carts for ancillary services: water, trash

G. Awards

Medals and patches are ordered by STYSA. The SCC will inventory the medals in counts of 22 to a bag. All awards will also be sent to HOC or WG.

RULES

4.1 General Information

A. Discipline

Tournament discipline will be the responsibility of the STYSA Appeals Committee. Any extenuating circumstances that would prevent a team from complying with all requirements must be submitted to the SCC in writing prior to the tournament.

Failure to comply with requirements could result in a fine, probation, suspension or a combination of these determinations.

B. Mandatory Check-in

- a) Registration of teams will be on the day prior to the start of the beginning of competition. Exceptions to this may be requested prior to the general registration day by written permission of the SCC.
- b) All teams must have their US Youth Soccer Player and/or coach passes. The pass shall have a current photograph, the player's/coach's signature. The pass must be laminated with a material that allows this information to be seen and allows the pass to be punched. Teams, players and coaches unable to produce their USYS passes prior to their first scheduled match may be declared ineligible for competition by the SCC.
- c) All teams must have a copy of their most recent roster that will be compared to that generated by STYSA.
- d) Each player must have a current year, Medical Release Form.
- e) A team representative must register the team.

C. Scheduling of Games

- a) The WG is responsible for developing the schedule of games. The HOC will be asked to provide information on field size, location, field condition and availability to assist in the scheduling process.
- b) Preliminary schedule is developed by April 1st based on initial entries submitted by the districts.
- c) Final schedule will be available by the Monday preceding the State Cup.

4.2 COMPETITION FORMAT

A. Format

The competition is one phase, single round-robin format. Round-robin of all teams in that age-group and gender will be played. Matches may end in a tie.

B. Official Game Cards

The official records of the tournament are the game cards filled out by the referees and retained by the SCC. The SCC determines the format and content of the cards. The card contents include the following information:

- Game information – date, location, game number, field number
- Scheduled and actual start times
- Division of play – age and gender
- Team names – designated as “home” and “away”
- Team uniform colors
- Name of team taking opening kickoff
- Jersey numbers of players who scored
- Game time of scores
- Final score of the game
- Coaches Name
- Details on cautions and sendoffs
- Notation for any person sitting out a Red Card suspension
- Sportsmanship points for each team
- Referee comments
- Referee signatures

C. Game Balls

Each team shall be able to provide game balls at each game. Note: The game balls for each age group MUST meet the requirements of the competition. Once the game begins, a protest cannot be lodged because of an illegal ball.

D. Grace Periods

Teams must be ready to play at the scheduled start time. A fifteen (15) minute grace period may be allowed by the SCC. Any team not ready to play after this grace period has expired shall be reported to the WG by the referee. The STYSA Appeals Committee shall decide when a forfeit is declared.

A minimum of seven (7) players constitutes a legal team.

E. Home Team – Visiting Team

The team listed first is the home team. The visiting team will have the choice of jersey colors. If, in the opinion of the referee there is a color conflict with the jersey color of the opponent, the home team shall change jerseys.

F. Decorum

Coaches are responsible for the behavior of themselves, their coaching staff, their parents and their players.

G. Team and Spectator Location

The teams will sit on the opposite side of the fields from the spectators. Teams will be separated by a minimum distance of 20 yards, 10 yards either side of the center line, or by the table/bench/chair for the fourth official, and/or field marshal.

H. Team Bench and Sidelines

Teams and team officials (maximum of four people can represent the team officials, e.g. coach, assistant coach, manager, trainer) may be on the bench. Team official identification passes (maximum four per team) will only be issued to those individuals who have STYSA Official SCC Passes and are certified through the STYSA KidsSafe Program prior to the state tournament and are displaying their KidsSafe passes. The SCC identification passes will be issued at registration by the SCC.

I. Uniforms

Each players must wear an official uniform with a six-inch minimum size number on the back of the shirt (this includes goalies). Duplicate numbers are not permitted.

J. Equipment

The wearing of shin guards is mandatory for all players. A player will not be allowed to play without wearing them at all times during a game.

K. Player/ Team Official Passes

Before each game, the referee or assistant referee will receive the player and team official passes from either the field marshal or coach. The passes will remain with them for the duration of the game. Passes of individuals ejected from the game will be turned in by the referee or field marshal to the WG. It will be the responsibility of each coach, or his/her approved designee, at the end of the game, to obtain his or her passes.

L. Determination of Winners

a) **Scoring Method**

Team standings shall be determined by accumulation of points awarded as follows:

- 6 points for a win
- 3 points for a tie
- 0 points for a loss

A point will be awarded for each goal up to three goals. A point will also be awarded for a shutout. A win by forfeit results in 10 points for the winning team (scored 3-0).

M. Tiebreakers

In case two or more teams accumulate an equal number of points within any group, the following tiebreakers will be considered in order until the tie is broken:

- (1) Winner in head-to-head competition; then, if the teams are tied,
- (2) Highest goal difference (goals for minus goals against) with a maximum of three (3) goals difference per game counted both for and against. For example, if the score is 8-3, the calculation would be +3 goals for the winning team, -3 goals for the losing team. If the score is 6-4, the calculation would be +2 goals for the winning team and -2 goals for the losing team.
- (3) Total goals allowed. (Team with the fewest total goals allowed advances.)
- (4) Penalty kicks (See 5.8.5.)

N. Forfeiture Rule

In the event a team in round-robin competition forfeits any match, the official game scores for all of that team's games will be recorded as 3-0 losses. A team that forfeits a match will be considered to have withdrawn from the tournament, with final review by the STYSA Appeals Committee.

O. Unfinished Games

1) If any game is abandoned, the STYSA Appeals Committee or any three (3) members of the STYSA Executive Committee shall decide: a. if the score at the time of the abandonment shall be the score of the game; b. if the game shall be declared a forfeit for one or both teams; or, c. if the game shall be replayed. There shall be no appeal of the decision.

2) Any team that fails to complete the tournament may be subject to sanctions by STYSA.

4.3 EJECTIONS

A. Player Ejection:

- a) A player who is sent off must be escorted from the field by a person with a bench pass to the designated red card holding area for the duration of the match.
- b) The player's pass, together with the referee report, shall be turned over to the WG or his/her designee by the referee.
- c) The minimum penalty for an ejection is that the player shall not be permitted to play in the immediate next competition match of his or her team. This penalty may be increased at the determination of the STYSA Appeals Committee. No appeals shall be allowed.

- d) If the team of an ejected player allows the player to participate in the game he or she is required to sit out, that team will automatically forfeit the game.
- e) An ejected player may return to the complex after the match from which he/she has been ejected has completely ended.
- f) The WG shall return the player's pass to the team representative following the disciplinary period.

B. Coach or Bench Personnel Ejection, Send-off, or asked to leave by referee:

- a) If a coach or bench pass person is ejected, sent off, or asked to leave by referee from any game, that individual must be escorted by the WG representative out of sight and sound of the field. He or she must then leave the tournament site for the duration of the day and not be present for all remaining matches scheduled for the tournament for that day.
- b) The coaches' pass together with the referee's report of the incident shall be turned over to the WG who will submit it to the STYSA Appeals Committee.
- c) The minimum penalty for the ejection is a one game suspension to be served in their next immediately following game played by the team.
- d) The penalty may be increased at the determination of the STYSA Appeals Committee. No appeals are allowed.
- e) Any other individuals who may be reasonably construed as being associated with a team, such as relatives and spectators, are also subject to the jurisdiction and authority of US Youth Soccer and the STYSA. A team may be held responsible for the actions of any individual at any game that is a supporter of that team.

4.4 PROTESTS

All questions relating to the qualifications of the competitors or interpretation of the rules, or any dispute or protest shall be referred to the STYSA Appeals Committee.

A. Validity

To be valid and eligible for consideration, each protest:

- a) Must be verbally lodged with the referee and with the opposing coach at the game site before entering the field of play or leaving the game site except as noted in C below.
- b) Must be filed with the Chair of the STYSA Appeals Committee or his/her representative within 30 minutes of the completion of the game in protest and include:
 - 1. A fee in the amount of \$200. This fee may be in cash, cashier's check or money order.
 - 2. Cashier's checks or money orders must be made payable to STYSA.
 - 3. One written copy of the protest must include full particulars of the ground on which the protest is lodged.

B. Timing

- a) Game Situations

All protests must be received by the Chair of the STYSA Appeals Committee or his/her designee within 30 minutes of the completion of the game being protested.

- b) Non-game situations
All protests must be received by the Chair of the Protest Committee or his/her designee within four hours of the scheduled start time of the last game in the bracket or division in question, whichever is latest.

C. Playing Conditions

All protests relating to the ground, goal posts, bars or other appurtenances of the games shall be entertained only if a written objection has been lodged with the referee and the opposing coach prior to the start of the game.

D. Procedures

The STYSA Appeals Committee shall immediately upon the receipt of a protest notify the teams and shall give a copy of the protest and all particulars to the teams, which will then have the right to defend their cases, with or without witnesses (maximum of 2 per each team).

A plea of ignorance to the rules and regulations of the SCC is not sufficient grounds for protest. Judgment decisions of the referee are not subject to protest.

The STYSA Appeals Committee shall compile the necessary information to hear the protest, from all available sources before the protest is heard. This shall include, if possible, coaches, field marshals, referees, assessors, witnesses if necessary, etc.

After compiling the necessary information, the STYSA Appeals committee will meet to conduct the protest hearing. The decisions of the committee shall be binding on all parties.

The STYSA Appeals Committee will notify the parties of the committee's decision.

4.5 APPEALS

The decisions of the STYSA Appeals Committee are final and may not be appealed.

4.6 RULES OF COMPETITION

Except as otherwise provided herein, the rules of STYSA, US Youth Soccer and the FIFA "Laws of the Game" shall apply.

A. Substitutions

The number of substitutions shall be unlimited. Substitutions may be made with the consent of the referee, at the following times:

1. Prior to a throw-in in your favor.
2. Prior to a goal kick by either team.
3. After a goal by either team.
4. After an injury by either team when the referee stops play.
5. At half time.
6. When the referee stops play to caution a player, only the cautioned player may be substituted prior to the restart of the game.

B. Player Equipment

1. The referee is the judge of allowed player equipment as prescribed the FIFA Laws of the Game as modified by STYSA and USYS.
2. In order to provide guidance prior to the participation in the STYSA State Cup, players with equipment shall:
 - a) Have that item as worn by the player inspected by the STYSA Referee Committee at the time of Registration. A log must be maintained by the STYSA SCC documenting each inspection request to include date, time of inspection, player's name, age team name and name of the coach.
 - b) If the item as worn is found to meet the criteria for non-dangerous player equipment, it shall be photographed and the STYSA Referee Committee or their designee will attach a statement to that effect to the photograph.
 - c) The teams' coach shall have the photograph available at all STYSA State Cup games.
3. Should the referee in any match determine that the equipment worn by the player concerned does not meet the criteria as determined above and prevents the player from participating, that referee shall be required to submit a written report detailing the reason(s) for the decision; the report to be submitted within one hour of the completion of the match to the SCC.

4.7 PENALTY POINTS

Teams must have a copy of their Penalty Point Report and present it to the WG. This report shall be completed by the league administrator (based on information from the game cards) and shall be recorded on an official Penalty Point Report. This report shall be sent to the State Office, the appropriate home Association, and the team. At the STYSA USYSNC State Cup, the STYSA Appeals Committee (or its designee) shall maintain the penalty points for the duration of the tournament.

Penalty points are accumulated by receiving a caution (3 points) or ejection (9 points). An individual who receives two yellow cards in the same match and is thus ejected receives only 9 points. The Penalty Point Report shall contain the accumulated penalty points and the date(s) the points were received for each player and coach / assistant coach on the participating team and the served punishments. **REMEMBER, A PLAYER/COACH WHO RECEIVES THREE POINTS IN THREE SEPARATE GAMES MUST SIT OUT THE MATCH AFTER THE NINTH POINT IS ACCUMULATED. A PLAYER/COACH WHO RECEIVES A TOTAL OF 18 POINTS (IN ANY COMBINATION) THROUGH THE SEASON MUST SIT OUT THE IMMEDIATELY FOLLOWING TWO MATCHES.** Players/coaches who receive 21 points in a season are ineligible to continue to participate and must be removed from the match immediately. These punishments continue through the last match of the play-off season. Points received during the tournament will be reported to your home association.

The SCC officials may not seek you out, indicate on game cards, or otherwise inform you when a player or coach must sit out a match. This is the player and coach's responsibility. However, the STYSA SCC may elect to inform team officials of a suspension only as a courtesy. This should not create the expectation that it is STYSA's duty to provide this service on a consistent basis.

5. **CREDENTIALS PROCEDURES**

5.1 **CREDENTIALS**

The team, player and coach credentials' process shall follow strict guidelines and procedures as set forth in Rules 221, 224, 241, and 226 of US Youth Soccer National Cup Rules.

The credential process shall consist of three (3) components:

1. Submission of all forms and payment of fees and any others that may apply.
2. Submission of official certified STYSA roster.
3. Credential check-in process at the tournament site.

5.2 **CREDENTIAL INSTRUCTIONS FOR THE STATE CUP REPRESENTATIVE**

Only eligible players listed on the STYSA Roster will be allowed to participate in the STYSA State Cup.

A. **Acceptable Proof of Age** is as follows:

Proof of age shall consist of a birth certificate, a Uniformed Services Identification and Privilege Card (DD Form 1173) issued by the uniformed services of the United States, birth registration issued by an appropriate government agency or board of health records, a passport, an alien registration card issued by the United States Government, a certificate issued by the Immigration and Naturalization Service attesting to age, a current driver's license, an non-expired federal, state, or local government identification card (if documentation of date of birth is required), or a certification of a United States citizen born abroad issued by the appropriate government agency. **Hospital, baptismal or religious certificates will not be accepted, as per Rule 204 of the US Youth Soccer Playing Rules.**

NOTE: Proof of age in foreign languages must have English translation attached to the original document. Translations may be provided by anyone recognized as a translator by the US Youth Soccer National State Association governing that player. No parent or other family member can translate for any member of their son's or daughter's team unless they are certified and or accredited to teach the specific language, i.e. high school teacher, professor of languages at a university or college, a court translator, or anyone recognized as an official translator by a governing body. All translations will be dated and include qualifications to translate, signature, address and telephone number of the translator.

B. **PLAYER AND ADMINISTRATOR PASSES**

Each coach shall have a US Youth Soccer Member Card clearly marked “COACH PASS” which will contain the same data as on the player member card, except date of birth.

Each player/coach shall have been issued a US Youth Soccer member card with the following typed information:

- Player name
- Team name
- Team age group (U12/13/14/15/16/17/18/19)
- Team gender (B for Boys, G for Girls; or M for Male, F for Female)
- Birth date of player (02/26/99)
- State Association name
- Current photo of player/coach that shows a reasonable likeness and of appropriate size to fit on the pass.
- Signatures of Member Association registrars or designee, and respective player or coach signature.

ALL cards must be completely laminated in plastic. No open sides or ends.

6 REFEREE PROCEDURES

6.1 REFEREE PARTICIPATION IN STYSA USYSNC STATE CUP

The referee member of the SCC shall coordinate with referee representatives of STYSA member associations for the purpose of producing a list of referees to be invited to participate in the USYSNC STYSA State Cup. The STYSA SYRA shall set the parameters for these invitations.

The SCC referee member shall transmit invitations by email or telephone by May 10th preceding the STYSA State Cup.

6.2 REFEREE ASSIGNMENTS IN STYSA USYSNC STATE CUP

1. The referee assignment group, consisting of the SCC referee member and referee personnel from member associations with teams shall compose the assignments. The SCC referee member shall serve as chairperson of this assignment group
2. The referee assignment group shall make the assignments for U-15 to U-19 for the first day of the USYSNC STYSA State Cup.
3. Assignments for the 2nd and 3rd days of the USYSNC STYSA State Cup for U-15 to U-19 shall be made by the referee assignment group for center referees, preferentially based on the assessments of the first day’s matches. Assistant referees and fourth officials will be assigned independently of these assessments.
4. The assignment of center referees who are from either team’s home club shall be avoided.